

Town of Chelmsford

Disposal of Surplus Property Under \$10,000 Policy

Purpose

This policy is established to comply with Massachusetts General Laws Chapter 30B §15, which requires written procedures for the disposal of surplus property with an estimated net value of less than \$10,000.

Scope

Surplus property covered by this policy is defined as tangible property that is no longer useful to the Town but has resale or salvage value. This policy does not apply to surplus property valued at \$10,000 or more which will be disposed of in accordance with the requirements of Massachusetts General Laws Chapter 30B §15. This policy does not apply to the disposal of real property.

Authority

The Town Manager, serving as Chief Procurement Officer, or their designee, is responsible for implementing this policy.

Procedures

1. Declaration of Surplus Property

Property shall be declared surplus by the department head responsible for the item, via written notice to the Town Manager or their designee. The notice must include a complete description of the item.

2. Valuation of Surplus Property

The value of surplus property will be determined by the Town Manager or department head using methods customarily accepted in commerce. These methods may include but are not limited to: comparable sales; valuation tools such as Kelley Blue Book; market quotes; and estimates for parts and scrap from auto recyclers, junkyards, and metal scrap yards.

3. Methods of Disposal

Items shall be disposed of using sound business practices, with the Town seeking to obtain the highest value while also considering the cost and time associated with the disposition. Acceptable methods include sealed bids; public auctions; on-line

auctions; trade-in credit toward purchases; and sales to auto recyclers, junk yards, or scrap yards.

4. Advertisement of Sale

Advertisements for sealed bids or public auctions shall be posted on the Town's website and/or in a local newspaper at least fourteen (14) days prior to the sale. For items sold through online auction, the listing itself may serve as the advertisement and must remain posted for at least fourteen (14) days.

5. Disposal to Governmental or Charitable Organizations

Surplus items may be disposed of at less than fair market value to another governmental agency or any charitable organization which has received a tax exemption from the United States by reason of its charitable nature, upon written approval of the Town Manager.

6. Compliance with Conflict-of-Interest Law

All actions taken under this policy shall be consistent with the Conflict-of-Interest Law, Massachusetts General Laws Chapter 268A.