



University of Massachusetts Amherst

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Procedure for Sale of Surplus Equipment

1. Department identifies equipment as surplus to their department needs
2. Department fills out Surplus Equipment Sale Form and forwards to Procurement
3. Procurement sends copy of form to Property Office to verify the information
4. Procurement determines if equipment can be utilized by another UMA department
5. If equipment can be utilized by other department a fair market value is assigned. Information is posted on the Procurement web site under surplus equipment for at least 30 days. Equipment is available to all UMA Departments during this period.
6. If another department is interested in the equipment they can contact the Procurement Department. The Procurement Department will process a transfer request and arrange for the transfer. Copy of transfer request goes to the Property Office.
7. If equipment is not suitable for use by other departments, or if equipment is listed on Procurement web site and no department expresses interest within 30 days, the equipment will be listed on the next quarterly surplus equipment bid. One exception is if the value of equipment is high enough to warrant a separate bid – if so then Procurement will issue a special bid and not hold until the next bid cycle.
8. Regular surplus bid cycle will be quarterly. All surplus bids will be posted on the Procurement web site for a period of not less than 21 days to allow all interested parties an opportunity to submit a response. In addition to posting on the web site the Procurement Department may send bids to vendors/individuals that they feel would have an interest in bidding. They may also advertise in the appropriate newspaper or trade publication. All responses must be in the form of a sealed bid.
9. Procurement will open all sealed bids received prior to the date and time specified in the bid. All bids will be public bids and any interested party may attend the bid opening and/or inspect the bid responses.
10. The bid will be awarded to the highest responsible bidder for each item or category listed in the bid. All items not bid on will be disposed of for scrap value or held until the next surplus equipment bid at the discretion of the Procurement Department.
11. A letter will be sent to the vendor/individual that receives the award with instructions on how to pay and where to pick up their purchase. A bill of sale will be provided to all successful bidders upon payment of their purchase.
12. All items must be picked up within 14 days of notification unless other arrangements are made with the Procurement Department. All monies received for the surplus equipment will be deposited in the designated departmental fund that is shown on the surplus equipment form. Any funds for surplus equipment, such as scrap metals, that cannot be identified with a specific department will be deposited in the University general fund or other fund as designated by the Vice Chancellor for A&F for such purposes.
13. The Procurement Department will complete the surplus equipment form and supply a copy to the originating department and the Property office. The original form will be held in the Procurement Department files.
14. The Procurement Department will maintain a file on all equipment disposed of for review by all interested parties for a period at least equal to what is defined by Massachusetts record retention requirements.