

POLICY & PROCEDURES FOR THE DISPOSITION OF SURPLUS PROPERTY WITH AN ESTIMATED NET VALUE OF LESS THAN \$5,000

POLICY STATEMENT: The Dennis Water District, through its Board of Water Commissioners having designated a Chief Procurement Officer (CPO) in accordance with the provisions of M.G.L. c.30B, acknowledges that it is subject to said statute also known as the Uniform Procurement Act.

A. Pursuant to §15(f), the CPO, as defined below, is required to dispose of all tangible supplies that are no longer useful to the District but, have a resale or salvage value of less than \$5,000 using written procedures approved by the Board of Water Commissioners.

- This applies to all tangible supplies, including motor vehicles, machinery, computer equipment, furniture, and other supplies. The term “supplies” does not include real property.
- Prior to a disposition, a supply must be declared by the CPO as no longer useful to the District.
- Supplies with a declared net value of \$500 or less may be disposed of by the CPO in the best interest of the District or donated in accordance with Section 15(g) to a charitable organization which has received a tax exemption from the United States by reason of its charitable nature.
- Supplies with a declared net value of more than \$500 and less than \$5,000 shall use the following procedures for disposition.

B. Having been declared surplus for disposition, the following procedures shall be followed by the CPO, who is responsible for assuring compliance with these procedures:

- The CPO shall value the supply in a commercially reasonable manner. Valuations shall be aggregated where supplies are to be sold in a single lot.
- If the valuation of aggregated supplies is \$5,000 or more, the CPO must meet the requirements of M.G.L. c.30B, §15(b) through (d).
- The CPO shall prepare a complete list of the property to be disposed of; ensure the property is in the best possible condition; establish a procedure for potential buyers to examine the property; advertise the pending sale by placing a notice on the District’s website, newspaper, or internet seller’s website (e.g. Craig’s List, EBay, etc.) as may be deemed appropriate to solicit responses or, if deemed appropriate solicit quotes from no less than three potential buyers.

C. The District shall reserve the right to accept or reject all offers, and to sell any supply to any person offering the best value to the District as determined by the CPO.

- Declare the supply sold and convey the same to the responsive person making the best offer.
- All property shall be sold on an “as is” basis, with no warranty of any kind, express or implied.
- Properly record all documents.

D. All monies from the disposition of supplies under this procedure shall be payable to the Dennis Water District.

- All revenue from the disposal of supplies under this procedure shall be deposited with the District Treasurer for deposit in the general fund or a reserve account established for the purpose of using said funds towards the acquisition of replacement equipment as may be voted by vote of the District at an annual or special meeting.

E. If the District receives no offers for a surplus supply, it may be disposed of in any commercially reasonable manner or, by vote of the Board of Water Commissioners it may be donated to a charitable non-profit organization (e.g. school, church).