

**2.105.350 Surplus personal property.**

The purpose of this section is to maximize for the City the benefits of the prompt and efficient sale, auction or disposal of the City's surplus personal property pursuant to Charter Section 1318, as follows:

(a) All City departments shall submit to the Purchasing Division Manager or designee at such times and on such forms as the City Manager shall prescribe, reports showing all personal property that is no longer used, that has become obsolete or worn out, or that has been acquired by the City as unclaimed property.

(b) The Purchasing Division Manager or designee is hereby delegated and shall have the authority to dispose of all surplus personal property that cannot be used by any City department or that has become unsuitable for City use when such property is valued (per unit or item) at the following amounts:

(1) Two thousand five hundred dollars (\$2,500.00) or less: by any method as determined by the Purchasing Division Manager or his/her designee.

(2) Between two thousand five hundred dollars and one cent (\$2,500.01) and ten thousand dollars (\$10,000.00): by posting notice of the intended sale for at least five working days preceding the date of the sale.

(3) Ten thousand dollars and one cent (\$10,000.01) and above: by posting notice of the sale for at least five working days and publishing notice of the sale in a newspaper of general circulation at least once and at least one week preceding the date of sale. The published notice will generally describe the personal property subject to disposal and designate the time and place of the sale or auction.

The notice (posted and published) will advise prospective purchasers that a complete list and description of personal property to be disposed of is posted or available at designated location(s). The Purchasing Division Manager or his/her designee will generally follow the informal purchase bid procedures provided herein, with respect to receipt of written bids and the resolution of tie bids.

(c) The Purchasing Division Manager or his/her designee may from time to time conduct public auction(s) in lieu of the written bid procedure or utilize an online government auction service, if the public auction procedure is determined to provide the greater or more efficient market exposure for sales.

(d) The Purchasing Division Manager or his/her designee shall have the authority to exchange surplus personal property for, or trade in the same on new supplies, materials and equipment, without publishing a notice of intent to do so.

(e) No City employee may bid upon or purchase any item for sale. (Ord. 1941 § 3, 6-16-15).

**2.105.360 Green purchasing.**

Whenever economically feasible, the City will strive to (a) purchase products that minimize environmental impacts, toxins, pollution, and hazards to workers and the community to the greatest extent practicable and (b) purchase products that include recycled content, are durable and long-lasting, conserve energy and water, reduce greenhouse gas emissions, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests. (Ord. 1941 § 3, 6-16-15).