
FROM : Shelley Hambly – PURCHASING DEPT. (705) 759-6530
SUBJECT : VEHICLES FOR AUCTION
DATE : JANUARY 30th, 2020.

The following vehicles are available for auction through PUC Services.

Nothing less than minimum bid will be considered. The successful bidder will be the highest bid.

Please ensure you carefully read the rules for bidding below.

All bids must be submitted on the Surplus Item(s) Bid Form below.

ONLY sealed bids clearly labeled “**Auction Bid**” must be submitted no later than **January 31st, 2020 by 2:00pm** to the Purchasing Department at PUC Services Inc., 500 Second Line East, Sault Ste. Marie, ON P6B 4K1, to attention of Purchasing Agent.

Public viewing will be at Rear Parking Lot at 500 Second Line E, SSM on Thursday January 30th, 2020 from 11:00am to 1:00pm.

The vehicle will be sold “*as is where is*” (not certified) and use of the item for any purpose is at the discretion and liability of the user.

Vehicle Number	Description	VIN	Approximate Mileage/km	Minimum Bid
2	1999 International, Model 4900 50ft Double-Bucket Service Truck	1HTSDAAR2XH665092	78,550	\$ 10,000.
9	2006 Freightliner, Model M2 Terex Telelect TPL 40 Bucket Service Truck	1FVACYDC66HW88602	184,965	\$ 12,500.
5	1999 Freightliner, Model FL80 Digger Derrick Service Truck	1FV6DLBBOXHA01899	134,532	\$ 10,000.

Vehicle will be available to the successful bidder immediately upon receipt of payment.

Payment must be made by Noon on Wednesday, February 5th.

Vehicle must be removed from PUC’s facility within 2 business days of payment.

**PUC SERVICES INC.
ASSET DISPOSAL PROCEDURE**

1. PURPOSE

This procedure will outline the process to be followed for the disposal of any PUC asset

2. SCOPE

This procedure applies to all commodities of goods including material, equipment, scrap, office equipment, property, etc.

3. INTRODUCTION

This procedure shall be used for the following:

- 3.1 When an asset (goods) has been determined by a department manager to be surplus or obsolete, to their need.
- 3.2 The method of disposal shall be determined by the Purchasing Agent.
- 3.3 The sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and material shall be made to the highest responsive bidder in accordance with the provisions of this procedure as applicable.

4. ASSET MANAGER

The Asset Manager is the Department Manager that most recently had the asset assigned to their department inventory. This Manager or their designate in consultation with their departmental Vice President, shall declare the asset redundant to their operational need.

5. PROCEDURE

A Manager or Vice President who has the responsibility of declaring assets (goods) surplus or obsolete, shall do so by notifying the Purchasing Agent by email, listing those items to be declared as surplus or obsolete.

The disposal of surplus or obsolete items shall be evaluated on a case by case basis.

The Purchasing Agent, in conjunction with the Vice President Finance shall have the authority to sell, exchange, transfer or otherwise dispose of goods declared as surplus to the needs of the Company.

The timing and method of disposal of surplus assets is at the sole discretion of Management.

Where it is cost effective and in the best interest of the Company to do so, items or groups of items may:

- 5.1 Be offered to other Company Departments; or
- 5.2 Be sold by external advertisement, formal request, or auction (where is, as is); or
- 5.3 When deemed appropriate, a reserve price may be established, which may include a PUC administration fee); or
- 5.4 Be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained than following other procedures; or
- 5.5 Be donated to a non-profit agency; or
- 5.6 Be recycled; or
- 5.7 In the event that all efforts to dispose of goods by sale are unsuccessful, these items may be scrapped or destroyed if recycling is unavailable.

PUC SERVICES INC. SURPLUS ITEM(S) BID

RULES FOR BIDDING:

This process may be open to employees and/or the general public depending upon the cost to conduct the process:

- i. Write your bid price down adjacent to the item you wish to purchase, exclusive of taxes.
- ii. Viewing of the items can occur from 11:00am to 1:00pm at the location and date identified
- iii. All bidding closes at 2:00 p.m. on date to be specified
- iv. Bids must be in a sealed envelope
- v. Bids over e-mail will not be accepted (lack of confidentiality)
- vi. Bids are to be sent to the purchasing office at 500 Second Line c/o the Purchasing Agent
- vii. The successful bidder will be the highest bid for each item
- viii. This is the only acceptable form to be used, all others will be disqualified
- ix. Any items receiving no bid will be disposed of by other means
- x. No conditions will be attached to the bid
- xi. Sealed bids will be opened by a person that has not submitted a bid. At least one witness will be present.

ITEM NO.	DESCRIPTION OF OBSOLETE ITEM	RESERVE PRICE (if applicable)	PERSONAL BID (Applicable taxes are extra)	CLOSING DATE (For Bidding)

Name of Bidder: _____

Telephone: _____