

**CITY OF TOMBALL**  
**ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

<b>SUBJECT</b>  <b>AUCTIONS CONDUCTED TO DISPOSE OF CITY PROPERTY</b>	<b>NUMBER:</b>  6	<b>EFFECTIVE DATE:</b> July 20, 1998	<b>PAGE</b> 1 OF 1
	<b>REVISED:</b>	<b>APPROVED BY CITY MANAGER:</b> July 20, 1998	
	<b>SUPERSEDES:</b>	<b>APPROVED BY CITY COUNCIL:</b> July 20, 1998	

The Purchasing Agent will review the old and unused equipment, furniture and tools on an annual basis, to decide if an auction is needed. If it is determined that an auction is needed, the Purchasing Agent will notify department heads and the City Manager of the date of the Auction and will supervise the planning and auction process.

The Purchasing Agent will negotiate a contract with an appropriate Auctioneer or Auction Service as best benefits the City as to price, potential proceeds, advertising, etc. The Purchasing Agent and the Auctioneer will determine location of the Auction.

The Purchasing Agent will notify department heads of the information needed to include their items in the Auction, such as: serial numbers, maintenance information, descriptions, etc.. The Purchasing Agent will have the final decision as to including items in the Auction.

Some items which will not be included in auctions are: computer hard drives, unless the drive has been erased of all data to protect the City, its customers and employees. If departments want to place hard drives in the Auction, it will be the department's responsibility to insure that erasure has been completed and in time for the item to be properly placed in the auction.