



## CITY OF DUNWOODY

41 Perimeter Center East, Suite 250  
 Phone: 678.382.6700 • Fax: 678.382.6701  
 www.dunwoodyga.gov

### MEMORANDUM

**To:** Mayor and City Council

**From:** Chris Pike, Finance Director

**Date:** September 27, 2010

**Subject:** Declaration of Surplus Supplies, Equipment, and Inventory

#### ITEM DESCRIPTION

Approval to declare the use of replaced cell phones (Blackberries) as surplus supplies.

#### BACKGROUND

Per the Dunwoody Purchasing Policy, users of city supplies, equipment and inventory should report all excess, surplus or obsolete materials to the Purchasing Office. At this point, the Purchasing Agent will examine alternatives as to the most advantageous disposition of the items. Items could be refurbished or reconditioned, transferred, traded in on new equipment or sold by auction or sealed bid.

The IT team completed a full refresh on all of 22 of Verizon cell phones for city staff upgrading from the Blackberry curves 8830 to the Bolds 9650's. The devices replaced were all at end of contract term and updated **at no cost to the city**.

#### EVALUATION

Staff has reviewed and evaluated the options for the existing phones and determined refurbishing or reusing the phones is not the best option. Therefore, staff is requesting the phones be declared surplus equipment and auctioned off at the highest price attainable.

#### ALTERNATIVES

Council could also direct staff to donate the phones. The National Coalition Against Domestic Violence (NCADV) is devoted to the elimination of domestic violence in urban and rural areas, across all racial, religious and economic groups. Cell Phones for Soldiers hopes to turn old cell

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phones into more than 12 million minutes of prepaid calling cards for U.S. troops stationed overseas in 2008. The phones are sent to ReCellular, which pays Cell Phones for Soldiers and/or NCADV for each donated phone – enough to provide an hour of talk time to soldiers abroad. A third party (ReCellular) rebuilds and resells the phones. In exchange, a donation is made to the charities mentioned above. The City would realize no cost or revenue for this alternative.

### **RECOMMENDED ACTION**

It is respectfully requested that Council approve to declare the 22 phones surplus and authorize the Purchasing Manager to auction off the phones that are in good working order and recycle any that are no longer working.