

SALE OF USED RCA EQUIPMENT

The National Team coordinator will advertise used equipment for sale on an ongoing basis through the provincial associations. The information will also be posted on RCA's web site.

The information regarding the equipment for sale will be distributed to the PSOs via e-mail or fax. The PSOs will be responsible for disseminating this information to their clubs.

The equipment will be advertised with the following information:

- Year
- Make
- Model
- Condition
- Price
- Date of availability
- Location (for pick-up)

Operating Guidelines and Procedure for Purchase:

- A "rotational order" of provincial associations will be maintained by the RCA office and shall be the basis for the sequence of purchases of the RCA equipment. RCA is essentially running an auction service of sorts: the equipment price is fixed, but the rotation and the availability of items can change. If a buyer does not want a certain piece of equipment, then they do not have to bid on it.
- Upon notification of the availability of RCA used equipment for sale, the PSO/clubs will have three (3) weeks in which to express their written interest (fax or e-mail accepted) in any equipment. Clubs will indicate their interest by notifying their PSO, which will in turn identify expressions of interest with RCA. The RCA office shall receive expressions of interest/bids from all interested PSOs/clubs by the end of the third week. The selling process shall start at the time of the conclusion of business in Victoria on the Friday of the third week and conclude by the Friday of the fourth week. After that time, RCA will be able to sell the equipment to any other potential buyers.
- The contact name and telephone and fax numbers/e-mail address of the PSO/club person responsible for the transaction shall be part of the original bid submission.
- All bids shall be considered applicable to a single bit of equipment; items are sold as unique items. Bids will be submitted by the PSO/club and received by RCA on the understanding that the order may be "partially filled."

- The province on the top of the current rotational list has the first pick of equipment available. If it or one of its clubs purchases any equipment, then that province drop to the bottom of the list. If that province passes, then it remains at the top of the list, and the next province in the rotational sequence is able to purchase equipment.
- Prior to the conclusion of the purchasing contract between the PSO/club and RCA, the buyer will be asked to confirm whether the available lot is still what it wants. The buyer could decline all of the equipment originally bid upon or confirm any partial amounts. This will be confirmed in writing (e-mail or fax) immediately.
- RCA would then move to the next PSO in the rotational list and repeat the process. Since the contact name and numbers of the PSO/club person responsible for the transaction will be part of the original bid form, people can be contacted quickly.
- If a PSO/club had second thoughts about buying some equipment during the process after their turn had gone by, they could enter the open purchasing opportunity that would follow this fourth week of RCA auctioning, just like any other potential buyer.
- The completion of the purchase contract is the responsibility of the PSO/club and RCA.
- The cost of delivery and transportation of any equipment purchased shall be paid by the PSO/club.
- The buyer shall be responsible for insurance immediately following the sale.
- All equipment shall be sold "as is": caveat emptor. Potential buyers can inspect, or have an agent inspect, any equipment within the three-week period.
- Payment in full shall be received by RCA prior to the release of any equipment.

