

SECTION: ADMINISTRATION

SUBJECT: EQUIPMENT DISPOSAL POLICY

Original Resolution No.: 95-03-18

Equipment Disposal Policy

It is the policy of the County of Warner No. 5 to establish guidelines for the disposal of county equipment that is no longer required or used in the overall operation of the County.

Guidelines

1. Each department manager will annually review their department's equipment and determine whether the property is required in meeting their mandate.
2. If any equipment is deemed to be unnecessary, obsolete or surplus, a list is to be prepared for circulation to other departments to see if it fits their needs and or circumstances.
3. If another department requires a piece of equipment on the unwanted list, an appropriate transfer will be made.
4. Upon receiving no requests for the unwanted equipment from other departments, administration may proceed with the disposal of the items.
5. Equipment valued at \$3,000 or more, shall receive Council approval before being advertised for sale by public tender. A reserve price shall be determined and approved by Council. The notation, "Highest and/or any tender will not necessarily be accepted" must accompany all advertisements. Only Council may approve a sale below the reserve price. If a suitable tender is not received, the equipment may be sold privately. If the equipment is sold privately, the sale is subject to the approval of the County Administrator.
6. Equipment valued at less than \$3,000 may be either advertised for sale or sold privately by administration. If advertised, the notation in "Clause 5" must be included in the ad. The sale of the equipment is subject to the approval of the County Administrator.
7. If the equipment advertised for tender is valued in excess of \$10,000, a public tender opening is required.
8. Payment in full, either by cash or certified cheque, must be deposited by the purchaser with the County prior to taking possession. Successful tenders must take delivery within 30 days of the date of the approved sale.
9. All County logos and decals must be removed from all equipment before the new owner takes possession.