

**TOWN OF MIDDLETON  
CODE A - GENERAL ADMINISTRATION**

**Subject: Merchandising**

**Number: 4.2**

**Coverage: Staff & Public**

**Approved by: Council & CAO**

**Effective Date : April 16, 1979**

**Revision Date: August 8, 2006**

***Rationale***

The following policy establishes procedures for requests from individuals and corporations wishing to obtain materials from the Town.

***Policy Statement***

1. All transactions are to be on a sale or rental basis only; there shall be no lending of materials or equipment.
2. There shall be a mark-up of 40% of inventory price on sales to cover stock handling and restocking costs based on current values.
3. Requests for purchases from the Town shall be processed through the CAO's Office, with work orders forwarded to the Works Department with signed approval from the CAO's Office. The signed approval shall be proof that the necessary advance deposit when necessary and all other documentation has been received.
4. When dealing with individuals the CAO's Office shall obtain advance payment for materials to be supplied and/or work order deposit for materials and work to be completed on an estimate from the Public Works Department, said estimate to be collected on appraised 100% of cost; however, when merchandising and jobbing is being carried out for firms with which the Town has had past satisfactory dealings, then a work order deposit may not be required in advance.
5. Equipment rental rates shall be charged as per approved rental rates.
6. Wages shall be charged on actual plus 20% to cover fringe benefits and bookkeeping costs.

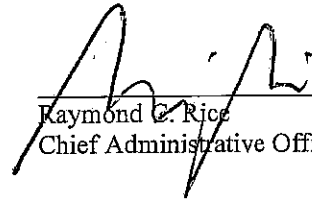
***Previous Policies***

The previous policy 1/10 "Policy re: Merchandising/Jobbing" dated April 16, 1979 is hereby amended.

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8<sup>th</sup> day of August, 2006.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 5<sup>th</sup> day of March, 2007

  
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Raymond G. Rice  
Chief Administrative Officer