

Finance Department
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March 4, 2020

MEMORANDUM

SUBJECT: Authorization to Dispose of Surplus Personal Property by Using the Electronic Auction Bid Method

The Purchasing Coordinator is hereby authorized to sell and dispose of the property in accordance with the procedures as authorized by the method of disposal and to execute any and all documents necessary to transfer the property on behalf of the City of Albemarle, to the highest responsible bidder for the surplus property described using the Electronic Auction Bid method with GovDeals at www.govdeals.com. **The Electronic Public Auction will Begin Monday, March 20, 2020, at 8:00 a.m. and End on Thursday, March 30, 2020, at 8:00 p.m.**

The Purchasing Coordinator, shall publish notice throughout the City Departments; and at their discretion, as required by G.S. 160A-270(c) either in a newspaper having general circulation in the region or solely by electronic means, on the City of Albemarle's website found at www.albemarlenc.gov, or both, to obtain the broadest notice possible, at least once and not less than ten (**10**) days before the bid opening date.

Terms of Sale:

- Bid will be subject to 7.0% Sales and Use Tax if applicable.
- All items are to be removed within 10-business day after the notice of award.

If the equipment is not sold it may be subject to the designated process again under an alternative procedure, or as refuse through appropriate methods of waste disposal.

The City of Albemarle reserves the right to reject any and all bids and to withdraw item(s) from the sale.

Attachment

**SURPLUS PERSONAL PROPERTY FOR DISPOSAL
VALUED LESS THAN \$5,000**

March 4, 2020

Dept	Lot	Asset Tag #	Description	Unit /Serial/MFG ID
1. FIN	N/A	N/A	IBM Wheelwriter 6 Typewriter	1-6037073
2. P&R	N/A	010808	2008 C466 Cub Cadet 4x4 Utility Trailer	1A087G40001
3. P&R	Lot 1	N/A	19085 60 Gallon Sprayer with 19" Boom	6063
4. PDS	N/A	N/A	Brother Intelli Fax 2820	U61325E5J947433
5. PDS	N/A	N/A	Gateway LP Minitower	FED GP7-933 / 0019815947
6. PDS	N/A	N/A	Gateway EV910B Monitor	19016B147812
7. PDS	N/A	N/A	HP Design Jet 130 Plotter	C7791H / SG02M0100J
8. PDS	N/A	N/A	HP Color 5550 HDN Laser Jet Printer	JPSC722016
9. P&R	Lot 2	N/A	1996 Grubb Utility Trailer 6' x 10'	1G9BU1018TS19515
10. PUE	N/A	PUE-010964	1994 Chevrolet Bucket Truck	1GBM7H1J9RJ110964
11. PW/S	N/A	N/A	Lot of 2-Steel Cabinets	N/A
12. PW/S	N/A	N/A	Lot of 2-Metal Desks (Desk 1)	N/A
13. PW/S	N/A	N/A	1-Metal Desk (Desk 2)	N/A
14. PW/S	N/A	N/A	Lot of 2-Metal Desks (Desk 3)	N/A
15. PW/S	N/A	N/A	1-Metal Desk (Desk 4)	N/A
16. PW/S	N/A	N/A	Lot of 3-Wood Tables	N/A
17. PW/S	N/A	N/A	1-Wood Cabinet	N/A
18. PW/S	N/A	N/A	Lot of 5-Metal File Cabinets	N/A
19. PW/S	N/A	N/A	Map Table	N/A