**TOWN OF RAYNHAM**

**POLICY & PROCEDURES**

**PROCESS FOR DISPOSITION OF SURPLUS PROPERTY**

**(relative to the sale, alienation, or disposal of personal property)**

Section 1. From time to time, the Town of Raynham finds it necessary to dispose of scrap metals and materials, residue inventory and surplus equipment. The following procedure outlines the instructions to be followed by Town departments in the disposition of items with the goal of optimizing revenues and complying with State law. It is the intent of this procedure to require the establishment of reasonable control over scrap, surplus and obsolete material generation, usage, handling, sale and disposal. This policy shall not apply to real property.

"Surplus" or "Scrap” materials included in this section are defined as items no longer useful to a governmental body but having resale or salvage value, including motor vehicles, machinery, computer equipment, and furniture.

Consistent with Chapter 30B, valuations for multiple items will be aggregated where surplus property is to be sold in a single lot.

Section 2. Surplus items shall be declared surplus or scrap by approval of the Town Administrator/Chief Procurement Officer per recommendation of a department head or applicable Town board. Each department should provide the Town Administrator/Chief Procurement Officer with a written list including description of the items and estimate of value.

Having been so declared and approved for disposal, each department shall abide by the following procedure:

1. have a complete list documenting the surplus or scrap items

2. determine that no other department is interested in the items by circulating a list of items identified through Town e-mail or memo (Town Administrator/Chief Procurement Officer will do for you if asked)

3. arrange to have the equipment stripped of all usable parts that can be reused for Town purposes and do not impact ability to be resold

4. put equipment in best possible condition

5. place equipment in area for optimum viewing

6. **for items with an estimated net value, either singularly or in the aggregate, under $10,000**, place on an on-line auction site for at least two weeks with mention of the auction on the Town website; alternatively, advertise for two weeks on the Town website and seek three quotes, preferably written, from dealers or prospective purchasers; process should be done in consultation with the Town Administrator/Chief Procurement Officer

7. **for items of with an estimated value, either singularly or in the aggregate, of $10,000 or more,** items must be offered through an auction process or competitive sealed bid according to the procedures outlined in Massachusetts General Law Chapter 30B, Sections 15(b)-15(d). Chapter 30B includes certain advertisement requirements in outside publications not required for items with an estimated net value under $10,000; process should be done in consultation with the Town Administrator/Chief Procurement Officer

8. trade-ins are permissible in lieu of sale under the following limited circumstances: a) consistent with Chapter 30B, the value of trade-in, single or aggregate, must be less than $10,000; b) the trade-in(s) must be directly related to the item(s) being purchased; c) the value of a trade-in should be based on an independent third-party source such as Kelly Blue Book or other widely recognized valuation guide, not just the value provided by the vendor to which a- trade-in is being made and d) the majority of the Select Board at a duly posted meeting must vote to allow the trade-in(s)

9. dispose of equipment to highest responsive bidder in accordance with terms and conditions of sale

10. properly record all documents of sale, copies to be provided to the Finance Director/Town Accountant

11. fill out Fixed Asset Control Form to be turned into the Finance Director/Town Accountant

Section 3. The Town of Raynham reserves the right to accept or reject any or all bids. All sales shall be made on an "as is", "where is” basis. All property sold shall be paid as specified by the on-line auction site or by cashier's check, certified check or money order payable to the Town. The Town, either through the on-line auction company or directly, shall furnish the successful bidder(s) a bill of sale documenting the description of the item, price bid and terms of sale. Purchaser must indicate agreement by signing the bill of sale and returning it to the applicable department head and/or Town Administrator/Chief Procurement Officer. Monies received from the sale shall go to the general fund or appropriate enterprise or revolving fund, as approved by the Finance Director/Town Accountant.

Section 4. It is the Town’s preference to use an on-line auction procedure as its preferred method to dispose of surplus items. The Town Administrator/Chief Procurement Officer will attempt to organize such an auction at least once a calendar year. Departments interested in participating in this auction should send an e-mail directly to the Town Administrator/Chief Procurement Officer.

Adopted this \_\_\_\_ th day of March by vote of the Board of Selectmen.

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PATRICIA A. RILEY, Chairman

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JOSEPH R. PACHECO, Vice Chairman

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KENNETH J. COLLINS,, Clerk