

<b>VULCAN COUNTY POLICY NO. 12-2208</b>	<b>SURPLUS EQUIPMENT/VEHICLE DISPOSAL POLICY</b>
Effective: June 21, 2000	Amended: December 18, 2024
Cross Reference: MTN 2000-06-67 CC 2024-12-18-06	Page <b>1</b> of <b>4</b>
Review Date:	



## **Surplus Equipment and Vehicle Disposal Policy**

### **Purpose:**

From time to time, Vulcan County may have surplus equipment and vehicles that are no longer required for its operational needs. The disposal of these items shall be conducted in a manner that is transparent, equitable, and in the best interests of the County and its ratepayers.

### **Governance and Oversight:**

#### **1. Asset Evaluation:**

- Prior to disposal, surplus equipment and vehicles shall be evaluated for their condition, market value, and potential for reuse or donation.

#### **2. Conflict of Interest:**

- To ensure good governance, Council members, County employees, and their immediate families are prohibited from purchasing or acquiring surplus equipment/vehicles directly, except through public auction where no special preference is granted.

#### **3. Transparency:**

- A record of all disposals, including the method and revenue generated (if applicable), shall be maintained and made publicly accessible upon request.

### **Options for Disposal:**

#### **• Re-purposed for Another Department or Program**

- Surplus equipment and vehicles may be re-purposed to another department or program within the County, which may differ from the original use and intention of the asset.
- The costs of re-purposing the equipment/vehicle are the responsibility of the receiving department/program and will be subject to budget and Council approval.
- Directors, Managers, and the CAO are authorized to re-purpose equipment or vehicles within their respective departments and in conjunction with other departments.

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- **Trade-in for Replacement Equipment or Vehicles**

- Surplus equipment and vehicles may be provided for trade-in for replacement of equipment or vehicles.
- This option may be utilized if the trade-in value is considered to be greater than what the asset could be sold at market prices (through public auction or through sealed bids). This may be available in situations where the trade-in is used as an incentive for sale of the new equipment or vehicle.
- The trade-in value is not taken into account, nor does it impact the procurement requirements related to the new or replaced assets.
- Directors, Managers, and the CAO are authorized to trade-in equipment or vehicles with the acquisition of approved new or replaced assets within their respective departments. Prior to making this decision, they must conduct an analysis on the estimated market value of the equipment or vehicle and compare to the trade-in value being offered.

- **Public Auction**

- Surplus equipment and vehicles, that are not internally re-purposed or traded-in for replacement, shall primarily be disposed of through public auction to ensure transparency and maximize revenue for the County.
- If the public auction is internally performed by the County, the notification of the auction, including a description of the items and the date, time, and location of the auction, shall be advertised at least once through the County's website and social media. The notification period must at a minimum be two-weeks or greater to ensure public awareness of the auction.
- If the County utilizes a third-party for the public action, the County may rely on the notification and advertising of the third party to ensure public awareness of the auction.
- Directors, Managers, and the CAO are authorized to dispose of equipment or vehicles within their respective departments through a public auction vendor of their choice. Prior to making this decision, they must conduct an analysis that considers auction fees, historical sales trends, and freight or transport costs.

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- **Internally Managed Sealed Bid Public Auction**

At the discretion of the CAO, surplus equipment, or vehicles with an anticipated market value of less than \$10,000 may be disposed of through an internally managed sealed bid public auction. The following guidelines will apply:

- Items available for sale will be advertised on the County's website and social media platforms for a minimum of two weeks.
- If applicable, a reserve bid price will be listed alongside the item description.
- Interested parties must submit their bids in a sealed envelope to the County before the specified closing date.
- Each bid must include the bidder's name, address, and phone number for verification purposes.
- The opening of bids will be conducted publicly to ensure transparency.
- All successful bids will be awarded on a cash basis only. The County will not offer financing for the purchase of equipment or vehicles.

- **Donation to Not-for-Profit Organizations or Municipality**

- Surplus equipment and vehicles may be donated to a not-for-profit organization or another municipality if a written request is submitted to Council.
- The written request must demonstrate:
  - How the equipment/vehicle will benefit the organization's operations.
  - Alignment of the organization's mission with the County's values and goals.
- The decision to approve a donation shall be made through a formal resolution by County Council.

- **Alternative Disposal at Council's Discretion**

- In cases where public auction or donation is not feasible or appropriate, the disposal method shall be determined at the discretion of County Council.
- Council's decision will be documented in meeting minutes.

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- **Waste and Recycling Disposals**

- In cases where the equipment or vehicles are defective, unusable, and/or are unable to be sold/donated, the County may dispose of the equipment or vehicles as waste or recycling.
- Disposals must be done in the proper environmental manner, depending on the type and condition of the equipment/vehicle.
- The CAO and Directors are authorized to dispose of equipment or vehicles within their respective departments. Prior to making this decision, they must ensure that there are no other alternatives available and that is done in the proper environmental manner.