

COUNTY COMMISSIONERS NEEDS ACTION COVER SHEET



Department: Purchasing

Submitted by: Elaine Davis

Date Submitted: 10/16/2015

Submitted for meeting on: 10/28/2015

VOTE REQUESTED:

- | | | |
|--|---|--|
| <input type="checkbox"/> Prepayment | <input type="checkbox"/> Transfer Request | <input type="checkbox"/> Appointment(s) |
| <input type="checkbox"/> Payment Authorization | <input type="checkbox"/> Lease/Contract Renewal | <input type="checkbox"/> Out-of-State Travel |
| <input type="checkbox"/> Establish New Account | <input type="checkbox"/> Bid Award | <input checked="" type="checkbox"/> Other |

EXECUTION OF DOCUMENTS REQUESTED:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Grant Agreement |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Personnel Action (does not include FMLA requests) |

PLEASE COMPLETE THE INFORMATION BELOW FOR ANY ACTION REQUESTED:

Vendor: _____

Amount: _____
org/object _____

Contract Period: _____

Brief Summary of Contract/Request:

As per Chapter 30B, section 15(f), (attached) a governmental body shall dispose of tangible supplies with a net value of under \$10,000., using written procedures approved by the governmental body. The attached policy has been drafted by the Chief Procurement Officer and reviewed by the Finance Director, the Facilities Director and the IT Department Administrative and Fiscal Manager. Please approve the attached policy.

Date:

BARNSTABLE COUNTY WRITTEN PROCEDURE FOR DISPOSAL OF SURPLUS SUPPLIES WITH A VALUE OF LESS THAN \$10,000.

Surplus Items with an estimated value of over \$10,000.00

All tangible supplies with an estimated value of over \$10,000.00, must be disposed of according to Chapter 30B, section 15. These rules apply to all tangible surplus supplies with retail or salvage value, including motor vehicles, machinery, computer equipment, furniture and other materials and supplies. This does not include real property.

Surplus Items with an estimated value of less than \$10,000.00

Pursuant to M.G.L. c. 30B, 15(F), the County's Chief Procurement Officer is required to dispose of tangible supplies that are no longer useful to the County but have an estimated net resale or salvage value of less than \$10,000 using written procedures approved by the County Commissioners. This policy applies to all tangible surplus supplies with retail or salvage value, including motor vehicles, machinery, computer equipment, furniture and other materials and supplies. This does not include real property.

All computer equipment, phones, printers, photocopiers and mobile devices that are no longer of use must be returned or turned over to the IT Department. Such equipment will be gathered and sold in bulk.

For all other items:

The Department will forward a list of the item(s) to the Chief Procurement Officer, which includes the following information:

- Description of the item(s), along with model numbers, serial numbers or any other identifying markings
- Condition
- Picture
- Reason why the item(s) are no longer needed
- Estimated value

The Chief Procurement Officer will distribute the list to other Departments to determine if the item(s) can be utilized elsewhere in the County.

If another department wishes to take the items(s), both departments are to make arrangements for transfer of the items.

If no other department responds within 5 days, the Department owning the item(s) will send a request to the County Administrator to have the item(s) declared surplus.

Once the item(s) have been declared surplus, the surplus declaration signed by the County Administrator is to be forwarded to the Chief Procurement Officer.

The items will either be sold at auction, stored, offered to another governmental agency or disposed of.

Surplus Items with an estimated value of under \$100.

A Department Manager must approve the disposal of any item(s) no longer useful to a Department that has an estimated value in his or her opinion of less than \$100. If the item(s) are not in working condition, the department will make arrangements to dispose of item(s). If the item is in working condition, the Department Manager will inform the Chief Procurement Officer of its availability and to see if it can be utilized elsewhere. The Chief Procurement Officer will notify other departments of its availability. If there is space to store it, the Department will make arrangements to have the items moved to the storage location.

The Chief Procurement Officer will keep an inventory of items in storage and (post the information on the Purchasing Website so that Departments can see what items are available).

Employees are not allowed to take surplus equipment home for their personal use.

Trade-in Provision

A quote process can be used when trading in supplies with an estimated net value of less than \$10,000, when the new cost of the supply you are procuring is less than \$35,000.00.

Approved:

Sheila Lyons

Mary Pat Flynn

Leo Cakounes



THE 189TH GENERAL COURT OF
THE COMMONWEALTH OF MASSACHUSETTS

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| PART I | ADMINISTRATION OF THE GOVERNMENT | | |
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| CHAPTER 30B | UNIFORM PROCUREMENT ACT | | |
| | | PREV | |
| Section 15 | Tangible supply; disposition | | |
| | | PREV | NEXT |

Section 15. (a) A governmental body shall dispose of a tangible supply, no longer useful to the governmental body but having resale or salvage value, in accordance with this section. This section does not apply to the disposal of real property.

(b) The governmental body shall offer such supply through competitive sealed bids, public auction, or established markets.

(c) Notice of sale by bid or auction shall conform with the procedures set forth in paragraph (c) of section five. The notice shall indicate the supply offered for sale, designate the location and method for inspection of such supply, state the terms and conditions of sale including the place, date and time for the bid opening or auction, and state that the governmental body retains the right to reject any and all bids.

(d) If the governmental body rejects the bid of the highest responsive bidder, the governmental body may:

(1) negotiate a sale of such supply so long as the negotiated sale price is higher than the bid price; or

(2) resolicit bids.

(e) A procurement officer may trade-in a supply listed for trade-in in the invitation for bids or request for proposals.

(f) For a supply with an estimated net value of less than \$10,000, the procurement officer shall dispose of such supply using written procedures approved by the governmental body.

(g) Notwithstanding any other requirement of this section, a governmental body may by majority vote, unless otherwise prohibited by law, dispose of a tangible supply no longer useful to the governmental body but having resale or salvage value, at less than the fair