



Motion # 2012-03-021

Policy Name: Village Equipment Auction Policy

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Policy Purpose:

The purpose of this policy is to outline the steps that administration will take when disposing of Village equipment in order to ensure transparency and equal opportunity for all those who submit a sealed bid.

Policy Procedure:

- 1) Each item that Administration determines has value shall be put up for auction.
- 2) These items will be advertised at the Post Office and at Village Office for a period of two weeks.
- 3) Interested bidders shall submit a sealed bid on the prescribed form by the deadline printed on the advertisement in order to qualify.
- 4) All submitted bidders agree to pay the amount written on their sealed bid form.
- 5) All items shall be paid for at the Village Office before they can be arranged to be picked-up.
- 6) All bids will be public information after the successful applicant has been selected. A spreadsheet will be developed after each auction outlining the bids and the order in which they were received (opened by Administration).
- 7) The Village is not obligated to sell the item even if bids are received for the object in question.
- 8) If the successful bidder does not make payment within 3 business days of the auction closing date, the next highest bidder will be selected.

Date approved: March 20, 2012



Village Equipment Auction Sealed Bid Form

Date submitting bid: _____

Name of Item bidding on: _____

Amount you are bidding for this item: _____

*Signature: _____

*I agree to the following:

- 1) If selected, I commit to paying the amount written on this form.
 - 2) That payment will be received by the Village Office before I can pick-up the purchased item.
 - 3) That amount I paid for the item along with the other received bids be public information to whomever requests the information.
 - 4) The Village is not obligated to sell the item despite the holding of this silent auction.
 - 5) That if I do not pay for the item within 3 business days of the auction closing date, the next highest bidder will be selected.
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Village Equipment Auction Sealed Bid Form

Date submitting bid: _____

Name of Item bidding on: _____

Amount you are bidding for this item: _____

*Signature: _____

*I agree to the following:

- 1) If selected, I commit to paying the amount written on this form.
- 2) That payment will be received by the Village Office before I can pick-up the purchased item.
- 3) That amount I paid for the item along with the other received bids is public information to whomever requests the information.
- 4) The Village is not obligated to sell the item despite the holding of this silent auction.
- 5) That if I do not pay for the item within 3 business days of the auction closing date, the next highest bidder will be selected.