



POLICY 72 DISPOSAL OF SURPLUS EQUIPMENT

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Policy Statement

- 1) The Chief Administrative Officer (CAO) may sell surplus equipment and assets; up to \$10,000 in value for any one item belonging to the Town of Bridgewater that, in his or her opinion, is obsolete, unsuitable for use, surplus to the Town requirements, or no longer needed by the Town, and may delegate this authority to employees of the Town.
- 2) The Purchasing Coordinator shall keep appropriate records of all items sold.

Procedure

Surplus Equipment List

- 3) By August 31st of each year, Departmental Directors, including the Fire Chief and Police Chief, will forward to the Purchasing Coordinator a list of surplus equipment, complete with a description of each item and a minimum bid if applicable.

Preparation of Surplus Equipment

- 4) It is the responsibility of the Senior Manager, or designate, of the Department to which the asset belongs, to ensure that the item and all of its parts are de-imaged of all Town of Bridgewater identification.
- 5) For vehicles and equipment
 - a) Town of Bridgewater identification and documentation must be removed prior to disposal.
 - b) Keys and registration must be provided to the Purchasing Coordinator prior to disposal.
- 6) For IT equipment and telecommunications
 - a) All IT equipment must be sent to the Municipal Joint Services Boards' IT Services or the Police prior to disposal.
 - b) All telecommunications equipment (ie. cell phones, personal data devices) must be void of confidential and personal information prior to disposal. It is the employee's responsibility to erase such information, and provide the device to the Purchasing Coordinator, who will ensure the device is properly prepared for disposal.

Disposal of Surplus Equipment

- 7) Using the departmental surplus equipment lists, the Purchasing Coordinator shall compile a comprehensive list of all Town-owned surplus equipment. This list shall be made available to Senior Managers and be reviewed by the Senior Management Team prior to the initiation of disposal procedures. If any surplus item is of value to another department,

upon request to the CAO, the asset may be transferred. All equipment transfers must be reported to the Finance Department for tangible capital asset purposes.

- 8) Remaining surplus items may be disposed of by:
 - a) All surplus assets shall be disposed of by either Public Tender, auction, or through donation to a registered charity, as reasonably practical in the circumstances. The donation of any asset valued at more than \$5,000 must be approved by Council.
 - b) All auctions shall be conducted by an independent third party.
 - c) All Public Tenders and auctions will be advertised on the Town of Bridgewater website and twice in local newspaper(s).
 - d) All Public Tenders shall be received through sealed bids and be awarded to the highest bidder. The Town reserves the right to choose not to award a public tender.
 - e) Employees of the Town, except those involved in the award of the tender, may submit confidential sealed bids on surplus equipment, and may also place a bid at a third-party public auction.
 - f) All qualifying tenders shall be summarized by the Purchasing Coordinator and forwarded to the appropriate department. The Departmental Director shall provide input regarding the decision to award.
 - g) If the Town is unable to dispose of surplus equipment through sale or donation, if reasonable, the CAO may decide to dispose of the equipment through other waste disposal options.

Option to Trade-In

- 9) Trade-in values must be established in conjunction with the purchase of new like equipment, through the tender or quotes required by the purchasing policy. In cases where the purchase is not required to be awarded by Council, the Senior Manager must approve all trade-in values and the Purchasing Coordinator is to be provided a list of all traded items, complete with the collected trade-in value.

Transfer of Surplus Equipment

- 10) The Town of Bridgewater is not responsible for any costs relating to the transportation of disposed surplus equipment.
- 11) All surplus assets are disposed of in 'as is' condition.

Exemptions

- 12) In circumstances where operations demand the timely removal of surplus equipment or products, at the discretion of the Senior Manager, such equipment or products may be disposed of through a competitive bid process that involves only Town staff. The procedure for such an award will be at the discretion of the Senior Manager.