


## **Exhibit 24**

I

Section 60.

City of Chandler's Public Sale of City Property – Auction Regulation MS-06 and Computer Donation Regulation 10-22 are attached. These regulations provide policies and procedures for the management and disposition of unusable and/or unneeded items.

	<p align="center"><b>CITY OF CHANDLER</b></p> <p align="center"><b>ADMINISTRATIVE REGULATION</b></p>	DATE WRITTEN: February 11, 1983
		DATE REVIEWED: August 26, 2003
		NUMBER: CC Reg. MS-06
		DPR: Management Services
<p align="center"><b>PUBLIC SALE OF CITY PROPERTY - AUCTION</b></p>		

**I. PURPOSE**

- A. Establish procedures and responsibilities for all City auctions.

**II. RESPONSIBILITY**

- A. It shall be the responsibility of all City departments to comply with this regulation. All Department Directors or designees are to approve all items to be auctioned. Department Directors or designees will decide whether items fall under the following defined categories.

**III. DEFINITIONS**

- A. *Excess/Surplus Items* – These are items that are no longer needed by the department as they exceed department needs. The item may also be obsolete as it no longer is used due to change of procedures, jobs, elimination of task, or no longer needed for current use.
- B. *Property obtained by the Police Department* – These are items such as lost and found property, confiscated property, and abandoned property. The Chief of Police/ designee will provide CC Form 12 (Auction Property List) to Central Supply for review to determine the property that can be redistributed to City Departments and will certify that all property has been held for safekeeping and appropriate notice of disposition has been served in accordance with all legal requirements.
- C. *Salvageable Items* – These are items that need repairs or parts to be operational. Due to cost of repairs or parts, it is no longer economical to repair or purchase parts for these items.
- D. *Scrap Items* – These items are beyond repair but may still have value. These could be old water meters, scrap vehicles, metals, old tires, scrap pipes and fittings, scrap lumber, and other similar items.

**IV. PROCEDURES**

- A. In preparing items for auction, the attached CC Form 12, Auction Property List, will be prepared by all department directors or their designees for items to be auctioned. CC Form 12 will be prepared with the following information and forwarded to the Purchasing & Materials Division of the Management Services Department:

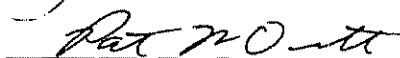
1. Item(s) description.
  2. Number of items to be auctioned.
  3. Fixed asset number or other identifying numbers (if applicable).
  4. Estimated or actual value when acquired (if known).
  5. Current estimated value.
  6. Departmental recommended minimum bid (if desired).
- B. The Purchasing & Materials Division will establish and publish the auction date no later than thirty (30) days prior to the auction. Each department will be provided a list of items to be auctioned prior to the auction and departments that have a need for an item may request the item be removed from the auction list.
- C. It will be the responsibility of the Supply Supervisor to:
1. Assign auction numbers and prepare labels describing items to be auctioned.
  2. Tagging items no later than two weeks prior to the auction.
  3. Inventory and receive all items prior to the auction insuring that all items are properly tagged and received. It will be the responsibility of each department director or his designee to insure items turned in are made safe for handling. For example, insuring flammable, combustible or chemical items are properly packaged and marked, etc. If it is unsafe to handle, it is unsafe to be sold.
  4. When applicable, confirm recommended minimum bids of department directors and to establish minimum bids on any items, which in the Supply Supervisor's opinion may require minimum bids.
- D. It will be the responsibility of the Purchasing & Materials Manager/designee to conduct or designate an auctioneer to conduct the auction of all City items. The auction shall be conducted on the designated day insuring that adequate notice and news releases have been provided. The City Purchasing & Material Division may also enter into an agreement with a commercial auction service to dispose of property via a public auction or Internet sale.
- E. The purpose of the City auction is to obtain the maximum amount of return for items sold at the auction. It will be the responsibility of the Purchasing & Materials Manager to provide adequate public viewing and notification to insure this objective.
- F. No item(s) will be auctioned which in the opinion of the Purchasing & Materials Manager may be used in another department or division within the City or can be disposed of by other methods which are more advantageous to the City of Chandler (e.g. spot bids, sealed bids, donations).
- G. The Supply Supervisor shall prepare all forms necessary in order to delete from fixed assets listings those assets sold or disposed of and notify the Budget and Accounting Divisions of such deletion and disposition.

- H. All items not sold at the auction will be disposed of by the Purchasing and Materials Manager in the manner outlined in item F above, keeping in mind item E above as the objective of the City.
- I. The following procedures and policies will be established for the auction:
1. Registration of bidders is required.
  2. All sales will be final and must be paid for by cash, cashier's check, money order, or personal check, with proper identification made payable to the City of Chandler. For items over \$500.00 a deposit of \$100.00 is required to allow full payment and pickup of items within ten (10) calendar days of the auction.
  3. Items sold that are not for bona fide resale will be subject to sales tax. All items shall be paid in full at the time of sale and removed within ten (10) calendar days from the date of the auction unless arrangement has been made per paragraph 11b.
  4. Vehicle/Equipment. Registration forms for vehicles and equipment may be obtained from the City Clerk, Suite 203, 55 N. Arizona Place (Boyer Building), Chandler, Arizona. Sales of vehicle and equipment must be paid in full and receipt (paid in full) will be required to obtain the registration form.
  5. The City of Chandler makes no warranty, either specific or implied, as to the condition of the item offered for sale and reserves the right to reject any or all bids. All sales will be final. Refunds or adjustments will not be made.
  6. Sales are to the highest bidder. Auctioneer must sell items in lots or individually.
  7. Before items are removed from the auction area, bidders will be required to show receipt, indicating payment for the item to a City representative.
- J. The purchase of auction items by City of Chandler employees is expressly forbidden. Also, City employees, except those directly involved in auction duties, are forbidden entry to auction area or any participation in auction activity. When property is sold via commercial auction service or by Internet auction, items for sale must be identified as being sold for the City of Chandler. A conflict of interest is possible due to the potential of having beneficial information on an item otherwise not available to other auction participants. City of Chandler employees are prohibited from bidding on or purchasing city property auctioned by commercial auction service or via the Internet or from disclosing information to third parties that is not given to other auction participants.

**Attachments:**

- N/A

  
\_\_\_\_\_  
Director of Management Services

  
\_\_\_\_\_  
City Manager

8/26/03  
\_\_\_\_\_  
Effective Date



## CITY OF CHANDLER ADMINISTRATIVE REGULATION

DATE:  
May 4, 2001

NUMBER:  
Reg. 10-22

OPR:  
MS/Purchasing

### Computer Donation Regulation

I. Purpose:

To establish City policies and procedures governing the donation of computers.

II. References: City of Chandler Code Section 3-10.1.

III. Responsibility:

Computers can only be donated when processed through the Warehouse Supervisor who shall follow the procedures set forth below.

IV. Procedures:

- A. The City of Chandler is authorized to donate computers, which cannot be used by the city, to other public agencies and non-profit charitable organizations.
- B. The Warehouse Supervisor is responsible for the public advertisement of the availability of excess computers as needed. This shall be accomplished by posting the availability of computers on the City of Chandler Web Page. The advertisement shall be posted for two weeks. Once the time of posting has expired, interested agencies will have two weeks from the expiration date of posting to notify the City of their interest in the computers.
- C. The City of Chandler will use the following prioritized criteria when donating computers when determining the public agency or non-profit organization which shall receive computers.
  1. Public schools within the City of Chandler.
  2. Youth related non-profit charitable or other non-profit public agencies within the City of Chandler.
  3. All other non-profit charitable organizations or non-profit public agencies.
- D. All public and non-profit agencies shall submit an application for Computer donation to the Central Warehouse. Upon receipt of the application, the recommendation to donate computers shall be based upon the following factors.
  1. Number of computers agency has in relation to the population it serves.
  2. Percentage of the population served by the entity are City of Chandler residents.

3. Other available source(s) the agency utilizes to obtain computers.
4. Make, model and year of computers currently on hand.

- E. All entities that are issued surplus computers are responsible for transportation of computers to their location. Computers are donated as is, with no warrantee or guarantee to the condition of computers.
- F. The Central Warehouse shall record City ID# on the Donated Computer Form and have an entity representative sign form.
- G. The Central Warehouse shall maintain record of computers donated and and provide report of donated computers upon request.

  
Management Services Director

  
City Manager

5-4-01  
Effective Date

**City of Chandler  
Computer Donation Program**

**Applicant Information:**

1. Name of Applicant/Agency: \_\_\_\_\_  
\_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Contact Person/Title: \_\_\_\_\_
4. Phone/Fax/e-mail \_\_\_\_\_
5. List the goals and objectives for your use of computers. Describe how you will evaluate the results of computer usage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Number of computers requested? \_\_\_\_\_
7. Total number of computers on hand for department, branch, or office, (Select one)
8. What are the make, model, and year of computers? \_\_\_\_\_  
\_\_\_\_\_
9. Percentage of students/youth etc. served that are City of Chandler Residents: \_\_\_\_\_
10. Total number of students/youth etc. that shall utilize computers? \_\_\_\_\_
11. Other available source (s) the agency utilizes to obtain computers? \_\_\_\_\_  
\_\_\_\_\_