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		Policy Title PURCHASES AT AUCTIONS OR FROM PRIVATE OWNERS			
Council Resolutions No. 570-88	Date July 7/88	DFA	C.C.	Cross Reference	Effective Date July 7, 1988

The County of Parkland No. 31 considers the purchase of equipment or other facilities at licensed auctions or through negotiations with private owners as an acceptable and authorized means of acquiring needed equipment or other facilities subject to the provisions of this policy.

CRITERIA

The purchase of needed equipment or other facilities at licensed auctions or through negotiation with a private owner may be investigated and considered for action, provided that:

1. Acquisition of the equipment or facilities in question have been provided for and approved in the budget or previously approved by a Council resolution subsequent to approval of the budget;
2. The equipment or facilities available for purchase are of a type and condition to fully fill the requirement for which they are intended, and;
3. The price to be bid at the auction or negotiated with a private owner does not exceed the amount approved for acquisition in the budget or by prior Council resolution subsequent to approval of the budget.

PROCEDURES

1. The appropriate Department Head shall investigate and prepare a report on any equipment or other facilities which are available for purchase and are applicable to his department's needs. The report shall include:
 - a. details of an evaluation of the condition of the equipment or facilities carried out by qualified personnel;
 - b. comments and recommendations regarding the suitability and serviceability of the equipment or facilities relative to the County's requirements;
 - c. owner asking price where the potential purchase is through negotiation with a private owner and evidence that there are no registered encumbrances against the equipment or facilities;
 - d. recommended maximum purchase price that should be considered by the County.
 The Department Head's report and recommendations shall be submitted to the County Purchasing Committee through the appropriate Director.
2. The County Purchasing Committee will review the Department Head's report and recommendations and may request additional information as it feels necessary before rendering its decision. A Committee approval to proceed with purchase action may include conditions considered necessary by the Committee and shall clearly identify the maximum approved price to be considered. The County Purchasing Committee does not require the further approval of Council for purchase action to be authorized providing the conditions outlined under CRITERIA above will be met.

POLICY

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<p>3. Adoption of this policy authorizes any one of the following County representatives to bid at a licensed auction or to complete final negotiations for purchase from a private owner all in accordance with the authorization and conditions approved by the County Purchasing Committee:</p> <ul style="list-style-type: none">County CommissionerThe appropriate DirectorThe appropriate Department Head or his approved alternate. <p>4. The County Commissioner will issue written authority to the applicable licensed auction firm(s) as required, identifying County representatives who are authorized to bid and confirming the payment arrangements that the County can meet.</p>		