

TOWN OF STETTLER

Prepared by: Town of Stettler Department Heads Number: V-2(b)
Adopted by: Town of Stettler Council Original Policy: 2000 06 20
Previous Policy: N/A
Current Policy: 2000 06 20

Title: **Disposal of Surplus Equipment, Police Seizures and Lost & Found Items**

Purpose: To ensure that all surplus equipment, Police seizures and Lost & Found items are suitable for Public Sale and to set Conditions of Sale for their disposal.

Policy Statement:

- a. Only items suitable for Public Sale will be offered for sale. The Shop Mechanic to determine suitability.
- b. All surplus equipment, Police seizures and lost & found items suitable for disposal will be offered for "Sale by Tender" normally once in a calendar year. A bid sheet will be prepared with a list of the items offered for sale and the bid sheet will contain the following statement:

CONDITIONS OF SALE

The above items are being sold "as is where is" and may be viewed (dates to be inserted) _____ between the hours of 1:00 p.m. and 4:00 p.m. at the Town Shop 5104 - 61 Street.

NO guarantee is offered on the above items. Items may be withdrawn by the Town of Stettler at any time.

Tenders will be accepted at the Town of Stettler Municipal Office Attention: "**ADMINISTRATIVE ASSISTANT**" no later than 4:30 p.m. (insert date) _____ in a sealed envelope marked "**SURPLUS EQUIPMENT SALE**".

Highest or any bid will not necessarily be accepted.

**TERMS: CASH OR CERTIFIED CHEQUE - BEFORE ITEM IS RELEASED
NO BID DEPOSIT REQUIRED**

The Town of Stettler will not accept late bids received by mail or fax. E-mail bids will not be accepted.

The Town of Stettler assumes no responsibility as to the age or condition of the items **OR** errors or omissions on this listing. It is the purchaser's responsibility to confirm age, condition, etc. and it is the purchaser's sole obligation that the item works or will perform as the purchaser requires.

All purchases are to be removed by the successful bidder within one week of the tender being awarded or purchaser may be subject to a storage fee. Purchases that have not been claimed and removed after 60 days from date of purchase will become the property of the Town of Stettler.

Only successful bidders will be contacted. Results of the bids will be available at the Town Office.

A MINIMUM BID OF \$5.00 IS REQUIRED. RESERVE BID IN EFFECT FOR SOME ITEMS (noted with an asterisk).

- c. If after the sale any items not receiving a bid may be offered to a local non-profit organization.
- d. Any time after and up to 60 days before the Public Sale a request to purchase Town of Stettler surplus equipment may be made. This item or items may be sold for "fair market value" only if approval is given by the Town Manager and a Department Head.
- e. Immediately following the sale and before any unsold items are removed from the shop the Town of Stettler Department Heads will examine these items to determine their disposal.

TENDER FOR TOWN OWNED SURPLUS EQUIPMENT
POLICE SEIZURES AND LOST & FOUND ITEMS

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PLEASE COMPLETE THE FOLLOWING INFORMATION WHEN SUBMITTING YOUR TENDER

NAME: (PRINT) _____

ADDRESS: _____

PHONE - HOME: _____ BUSINESS: _____

BY AUTHORIZATION OF MY SIGNATURE BELOW PLEASE ACCEPT MY BID AMOUNT(S) FOR THE FOLLOWING ITEM(S) LISTED BY TAG NUMBERS AND DESCRIPTION.

SIGNATURE _____

DATE: _____

OFFICE INFORMATION ONLY

DATE TENDER AWARDED _____

RECEIPT NUMBER _____

DATE PAID FOR _____