



Policy

Section: 2.0 Finance/Treasury

Policy: Surplus Equipment

By-Law: 2006-116, 2009-41

Date: 16 October 2006

Revision: 18 February 2020

Coverage:

This policy shall apply to all departments

Policy Statement:

This policy establishes the procedures regarding the disposal of surplus equipment.

Legislative Authority:

Not applicable

Contents:

Each department manager shall be responsible for identification of items that are no longer required for use, disposing of surplus equipment in accordance with this policy and reporting items over \$500.00 to Council on a regular basis.

Where possible, a trade-in allowance for the surplus equipment should be considered when purchasing replacement equipment.

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

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

If an item is deemed to be of value under \$500.00, the following procedure will be followed:

- 1) Items will be offered for use in other Municipal departments (typically at no cost)
- 2) Remaining items may be offered to all staff and members of Council, using the method outlined below.
 - a) All employees and members of Council are eligible to purchase surplus equipment (not just employees in the respective department(s)).
 - b) The Treasurer will circulate a notice to all employees and Council members through the payroll department, listing the equipment, where it can be viewed and a deadline for staff and officials to indicate their interest in purchasing the equipment.
 - c) Silent bids will be submitted by those interest. The sealed bids are forwarded to the municipal office. The Treasurer will open the bids and award to the highest bidder.

- 3) If no bids are received from employees or Council members, the equipment may be offered for sale to the public using the following method:
 - a) Public notice may be placed in local newspapers, on the municipal website or other location with public access, as deemed appropriate.
 - b) The notice will include a list of the equipment for sale and a process to accept sealed bids from members of the public. Bids will be opened after a reasonable amount of time and the equipment sold to the highest bidder.
 - c) If the public notice does not produce any bids, the equipment may be stored until such time as it can be recirculated for sale or taken to an appropriate disposal site (if the equipment is deemed to be of no value).

If an item is deemed to be of value over \$500.00, the following procedure will be followed:

- 1) Items will be offered for use in other Municipal departments (at cost)
- 2) Remaining items will be offered for sale, using the method outlined below.
 - a) Where appropriate the surplus equipment will be considered for listing on an industry related marketplace, such as Govdeals.
 - b) Alternatively, public notice may be placed in local newspapers, on the municipal website or other public space.
 - c) The notice will include a list of the equipment for sale and a process to accept sealed bids from the public. Bids will be opened after a reasonable amount of time and the equipment sold to the highest bidder.
 - d) If the public notice does not produce any bids, the equipment may be stored until such time as it can be recirculated for sale or disposed of using an alternative method as authorized by Council.

Fire Department turnout gear and personal protective equipment that is expired by National Fire Protection Association standards shall be donated to the Bruce County Fire Chiefs' Association, to be forwarded to various volunteer fire services in Nicaragua or other countries as deemed appropriate by the Association. The Fire Chief shall be authorized to donate such items and report to Council.