

Report FR-CS-41-14

To: Chair Pringle and Members of the Corporate Services Committee
From: Mike Alguire, Purchasing and Materials Manager
Meeting Date: November 19, 2014
Subject: **Disposal of Councillor Laptops**
Status: Recommendation adopted by Committee as presented per Resolution CC93-14; Endorsed by County Council November 25, 2014 per Resolution CC165-14;

Recommendation(s)

WHEREAS the new and returning Council members will be receiving tablets rather than laptops from the Information Technology Department to start the new term;

AND WHEREAS the new tablets will render the laptops that have been used for the past 4 years as surplus assets;

AND WHEREAS the Purchasing Policy states the Purchasing Manager shall be responsible for the disposal of surplus assets;

AND WHEREAS a request was made at County Council on November 4, 2014 to have staff forward a report to Corporate Services to explain the asset disposal process, in relation to computer hardware;

NOW THEREFORE BE IT RESOLVED THAT Report FR-CS-41-14 regarding the disposal of the surplus councillor laptops be received;

AND THAT staff be directed to follow the Purchasing Procedures as per Section 11.2 g) and sell the surplus laptops through the auction website currently utilized by the County.

Background

The new and returning Council members will be provided with Apple iPad Air tablets in December of 2014. All current Council members will be asked to return their four year old laptop computers and the returning Councillors will be issued a tablet. The returned laptops will then be considered surplus assets.

In March of 2014, Purchasing Procedure A-FIN-001-001 was adopted by County Council. Included in the policy, direction is given as to how staff will handle the disposal of surplus assets. Also included is section 11.2, section G which states the following:

- g) Surplus assets shall not be sold directly to an employee or to a member of Council, although this does not prohibit any employee or member of Council from purchasing Surplus Assets being sold through a public process.*

User groups are asked to establish reserve prices for each item, based on their knowledge of the industry. Staff will then offer these items to the lower tiers through the auction process. Any items that are not sold to the lower tiers are then sold on the public auction website. The County of Grey utilizes www.govdeals.ca to sell most surplus equipment.

In November 2010, after the municipal election of that year, staff followed a similar protocol. The laptops Council had used in the previous term were auctioned on a public auction website. Some past councillors were successful bidders as were some staff members. At that time, the County was utilizing the website hosted by the District School Board of Niagara. That auction site no longer exists.

Financial / Staffing / Legal / Information Technology

Considerations

In the past year, staff has sold many computers on the auction website. Based on previous sales and the models that will be sold, it is estimated that these computers will sell at an average price of about \$240 per machine. This is an estimate only. Therefore, the County can expect to receive about \$5000 through the sale of these computers. This money goes into the Information Technology budget to help pay for additional computers and equipment.

Link to Strategic Goals / Priorities

To ensure that Council's goals of financial sustainability and public accountability are maintained.

Respectfully submitted by,

Mike Alguire, Purchasing and Materials Manager

Director Sign Off: *Kevin Weppler, Director of Finance*