

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: DISPOSAL OF SURPLUS EQUIPMENT

APPROVAL DATE: FEBRUARY 12, 2007

- (1) Directors will be responsible for periodically identifying equipment that is surplus to the requirements of that Department. The Director will initiate a written recommendation to the C.A.O., that will include a description of the surplus equipment, a recommendation that it be disposed of, and an estimate of value.

- (2) An item of surplus equipment with an estimated value of greater than \$1,000 shall be disposed of by public tender, and the contract for disposal of such equipment shall be awarded by the C.A.O.

- (3) The C.A.O. may award the disposal of surplus equipment with a value of less than \$1,000 to non-profit groups, without competition or tender. Regarding surplus computers, the CAO will firstly determine if any municipal department is capable of utilizing this equipment, and if negative, the CAO may sell the surplus computers at an estimated fair market value, if the estimated value is less than \$300. The CAO may order the destruction of surplus computers, if he determines that they have very little or no value, and in such instances, the hard drives must be removed and destroyed.

- (4) Staff will provide a list to Councillors, from time to time, of equipment that has been declared surplus, and how it has been disposed of.
