

TOWN OF HAMILTON
DISPOSITION OF SURPLUS SUPPLIES/EQUIPMENT

The following shall constitute the written procedures to be used by the Town of Hamilton (the "Town") for the disposition of surplus tangible supplies or equipment pursuant to G.L. c.30B, §15:

1. Upon determination by the Town that a supply or equipment is surplus and no longer useful to the Town, the Town in its reasonable discretion shall determine whether such supply or equipment has a resale or salvage value.
2. For a supply or equipment having an estimated net value of less than \$10,000.00, the Town may either: (1) solicit written or oral price quotes by posting written notice of the disposition (a) in a conspicuous place in or near the offices of the Town; (b) on the Town website, and/or posting notice in any other location or advertising in a newspaper of general circulation in Town, in the Town's sole discretion; (2) solicit no fewer than three written or oral price quotes from persons who customarily purchase and/or sell the supply or equipment of the type to be disposed of by the Town; or (3) listing the supply or equipment on an on-line auction website that is open to the public, provided that notice has also been posted in a conspicuous place in or near the offices of the Town, such posting to include the web address for the auction site, the opening and closing dates of the auction, and any keyword or auction identification number to locate the item on the auction website.
3. For a supply or equipment having an estimated net value of more than \$10,000.00, the Town shall offer such equipment through competitive sealed bids, public auction, or established markets. The notice of sale shall indicate the supply or equipment offered for sale, designate the location and method for inspection of such supply or equipment, state the terms and conditions of sale including the place, date and time for the bid opening or auction, and state that the Town retains the right to reject any and all bids. The notice of sale shall be posted for at least two weeks in a conspicuous place in or near the offices of the Town until the time specified in the invitation for bids; and be published at least once, not less than two weeks prior to the time specified for the receipt of bids, in a newspaper of general circulation within the area served by the Town and on the Commonwealth's COMMBUYS system.
4. In addition to the notice and posting requirements set forth in Paragraph (3) above, the Town shall provide the required notice in the Secretary of State's *Goods and Services Bulletin* for a supply or equipment having an estimated value of more than \$100,000.00.
5. The Town shall dispose of a supply or equipment to the bidder offering the highest bid price.

6. If the Town rejects the bid of the highest responsive bidder, the Town may negotiate a sale of such supply or equipment so long as the negotiated sale price is higher than the bid price, or resolicit bids.
7. Alternatively, the Town's Select Board may, by a majority vote, dispose of such supply or equipment to a tax-exempt charitable organization at less than fair market value.
8. Further, that the Town Manager and Public Works Director will prepare annually a written report of all equipment disposed of using this policy, to include any payments received by the town through the policy and that such report shall be delivered to the Select Board and Capital Committee as part of the annual capital assessment.

975628/HAML/0001

Date Policy was accepted:

July 21, 2025

Motion made by:

Bill Wilson

Motion Seconded by:

Rosemary Kennedy

On Voice Vote:

5-0 in favor