



Ken Wright – Mayor
Denis Shortal – City Council Post 1
Adrian Bonser – City Council Post 2
Tom Taylor – City Council Post 3
Robert Wittenstein – City Council Post 4
Danny Ross – City Council Post 5
John Heneghan – City Council Post 6

Warren Hutmacher – City Manager
Brian Anderson – City Attorney

TO: HONORABLE KEN WRIGHT, MAYOR
HONORABLE MEMBERS OF THE DUNWOODY CITY COUNCIL

FROM: TANYA JACKSON, BUDGET DIRECTOR

SUBJECT: PROCESS FOR THE DISPOSAL OF SURPLUS PROPERTY

DATE: MAY 8, 2009

Generally, when goods of the city are no longer necessary or useful to the city, the city administrator and city finance director may declare such goods to be surplus and authorize the purchasing manager to dispose of the goods.

For goods valued at less than \$5,000 the procedures may provide for disposition by private sales, exchange, auction, or by using the goods as trade-in, credit, or part payment on the purchase of other goods. Other methods of disposition may be used as long as they are designed to obtain for the city, fair market value for the property disposed of and to accomplish the disposal in an efficient and economical manner.

For goods valued at \$5,000 or more the following methods of disposal of surplus may be utilized:

1. Advertisement for Sealed Bids
2. Public Auction (E-bay, GovDeals, etc.)
3. Exchange
4. Other



CITY OF DUNWOODY

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MEMORANDUM

To: Mayor and City Council

From: Tyra Little, Purchasing Manager

Date: May 11, 2009

Subject: Surplus Equipment List

EQUIPMENT	QUANTITY
HP xw 6000	5
HP xw 6200	4
HP D325	4
Dell GX 150	1
Dell GX 250	1
Compaq D315	3
HP 6220 Laptop	1
MONITORS	
HP 9500	7
Planar PL 1910m	3
Dell Trinitron	4
View Sonic E90	1
View Sonic G7of	1
View Sonic G220fb	2
Compaq 9500	1
HP L1906	1
HP L1906	4
HP 1902	1
HP 1902	1
HP	1