

**Town of Topsfield**

**Process for Disposition of Surplus Property Under \$10,000**

Policy: From time to time, the Town of Topsfield finds it necessary to dispose of surplus equipment. The following procedure outlines the instructions to be followed in the disposition of individual items with an estimated value of less than \$10,000.

“Surplus” materials included in this procedure are defined as items no longer useful to the governmental body but having resale value.

1. Equipment shall be declared surplus by the department head. No tangible property owned by the Town of Topsfield, whether the same be controlled by any department, board, or otherwise shall be sold, or otherwise disposed of, except upon the written recommendation of the Department Head having charge of matters concerning such department, board or otherwise, and with the written consent of the Board of Selectmen.
2. The list of surplus equipment shall be offered to town departments first.
3. Advertise one time on the Town of Topsfield website of the availability of surplus property, directions to the appropriate auction site and where and when it is available for public inspection.
4. An online auction site shall be used for the auction such as Auction International, PropertyRoom.Com, or Munibid, or Govdeals.com.
5. Dispose of the equipment to the highest responsive bidder.
6. If there is no bid received on any one of the items listed as surplus, the items may be donated to charity as determined by the Town Administrator.
7. The Town reserves the right to accept or reject any or all bids. All sales shall be made on an “as is” basis and to be picked up by the buyer. All property sold shall be paid for by Cashier’s Check, Certified Check, or Money Order payable to the Town of Topsfield. The Town will furnish the successful bidder a completely executed form which will detail the description of the material covered, the price bid and terms of sale. Purchaser must indicate agreement by signing and returning the agreement to the Town Administrator.

Per the Inspector General’s Office-This does not apply to MGL Chapter 94C Section 47A Seized controlled substances and narcotic drugs.

Policy may be amended by the Board of Selectmen and approved with a majority vote.