

POLICY 450.08: PROCUREMENT/BID AT PUBLIC AUCTION

OBJECTIVE Procurement of capital equipment through bid at public or private auction.

RESPONSIBILITY **Department Directors:**

- Ensure that funding is available prior to engaging in any auction related procurement activity, and that the Finance Department is provided with sufficient, timely information to establish a credit relationship with the Auctioneer.
- Ensure that approval of the Director of Maintenance is obtained prior to procuring any motorized, vehicular, or mechanical equipment, or other equipment that must be maintained by the Maintenance Department. This insures that equipment is not purchased that cannot be maintained reasonably in terms of parts availability and cost effectiveness, and ensures compliance with established standards and specifications for such equipment.

Finance Department: Arrange methods of payment and establish a credit relationship with the Auctioneer prior to the auction.

PROCEDURE **The Requesting Department:** Notifies the Purchasing Department in writing of its intent to bid at auction.

The Auction Team:

- Inspects and evaluates items at the auction site prior to bidding.
- Establishes the fair market value of the item to be purchased.
- Determines the maximum bid amount within funding limits established by the Finance Department.

Requesting Department Director (or designee): Does the bidding within auction team guidelines.

Chief Executive Officer (or designee): Is authorized to sign necessary purchase and/or title documents for the Aviation Authority. Transportation costs and applicable sales tax must be considered as part of the overall cost.

Requesting Department: Initiates requisition in the financial system to ensure the purchased item is properly accounted for.

AUCTION TEAM

The Auction Team may be expanded to include technical and operational evaluation and advisory personnel as deemed necessary by regular auction team members. The Auction Team normally consists of:

- Assistant Director of Finance (or designee)
- Requisitioning Department Director (or designee)
- Assistant Director, Purchasing and Material Control or Purchasing Manager (or designee)

APPROVAL AND UPDATE HISTORY

FORMAT AND RE-NUMBERING AUTHORITY

Aviation Authority Board: October 17, 2001

LAST APPROVAL

Aviation Authority Board: March 18, 2009
Chief Executive Officer: December 12, 2014

SUPERSEDES

All Previous