

TOWN OF MENDON  
PROCESS FOR DISPOSITION OF SURPLUS PROPERTY (Under \$2,500)  
(Except for surplus municipal vehicles)

Town Policy – Relative to the Sale, Alienation or Disposal of Personal Property

Section 1. From time to time, the Town of Mendon finds it necessary to dispose of scrap metals, materials, residue inventory and surplus equipment. The following procedure outlines the instructions to be followed the Procurement Officer in the disposition of items with an estimate net value of less than \$2,500, in order to optimize the return revenues. It is the intent of this procedure to require the establishment of reasonable control over usage, scrap, surplus and obsolete material generation, handling, sale and disposal. This policy shall not apply to real property.

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

Section 2. Equipment shall be declared scrap or surplus by the functional department head. No tangible personal property owned by the Town of Mendon, whether the same be controlled by any department, board or otherwise shall be sold, alienated 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 approval and written consent of the Town Administrator.

A. Scrap Equipment, Scrap Metals and Materials

1. Arrange to have the equipment stripped of all usable parts (i.e. meters, motors, gauges, batteries, if not already accomplished).
2. Have a complete list of equipment properly identified
3. Put equipment in best possible condition
4. Place equipment in area for optimum viewing
5. Advertise one time in a newspaper of general circulation and seek three quotes from dealers or prospective purchasers
6. Dispose of equipment to highest responsive bidder in accordance with terms and conditions of sale

B. Surplus equipment and residue inventory

1. Determine the needs of other departments by circulating a list of surplus equipment or residual inventory items
2. Where a requirement exists with the Town departments, procedure as outlined in Section A (1) through (7) above is to be followed.

Section 3. The Town reserves the right to accept or reject any or all bids. All sales shall be made on an “as is” basis. All property sold shall be paid for by Cashier’s Check, Certified Check or Money Order payable to the Town of Mendon. The Town will furnish the successful bidder(s) 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 it to the Town Administrator.