

DISPOSAL OF SURPLUS, USED OR OBSOLETE FURNITURE AND EQUIPMENT

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.7 Disposal of Surplus, Used or Obsolete Furniture and Equipment

III. Policy Statement

The President of Grand Rapids Community College authorizes the Director of Purchasing or the Procurement Specialist to dispose of any surplus, used or obsolete furniture and equipment. Acceptable means of disposal include sale, donation, recycling or disposal of furniture or equipment. Disposal will not occur with items of any significant value without being offered for public sale a minimum of two times.

IV. Reason for the Policy

To give clear direction to all GRCC employees on the sale process and/or disposal process of furniture and equipment.

V. Entities Affected by this Policy

Non-profit organizations or purchasers of used GRCC furniture and/or equipment.

VI. Who Should Read this Policy

All GRCC employees

VII. Related Documents

Hold Harmless Agreement

VIII. Contacts

Policy Owner: Director of Purchasing
Procurement Specialist

IX. Definitions

Surplus and/or obsolete items are defined as equipment, furniture, supplies, etc. that no longer meet minimum College standards. Examples include, but are not limited to: furniture, microscopes, computers, media equipment, lost and found, etc., items that don't meet minimum standards for reasonable operations within the College.

X. Procedures

- A. Any employee wishing to dispose of College equipment or furniture must do so through the Director of Purchasing. The Director of Purchasing is responsible for coordination of the Online Store sale. Consultation should occur between the Supervisor and the Director of Purchasing to determine final disposition and should include:
1. General condition of the item, value
 2. Cost of repair or refinishing
 3. Potential or confirmed need elsewhere on campus
 4. Obsolescence
 5. Potential liability exposure for the College if sold or donated.

(Hold harmless agreements will be obtained from buyers or recipients of College goods when the goods are determined to present some level of exposure)

- B. All surplus/obsolete material will be properly identified as to description, make, manufacturer, size, type, part number, serial number, inventory tag number and location. (Sale or donation of items valued at \$5,000 or greater at time of purchase must be reported to Financial Services (Controller) for fixed asset reporting purposes).
- C. When estimated value exceeds \$10,000 for the proposed sale item, said items will be advertised publically. Items of lesser value may also be advertised for public sale at the discretion of the Director of Purchasing. The Board of Trustees authorizes the Director of Purchasing to advertise with the appropriate media at his/her discretion, including, but not limited to, local newspapers, trade journals, eBay (and other electronic media), brokers, etc. After a review of bids by the Purchasing Department, sale will be awarded to the highest qualified domestic bidder. Grand Rapids Community College reserves the right to reject any or all bids as deemed necessary in the best interest of the College.
- D. GRCC will offer items slated for sale via the GRCC Online Store (<http://www.grcc.edu/purchasing/onlinestore>) on an as needed

monthly basis at the discretion of the Director of Purchasing. Some items may be donated to public or non-profit institutions at the discretion of the Director of Purchasing. Items determined to have little or no value may be offered free at the discretion of the Director of Purchasing.

- E. Information Technology is responsible for removing all licensed software programs from PCs before sale/disposal.
 - F. Item pricing will be determined by the Director of Purchasing with consultation as needed with the appropriate Supervisors and/or Department Heads. The Director of Purchasing shall determine pricing reductions when required. The Director of Purchasing may offer pricing discounts at his/her discretion.
 - G. Grand Rapids Community College does not guarantee the operating condition and functionality of any items sold – items are sold “as is”. Exceptions (refunds) may be granted at the discretion of the Director of Purchasing and/or the Procurement Specialist.
 - H. Any exceptions to any portion of this policy require the written approval of the Director of Purchasing.
- XI. Forms
N/A
- XII. Effective Date
October 17, 1994
- XIII. Policy History
February 2014: Incorporated policy into the current format
- XIV. Next Review/Revision Date
February 2018