

# **TOWN OF PEMBROKE**

## **Surplus Supplies or Obsolete Equipment Disposal Policy**



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## **Disposal of Surplus or Obsolete Supplies and Equipment**

1. M.G.L. Chapter 30B (Uniform Procurement Act) governs how municipalities dispose of surplus supplies. The rules apply to all tangible surplus supplies with a resale or salvage value including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies. Disposal of real property is governed separately.
2. All purchases made through the general operating budget, enterprise funds, grants and revolving funds must abide by the disposal of surplus property rules.
3. The term “Supplies and Equipment” for the purposes of this policy shall include all furniture, fixtures, equipment, vehicles, supplies, and materials.
4. The Town of Pembroke will review all furniture, fixtures, equipment, vehicles, supplies, and materials at least once annually for status in accordance with this policy.
5. This policy does not apply to real property assets of the Town.
6. The Town should surplus the item when it is:
  - a. Surplus – Excess or No longer required or needed.
  - b. Obsolete – No longer functions for its intended purpose
  - c. Replaced – The Town has replaced the item with a new or updated item
7. The department head seeking to dispose of surplus supplies or obsolete equipment shall submit a Property Disposal Request Form to the Town Manager. On this form, the good faith estimated value of the surplus supplies or obsolete equipment shall be listed.
8. Disposal of surplus supplies or obsolete equipment shall be in accordance with General Laws Chapter 30B.
9. The Inspector General of the Commonwealth notes:

*“As there is strong evidence that online auctions may significantly increase revenue, it is the opinion of the Inspector General that local governments may choose to benefit financially by using online auctions when disposing of surplus supplies provided that they follow the requirements set forth in Chapter 30B, §§5(c) and 15”*
10. The Town of Pembroke will use online auction services as the primary means for the sale of the supplies or equipment.
11. Alternate auction processes may be used such as sending vehicles to the auto auction held in the region.
12. The sale of scrap and/or salvaged materials at best prices shall be undertaken by affected departments as necessary with all funds paid into the General Fund.

13. Surplus supplies or obsolete equipment may be traded in towards the purchase of new supplies and equipment as allowed under General Laws Chapter 30B.
14. Under no circumstance may an employee take an item or offer an item outside of this procedure. Failure to follow this procedure may result in disciplinary action. The removal of surplus materials, outside of this procedure is considered theft and will be referred to the Town Manager and the Pembroke Police.



## Property Disposal Request Form

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Description of Item

**Estimated Value: \$** \_\_\_\_\_

### Picture