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BPC Policy No. 111

SUBJECT: SURPLUS MATERIALS AND EQUIPMENT

PURPOSE: To establish a policy on the disposition of surplus materials and/or equipment, as outlaid by the San Diego Unified Port Act Section 25.

POLICY STATEMENT:

1. A list of materials and equipment, determined to be surplus to the needs of the San Diego Unified Port District (District) by the Chief Procurement Officer, together with a statement as to the reasons they are no longer needed, shall be submitted to President/CEO as the need occurs.
2. The President/CEO may authorize the Chief Procurement Officer, to advertise and carry out the sale of surplus materials and equipment for the best price obtainable by the District Procurement Services Department.
3. All District member cities will be notified of the items to be declared surplus to the needs of the District in advance of the declaration. In the event District member cities express interest in obtaining District surplus material and / or equipment after the President/CEO has declared it surplus to the needs of the District, it may be sold to the member city who offers the highest and most reasonable price as shall be determined by the Chief Procurement Officer.
4. When an item cannot be sold, the Chief Procurement Officer may authorize its disposal by junking and depositing it in the sanitary fill or by any other suitable means available with a minimum cost to the District.
5. The Chief Procurement Officer is authorized to sell or dispose of scrap commodities and materials, including metals, wood pallets, toner or printer cartridges and other items, at their discretion.
6. At the sole discretion of the President/CEO, the District may donate surplus items to charitable organizations, not for profit organizations, educational institutions and other public agencies as deemed appropriate.
7. Employees of the San Diego Unified Port District are prohibited from purchasing, bidding on or acquiring any materials and/or equipment determined to be surplus to the needs of the District.

RESOLUTION NUMBER AND DATE: 2016-187, dated December 13, 2016 (*Supersedes BPC Policy 111, Resolution 2008-192, dated October 7, 2008; 81-328, dated October 6, 1981; and Resolution 68-298, dated December 3, 1968*)

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