



**NORTHERN WAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES**

TITLE: Disposal of Organizational Equipment	SECTION/TOPIC:
NUMBER: 100-16	ISSUE DATE:
REVISION DATES:	APPROVED BY: Gary Vickerson <i>[Signature]</i> <hr/> PRESIDENT – BOARD OF DIRECTORS Blake S. Wright <i>[Signature]</i> <hr/> FIRE CHIEF

I. PURPOSE

- A. To provide for the disposal or sale of organizational equipment deemed to be no longer of use or otherwise needed.

II. SCOPE

- A. This standard operating procedure applies to the disposal of all assets belonging to the organization and applies to all members of the organization.

III. DEFINITIONS

- A. Surplus - All tangible supplies, materials, or equipment to which the organization acquired by means of purchase, donation, grant, or any other lawful means of acquisition that is determined to no longer be useful or required by the Office of the Fire Chief or designee charged with oversight of the supplies, materials or equipment.
- B. End of Life - Any supplies, materials or equipment that have reached a point where it can no longer be utilized due to wear, damage, or specification set forth by the manufacturer.
- C. Donation - The giving of supplies, materials or equipment to another entity or organization so that they may utilize the item as intended or for the betterment of that

entity or organization, free of any expectation of reimbursement or compensation.

- D. Scrap - Any supplies, materials or equipment that can no longer be utilized as intended and must be disposed of through trash or recycling.
- E. Gift - Any supplies, materials or equipment given directly to an individual for the expressed purpose of award, memorabilia, or static display. NOTE: A Gift may not be used in any other manner.

IV. PROCEDURE

- A. The Office of the Fire Chief or their designee may categorize supplies, materials, or equipment as surplus or scrap for the purpose of disposal. The methods of disposal include sealed bid, public auction utilizing the GovDeals account, trash or recycling, or donation.

NOTE: Following the requirements contained within the *Wake County Fire Protection Contract for FY23-25, in Section 20.15. **DISPOSING OF EQUIPMENT***, the equipment will be offered at a cost to any Wake County Department so long as the item(s) is *"within their NFPA-specified service life, in serviceable condition, and retested or recertified by the manufacturer or certified third-party testing organization."*

- 1. If any item(s) will be considered Surplus or they have reached End of Life, approval may be given for disposal of said item(s) through sealed bid, public auction utilizing the GovDeals account, or donation.
 - i. Sealed Bid: Two types of sealed bid will be available for the purpose of disposal of item(s); Internal and External.
 - 1. For an Internal bid process, the bid process will be published and advertised via email. The item(s) for sealed bid will have a minimum bid value assigned to them and will be disclosed in the email. The bid process will remain open for a minimum of 7 business days. All bids will be made via sealed envelope and given to the Administrative Assistant. At the close of the bid process, the Administrative Assistant and Office of the Fire Chief or designee will review the bids and award will be announced to the highest bidder via email. The bids will be scanned and placed into the **Sealed Bids** folder within the **NWFD_Administrative** folder of the Shared Drive. Funds must be paid in-full within 3 business days of bid close.

2. For an external bid process, the bid process will be published and advertised via email, department website, and department social media accounts. The item(s) for sealed bid will have a minimum bid value assigned to them and will be disclosed in the published notification. The bid process will remain open for 30 business days. All bids will be received via sealed envelope delivered through the United States Postal Service and will be addressed as follows to be considered valid:

Sealed Bid - Northern Wake Fire Department
C / O Administrative Assistant
11713 Six Forks Rd
Raleigh, NC 27614

At the close of the bid process, 3 business days will be allowed for the USPS to deliver any bids that were postmarked prior to the bid closure, at which time the Administrative Assistant and Office of the Fire Chief or designee will review the bids and award will be announced to the highest bidder via contact information provided. The bids will be scanned and placed into the Sealed Bids folder within the NWFD_Administrative folder of the Shared Drive. Funds must be paid in-full within 7 business days.

- ii. GovDeals: Any item(s) sold on this online platform will be posted with a minimum of 2 photographs and follow the pre-established format for this platform, and shall include a description of the item(s). A minimum bid time of 14 business days will be allotted for any item(s) listed.

2. If any item(s) are considered to be Scrap, approval may be give to authorize disposal of said item(s) by either trash or recycling.
- B. Approval may be given for any item(s) that is deemed Surplus or Scrap to be eligible for donation. The donation of said item(s) must be documented and signed for by the receiving organization (or email confirmation if unable to sign in person) and must assume all liability associated at the time of acceptance of said item(s) as-is.
- C. The Office of the Fire Chief may authorize the Gift of any item(s) deemed to have reached its End of Life. (Example: A fire helmet for a retiring member)

D. Funds from the sale of equipment shall be handled as follows:

1. Any proceeds that result from the disposal of supplies, materials, or equipment will be turned over to the Administrative Assistant for proper accounting pursuant to SOP 100-3.
2. Funds will be received in-full prior to the release of any item(s).
3. Only cash or certified check will be accepted as payment for items sold outside the GovDeals platform.