

**TOWN OF BLOOMFIELD**

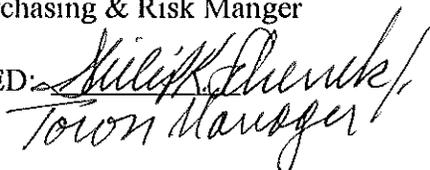
**POLICY MEMORANDUM**

SUBJECT: Disposition of surplus/unclaimed  
Property

NO: 141.03  
DATE: May 6, 2015

DISTRIBUTION: All Departments

AMENDED:  
BY: Nancy Haynes  
Purchasing & Risk Manger

APPROVED:   
Town Manager

I. PURPOSE

The purpose of this procedure is to provide guidance to Town employees regarding the disposition of surplus property and unclaimed property.

II. RESPONSIBILITY

Any Town department shall use the following procedures when disposing of Town surplus property, other than real property. Surplus Property is all tangible personal property owned by the Town of a non-consumable nature which is excess, surplus, or obsolete for which the continued use is not economical or efficient, or which serves no useful function. This may also include items identified as scrap due to the condition of the item(s).

III. FORMS

Asset change or delete form.

IV. PROCEDURE

A. Surplus property is defined as:

Excess Property - Property which exceeds the requirement of the Department to which the property is assigned. Excess property may be utilized by another town department or the Board of Education.

Surplus/Obsolete Property - Property which exceeds the requirement of the entire Town or which has reached the end of its useful life or become obsolete in the Town service.

Scrap - Damaged, spent, or otherwise unusable equipment, parts, or materials whose only value lies in recycling of its component parts or materials.

B. All Town departments shall be responsible for determining when they are in possession of property that is no longer required for their respective areas.

- C. Departments are prohibited from the selling or donating any property to employees, individuals, or any other entity without following the prescribed process contained in this policy and procedure.
- D. Department Heads may transfer the item within their own departments as required.
- E. Property that is no longer needed by a Department, but is functional, or that may be economically repaired, or retains some residual value must first be offered to for transfer to another department, including the Board of Education. Departments will notify other departments of the surplus item(s) thereby possibly avoiding the expenditure of a new purchase. Upon transfer of computers, vehicles and items on the fixed asset inventory, the department shall complete an asset change or delete form and submit it to the Purchasing and Risk Manager within 30 days of the transfer.
- F. If no other Department claims a surplus item, all non-consumable Town property, whether tagged as an asset or not, may be declared surplus and disposed of in one of the following ways:
  - a. Trade In - There may be times when it is more advantageous to trade in an item in order to defer a portion of the expense of a new purchase. The user department may recommend this alternative or other possible alternatives to the Purchasing and Risk Manager prior to the acceptance of any offer of trade in value from an outside vendor. Items that are being traded in must remain at the user department location until transferred to the seller of the new equipment. Upon removal of the item, the department conducting the trade-in must complete the fixed asset change or delete form.
  - b. Public Auction/Tag Sale or Competitive Sealed Bid - Items not needed by other Town departments shall be auctioned, sold, or otherwise disposed of at the discretion of the Purchasing and Risk Manager. Public auction may include the use of internet sales and auctions. Any internet sale or auction site must have the prior approval of the Purchasing and Risk Manager, and Town employees are prohibited from agreeing to terms and conditions of internet sale/auction sites without the approval of the Purchasing and Risk Manager. Town sponsored tag sales and competitive sealed bids for the sale of surplus materials will be conducted as required.

Before being offered by auction or sale to the general public, items may first be offered by competitive bid, limited to local Bloomfield based not for profit organizations based on a written recommendation from the Town Department Director to the Town Manager. If no bids are received that meet or exceed the independent book value of the asset, the item may then be offered for sale to the general public in the manner described above.

- c. Donation - Property which is not needed by the town and fails to receive a reasonable offer after a public auction or competitive bid may be made available at a nominal fee or donated to other governmental entities or non-profit organizations. All donations shall be approved by the Town Manager prior to any agreement or promise to transfer Town owned property to another entity.
  - d. Scrap/Junk - Property which has no commercial value and is considered junk may be disposed of by the user department. An asset change or delete form must be prepared for all property and should include an accurate description with an asset number and serial number as applicable. Users should coordinate with Public Works for proper disposal of the item(s) with particular concern regarding the disposal of items that may be considered to be hazardous.
  - e. It is the responsibility of the department which last handles the surplus to remove all asset tags and all Town of Bloomfield seals before they are transferred from Town property. This only applies when the item is leaving town property not when transferring the item internally.
- G. Additional approval of computer equipment by Information Technology is required prior to transfer or disposal. Information Technology will be responsible for coordinating the disposition of surplus computer equipment and shall insure that all hard drives have been cleared of Town data and that all operating systems licensed for Town use only have been removed.
- H. Additional approval of vehicles, trucks and heavy equipment by the Public Works Operation Manager is required prior to transfer or disposal.
- I. Town employees may participate in the public sale of Town property. Direct purchase of an item is only allowed if the property fails to receive a reasonable offer after a public auction or competitive bid; the employee may purchase the item at a fee as determined by the Purchasing and Risk Manager; items will be offered on a first come first served basis. At no time may an employee purchase an item that they had a role in declaring surplus.
- J. The Police Department is responsible for the disposition of confiscated or unclaimed private property. Confiscated Property (Forfeiture) is private property seized by the Police Department and subsequently titled over to the Town. Unclaimed property is private property located by or turned in to the Police Department for custodial safekeeping until the owner is located or until a time deadline expires. Public Works is responsible for the disposition of evicted materials. Final disposition of these items may require the assistance of the Purchasing and Risk Manager.
- K. All proceeds from the disposition of surplus property, whether the asset is sold or scrapped, will be credited to the General Fund. In certain situations the item(s) disposed of or sold may have been purchased with grant or donated funds. In keeping with the intent of the original funding, proceeds may be distributed back

to the department for purposes of which the funding was intended. Proceeds from Confiscated and Unclaimed property may be designated to other funds as required by Federal, State or local law.