

**#42 TOWN OF LUNENBURG POLICY**

**SURPLUS ITEMS DISPOSAL PROCEDURE**

**I. POLICY STATEMENT**

Surplus items with no current or future use shall be disposed of in advance with this policy.

**II. RESPONSIBILITIES AND PROCEDURE**

1. Department Heads shall provide the Town Purchasing Agent with a list of surplus items that they have in their Department. This list shall be provided at least once per year or more often if requested by the Purchasing Agent. The list shall contain all relevant information which will allow the items to be advertised for sale, along with an estimate of its current value.
2. When there are sufficient surplus items to be disposed of the Purchasing Agent will apply the following process:
  - (a) Surplus individual items with an estimated value of \$300. or less may be disposed of by the Purchasing Agent in the most appropriate and cost effective method, e.g., advertise in-house on Town bulletin boards, email advertisement to Fire Departments or other municipalities, post public notices, Town yard sale, etc.
  - (b) Surplus individual items with an estimated value of more than \$300. may be disposed of by the Purchasing Agent by advertisement in the Progress Enterprise and any other relevant advertising methods.
  - (c) Surplus items that are new or nearly new may be sold if the full purchase price including taxes are paid.
3. For all tendered surplus items, the Purchasing Agent shall use a tender document (Schedule "A") which may be altered by the Purchasing Agent as required, e.g., conditions, taxes owing, etc.
4. The Purchasing Agent may establish minimum acceptable bids for any or all items to be disposed of.
5. Tenders will be opened by the Purchasing Agent with at least one (1) other Town employee present after the closing time has passed. They will sign and date each tender received.

6. The Purchasing Agent may award tenders for the sale of surplus items if it meets or exceeds the minimum acceptable bid established, or it is determined to be a reasonable selling price.
7. When all other methods have been exhausted to dispose of items or when the cost of disposal is more than the value of the items, surplus items may be donated by the Purchasing Agent on behalf of the Town to non-profit organizations.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]: <u>January 11, 2007</u>	
Date of Passage of Current Policy: <u>January 25, 2007</u>	
I certify that this Policy was adopted by Council as indicated above.	
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Clerk	Date

SCHEDULE "A"

TOWN OF LUNENBURG  
SURPLUS ITEMS TENDER

\_\_\_\_\_ Date

The Town of Lunenburg offers for sale by tender the items listed below on an "as is, where is" basis.

Sealed tenders marked \_\_\_\_\_ will be received by the Town at 119 Cumberland Street, PO Box 129, Lunenburg, NS, B0J 2C0, up until \_\_\_\_\_ local time \_\_\_\_\_.

Tenders will be opened on \_\_\_\_\_ with awarding of the tenders to be made on \_\_\_\_\_

Quantity	Description	Minimum Accepted Bid	Unit Price Offered	Total Tender Price
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\_\_\_\_\_  
Signed Date Phone No.

Mailing Address: \_\_\_\_\_

HST to be applied to above \_\_\_\_\_  
Yes No

Further Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_