

# **PURCHASING: DISPOSITION OF CITY ASSETS POLICY**

**Sec. 1 DISPOSITION OF CITY ASSETS POLICY ESTABLISHED:** In accordance with provisions of the Charter and Code of Ordinances of the City of Lewiston, Maine, the Finance Committee, with the approval of the City Council, hereby establishes this Disposition of Assets Policy setting forth the duties and responsibilities of the Purchasing Agent and the procedures to be followed in disposing of City property.

**Sec. 2 DEFINITIONS:** For the purpose of this policy, the following terms, phrases, words and derivations shall have the meaning given herein unless the context in which they are used clearly requires a different meaning.

**2.1 REAL PROPERTY:** City owned land and/or buildings.

**2.2 PERSONAL PROPERTY:** Moveable or semi-movable assets including: vehicles, equipment, machinery, fixtures, and scrap items with an original asset value of at least \$5,000.

**2.3 INDIVIDUAL PROPERTY:** Unique units of items, for example chairs or desks, with an original asset value less than \$5,000.

**2.4 RESPONSIVE:** Bid is submitted in the required format, containing the requested information, and with the appropriate bid security when required by the bid document.

**Sec. 3 DISPOSITION OF REAL PROPERTY:** The disposal of real property rests with the City Council in accordance with City Policy #38 "*Property Disposition*," adopted by the City Council on February 21, 2012. The Finance Committee shall be notified of real property dispositions with the exception of those involving vacant lots that do not meet minimum space and bulk standards for construction that are assessed at \$10,000 or less and are to be transferred to the owners of an abutting property so that the Committee may consider sending a recommendation to the City Council.

**Sec. 4 DISPOSITION OF PERSONAL PROPERTY:** The Purchasing Agent, under the direction of the Finance Director, shall be responsible for overseeing the disposition of personal and individual property.

**4.1 ANNUAL INVENTORY:** At least annually, the Purchasing Agent will solicit items from each department that are considered to be surplus, no longer used, or have become obsolete, worn out, or deemed scrapped.

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- 4.1.1** The Purchasing Agent, after assessing the condition of the Property, will assign an estimated value to each item recognizing market and/or donated value may vary significantly from this estimate.
- 4.2 TRANSFER OF PROPERTY:** The Purchasing Agent shall have the authority to transfer surplus individual property between City departments and/or other Lewiston municipal agencies and, after the approval from the Finance Committee, to similarly transfer personal property.
- 4.3 SALE OF PROPERTY:** Based upon the estimated value of Property, the Purchasing Agent shall dispose of the Property based upon the following:
- 4.3.1 Individual Property Valued at less than \$1,000** – sale/disposal of property shall be conducted in the most economical manner and in the best interest of the City.
- 4.3.2 Individual Property Valued between \$1,000 - \$5,000** – the sale/disposal of the property shall be supported by price quotations from three (3) competitive sources or shall be done via public or on-line auction, or, where such procedures are not followed, after approval by the Finance Committee upon receipt of an acceptable explanation from the City Administrator justifying the absence of such competition.
- 4.3.3 Personal Property Valued between \$5,000 - \$10,000** – the Purchasing Agent may elect to solicit written bids to purchase the property with only responsive bids considered or shall sell the Property at a public or through an on-line auction.
- 4.3.4 Real or Personal Property Valued above \$10,000** – the Purchasing Agent will solicit a recommended means of disposition from the Finance Committee.
- 4.4 DONATIONS:** Property may be of value to other towns, municipalities, or non-profits. Donations to such entities of property valued at or above \$1,000 shall require an estimate of value from the Purchasing Agent, recommendations from the City Administrator and Finance Committee, and approval of the City Council