

Town of High Prairie

SALE OF SURPLUS EQUIPMENT POLICY

Policy Number: No. 22-2003	Approval Date: January 8, 3003	Resolution Number: 13/03
Effective Date February 12, 2003	Legal Authority: Organizational Bylaw 00/7 Amendment Bylaw 2/03	Amendments

TITLE: SALE OF SURPLUS EQUIPMENT

Policy Statement:

The Town of High Prairie will implement a policy to sell equipment that is no longer required by the Town for the provision of municipal services:

DETERMINATION OF SURPLUS EQUIPMENT:

Annually, on or before September 30th, each Department Head will prepare a listing of equipment that is scheduled within the capital budget of the following year to be dispersed or sold. The pieces of equipment that will not be used for trade in value in the replacement process, shall be deemed to be surplus equipment, and shall be offered for sale publicly.

SALE OF SURPLUS EQUIPMENT:

All surplus equipment will be sold using the sealed bid process whereby prospective buyers will present their purchase price for a piece of equipment in a sealed and appropriately marked envelope. Envelopes will remain sealed to the date and time set for opening the submissions.

RESERVE BID:

Each piece of surplus equipment will be valued and a reserve selling price will be established by the Public Works Committee in consultation with the respective Department Head.

ADVERTISING:

The sale of surplus equipment will be advertised in the regional supplement to the local newspaper.

The advertisement will include:

- a) a brief description of the equipment complete with the make, year and model.
- b) information as to when and where the equipment can be viewed, and information regarding any prearrangements required for viewing.
- c) the time and date that sealed bids will be accepted to, complete with the mailing address and a description as to how the envelope is to be marked to identify the bid submission.
- d) A statement expressing that the equipment is offered for sale "as is, where is" with no warranties or guarantees implied.
- e) A Statement expressing that neither the highest nor any bid need be accepted.

The Public Works Committee may consider advertising the sale of specialty equipment on a broader base and may direct that the sale of such equipment be advertised in the Grande Prairie and Peace River newspapers.

ACCEPTANCE OF SEALED BIDS:

Sealed bids, in appropriately marked envelopes, are acceptable from any individual of the general public excluding

members of the Council of the Town of High Prairie and the employees of the Town of High Prairie.

AUTHORITY FOR OPENING AND AWARD OF SEALED BIDS:

The Public Works Committee has the authority to open, select and accept the successful bid as delegated to the Committee pursuant to By-Law No. 7/00.

OPENING OF SEALED BIDS:

The opening of sealed bids will be conducted by the Public Works Committee at a publicly accessible location in the Town Office.

SELECTION OF SUCCESSFUL BIDS:

The Public Works Committee will accept the highest bid price tendered on a piece of surplus equipment provided that the highest bid price is equal to or greater than the reserve price set for that particular piece of equipment.

In the event that two or more equivalent bid submissions are received and they are the highest acceptable submissions, the names of those making the bid submissions will be printed on like paper and the successful bidder will be determined by draw.

SALE OF SURPLUS EQUIPMENT BY PUBLIC AUCTION:

In the event that an acceptable bid is not received for a piece of surplus equipment, that piece of equipment may be scheduled and sold at a public auction.

COMPLETION OF SALE:

All surplus equipment sold pursuant to this policy shall be paid for in full by the successful bidder prior to the equipment being removed from the possession of the Town of High Prairie.