

Department:	All Departments	Policy Number:	F06-0500-18
Section:	Finance	Effective Date:	October 9, 2018
Subject:	Surplus Equipment	Revised Date:	
Authority:	By-Law 2018-080		

1. Purpose

This policy identifies the approaches through which The Municipality of Brockton disposes of its surplus assets, excluding land and buildings.

2. Coverage:

This policy shall apply to all departments, employees and committees of the Municipality of Brockton

3. Policy Statement:

This policy establishes the procedures regarding the disposal of surplus assets and is intended to ensure that the sales or transfers of surplus assets provide:

- Efficiency, equity and transparency in transactions;
- The best value to the taxpayer;

4. Definitions:

Information Technology Assets: computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, mobile devices, and any other technological device capable of retaining data, including leased electronic equipment.

Net Residual Value: the historical cost of an asset less depreciation and anticipated disposal costs

Surplus Assets: assets that are obsolete, no longer needed, or no longer usable, as determined by the relevant Department Head.

5. Contents:

General Disposal of Surplus Assets Policy Provisions

Once, annually, in May the Chief Financial Officer (CFO) shall request from all department heads a list of surplus assets along with pictures for review.

The success bidder shall be the bidder with the highest bid.

Where applicable, a minimum reserve may be applied to the surplus asset. The successful bidder with the highest bid above the minimum reserve amount shall be the successful bidder.

Where possible, a trade-in allowance for the surplus asset, such as, but not limited to heavy equipment, vehicles, etc. should be considered when purchasing replacement equipment outside of the process outlined in this policy.

For speciality items, such as but not limited to fire apparatus and equipment, a request to the CAO/CFO for an alternative disposition of surplus asset will be required, along with a description of the method used to dispose of the surplus asset to ensure alignment with the policy statement.

Where appropriate, a professional, i.e., computer company, office furniture supplier, etc., may be asked to establish the value of the surplus property.

The completed list of items greater than \$1,000 shall be presented to Council to be declared surplus.

If an item is deemed to be of little or no value, it will be taken to an appropriate disposal site.

Items remaining following the enactment of the disposal process outlined in this policy shall be cleared out at the Department Heads discretion.

Disposal of Surplus Asset Process

Items less than \$1,000

If an item is deemed to be of value under \$1,000, the following procedure will be followed:

- a) Items will be offered for use in other Municipal departments (typically at no cost)
- b) Remaining items will be offered to all staff and members of Council, using the method outlined below.
 - i. All employees and members of Council are eligible to purchase surplus asset (not just employees in the respective department(s)).
 - ii. The CFO will post a notice of surplus equipment to all employees and Council members through on the MyBrockton website as well as send an email notification of the new items added.
 - iii. Silent bids will be submitted by those interested. The sealed bids are forwarded to the municipal office. The CFO and one other department head will open the tenders and award to the highest bidder(s) as of the date specified.
- c) If no bids are received from employees or Council members, the equipment may be offered for sale to the public using one of the following method:
 - i. Public notices will be placed in the local newspapers, and on the municipal web site.
 - The notices will include a list of the equipment for sale
 - A process to accept sealed bids from members of the public, staff and Council.

- Bids will be opened as of the specific date
- The equipment sold to the highest bidder and shall be picked up within ten (10) business days.

iii. Posting items on GovDeals

If either of the above options does not produce any bids, the equipment may be sent to public auction for sale or taken to an appropriate disposal site at the discretion of the department head

Special Circumstances

Shall there be a special circumstance requiring direction outside the above outlined process; a written request shall be presented to the CAO/CFO for prior approval.

Items greater than \$1,000

If an item is deemed to be of value over \$1,000, the following procedure will be followed:

- a) The completed list of items greater than \$1,000 shall be presented in a report to Council to be declared surplus.
- b) Items will be offered for use in other Municipal departments (at cost).
- c) Remaining items will be offered for sale, using one or a combination of the methods outlined below.
 - i. Public notices will be placed in the local newspapers, and on the municipal web site.
 - The notices will include a list of the equipment for sale
 - A process to accept sealed bids from members of the public, staff and Council.
 - Bids will be opened as of the specific date
 - The equipment sold to the highest bidder and shall be picked up within ten (10) business days.
 - ii. Posting items on Govdeals
 - iii. If the public notice does not produce any bids, the equipment may be sent to public auction for sale or an alternative method used as authorized by the CAO/CFO.