



## Surplus Policy

This policy complies with Massachusetts General Laws Chapter 30B which requires municipalities to adopt a written policy regarding the disposal of surplus property.

The following policy outlines the process to be followed in the disposition of tangible surplus items after the originating department has offered the item(s) for repurposing to other departments within the Town. Any property that is determined to be surplus to the Town must be disposed of according to the guidelines of this policy. This policy shall not apply to Real Property.

In order to follow the appropriate steps you must first make a determination of its value. The declared value determines the procedure that must be followed.

Surplus items owned by the Town shall be sold, traded or otherwise disposed of upon the written recommendation of the respective Department Head to the Town Manager. The written recommendation shall include a specific description (as much information as possible) of the item to be disposed of including relevant make, model number, serial number, vehicle identification number, etc. The written recommendation must include a justification/reason for the request.

The Town Manager shall review the written recommendation and make an initial determination of its merits.

If the surplus goods or equipment have no resale or salvage value, the department shall dispose of such property at the least cost to the town, after Town Manager approval.

If the item has a resale or salvage value, the next step is to have the item approved for disposition by the Town Manager. After the Surplus Property Form has been approved by the Town Manager the steps outlined below must be followed:

Please submit the "Surplus Property Form" to the Procurement Office. Sufficient information and photographs should be provided to allow for inspection of the surplus item. The form gives the Procurement Office the necessary information to offer the item(s) for disposal in accordance with these

procedures. The Procurement Office will require the list and photographs of the items to sell a minimum of 30 calendar days prior to the items needing to be removed from your site. This timeframe allows for advertising requirements and the buyer time to make payment and pick the item up.

The originating Department must ensure that all confidential and personal data has been removed prior to the sale, trade or disposal of the item.

#### **Value Less Than \$10,000**

If the surplus property is determined to have resale or salvage value, less than \$10,000 the property may be disposed of pursuant to one of the procedures set forth below in subsection A, B, C or D.

- A. Solicit quotes from at least three (3) companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a quote was solicited; or
- B. Advertise the surplus property for sale on the town website and or on any internet site that offers such property for sale at least fourteen (14) calendar days prior to the sale. Any such advertisement shall state the sale date and the terms of the sale; or
- C. By public auction that has been advertised for at least fourteen (14) days; or
- D. Either sell at less than fair market value or donate property to a governmental entity or charitable organization after receiving approval of the Town Manager. To be eligible, the charitable organization must be tax-exempt under section 501(c) (3).

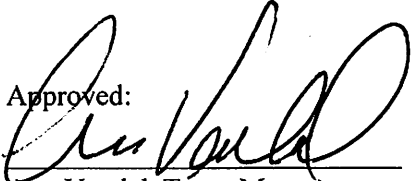
In all cases, the surplus property shall be sold to the person offering the highest purchase price.

If the Town does not receive a bid or offer to purchase the surplus property pursuant to any of the above-referenced methods, the Town may dispose of the property as waste, or in any other manner consistent with the law.

#### **Value Greater Than \$10,000**

If the surplus property is determined to have resale or salvage value greater than \$10,000 it must be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

Approved:

  
Ann Vandal, Town Manager

6/8/21  
Date



Town of *Dracut*  
MASSACHUSETTS

## Surplus Property Disposition Request

Department: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Item to be disposed: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Estimated Value of Item: \_\_\_\_\_

Description of Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Vandal, Town Manager

\_\_\_\_\_  
Date

Purchasing Agent:
Method used:
Sold to: _____ Date Disposed: _____ Amount: \$ _____