

## **Policy for the Disposal of Town Owned Property**

1. Town owned Property is defined as property belonging to the Town of Dorchester which is obsolete, damaged, unusable or in excess of need, including but not limited to equipment, vehicles, supplies, and furniture, etc.. This does not include real property.
2. Any property which is considered to be surplus and valued at over \$500 will be disposed of by the Board of Selectmen. Various possible disposition means are the sealed bid, trade in usage, retained for usage as parts, or used in another Town capacity. Any surplus item with a value of less than \$500 may be disposed of by the Board of Selectmen as they deem appropriate.
3. All bids will be opened by the Administrative Assistant at the time and date specified in a public notice. The name and quote of the selected bidder shall be listed in the recorded minutes of the Selectman's Meeting.
4. After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid which would be contradictory to the interests of the Town of Dorchester or fair competition.
5. The Board of Selectmen retains the right to refuse any and all bids and to consider factors deemed significant along with bid price in determining the successful bid.
6. The Administrative Assistant shall be responsible for publishing the necessary public notices.
7. This policy may from time to time be amended by the vote of the Board of Selectmen at a regularly scheduled Selectman's Meeting. Notice of proposed changes shall be posted in at least 2 public places at least 14 days from the date of the meeting.
8. This policy shall be effective upon a vote of the Board of Selectmen and shall replace any and all bid policies previously enacted by the Town.