

East Bay Charter Township

6

Disposal of Office Equipment

Motion by: _____ Second by: _____

To

Approve

Table

Deny

Roll call vote:

Aye: _____

Nay: _____

Abstain: _____

Absent: _____

Motion:

Passed

Failed

Items for disposal:

The following items are no longer needed due to the recent upgrades to the Planning/Zoning and Treasurers offices:

3 desks

2 storage organizers

2 small wooden book shelves

The Disposal of Township Equipment Policy is attached for reference

Please contact Glen if you have any questions.

Thank you



Glen Lile, Supervisor
Susanne M. Courtade, Clerk
Tracey Bartlett, Treasurer

Beth Friend, Trustee
Susan LaRose, Trustee
Dale McAllister, Trustee
Leroy "Butch" Strait, Trustee

Disposal of Township Equipment Policy

1. After formal approval of the Township Board and under the supervision of the Supervisor, unwanted equipment owned by the Township will be disposed of through the following process.
2. The supervisor will determine the most effective way to dispose of the equipment; eBay, county auction, sealed bid or advertising. If by sealed bid, there will be a notice put in the local paper, on the Township web site and a notice displayed at the Township hall. East Bay Charter Township has the right to reject any and all bids.
3. The bidder that submitted the highest bid will be sold the item or items in question. When two or more bidders submit the same bid, then East Bay Charter Township residents will be given preference over non- East Bay Charter Township residents. After that there will be a blind drawing to determine the successful bidder.
4. All items must be paid for in cash or certified check when they are picked up by the successful bidder within seven (7) days of receiving notification unless other arrangements have been made with the Township Supervisor. All items are sold "as is" and shall not be returned to the Township.
5. Any equipment not sold through the process explained in paragraph 2 will be put for sale on a "first come" basis with the same terms and conditions stated in paragraph 4, or disposed of at the Township Board's discretion.

Adopted 2-12-2007