

Town of Warren

Policy for disposition of surplus property valued (under \$10,000.00)

As required by Massachusetts Procurement Laws

CHAPTER 30B: CHAPTER 7. Disposal of Surplus Supplies

The Town of Warren holds the option of disposing outright any supply or equipment that is broke, unusable or outdated. Any supply of equipment that is deemed to be usable will be disposed of by the following policy:

From time to time the Town of Warren finds it necessary to dispose of scrap metals, materials, residue inventory and surplus equipment. The following procedures outlines the instructions to be followed by each Town department in the disposition of items with an estimated value of less than \$10,000.00 in order to maximize the return revenues. It is the intent of this procedure to require the establishment of reasonable control over usage, scrap, surplus and obsolete material generation, handling, sale and disposal. This policy shall not apply to real property

“Scrap or Surplus” materials included in this procedure are defined as items no longer useful to the governmental body but having resale or salvage value.

Equipment shall be declared scrap or surplus by department head. No tangible personal property owned by the Town of Warren, whether the same be controlled by any department or otherwise shall be sold, alienated or otherwise disposed of, except upon written recommendation of the department head, and with the written approval and consent from the Board of Selectmen. Having been so declared and approved for disposal, the following procedure shall be followed:

A. Scrap Equipment, Scrap Metals and Materials:

- (1) Arrange to have the equipment stripped of all usable parts (i.e. meters, motors, gauges, batteries, if not already completed)
- (2) Have a complete list of equipment properly identified
- (3) Put equipment in best possible condition
- (4) Place equipment in a location for viewing
- (5) Advertise in one or both of the following means, newspaper of general circulation or town website
- (6) Have all equipment appraised “As is”
- (7) Have the equipment disposed of in a manner which is in the best interest of the Town of Warren in accordance with the terms and conditions of the sale.
- (8) Properly record all documents of sale. Copies of all documents must be sent to the Municipal Finance – Accounting Division office.

B. Surplus Equipment and Residual Inventory

- (1) Determine the needs of other departments by circulating a list of surplus equipment or residual inventory items.
- (2) Where no requirements exist within the Town departments, procedure as outlined in Section A 1-8 above is to be followed.

The Town of Warren reserves the right to except and reject all bids / offers. All sales shall be made “as is” “where is” basis. All property sold shall be paid for by Cashier’s Check or Money Order payable to the Town of Warren.

NOTE: For surplus supplies determined to be valued above \$10,000.00 disposition is permitted only in accordance with the provisions of M.G.L. c 30b. Advertised sealed bids, advertise public auction or through established markets.

