

Original signed by: Kari Bolton, Acting CAO

City Staff Report

Report Date: April 11, 2018**Meeting Date:** April 17, 2018**To:** City Manager**From:** Director of Development Services**Subject:** May 1-3rd City Auction

Purpose

Provide Council with information on the 2018 Quesnel City Auction being organized for May 1-3rd at Arena 2 located at 500 Barlow Avenue.

Summary

- The City will be holding our periodic closed bid auction to sell confiscated or abandoned items seized by RCMP May 1st, 2nd and 3rd (Tuesday-Thursday). Pick up of items is required on Friday May 4th prior to 2pm.
- Additionally surplus items for disposal from various City and North Cariboo Regional District functions will also be available for auction.
- Items include a large number of bicycles, electronic equipment, tools, jewellery, clothing and office furniture. A complete list of items will be available for the public's information on the City's website by April 20th. Note some items will be grouped for purchase and not sold individually. This will be determined during the auction setup.
- A small number of items may also be obtained by City Departments, as per the City's disposition policy, should they fill an existing need. This is typically very limited and will be identified and reported to finance prior to the beginning of the auction on May 1st.
- ALL MERCHANDISE WILL BE SUBJECT TO APPLICABLE TAXES.
- PAYMENT MUST BE IN THE FORM OF CASH OR DEBIT. THE CITY DOES NOT TAKE CREDIT CARDS.
- Successful bidders will be required to pick up a slip from the arena and proceed to City Hall to make payment prior to obtaining their items on May 4th.
- ALL ITEMS MUST BE PICKED UP BY 2PM ON FRIDAY MAY 4TH.
- Advertisement of the auction will be in the Quesnel Cariboo Observer on April 18th and 25th. In addition social media and the City's website will be used to communicate the event and details of the auction as denoted in this report.

Day	Date	Times	
Tuesday	May 1	9AM – 5PM	VIEWING AND BIDDING
Wednesday	May 2	9AM – 7PM	VIEWING AND BIDDING
Thursday	May 3	9AM – 1PM	VIEWING AND BIDDING
Thursday	May 3	1PM - 5PM	Open bids call highest bidder, move to next if cannot be reached.
Friday	May 4	9AM – 12PM	Open bids call highest bidder, move to next if cannot be reached.
Friday	May 4	9AM – 2PM	PAYMENT and PICKUP REQUIRED PRIOR to 2PM



Recommendation

THAT Council receives for information the attached report on the 2018 City of Quesnel Auction.

Statutory Requirements

Community Charter, Section 67

Council Policy

Purchasing and Disposition Policy

7.0 DISPOSITION OF SURPLUS ASSETS:

7.1 Surplus assets may be transferred to other City divisions that may find them useful, pending approval by the respective Directors. Any assets being transferred between City-owned divisions will be transferred at no cost to the receiving division other than normal costs to put the asset back into service. Any remaining amortization will be borne by the division receiving the asset.

7.2 The City Manager may approve that surplus assets be disposed of by providing them, without competition, to any non-profit organization. Council is to be informed.

7.3 For any mobile equipment or vehicular fleet purchases, the number of units being disposed of must equal or exceed the number of units purchased. They may only be varied with the approval of the City Manager.

7.4 Any surplus equipment parts will be returned to the original vendor if possible. If not, they will be offered to the purchaser of the related equipment at a reasonable price or auctioned.

7.5 For any City purchases of personal computers, photocopiers and large printers, there must be a unit disposed of for each unit purchased. Any reuse of surplus IT equipment by other City departments must be approved by the Director of Corporate and Financial Services. Disposals of used IT equipment will be approved by the Director of Corporate and Financial Services or designate, a publicly advertised process is not required.

7.6 Surplus assets, not transferred or disposed of as of above, are to be disposed of by auction or other publicly advertised process. The City Manager and Director of Corporate and Financial Services must approve of all assets being disposed of in this manner.