



Town of Proctor

Selling Policy

**Adopted: TBD
Effective: TBD**

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Town of Proctor Selling Policy

1. Policy Objectives

The primary objectives of the Town of Proctor's selling policy are as follows:

- A. To generate revenue for the Town by selling equipment that is no longer functional, that has a higher repair to replace cost, or that is being replaced by a newer piece of equipment and not being traded.
- B. To ensure that all parties will have an equal opportunity to do business with the Town of Proctor and promote good will and clear communication in town/vendor relations.

2. Definitions

Equipment: Any item that is electric, hydraulic or fuel operated and used in an operation or activity of the municipal public works departments.

3. Selling Procedures

1. The for sale notice for equipment shall include the following: a) a photo of the item for sale; b) brief description of the item; c) suggested minimum bidding price, as appropriate; and d) a disclaimer that the item is sold in "as is" condition.
2. Any interested parties shall contact the Road Commissioner or Chief Operator, as appropriate, to view the item if shown by appointment only or attend public viewings at a designated time as dictated in the for sale notice.
3. Items for sale shall be advertised on "free" sites when available (e.g., Craig's list, municipal-related listservs/websites, community bulletin boards). The Town may take out paid advertisements as deemed necessary by the Selectboard.
4. All bids shall be signed by the bidder, including their name, address and telephone number.
5. Bids shall be sealed in an envelope and clearly marked as to what item is being bid on (e.g., "backhoe bid").
6. Bids will be accepted for a period of 30 days from the date of notice and opened at a regular Selectboard meeting unless other provisions are dictated.
7. The Town reserves the right to waive informalities in, or to reject any and all bids, or to accept any bid deemed to be in the best interest of the town of Proctor.
8. If item is not sold it shall be properly disposed of or salvaged accordingly.

This policy shall become effective the _____ day of _____, 2009.

Adopted this _____ day of _____, 2009 by the Selectboard of the Town of Proctor, Vermont.

Bruce Baccei, Chair

Susan Feenick

Eric "Rick" Anderson