



SECTION:

ADMINISTRATIVE POLICY 4

TITLE: Surplus Auction Policy

I. PURPOSE AND SCOPE

This policy provides direction for the auctioning of City of Avondale (City) surplus items. This policy applies to all employees and must be used to dispose of all City owned property and equipment. The only exception to this policy is the Police Department when disposing of seized property and evidence. Separate procedures are in place for their disposal.

II. POLICY STATEMENT

It is City policy to utilize property and equipment for as long as appropriate or to relocate equipment to another department that has use for it. When this is no longer the case, the City contracts with an auction company to benefit from the disposal of unwanted and unused serviceable property. All serviceable equipment items will be disposed of through the auction company contract.

III. DEFINITIONS

A. Serviceable Equipment: Property or equipment that is still usable and can still serve its intended purpose.

1. Examples of items eligible for the auction include, but are not limited to: furniture, tools, computer and electronic equipment, vehicles and confiscated weapons.

IV. POLICY PROVISIONS

A. The City contracts with an auction company to provide the City with the opportunity to benefit from the disposal of unwanted and unused serviceable property.

B. All serviceable equipment items will be disposed of through the auction company contract.

V. PROCEDURES

A. Contact the Facilities Manager for all items other than vehicles and Information Technology equipment to determine the item's appropriateness for submission to the auction company.

1. The Facilities Manager will make the necessary arrangements with the auction company for pickup of the items.
 2. Department Heads must approve all items being submitted by their departments to the auction company.
 3. Contact the Information Technology Department concerning all surplus computer and electronic equipment. Computer and electronic equipment may be eligible for disposal under an existing program (e.g., schools, community programs, etc.).
- B. The Facilities Manager will contact other City departments to determine if the item can be utilized in another area.
1. This step is critical. Many items can be used throughout the City, which reduces the need to purchase new items, producing a savings for the City.
- C. Once the item is prepared for auction, the auction company will collect the item(s) and act as our agent until the conclusion of the auction.
- D. Once the auction is complete, all fees due to the auction company will be deducted from the final auction sale price and the proceeds will be returned to the City Budget.

Employees who have any questions regarding disposal of city property should contact their Department Head or the Facilities Manager.

VI. APPROVAL



Charles McClendon, City Manager

September 4, 2013

Date of City Manager's Approval