**2020 SURPLUS EQUIPMENT AND VEHICLE AUCTION**

**Wednesday, July 15, 2020**

**REMINDERS**

1. **The Auction will be held at South Middleton Township (more details to follow)**

2. **Members will receive 90% of the sale price for vehicles and heavy equipment**. For all other items, municipalities will continue to receive 80% of the sale price.

3. Vehicle forms must be filled out for all vehicles. Titles and keys must be delivered with vehicles on July 14.

4. Questions can be addressed to Rhonda or Gary at capcog@comcast.net.

**IMPORTANT DATES**

**Friday, June 5 -**

Participation forms due to CapCOG. Email to capcog @comcast.net.

**Tuesday, July 14 -**

Deliver merchandise to South Middleton Township between 8 AM and 2 PM.

**Wednesday, July 15 -**

Auction starts at 9 AM. Members must have someone on site the day of the auction.

**Thursday, July 16 -**

Remove unsold items from South Middleton Township by 12 PM. **You MUST pick up unsold items.**

**CHECKLIST**

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|  | 1. Terms & Conditions Form is signed and includes a representative who will be at the Auction
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|  | 2. Excel workbook is filled out with all auction items. * If you do not have items for one of the categories, leave that workbook page blank.
* Municipality name is on the top of **EACH WORKBOOK PAGE** in the yellow box as required.
* Incomplete forms will be returned.
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|  | 3. Cover page of the Excel workbook is filled out with all required contact information.* Incomplete or missing forms will be returned to the municipality to complete before auction items are included.
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|  | 4. All vehicles must have a vehicle form completed that will be placed on the vehicle. This should accompany your submission forms.  |
|  | 5. Save your electronic file with your municipality name and *2020 Auction Items*.  |
|  | 6. Email your Excel workbook, signed terms and conditions, and any vehicle forms to capcog@comcast.net by June 5, 2020. |
|  | 7. Keep a copy of your submission!  |