

Approved:



Department of Transportation

Effective: February 18, 2014

Office: Support Services

Topic No.: 350-090-005-h

## **SURPLUS PROPERTY DISPOSAL**

### **PURPOSE:**

Define requirements for proper disposal of tangible personal property which is obsolete or the continued use is uneconomical, unsafe, inefficient, or which serves no useful function. This document does not cover real property, vehicles (trucks, cars, heavy-equipment), scrap aluminum, construction materials, or property containing hazardous or radioactive material.

### **AUTHORITY:**

Chapter 273, Florida Statutes (F.S.)

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### **SCOPE:**

This procedure affects all offices of the Florida Department of Transportation (DOT).

### **REFERENCES:**

- Tangible Personal Property, Procedure No. 350-090-310
- FLAIR (formerly known as FLAIR/SAMAS) Property Subsystem Manual, Florida Department of Financial Services
- Recording, Transmitting and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300
- Department of Management Services (DMS) Memorandum No. 13(93-94) dated November 19, 1993
- Department of Financial Services Memorandum No. 05(2004-2005) dated December 21, 2004, Selling Surplus Property on eBay

### **DEFINITIONS:**

**BUILDING AND STRUCTURES:** Any building or structure which has been given a *FLAIR Barcode Property Decal Number*.

**CANNIBALIZE:** To remove serviceable parts from property for use in repair of other property.

**COST CENTER MANAGER:** Designated by the respective District Secretary or Assistant Secretary, the Cost Center Manager is assigned responsibility for use and control of property for a specific cost center. The Cost Center Manager is responsible for implementing controls for safeguarding the Department's assets within their control and ensuring that accurate records of assets are maintained within the FLAIR Property Master File. Although administrative duties may be assigned to a Unit Custodian, final responsibility for property management and control resides with the designated Cost Center Manager.

**FLAIR BAR CODE PROPERTY DECAL NUMBER:** A unique series of two letters and six numbers which is assigned each item of property for inventory control purposes.

**FLAIR PROPERTY MASTER FILE:** Property subsidiary of the Florida Accounting Information Resource Subsystem used to maintain records on state-owned property.

**FLEET INVENTORY (Surplus Requiring Review Team Approval):** Fleet items which previously required DMS approval to dispose of which now must be offered to other District Fleet Managers and then approved by the Surplus Property Review Team prior to disposal. (Refer to *Mobile Equipment Procedures Manual, No. 400-000-001*).

**NON-CONTROLLED PROPERTY:** Property that may be disposed of without Review Team Approval (Items which had minimal acquisition cost less than \$100.00, and are limited in quantity, such as a stapler, in/out boxes, rulers, etc.) except as items identified in **Section 273.02, F.S.**

*Note: While one single file folder is not under the surplus program, you would want to surplus large quantities if for instance you changed your filing system.*

**PRIVATE NON-PROFIT AGENCY: SECTION 273.01(3), F.S.** defines a not for profit charitable organization, where no part of the net earnings may lawfully benefit any private shareholder or individual, which has been held to be tax exempt under the provisions of **S.501** of the *Internal Revenue Code* of 1986, as amended, and which has as its principal mission: public health and welfare; education; environmental restoration and conservation; civil and human rights; or the relief of human suffering and poverty.

**TANGIBLE PERSONAL PROPERTY (Property): Section 273.02, F.S.,** defines property as equipment, fixtures and other tangible personal property of a non-consumable and non-expendable nature, the value or cost of which is \$1,000 or more and the normal expected life is one year or more, and hardback books, the value or cost of which is \$250 or more. All property meeting this definition is required

to be recorded in the FLAIR Property Subsystem regardless of the type of funds used to acquire the property (OCO, FCO, or expense). The Department has elected to include items such as firearms, personal computers, laptops, digital cameras and mobile equipment regardless of cost. A complete listing of the class codes and exceptions can be found on the OOC-GAO web page on the Infonet.

**PROPERTY CUSTODIAN:** The person entitled to lawful custody of property owned by the State. Administrative functions related to the tracking of assets may be assigned to a Property Delegate. The final responsibility for property management and control is assigned to the designated Cost Center Manager. For DOT the following positions have been designated as Property Custodians for approval of surplus property in the District and Central office: District Secretary, Assistant Secretary, State Highway Engineer, State Public Transportation and Modal Administrator, Director, or Manager, which is generally the level below the Director.

**PROPERTY DELEGATE:** A person under the supervision of the designated Property Custodian who has been delegated responsibility for the administrative functions related to the tracking of assets. Responsibilities include entry of FLAIR data and coordination of property tasks for a specified District or Office.

**SURPLUS PROPERTY REVIEW TEAM:** Three unit employees appointed by a DOT Property Custodian who will make recommendations on approval or disapproval of property as surplus, and sign the ***Certification of Surplus Property Form, No. 350-090-05***.

**SURPLUS PROPERTY:** Any item of tangible personal property which is obsolete, unsafe, uneconomical or inefficient to use, or which serves no useful function for any activity or function under the supervision of the designated Property Custodian, regardless of whether the item is listed in the FLAIR system.

**SURPLUS PROPERTY COORDINATOR:** An employee (one in each District and in Central Office) who has been delegated responsibility for processing and handling disposal of all property which is surplus to the needs of the Department.

**UNIT CUSTODIAN:** A person under the supervision of the Cost Center Manager who is assigned responsibility for the administrative functions related to the tracking of assets for a particular cost center.

## 1. GENERAL

**1.1** Any employee dealing with surplus property must abide by all applicable requirements of ***Tangible Personal Property, Procedure No. 350-090-310***.

**1.2** Employees who participate in or have influence over the acquisition, disposal, repair or maintenance of Department property or equipment may not, directly or indirectly purchase or procure through salvage, any Department equipment or property which has been traded by the Department as part of a transaction to purchase new or replacement equipment from that vendor. (Refer to ***Disciplinary Action, Procedure No. 250-012-011***.)

**1.3 Section 273.05, F.S.**, now requires each agency to establish one or more review teams for certifying ***Tangible Personal Property*** as surplus. The number of review teams appointed will be at the discretion of the Property Custodian(s). The review teams will exclude any employees having ***Tangible Personal Property*** responsibilities (i.e., purchase of equipment, deleting or adding in FLAIR, etc).

**1.4 *Tangible Personal Property*** shall not be transferred to other state agencies, cannibalized, donated, sold, scrapped or destroyed without prior approval of the Review Board and Property Custodian.

This requirement applies to all property irrespective of original acquisition cost (i.e., regardless of whether the property is assigned a ***FLAIR Bar Code Property Decal Number***). Non-controlled Property may be disposed of without Review Team approval (i.e., items which had minimal acquisition cost and are limited in quantity, such as a stapler in/out boxes, paper clips, etc).

**1.5 Right of Way Exemption:** Property acquired through the right of way process is exempt from the ***Surplus Property Disposal, Procedure No. 350-090-005***, except for any building, structure or any other personal property that has been transferred from the Office of Right of Way to another office within DOT.

**1.6** Each Unit Custodian having surplus property must first offer the property to local area DOT offices by circulating notices of potential surplus property through e-mail, bulletin boards, etc. for a minimum of two weeks. Exceptions to this requirement may include:

**A.** Those items which, due to contamination or uncorrectable condition, have become hazardous, unsafe, or potentially harmful if used for their intended purpose (see ***Section 3.3, Disposition of Hazardous Material*** in this procedure);

**B.** Those items, which have been designated for specific disposition by legislative mandate (e.g., PC replacement, fleet inventory);

- C. Those items which are specifically for use by sworn law enforcement personnel (e.g., weapons);
- D. Those items which are being traded in for consideration on replacement equipment.
- E. Unique equipment used specifically for toll collection purposes that are of no further use to the Department.
- F. Cell phones rendered obsolete due to changing technology.

**1.7** When replacing property, and as appropriate or practical, trade-in of the replaced property may be pursued as a means to dispose of property, if doing so is in the best interest of the State.

**1.8** For items which may contain asbestos DOT must provide a letter to the buyer stating that property may contain asbestos material and that the buyer will take responsibility for care, removal and disposal of the asbestos material. A copy of this letter will be retained for DOT records.

The letter must also contain an "Acknowledge Acceptance" line (with date) which the buyer must sign for DOT records. If available, DOT must also provide the buyer a copy of any report regarding the asbestos.

**1.9** Unless otherwise directed, the respective cost center must retain custody of all surplus items until disposition is arranged by the Surplus Coordinator.

**1.10** A property disposition file must be maintained by the Surplus Property Coordinator for all surplus property. The file will contain records reflecting the disposition of all items of property (e.g. copy of internal advertisement, completed ***Certification of Surplus Property, Form No. 350-090-05***, method of disposition, etc.). The method of disposition must be noted for each item. The file will have a retention period of three years or one year after reconciliation of any audit exceptions involving the disposition of property during a given period, whichever occurs later.

## **2. DISPOSITION OF SURPLUS PROPERTY**

All employees must follow applicable rules and regulations for lawful disposal of surplus property. The following procedures outline the various methods of disposal.

### **2.1 TRANSFERRING PROPERTY TO OTHER COST CENTERS**

#### **2.1.1 Unit Custodian Duties and Responsibilities**

- A. Surplus property must be offered to local area DOT offices before utilizing any other means of disposal. (Exceptions to this requirement

may include those items: which have become hazardous, unsafe, or potentially harmful if used for their purpose; which have been designated for specific disposition by legislative mandate (PC replacement); which are specifically for use by sworn law enforcement personnel (weapons); and those items which are being traded in for consideration on replacement equipment). In an effort to offer surplus property to other offices, the Unit Custodian will circulate notices of potential surplus property through e-mail, bulletin boards, etc. for a minimum of two weeks.

**B.** If the property has a ***FLAIR Bar Code Property Decal Number*** and is listed on the property inventory, complete a ***Property Management Report, Form No. 350-010-06***. Both transferring and receiving Unit Custodians shall retain a copy of the ***Report***. **Do not remove the *FLAIR Bar Code Property Number* from the property.**

**C.** The originating (releasing) Unit Custodian must send a copy of the ***Property Management Report*** for property having a ***FLAIR Bar Code Property Decal Number*** to the Property Delegate to ensure appropriate master file updates are completed.

**D.** If the property does not have a ***FLAIR Bar Code Property Decal Number***, record all applicable information on a ***Property Management Report***. Both transferring and receiving Unit Custodians shall retain a copy of the ***Report*** to verify disposition of the property. (Do not send this report to the Property Delegate.)

### **2.1.2 Property Delegate Duties and Responsibilities**

**A.** Receive a copy of the completed Property Management Report from Unit Custodian releasing the property.

**B.** Update property master file as directed by Office of Comptroller, General Accounting Office, Property and Insurance Unit.

## **2.2 TRANSFERRING PROPERTY TO OTHER STATE AGENCIES**

### **2.2.1 Unit Custodian Responsibilities**

**A.** Complete a ***Certification of Surplus Property Form (Form No. 350-090-05)*** for all property with ***FLAIR Bar Code Property Decal Numbers***.

**B.** Complete a separate ***Certification of Surplus Property Form*** for all surplus property without ***FLAIR Bar Code Property Decal Numbers***.

**Note:** *You may wish to design a numbering system for all items listed on the certification form without a **FLAIR Bar Code Property Decal Number**.*

Affix a removable sticker (with assigned number) to the item using a permanent ink marker or any other permanent method of identification.

(Example: DOT, Cost Center Number and 3-digit continuing number system, DOT-919-001, DOT-919-002, etc.) Affix this to the property in an area that will not be used, to track the property through the surplus process.

**C.** Send completed copy of ***Certification of Surplus Property Form*** to the appropriate Review Team.

**D.** After receiving the approved copy of the certification form from the Review Team, send to the Surplus Property Coordinator.

**E.** Retain property within the cost center pending instructions from the Surplus Property Coordinator.

**F.** Receive from the Surplus Property Coordinator copies of all completed forms after transfer is made by the Surplus Property Coordinator. Retain copies of all completed paperwork to verify disposition of the property.

**G.** After transfer is complete, send copies of paperwork for surplus property having ***FLAIR Bar Code Property Decal Numbers*** to the Property Delegate.

### **2.2.2 Review Team's Responsibilities:**

**A.** Receive completed ***Certification of Surplus Property, Form No. 350-090-05*** from the Unit Custodian.

**B.** Check each ***Certification*** for completion.

**C.** Verify that Unit Custodian offered Property to local area DOT offices. (A copy of e-mail, letter, posted notice, etc., should be attached to the ***Certification***.)

**D.** All three members must sign the ***Certification*** indicating approval or disapproval. If disapproval by any member, attach an explanation why member disapproved.

**Note:** *If two or more members and the Property Custodian disapprove then the property must be retained by cost center until approved for surplus or transferred to another DOT cost center.*

**E.** Have the ***Certification*** approved by the Property Custodian or designee after review team approval.

**F.** The Review Team may disapprove one or more items on the ***Certification of Surplus Property Form***. If after Review Team action, the Property Custodian disapproves one or more items listed on the ***Certification***, then that item(s) should be lined through on the form. The property will be retained within the cost center until the item is approved for surplus or transferred to another DOT cost center.

**G.** Return all approved ***Certifications*** to the Unit Custodian who will forward to the Surplus Property Coordinator.

### **2.2.3 Surplus Property Coordinator Responsibilities**

**A.** Maintain lists of Property Delegates for other government agencies in the local area. These property delegates should be contacted when surplus property becomes available that they may be interested in obtaining. Make other surplus property lists available to agencies upon request. Allow an agency two (2) weeks to request any items from the surplus property list. Coordinate viewing of property with the respective Unit Custodian. (This list will be developed/maintained by the Surplus Property Coordinator within each district since government agencies vary from district to district.)

**B.** Maintain list of Unit Custodians for all cost centers in area of responsibility.

**C.** Review all approved ***Certification of Surplus Property Forms*** received from Unit Custodians for completion and ensure a ***Certification Number*** is issued for each form.

**D.** Unless otherwise directed by the Surplus Property Coordinator, the respective cost center must retain custody of all surplus items pending appropriate disposition instructions. However, if the property has been moved under the care of the Surplus Property Coordinator, develop guidelines for retaining surplus property and retain until pick-up date.

**E.** After receiving the approved ***Certification of Surplus Property Form***, arrange for pickup of items with the agency that has requested the property.



**F.** Complete a ***Surplus Property Receipt, Form No. 350-090-06***. Both parties from releasing and accepting agencies must sign to verify transfer.

**G.** Maintain copies of all completed paperwork to verify disposition of the property.

#### **2.2.4 Property Delegate's Responsibilities**

**A.** Receive copies of the ***Surplus Property Receipt*** and approved ***Certification of Surplus Property Form*** from the Unit Custodian releasing the property.

**B.** Property Delegate will delete the property from the FLAIR property subsystem upon receipt of an approved ***Certification***.

### **2.3 TRADE-IN ON REPLACEMENT PROPERTY**

#### **2.3.1 Unit Custodian Responsibilities**

**A.** Prior approval from the Cost Center Manager or designee must be received before trading in property. The Cost Center Manager should ensure that the item proposed as a trade-in is not of greater benefit to DOT through use in another cost center. If not part of a replacement process, the Manager of Computer Services Office, District Information Systems Manager or Chief Information Officer must approve before trading in computer equipment.

**B.** Complete a ***Property Management Report, Form No. 350-010-06*** for property listed in the FLAIR Property Master file.

1. Indicate amount of trade-in.

2. List purchase order number used to purchase new item.

3. List ***FLAIR Bar Code Property Decal Number*** of property trade-in.

4. Indicate trade-in item and amount of trade-in on purchase requisition. Remove decal when exchange is made and attach to ***Property Management Report***.

**C.** Send original copy of the completed ***Property Management Report*** along with a copy of the purchase order to the Property and Insurance Unit in the Comptroller's Office.

### 2.3.2 Property Delegate's Responsibilities

- A. Receive completed **Property Management Report, Form No. 350-010-06** and copy of purchase order from the Unit Custodian.
- B. Issue decal for new property.
- C. Send all paperwork as required by **Tangible Personal Property, Procedure No. 350-090-310** to General Accounting Office in Central Office (M.S. 42).

**NOTE: Employees who participate in or have influence over the acquisition, disposal, repair or maintenance of DOT property or equipment may not, directly or indirectly purchase or procure through salvage any DOT equipment or property which has been traded in by the DOT as part of a transaction to purchase new or replacement equipment from that vendor (see Disciplinary Action, Procedure No. 250-012-011).**

### 2.4 DONATED PROPERTY

Property may be transferred to other organizations qualified to receive surplus property after efforts have been made to trade-in, transfer to another cost center, state agency, city or county government (e.g. schools, etc). Donations of surplus property may be made to private, non-profit organizations (organizations which have received **501c** status from the Internal Revenue Service and registered as non-profit corporation with Florida Department of State). Donations should be limited to the same type organizations that are currently eligible to receive federal surplus property through the Federal Surplus Property Program which are tax exempt health and educational organizations, providers of assistance to the homeless, or providers of service to older Americans (e.g. church sponsored/supported K-12 schools, homeless shelters, meals on wheels program, etc). Call Central Office Surplus Property Coordinator, Support Services Office, (850) 414-4107 with any questions regarding eligibility.

#### 2.4.1 Unit Custodian Responsibilities

- A. Complete a **Certification of Surplus Property, Form No. 350-090-05**, making sure all property items are listed regardless of whether the property has **FLAIR Bar Code Property Decal Numbers**.
- B. Send completed copy of **Certification** to the appropriate Review Team.

- C. After receiving the approved copy of the **Certification** from the Review Team send to the Surplus Property Coordinator.
- D. Retain surplus property until removal by Surplus Property Coordinator.
- E. Receive copies of completed paperwork for donated property from Surplus Property Coordinator.
- F. Retain copies of all paperwork to verify disposition of property.
- G. After donation is complete, only send copies of paperwork for surplus property with **FLAIR Bar Code Property Decal Numbers** to the Property Delegate.

#### 2.4.2 Review Team's Responsibilities:

- A. Receive completed **Certification of Surplus Property Forms** from the Unit Custodian.
- B. Check each **Certification** for completion.
- C. Verify that Unit Custodian offered Property to local area DOT offices. (A copy of e-mail, letter, posted notice, etc. must be attached to certification).
- D. Each member must sign the **Certification** indicating approval or disapproval. If disapproved by any member, attach an explanation why member disapproved.

**Note:** *If two or more members and the Property Custodian disapprove, then property must be retained by cost center until approved for surplus or transferred to another DOT cost center.*

- E. Have the **Certification of Surplus Property Form** approved by the Property Custodian or designee after review team approval.
- F. The Review Team may disapprove one or more items on the **Certification**. If after Review Team action, the Property Custodian disapproves one or more items listed on the **Certification**, then that item(s) should be lined through on the form. The property will be retained within the cost center until the item is approved for surplus or transferred to another DOT Cost Center.
- G. Return all approved **Certifications** to the Unit Custodian who will forward to the Surplus Property Coordinator.

### 2.4.3 Surplus Property Coordinator Responsibilities

- A. Receive completed ***Certification of Surplus Property Form*** from the Unit Custodian, review for completion and ensure a ***Certification Number*** is issued for each form.
- B. Do not release any property before receiving approved certification form.
- C. Coordinate pickup with the eligible organization chosen to receive property.
- D. Complete a ***Surplus Property Receipt, Form No. 350-090-06***.
- E. At time of pickup, have person accepting property sign, date and record name of organization receiving the property.
- F. Give copy of ***Surplus Property Receipt Form*** to receiving organization.
- G. Send copies of completed forms to Unit Custodian. (The Unit Custodian will send completed paperwork for property with decals to property delegate.)
- H. Maintain copies of all forms, letters, etc., pertaining to the donated property in order to verify disposition of property.

### 2.4.4 Property Delegate's Responsibilities

- A. Receive copies of approved ***Certification of Surplus Property Form*** and ***Surplus Property Receipt Form*** from Unit Custodian.
- B. Delete property with ***FLAIR Bar Code Property Decal Numbers*** from the releasing cost center's inventory upon receipt of approved certification of ***Surplus Property Form***.

## 2.5 PUBLIC SALE

Pursuant to ***Section 273.055(3)(c), F.S.***, there are several options available if a public sale is chosen as the method for disposing of surplus property. The various techniques are auction (including sale through eBay), spot bid, an advertised bid or open sale. The Surplus Property Coordinator shall be responsible for coordinating all activities relating to public sales. This includes ensuring that all property to be sold to the public has been certified as surplus and that all applicable rules and regulations are followed.

The Surplus Property Coordinator shall ensure that DOT accepts no bid from or transacts any business in excess of the threshold amount provided in **Section 287.017, F.S.**, for Category Two (\$25,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list. A copy of the convicted vendor list may be obtained from the Central Office Procurement Office or the Department of Management Services.

The seller must ensure that in addition to the total sale price, the purchaser must include the proper state and county discretionary sales tax. The only exception would be for those purchasers who have a **Certification of Exemption** issued by the Department of Revenue. A copy of this certificate must be presented at the time of purchase. (Refer to **Recording, Transmitting and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300.**)

The following procedures apply to the various techniques for Public Sales:

### 2.5.1 Auction

- A.** Auctions must be conducted by a licensed auctioneer. Contact the Procurement Office to obtain the name of the auction company who currently has the State Contract. (If none, then obtain an auctioneer through the bidding process.)
- B.** As soon as date of auction is confirmed, the auction company will begin advertisements and handle all arrangements for the sale.
- C.** At least one week before the auction, provide auctioneer with a list of all items to be sold. This list will be used by the auctioneer to make a **Buyer's Guide** for the sale.
- D.** The day of the auction, be present to answer questions and provide assistance as needed.
- E.** If possible, have a forklift operator and other employees present to assist in moving and loading the items.
- F.** All other procedures for auctions are handled in accordance with the current auctioneer contract (clerking, advertising, viewing, handling and proceedings). After all paperwork is complete and auctioneer has indicated payment has been made, purchasers may take items at that time. Property should not be removed from the sale location until proper payment has been submitted. (Refer to **Recording, Transmitting and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300.**)

**G.** If after 5 working days the purchaser has not picked up the items, Surplus Property Coordinator may dispose of property to the next highest bidder. **However, property shall not be given to employees, taken by employees or received by employees for their personal use, unless the employee placed a bid during the bidding process and is the next successful bidder.**

**H.** A list of all property to be sold must be maintained by the Surplus Property Coordinator. (Description, Inventory Control Number, Cost Center Number, Date/Sale, Purchaser's Name, Amount, etc.)

**I.** Surplus Property Coordinator must keep copies of all paperwork in order to verify disposition of surplus property.

**J.** The auctioneer will mail a check for DOT's share of the proceeds from the sale to the Surplus Property Coordinator.

**K.** The Surplus Property Coordinator must send the check to the General Accounting Office or appropriate District Financial Services Office for depositing. (See ***Recording, Transmitting and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300.***)

**L.** The Surplus property coordinator must send copies of paperwork for items with ***FLAIR Bar Code Property Numbers*** to Property Delegate so property can be deleted from the Property Master Files.

***Note:** Even though this paperwork is sent by the Surplus Property Coordinator, the Unit Custodian is responsible for ensuring these items are deleted by the Property Delegate.*

**M.** State and county discretionary sales tax will be collected as referenced in ***Section 2.5***, third paragraph.

**N.** eBay may be used as an auctioning method under the following circumstances:

**(1)** Only for the disposal of surplus property that has significant potential market value (i.e., unique Tolls, laboratory, or surveying equipment, etc.). eBay will not be used for the disposal of routine equipment normally disposed of through other methods (i.e., donations to other governmental/non-profit organizations, trade-in or scrap).

**(2)** The District or Central Office Director of Administration has approved the disposal on eBay on an item-by-item basis.

- (3) After approval of the District or Central Office Director of Administration, the item has been photographed by the selling office with the image/description forwarded to the Central Office Support Services Office for listing on eBay.
- (4) The Central Office, Support Services Office, will maintain the Department's only eBay account for the disposal of surplus equipment and may reject any listing requests that do not meet requirements specified in item (1) above.
- (5) The Support Services Office will use their purchasing card to pay all listing fees on eBay. However, these listing fees and shipping costs will be charged back to the selling unit's cost center by the Comptroller's Office.
- (6) PayPal use is not allowed.
- (7) DOT employees may not bid on/purchase DOT equipment listed on eBay.
- (8) Final sales price of items sold will include bid price, shipping costs (DHL or current contract courier) and state sales/discretionary tax if the item sold is shipped to, or picked up from, a Florida address. Tax information and estimated shipping costs will be listed in the eBay advertisement. Items are sold "as-is" with all sales final. When shipping DHL, require a signature as proof of delivery.
- (9) Once the Support Services Office has identified a buyer through eBay, the Surplus Property Coordinator will provide this information to the Cashier's Office. The representative from the Cashier's Office will contact the buyer to arrange payment collection. Methods of payment will include Master Card, Visa, Discover, American Express, certified check or money order. Credit card payments will be handled by phone through the Cashier's Office. Once payment has been received by the Cashier's Office, they will notify the Support Services Office, who will coordinate with the selling office to ship the item. All payment collections will be deposited into the Department's State Transportation Trust Fund, except Turnpike Enterprise collections which will be deposited into the Turnpike General Reserve Trust Fund.

### **2.5.2 Spot Bids**

- A.** Spot bids are normally held when the property is unreasonable to physically move or the property is at such a distance that pick up and delivery to a central location would not be cost effective.
- B.** Contact at least three potential bidders who would have a specific interest in bidding. A list of contacts can be obtained from yellow pages, local chambers of commerce or trade associations. Also

consider advertising the sale in publication(s) having general circulation in the geographical location of the property for at least three days.

**C.** Follow up with interested bidders by mailing a property bid form to the potential bidder. The bid form should include the description and physical location of the property, date bids must be returned, time frame for viewing property and name of the person to contact to view the property. (**Sample Bid** forms may be obtained from the Central Office Support Services Office.)

**D.** Provide envelopes for bidders to enclose bid and personally seal. As bids are turned in, DOT personnel must clock-in, or physically record the date and time (in ink) on the envelope. Place all bid envelopes in one secure central location.

**E.** Opening of bids should be conducted by the Surplus Property Coordinator and witnessed by at least one other employee. Tabulation sheet should be completed simultaneously with the bid openings.

**F.** Tabulate all bids on a form showing a summary of all bid invitations sent and received (**Sample Bid Tabulation** forms may be obtained by the Central Office Support Services Office). The Surplus Property coordinator must send copies of paperwork for items with **FLAIR Bar Code Property Numbers** to Property Delegate so property can be deleted from the Property Master Files.

*Note: Even though this paperwork is sent by the Surplus Property Coordinator, the Unit Custodian is responsible for ensuring these items are deleted by the property delegate.*

**G.** State and county discretionary sales tax will be collected as referenced in **Section 2.5**.

### **2.5.3 Sealed/ Advertised Bids**

**A.** The Surplus Property Coordinator may place the property in reasonably sized lots, if desired. Selling property in lots allows the opportunity to have the less desirable pieces removed.

**B.** Advertise sale in a publication(s) having general circulation in the geographical location of the property for at least three days.

**C.** Prepare an inventory control sheet or control card for all property (**Sample Inventory Control Sheets** may be obtained by the Central Office Support Services Office). Arrange property in a logical order for



lotting purposes. Place a lot number on the property and the inventory control sheet or card.

**D.** Prepare packages to be given to prospective bidders. The package should contain a list of general conditions and a list of special conditions; a copy of the lot sheet describing property in each lot; a price page for bidders to record bids, an envelope for returning the bid.

**E.** Determine time frame for viewing property (normally for a minimum of two days with bid openings the following business day). If additional employees are available, have them act as “spotters” during the viewing to assist answering questions, locating lots, etc.

**F.** Bids may be accepted any time during this time frame. The bidders may mail their bids (as long as received prior to the end of the designated bid close) or bring them to the designated location.

**G.** All bids must be in a sealed envelope and clocked-in or date and time hand recorded (in ink) on the envelope. Place all bid envelopes in one secure central location.

**H.** Complete a **Sample Bid Tabulation** form for all bids. Post for public view indicating awards and length of time the award will be posted.

**I.** In the event of a tie, award to the bidder with the earliest clocked in date.

**J.** Contact the high bidder by phone or letter. Payment must be received within 5 working days of phone notification of the award or within 10 working days from the date of the letter.

**K.** The successful bidder must pick up the awarded property within 10 working days from the date of letter or call from DOT indicating award.

**L.** State and county discretionary sales tax will be collected as referenced in **Section 2.5**.

**M.** Give successful bidder a receipt for payment if requested or if payment site is different from pick-up site. Keep copy of receipt with monies collected for reconciliation purposes. Monies and sales tax collected must be deposited and coordinated through the General Accounting Office or the appropriate District Financial Office (refer to **Recording, Transmitting and Depositing Receipts and Refunding Monies, Procedure No. 350-080-300.**)

**N.** If payment site is different from pick-up the successful bidder will present receipt to the DOT employees at the warehouse who will check off the property as it is being loaded. Employees should initial receipt and return to successful bidder.

**O.** Any left over items may be disposed of by any method within these procedures, including offering to second highest bidder. **However, property shall not be given to employees, taken by employees or received by employees for their personal use unless the employee placed a bid during the bidding process and is the next successful bidder.**

**P.** Send copies of paperwork to Property Delegate so property having **FLAIR Bar Code Property Decal Numbers** can be deleted from the Property Master Files.

*Note: Even though this paperwork is sent by the Surplus Property Coordinator, the Unit Custodian is responsible for ensuring these items are deleted by the property delegate.*

#### 2.5.4 Open Sales

**A.** The Surplus Property Coordinator will advertise sale in a publication(s) having general circulation in the geographical location of the property giving date, time and general description of the property for at least three days.

**B.** A list of all property should be maintained by the Surplus Property Coordinator. This list should reflect description, cost center number, inventory control number, date sold, purchaser's name and amount.

**C.** Price each item and affix price to each item.

**D.** Additional personnel should be available to act as spotters, answer questions, and help with the overall operation of the sale.

**E.** If after 5 working days the purchaser has not picked up the items, the Surplus Property Coordinator may dispose of property. **However, property shall not be given to employees, taken by employees or received by employees for their personal use.**

**F.** State and county discretionary sales tax will be collected as referenced in **Section 2.5.G**. Send copies of all paperwork for items with decals to Property Delegate so property with **FLAIR Bar Code Property Decal Numbers** can be deleted from the Property Master Files.

**Note:** *Even though this paperwork is sent by the Surplus Property Coordinator, the Unit Custodian is responsible for ensuring these items are deleted by the property delegate.*

### **2.5.5 Scrapping/Cannibalizing**

- A.** A detailed list of property delivered to landfill operations, placed in dumpster or scrap bin should be maintained with receipts signed by a witness as supporting documentation for disposal.
- B.** Electronic equipment, including computers, monitors, televisions, telephones, etc., must be disposed of through the state's recycling contract.
- C.** Always have two Department employees witness the disposal and sign the disposal receipts.
- D. *FLAIR Bar Code Property Decal Numbers*** must be removed from property before disposal.
- E.** Items that are to be cannibalized should go through the same surplus procedures showing supporting documentation to remove such items from inventory.

## **3. MISCELLANEOUS DISPOSITION REQUIREMENTS**

### **3.1 DISPOSITION OF HISTORICAL OR ANTIQUE PROPERTY**

- A.** Disposition action on any property item considered antique or of historical significance must be coordinated with the Office of Comptroller, General Accounting Office in Tallahassee.
- B.** These items could be described as having considerable importance or influence in history or an item having special value because of its age; especially a work of art or handicraft that is over 100 years old. Any questions should be directed to the Office of Comptroller, Property and Insurance Unit.

### **3.2 DISPOSITION OF MICROCOMPUTER SOFTWARE AND HARDWARE**

Written approval from Manager of Computer Services Office, District Information Systems Manager or Chief Information Officer must be received before disposing of any computer software or hardware. Disposition of computer software should always be done in accordance with the terms of the license agreement with the particular vendor. In addition, guidelines set forth by the Department of Management Services

(DMS) in **Memorandum No. 13(93-94)** dated November 19, 1993 should always be followed.

### **3.2.1 Before disposing of unwanted software:**

**A.** Determine if the software is, in fact, "surplus" by obtaining approval from the Manager of Computer Services Office, District Information Systems Manager or Chief Information Officer. In cases where an upgrade was done (e.g. upgrading from one version of Lotus to another), the old version of the software is **not** surplus. The upgrade license is only valid if the original "full" product is retained by the same user, or if the original product has been destroyed or returned to the vendor. Some vendors do allow donation of old versions (upon upgrade) to educational institutions; however, this transfer must be done in accordance with the vendor's specifications.

**B.** If the software is determined to be surplus and can be disposed of, the terms of the license agreement with that particular vendor must be followed. In some cases, while the license agreement may not allow the ownership to be transferred to someone outside of DOT, the agreement may allow the software to be transferred to another employee or office within the DOT.

**C.** In order to give software to another office or an employee for DOT use, the entire package must be complete; in particular, the diskettes and license agreement must be included. Written documentation alone is not sufficient.

**D.** Regardless of whether software is being transferred or destroyed, all terms of the vendor's license agreement must be followed.

**E.** Should an office have unwanted software that is surplus, but which may be of benefit to another user within the Department, they may contact the Office of Information Systems Central Help Desk or the District Data Center for further assistance.

### **3.2.2 Disposition of any computer equipment that is deemed surplus by a cost center requires the following:**

**A.** Unit Custodians must dispose of property as set forth in **Section 2, Disposition of Surplus Property** contained within this procedure. Additionally the Unit Custodian must ensure that the Office of Information Systems has been notified and returned written authorization to dispose of the property prior to the internal advertisement being distributed.

**B.** District Unit Custodians must contact the District Information Systems Manager for disposition requirements in that area.

**Note:** *An internal advertisement is not required for computer equipment earmarked for the statewide PC replacement program.*

### **3.3 DISPOSITION OF HAZARDOUS MATERIAL**

**A.** Hazardous material is defined as any property that is regulated by the Florida Department of Environmental Protection. These materials may include but are not limited to items listed as reactive, corrosive, explosive, flammable, toxic, or infectious and are regulated by procedures issued by the DOT Safety Office.

**B.** Any questions regarding hazardous material management and hazardous waste disposal should be directed to:

Department of Transportation  
Safety Office, M.S. 53  
(850) 414-3100

### **3.4 DISPOSITION OF SURPLUS PROPERTY WHICH MAY CONTAIN ASBESTOS**

For items which may contain asbestos, DOT must provide a letter to the buyer stating that property may contain asbestos material and that the buyer will take responsibility for care, removal and disposal of the asbestos material. The letter must also contain an "Acknowledge Acceptance" line with date which the buyer must sign for DOT records. If available, DOT must also provide the buyer a copy of any reports regarding asbestos.

### **3.5 DISPOSITION OF BUILDINGS AND STRUCTURES**

Buildings, mobile homes, mobile offices, structures, and other items of a semi-permanent or permanent nature shall be considered tangible personal property if and when they are transferred or removed for disposal from the real property upon which they are situated, and shall be reported in the same manner as all other surplus property. In addition, the legal description of the location, size, type of construction, and reason for removal shall be noted. All items within this category are to be submitted on a ***Certification of Surplus Property, Form No. 350-090-05*** separate from other property.

### 3.6 FLEET INVENTORY

The ***Surplus Property Procedure*** covers certain mobile equipment that must be certified as surplus through the Surplus Property Review Team (contact Fleet Manager for listing).

## 4. TRAINING

No training is mandated for the implementation of this procedure. The Support Services Office will offer training as needed to implement the processes established by this procedure.

## 5. FORMS

**5.1 Certification of Surplus Property, Form 350-090-05 (DMS Form SP-7001)**  
(obtain through the Department's Forms Library).

**5.1.2** Certification forms must be completed for all surplus property and must contain as much detailed information about the property as possible.

Descriptions must be complete; such as:

(A) Type of chair (Secretarial, Executive - Wood, Metal)

(B) Type of desk (Secretarial with or without return; Executive with or without over-hang).

**5.1.3** Every column shall be complete for each line item. In the event information is not known for a particular column, the letters "UNK" should be used.

**5.1.4** The original purchase price should be listed, if known.

**5.1.5** The certification form must be signed by the Review Team and Property Custodian or Designee and sent to the Surplus Property Delegate for property with ***FLAIR Bar Code Property Decal Numbers***.

**5.1.6** All certification forms should be typed. After approval distribution should be as follows:

(A) Original to Property Delegate

(B) One (1) copy for Unit Custodian

(C) One (1) copy for receiver of property

(D) One (1) copy for Surplus Property Coordinator

**5.2 Surplus Property Receipt, Form 350-090-06** (obtain through the Department's Forms Library).

**5.2.1 Surplus Property Receipt Forms** must be completed for all property that is transferred to another agency or property that is donated to an organization qualified to receive state surplus property. This form should be distributed as follows:

- (A) The original of the approved **Certification of Surplus Property Form** must be sent to the Property Delegate in order to delete the property from the FLAIR property master file.
- (B) One (1) copy should be given to organization receiving property.
- (C) One (1) copy should be sent to the Unit Custodian.
- (D) One (1) copy retained by the Surplus Property Coordinator.

**5.3 Property Management Report, Form 350-010-06** (obtain through the Department's Forms Library).

**5.3.1 A Property Management Report** is used for transfer of property between cost centers or trade-in on replacement property. Distribution is as follows:

(A) For surplus property **with** decals:

- (1) Original should be sent to the Property Delegate.
- (2) One (1) copy for Unit Custodian of receiving cost center.
- (3) One (1) copy for Unit Custodian of releasing cost center.

(B) For surplus property **without** FLAIR Bar Code Property Decal Numbers:

- (1) Original to Unit Custodian releasing the property.
- (2) One (1) copy to Unit Custodian receiving property.

**NOTE: Do not send forms listing property not having FLAIR Bar Code Property Decal Numbers to the Property Delegate.**

**5.4** Sample forms available through the Central Office Support Services Office are not official forms and may be changed or tailored to fit specific circumstances. They are meant to provide a recommended starting point for users.

## **5.5 CHECKLISTS**

***Checklists for Surplus Property Disposal*** may be found on Support Services web site, Surplus Property at:

<http://fdotsharepoint.dot.state.fl.us/fa/admin/SupportServices/Lists/Custodial/AllItems.aspx>