



## **TOWN OF DOVER**

### **Policy on the Disposition of Surplus Material**

#### **I. Purpose**

On occasion, the Town of Dover ("Town") finds it necessary to dispose of materials, equipment, or other property that are no longer needed or useful. The following policy/procedure outlines the process to be followed in the disposition of such surplus items. This policy applies to all items having resale or salvage value regardless of dollar amount. This policy does not apply to the disposal of real property.

#### **II. Statutory Authority**

Massachusetts General Laws c.30B, §15 provides a statutory framework for the Town to dispose of a tangible supply, no longer useful to the Town but having resale or salvage value. These rules apply to all tangible surplus supplies including, but not limited to, motor vehicles, machinery, computer equipment, furniture, and other materials and items.

#### **III. Administration**

This policy shall be implemented through the Town Administrator, serving as Chief Procurement Officer, or his/her designee.

#### **IV. Procedure**

##### **A. Designation and Approval of Surplus Items regardless of dollar amount:**

1. No tangible surplus items owned by the Town having resale or salvage value shall be sold or otherwise disposed of except upon the written recommendation of the respective Department Head to the Town Administrator. The recommendation shall include a specific description of the item including relevant make, model number, serial number, or vehicle identification number, as applicable. The recommendation shall also include justification for the request.
2. The Town Administrator shall review the recommendation and make a final determination of its merits. A list of approved items shall be submitted to the Board of Selectmen (the "Board") for final authorization.

3. Upon the Board's approval, the Department Head or his/her designee shall work with the Town Administrator to coordinate the sale or disposal.
- B. Disposal of Surplus Items with value estimated at \$10,000 or more:
1. The Town shall offer such items through competitive sealed bids, public auction, or established markets in accordance with G.L. c. 30B.
  2. Notice of sale by bid or auction shall conform to the procedures set forth in c.30B. The notice shall indicate the items 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 Town retains the right to reject any and all bids.
  3. If the Town rejects the bid of the highest responsive bidder, the Town may:
    - a. negotiate a sale of such supply so long as the negotiated sale price is higher than the bid price; or
    - b. resolicit bids.
  4. The acceptance or rejection of any bid will be reviewed by the Town Administrator or his/her designee.
  5. The Town Administrator, or his/her designee, may trade-in a supply if it is clearly listed for trade-in in an invitation for bids or request for proposals in accordance with c.30B.
- C. Disposal of Surplus Items with value estimated at less than \$10,000:
1. Sealed bids, public auction, or online auctions are strongly encouraged for items with an estimated value over \$1,000, but less than \$10,000.
  2. Items should be first made available to Town Departments (via e-mail with pictures attached if appropriate).
  3. If unsuccessful, the items should then be offered to other municipalities, school districts or non-profit organizations via a 'list-serve' (or other means) if the Department Head deems it is appropriate.
  4. If there is no interest, the item(s) may be junked, scrapped, or disposed of.
  5. Items shall be disposed of using 'sound business practices,' with the Town trying to get the highest value but also taking into consideration the cost and time associated with the disposition.
- D. Disposal of Surplus Items having no resale or salvage value:

1. If the surplus goods or equipment have no value, the Town Administrator shall instruct the Department Head to dispose of such property at the least cost to the Town.
2. The item(s) may be junked, scrapped, or disposed of, at the Department Heads discretion.
3. As a Green Community, reuse and recycling is strongly encouraged.

E. Charitable Donations:

1. Surplus items may be disposed of at less than fair market value to another governmental agency or any organization that has an IRS tax exempt status by reason of its charitable nature with approval of the Town Administrator.

F. Additional information:

1. Auction may be held via an online auction service in accordance with c.30B requirements.
2. The surplus item will be awarded to the responsive bidder offering the highest price in conformity with all the terms and conditions outlined in the notice of sale.
3. All payments shall be by cash, money order, or certified bank check payable to the Town. Personal and/or company (business) checks will not be accepted. All payments are to be turned over to the Treasurer for posting to the General Fund.
4. Under no circumstances shall an employee take an item or offer it for sale without following these procedures. Removal of surplus materials without approval may be considered theft and result in disciplinary action.

VOTED EFFECTIVE AS OF: 2/11/21

**TOWN OF DOVER,  
MASSACHUSETTS,**

By its Board of Selectmen,

  
**Robert Springett, Chair**  
**John Jeffries, Clerk**  
**Robyn Hunter, Member**