

# Cook County Government Surplus Property Donation Pilot Program for Heavy Equipment

## Program Guidelines/Overview

### What is the Surplus Property Donation Pilot Program for Heavy Equipment?

In accordance with the Cook County Salvage Policy, this Surplus Property Donation Pilot Program seeks to make available for donation heavy equipment assets deemed as salvage as defined in Cook County Code § 2-1064.

A recipient of donated Heavy Equipment asset(s) (“Donee”) must be a governmental entity as provided in Cook County Code § 2-1064, and as defined by the eligibility requirements below, unless otherwise approved by the Cook County Board of Commissioners. For heavy equipment, an application process will be followed to assist with prioritizing organizations with the highest need. Notwithstanding the foregoing, the County reserves the right to consider previous donations of salvaged assets to Donee. Each Donee is responsible for pick-up and transportation of donated assets.

Government entities that have County Employees, County Officials, County Elected Officials, or relatives of County Employees, County Officials or County Elected Officials serving in an executive capacity or as managers of a government agency seeking the donation, are not eligible to receive a donation of salvaged property.

### Eligibility Requirements

- Applicant must be a Suburban Cook Municipality or Township performing public works activities within public rights of way located within suburban Cook County.
- Applicant must demonstrate financial need.
- Applicant must demonstrate operational need.

### Application (see Attachment 1)

#### Evaluation Criteria:

Measure	Weight	Specific metric
Financial Need	30%	% of budget dedicated to capital investment
Operational Need	20%	# of lane miles maintained by applicant
Equity	25%	Percent of population located in an economically disconnected or disinvested area (EDA) based upon CMAP’s 2015 Parcel-Based Housing Inventory and <a href="#">EDA boundaries</a>
Community Cohort	25%	<a href="#">CMAP FY22 Community Cohort</a>

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## Donation Process

1. Submit application to [donate@cookcountyil.gov](mailto:donate@cookcountyil.gov) to become an eligible Donee.
2. Attend one of two scheduled open houses at the selected site to view available assets. Please note that additional dates/times are NOT available, and access will not be granted outside of the times specified. Attending either of the open houses is optional.

The two open house dates are:

- Wednesday, November 9 from 9 a.m. - 11 a.m.
- Thursday, November 10 from 10 a.m. – noon

Both open houses will be hosted at the Department of Transportation and Highways maintenance district # 4: 8900 W. 135th Street, Orland Park, IL 60462

3. Donee submits a request for the desired heavy equipment asset donation. Only one asset will be awarded to a Donee per year under the Surplus Property Donation Pilot Program. Please indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice (as applicable).
4. Cook County reviews/validates and approves donation request applications.
5. Cook County notifies Donee of awarded heavy equipment asset donation.

## Award Process

1. Donee has 5 business days after receiving notice of the award to complete the Cook County Surplus Property Donation Pilot Program for Heavy Equipment Affidavit.
2. The Donee is responsible for all costs associated with the pickup of the awarded heavy equipment.
3. Donee must submit completed Affidavit to [donate@cookcountyil.gov](mailto:donate@cookcountyil.gov) by specified date on award letter.
4. Details with pickup instructions will be provided upon notice of award.
5. Title will be provided to Donee at time of pick up.

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## Attachment 1

### Section 1 – Applicant/Government Entity

Legal Name:

Suburban Municipality/Township (dropdown):

Physical Address:

City, State and ZIP:

County:

Authorized Representative Name:

Authorized Representative Title:

Telephone Number:

E-mail Address:

Federal Employer's ID:

### Section 2 – Description of Need

A. Need for equipment, including reason requested property cannot be purchased commercially:

B. What % of the annual budget is dedicated to capital equipment investments? \_\_\_\_\_%

*Please attach a copy or provide a link to the organization's annual budget.*

C. If requesting heavy equipment for maintenance or snow operations, how many lane miles are maintained by the government entity? \_\_\_\_\_

D. Percent of population located in an economically disconnected or disinvested area (EDA) based upon CMAP's 2015 Parcel-Based Housing Inventory and EDA boundaries. \_\_\_\_\_%

E. CMAP defined Community Cohort\* #: \_\_\_\_\_

*\*Cohort designation for townships will be determined by Cook County based on surrounding incorporated areas.*

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**Section 3 – Item Preference** - Please indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice (as applicable) by listing the unit number associated with item.

1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

3<sup>rd</sup> Choice:

## **Section 4 - Certifications**

Applicant certifies under penalty of law, that:

1. It is a Suburban Cook Municipality /or Township performing public works activities located within suburban Cook County.
2. The donated items shall be used to advance health, education, public safety, and/or social services.
3. The applicant will take full ownership, possession, custody and control of the donated items but will not sell or re-donate the donated items, including parts of the donated item for one year from the date of donation of the same by Cook County. The applicant agrees the property acquired shall be accepted in an “as-is” condition without warranty of any kind. The County shall not be liable for any incidental, consequential, special, indirect, punitive or exemplary loss, damages costs or expenses suffered by any person or property associated with the use or misuse of any donated property.
4. Funds are available to pay all costs and charges incident to the donation including but not limited to the cost of title transfer.
5. The applicant is not a current Cook County official, Cook County elected official, Cook County employee or relative of the same.
6. No member officer, director, executive or manager of the applying government entity is a Cook County official, Cook County elected official, Cook County employee or relative of the same; and
7. The applicant will not knowingly provide the donated item to a current County officer, County elected official, County employee or relative thereof.

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**Authorized Representative Signature:**

I hereby certify that I am the Authorized Representative for: \_\_\_\_\_ and have the authority to approve and certify purchases for this government entity. I agree to be responsible for all donated property acquired by this government entity and hereby give assurance that the property will be utilized in accordance with the certifications outlined in Section 4 of this application. A copy of certifying Resolution must accompany the application.

Authorized Representative Name:

Authorized Representative Title:

Signature:

Date:

To submit, please complete fillable PDF application, attach or include link to budget and certified resolution document. Email all materials to: [donate@cookcountyil.gov](mailto:donate@cookcountyil.gov)