MEMORANDUM

Date: June 6, 2006 – Updated: February 5, 2018
To: All Deans, Directors & Department Heads
From: John O Martin, Director of Procurement and Campus Services
Subject: Sale of Surplus Equipment Policy

A new policy has been established that will allow surplus equipment to be transferred to other campus departments at established market values or sold to outside entities using the public bid process.

Funds from the transfer or sale of surplus equipment will be allocated back to the department budget that sold the equipment. The Procurement Department will coordinate the sale of all surplus equipment as described below.

Campus departments will have first priority to obtain the equipment. Procurement will maintain a listing of available surplus equipment on their web-site for at least 30-days prior to advertising to the public. Inter-department equipment transfers will be accompanied by budget transfers between the buyer and seller departments at agreed upon market values.

All sales to external entities will be coordinated through a public bid process that allows for maximum competition. Municibid.com is an online auction platform that many government agencies utilize to auction surplus property to the public. Only government agencies can auction items on Municibid and bidding is open to the public across the United States. To access the Municibid.com site simply go to: https://municibid.com

Surplus equipment is defined as having an estimated value of $100 or more. Items not classified as equipment such as furniture, file cabinets, etc. or non-salable (junk) items should continue to be processed through the University’s Waste Management Intermediate Processing Facility. Any items that require moving should continue to be handled by Campus Moving Services.

Grant funded equipment must be disposed in accordance with the terms and conditions of the sponsoring agency.

The entire Surplus Equipment procedure can be referenced on the Procurement Department web-page at http://www.umass.edu/procurement under Sale and Disposal of Surplus Equipment.

Questions on this policy should be sent to the Director of Procurement and Campus Services at: procurement@admin.umass.edu or 413-545-0361.