



City of Fitchburg, Massachusetts

Purchasing Department
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

POLICY FOR DISPOSAL OF SURPLUS SUPPLIES, MATERIALS, AND EQUIPMENT

From time to time the City of Fitchburg finds it necessary to dispose of scrap metals, materials, residue inventory and surplus/obsolete equipment. These procedures govern the disposition of items in order to maximize return revenues. It is the intent of this policy to establish reasonable control over usage, scrap, surplus and obsolete material generation, handling, sale and disposal.

Supplies, materials, or equipment (hereinafter described as “Surplus”) included in this policy are defined as items no longer useful to the governmental body.

No tangible property owned by the City of Fitchburg, whether the same be controlled by any department or otherwise, shall be sold, alienated or otherwise disposed of except in accordance with this policy.

The department head having control of surplus item(s) shall submit their written recommendation for disposal on the provided “Property Disposition Request Form” to the Mayor for approval. Contained within this form shall be a good faith estimate value of the items individually listed.

If approved by the Mayor, the form will be submitted to the Purchasing Department, recorded with the City Property Committee, and copied to the City Auditor for inventory and insurance purposes.

For surplus determined to have a value less than \$1,000:

Items may be disposed of by any means on the departmental level, provided public disclosure takes place via the Property Disposition Request Form and provided the funds generated are deposited into the City’s General Fund.

For surplus determined to have a value between \$1000 and \$10,000:

1. Upon receipt of the Property Disposition Request Form, the Purchasing Department will first offer the item(s) to other City departments via an email notification. City departments will have ten (10) business days to declare their interest and take ownership of the item(s).
2. If there is no internal interest in the item(s), the Purchasing Department shall determine the appropriate method of disposal and either conduct the sale or disposition, or designate those duties to another individual. The controlling department shall provide the

item is in sale condition (as cleaned up as possible and free of preventable defects) and shall inform Purchasing of the location and condition of the item(s).

For surplus determined to have a value in excess of \$10,000:

1. Upon receipt of the Property Disposition Request Form, the Purchasing Department will first offer the item(s) to other City departments via an email notification. City departments will have ten (10) business days to declare their interest and take ownership of the item(s).
2. If there is no internal interest in the item(s), the Purchasing Department shall perform the disposition in accordance with the provisions of MGL c. 30B relating to such higher value dispositions, by inter-municipal agreement, auction, or bid. The controlling department shall provide the item in sale condition (as cleaned up as possible and free of preventable defects) and shall inform Purchasing of the location and condition of the item(s).

The following shall apply to all disposition transactions:

1. All funds generated by the sale of surplus shall be deposited to the City's General Fund regardless of how the supplies or equipment were first acquired, except in the case of certain criminal forfeiture transactions.
2. Items declared and approved as surplus may be traded in towards the purchase of new supplies and equipment as allowed under MGL c. 30B.
3. Departments shall retain the ability to destroy and/or discard outright any supplies, materials, equipment or scrap that are broken, unusable, or unsellable.
4. The City will furnish the buyer with a Bill of Sale detailing the items conveyed and the price paid for the item(s).

Special Handling for Technology Equipment

1. The Technology Department shall be charged with oversight of all technology equipment prior to declaration of disposition.
2. The Technology Department will remove all software and/or files from computers and storage devices prior to being sent to disposition. Devices must either be sanitized for disposition or destroyed if having no value.
3. The Purchasing Department shall not be responsible for preparation of technology equipment or storage in any way, and will only retain responsibility for disposition by acceptable means.