



Town of Landis Surplus or Obsolete Property Policy

This policy establishes procedures for the disposition of all property, with exception of Real Property, which is surplus to the needs of the Town. Employees, former employees, or related organizations shall not receive any preferential treatment in the disposal or sale of surplus material.

This policy is consistent with the “Resolution to provide for the administrative disposition of Surplus Property”, approved and adopted October 7, 2019. In the event of a conflict, the resolution shall take precedence.

SCOPE

All employees of the Town of Landis

RESPONSIBILITY FOR ADMINISTRATION

The Town's purchasing agent, or otherwise designated administrator appointed by the Town Manager, is responsible for the enforcement of this policy. The purchasing agent/administrator shall coordinate the disposition of surplus property and shall ensure that the Finance Department is aware of any resulting proceeds so that the proceeds to be applied to the proper account.

DEFINITION

Surplus is defined as any tangible personal property owned by the Town, which is not needed at present, or for the foreseeable future, or is no longer of value to the Town. Items included are those found, purchased, or received as gifts.

The head of any department may declare supplies or equipment held by such department to be surplus. Such declaration shall be in writing. The written declaration shall be delivered to the purchasing agent/administrator, who shall maintain a written inventory for circulation to, and review by each Town department. If any department has use of such property, that department may request reassignment of this property from the purchasing agent/administrator. The purchasing agent/administrator shall have the authority to assign the property to the requesting department best able to make use of it. If no department requests this property after the inventory has been circulated once, the property shall be deemed surplus.

The purchasing agent/administrator shall have the authority to exchange or trade-in new supplies or new/used equipment or vehicles which have been deemed surplus.

The purchasing agent/administrator shall have the authority to dispose of surplus property or equipment by auction or sale after receiving bids or proposals which, in his or her judgment, provide the best return to the Town.

Sale on the open market: The purchasing agent/administrator shall have a notice of sale published on the Town web page and social media at least seven calendar days before the sale. This notice will include a general description of the property to be sold, the day, time, and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

Sale by sealed bid or auction: As an alternative to a sale on the open market, the purchasing agent/administrator may, when in his or her judgment it is in the best interest of the Town, sell the surplus property utilizing a sealed bid or public auction. In this case, the purchasing agent/administrator shall have a notice of sale published on the Town web page and social media at least seven calendar days before the sale. This notice will include a general description of the property to be sold, the day, time, and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price. In conducting an auction, the purchasing agent/administrator may contract with a professional auctioneer and allow a flat fee, hourly fee, or percentage of the amount of the sale to be paid based upon the customary payment method for such auctioneering services.

Items not sold at auction:

If the item(s) not sold at auction are worth more than \$1,000 per item they will be reported to the Board of Aldermen for consideration and direction at the next scheduled Board meeting.

If the item(s) not sold at auction are worth less than \$1,000 per item, the purchasing agent/administrator has the authority to decide if reauctioning the surplus property is feasible. If it is not feasible, he or she may recommend to the Town Manager that such surplus property be donated to any non-profit corporation or school located within or serving the Town, any other North Carolina communities, or sold to Town employees or the public at fair market value. Such surplus property shall only be donated or sold upon approval of the Town Manager.