

**PURCHASING DIVISION
SURPLUS DISPOSAL PROCEDURES
(Effective May 1, 2009)**

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Section 100 **PREFACE**

AUTHORITY

Title 6, Section 401.B.2b/3 and Section 412 of the Tulsa Revised Ordinances assigns the responsibility for the disposal of all declared surplus property to the City of Tulsa's Purchasing Agent. The Purchasing Agent shall adopt written rules and regulations deemed necessary to account for and to administer the proper receipt and disposal of all City property. Such procedures shall be approved by the City Council and filed with the City Clerk.

Section 200 **DEFINTIONS**

Auction. The standard public method for disposing of City surplus property.

Cannibalize. The removal of any part(s) from City property to repair or modify other property or to be used as inventory for future needs.

City. A municipal government of the City of Tulsa, Oklahoma.

Coordinator. Surplus Facility representative of the Purchasing Division who coordinates the receipt and disposal of surplus property.

Department Head. This includes any person designated to act in behalf of the department head.

Facility. The City of Tulsa's real property (located at 108 N. Trenton) used for the storage of surplus merchandise until it has been transferred or sold.

Fixed Asset. A fixed asset is any property which (a) costs the City \$5,000 or more, (b) was approved during the annual budget process as a Capital Item, or (c) is considered as land or a building, improvements other than the building itself, or equipment in nature.

Non-Fixed Asset. A non-fixed asset is any property, which does not meet the criteria established for a fixed asset.

Paperwork. Generally refers to the definition for **Surplus form or Request To Transfer form**; however, it can refer to and/or include additional required documents.

Property. All property owned by the City of Tulsa which has been declared as surplus, since it is no longer usable, needed, or is obsolete. (**Note:** This definition does not apply to the disposal of animals by the City's Zoo.)

Purchasing Agent. Is responsible for the City of Tulsa's surplus disposal program. The Agent assigns the Purchasing Services Coordinator to oversee the disposal program.

Surplus Form. The form entitled as the Request To Surplus Property (TUL-4280-H) which is required to surplus any property no longer needed.

Transfer Form. The form entitled Fixed Asset Change Request (TUL-4314-F) which is required to transfer any **fixed asset**, including to remove any fixed asset from a department's inventory as a result of other reasons.

Vehicle. The term 'vehicle' shall include, but not limited to, automobiles, trucks (all sorts), motorcycles, off-road equipment, and trailers.

SECTION 300	AVAILABILITY OF SURPLUS PROPERTY
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1. Any department can transfer a **non-fixed asset** between its own divisions or to another department without having to complete the surplus form. However, it is recommended that some sort of internal documentation be created and retained which lists what was transferred, when, where, requested by whom, and have it signed by a representative for the receiving entity.
2. Any department who is in need of a certain type of property (**fixed asset or non-fixed asset**) is encouraged to call the Surplus Coordinator (596-7548) to find out if the item needed is in the Surplus Property Inventory and is available for transfer. The property may be transferred upon completion of the proper paperwork (See **Section 900**).
3. Employees may, with their supervisor's approval, routinely visit the Facility on Tuesdays and Thursdays between the hours of 1:00 PM and 4:00 PM to look for surplus which their respective departments may need. Any other days or times requires approval by the Surplus Coordinator and will be granted only under extenuating circumstances.
4. When large areas within the City are being vacated, those items left in the vacated area are considered Surplus Property. A procedure will be implemented specific to the event which addresses distribution of the property left to City departments demonstrating a need for such property. (See Section 900.)

➤ **Request To Surplus Property form (TUL 4280-H)**

Note: This form can be found on the City's Intranet. Click on **Document Library** and select the **Finance** folder; then in the right column click on the **Forms** folder; next look for an entry near the bottom of the list – **PUR - Request To Surplus Property**. This form can then be downloaded and saved for future use.

1. Completion of the surplus form is self-explanatory. Be sure to read the **NOTES** and the **Copy Distribution** at the bottom of this form. All blanks should be completed other than **Item 7** of which is to be used only as needed.

Note: Items 1, 2, 4 and 6 must be completed.

IMPORTANT.

- The standard Bar Code fonts must be installed on your computer in order to print an acceptable Surplus Form.
 - DO NOT USE the **Fixed Asset Change Request** form - TUL 4314-F to surplus property. This form is used only to (1) 'remove' a **fixed asset** from a department's inventory for a specified reason, or (2) 'transfer' a **fixed asset** from one department to another, or from one division to another within the same department.
1. Although a surplus form has been completed for a **fixed asset**, it still remains on that department's inventory until it is physically transferred to another City Department or sold at Auction. (See **Section 700**)
 2. The surplus form must be completed online in order to ensure that **all** copies are fully legible. If any part of the form is not legible, the property **will not be accepted** at the Surplus Facility.
 3. The surplus form must be signed by the department head whose signature is on file with the Purchasing Agent. In order to use a designated representatives, the department head must submit the name of the individuals along with a sample of their signatures to the Purchasing Agent.
 4. Only one (1) **fixed asset** can be submitted per surplus form.
 5. Up to five (5) **non-fixed assets** can be submitted per surplus form. One (1) **non-fixed asset** can be submitted per line or several 'like' **non-fixed assets** (i.e. 6 visitor chairs) and can be entered as a single entry on the form. When the '**Comments**' field option is used, the quantity, description, model, brand and any applicable serial numbers must still be provided.
 6. DO NOT SEND the completed form to the Purchasing Division; **it must accompany** the property when it is delivered to the Surplus Facility. DO NOT REMOVE the 'Receipt Copy', because it must be signed by the Coordinator at the time of delivery. After the form has been signed, the Coordinator will give the 'Receipt Copy' to the person who delivered the property.

1. **NOTE:** The Facility **does not have** the resources to pickup or deliver surplus property. Property to be transferred to the Facility is the responsibility of the department that declared the property to be surplus. If the department does not have a vehicle to deliver the property, it may:
 - (a) ask another department that has vehicles to assist;
 - (b) contact the Facilities Maintenance Division and request their assistance, or,
 - (c) borrow the Surplus Facility's pickup truck.

2. The department must ensure that the **Request To Surplus Property** form has been fully completed as required and accompanies the property being delivered.
3. IMPORTANT. The Coordinator **cannot** accept any property without the above listed paperwork being completed as required.
4. The department must call the Coordinator at 596-7548 prior to delivering the property to the Facility to schedule an appointment for the delivery. This assures that the Coordinator will be there to receive a department's surplus. The Coordinator will usually be there to accept deliveries by appointment on Monday through Friday from 8:30 A.M. to 4:00 P.M.
5. **NOTE:** It is important that an appointment **is kept as scheduled**, because a late arrival could negatively impact the next scheduled delivery. If an appointment needs to be rescheduled, be sure to notify the Coordinator at least an hour before the original appointment.
6. If the property being delivered takes more than one person to load it for transfer, the department is requested to send the same number of employees to assist with the unloading of the property.
7. If the Facility's storage space is full, the Coordinator may be unable to accept the delivery of additional property until approximately two (2) weeks after the existing property has been sold at auction.
8. **IMPORTANT.** The department personnel who are delivering the surplus will need to unload and place the surplus at the location indicated by the Coordinator. If specialized equipment was necessary to load the merchandise, that specialized equipment may need to accompany the merchandise to the Facility for the purpose of unloading.
9. Whenever equipment is delivered and there are parts and/or operator's manuals available, they should be sent with the equipment. ALL PC and related equipment must have their power cords included with the surplus property.
10. All PCs must have all their hard drives removed and a notation of such removal is to be securely placed in a prominent position on the CPU prior to delivery; UNLESS, later revised by the Information Services Department. (Refer to ISD's internal Policies and Procedures.)
11. **Vehicle/Off-Road Equipment.** The following is required prior to delivery:
 - All City decals must be removed
 - License tags must be removed
 - Provide all available sets of keys; a minimum of 2 ignition keys and 1 door key are required
 - Emergency light/siren bars, 2-way radios and antennas must be removed
 - Push bumpers removed from Police Cruisers
 - Trash and work-related materials removed from the interior and trunks
 - Interiors/Exteriors should be reasonably clean
 - Debris removed from dump truck beds and refuse truck containers
 - Gas cards/key fobs removed from key rings

SECTION 600	CONDITION OF SURPLUS PROPERTY
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1. **Vehicle/Off-Road Equipment.**

NOTES:

- (a) If a department surpluses a vehicle/off-road equipment, which has been declared as being totaled or the cost to repair the vehicle /equipment amounts to 60% or more of the current market value, it is responsible for obtaining a 'salvage' title for that particular equipment prior to delivery of the vehicle to the Facility.

- (b) A vehicle/off-road equipment which has been declared as being totaled and should only be sold as salvage can be transferred to the Equipment Management Department (EMD) for parts by the Purchasing Agent upon a written request from the EMD Director or designee. **Note:** Prior to the transfer to EMD, the department must complete a **Fixed Asset Change Request** form; this will remove the fixed asset from its inventory.
- (c) Cannibalization of property which has been designated as surplus is not allowed prior to delivery to the Facility, **except** in emergency situations or unless it can be shown as being cost effective with respect to the purchase of a new replacement part. However, any such request to cannibalize property must be submitted in writing to the Purchasing Agent **prior to removing** any parts.
- (d) Property intended for transport to the Surplus Facility which must be stored for any period of time at a departmental facility before being transferred to the City Surplus Facility must be stored in a manner which will ensure no further damage to the item(s). Negligent or willful behavior which results in destruction or deterioration of City property is a violation of the below listed Work Rules, and will be addressed as described in the AFSCME agreement.

2. **Equipment other than Vehicle/Off-Road Equipment.** Property intended for transport to the Surplus Facility which must be stored for any period of time at a departmental facility before being transferred to the City Surplus Facility must be stored in a manner which will ensure no further damage to the item(s). Negligent or willful behavior which results in destruction or deterioration of City property is a violation of the below listed Work Rules, and will be addressed as described in the Human Resources Policies and Procedures:

Work Rules:

- a. R-33 Negligent misuse, damage, or destruction to City property or the property of others.
- b. R-34 Willful or malicious misuse, damage or destruction to City property or the property of others.
- c. R-35 Removal of any City property or materials from the work premises without proper authorization.
- d. R-36 Use of City personnel or materials for purposes which are not authorized by the department head or designee.
- e. R-37 Theft or misappropriation of City property.

3. **Delivery of Property.** Surplus property transferred to the Facility is not to be disassembled, unless the size of the property required disassembly in order to deliver it to the Facility. The department is expected to re-assemble the property after delivery. The surplus property should be relatively clean prior to delivery and be free of any bio-hazardous substances.

➤ **IMPORTANT.** Any property which the Environmental Protection Agency regulates its disposal **cannot** be delivered to the Facility until the Coordinator has been informed by the City's Safety Section (Human Resources Dept.) or the Quality Assurance Section (Public Works Dept.) that the property can be legally and safely sold. **Note:** It is the department's responsibility to obtain this clearance for sale in writing and attach it to the surplus form. Also, the surplus form must be checked [Yes] that the property contains hazardous material(s), but is safe to sell.

SECTION 700	CUSTODY/REMOVAL OF SURPLUS PROPERTY
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1. Even though a department has sent a copy of the **Request To Surplus Property** form to the Purchasing Division in order to purchase a **fixed asset replacement**, the property remains on the originating department's inventory until it is actually transferred to another department or sold at Auction. The Coordinator notifies the Fixed Assets Sections of the receipt of the property so that the Fixed Asset System will be updated to indicate the current location of the surplus property. The property remains at the Surplus Facility until such time it has been transferred or sold.
2. After the property is received and accepted by the Coordinator, it becomes the property of the Facility to be transferred or sold.

➤ **Note:** Any property transferred to the Facility by a department operating under an enterprise fund cannot be removed by another department, unless some trade/exchange arrangement has been made between the enterprise fund department and the other department, and the Coordinator has been notified in writing by the enterprise fund department that it is okay to release the property. (See **Section 800**).

3. A department may request to transfer surplus property or to remove its own surplus property prior to it being advertised for sale by the City's contracted auctioneer. After the surplus has been photographed and advertised, **it cannot be removed**; unless an emergency situation truly exists, and it is in the City's best interest to remove it from the auction. The transfer or removal request must be submitted in writing by the department head to the Purchasing Agent. **In addition**, the department's respective Budget analyst must also approve the transfer or removal; particularly if it is a **fixed asset**.

➤ **IMPORTANT.** The removal of any **fixed-asset** (particularly vehicles, off-road equipment, related accessories) prior to the scheduled auction results in a lot of last-minute corrections for the Fixed Assets Section, the Coordinator and the auctioneer. In addition, it is very unfair to those buyers who travel from out-of-town or out-of-state expecting to bid on that specific property (which was advertised as being for sale at the auction) and find out that it had been removed from the sale. Therefore, it is expected that the departments should submit their requests **at least 6 weeks prior to the date of the auction** if a possibility exists that a specific property might have to be reinstated into service or is needed for other reasons.

4. The removal of any **non-fixed assets** (i. e. office or PC equipment) prior to a scheduled auction results in a lot of last-minute corrections for the Coordinator and the auctioneer. It is expected that departments make every effort to become aware of their property needs and submit their requests for transfer **at least 6 weeks prior to** the scheduled auction.

5. Computers or computer-related equipment may not be removed from Surplus without prior authorization from the Information Services Department. Any computer, printer, scanner or other computer related equipment must be evaluated by the Information Services Department to determine the condition of the equipment and if they will support the installation and use of the equipment prior to its release from Surplus.

SECTION 800

SUBSTITUTION OF A FIXED ASSET REPLACEMENT

1. If a department has delivered a **fixed asset** replacement to the Facility and something occurs which requires that **fixed asset** to be reinstated into service, the Budget Division requires the department to substitute a 'like' fixed asset. This can only be done upon written approval of that department's assigned budget analyst.
2. A copy of the budget analyst's authorization for the substitution must be submitted to the Coordinator with a new **Request To Surplus Property** form for the substituted property **attached** to the authorization.

SECTION 900

TRANSFER OF SURPLUS

1. The transfer of a **non-fixed asset** from the Facility to a department that has a need for such property can be authorized by the Purchasing Agent. A representative for the receiving department must sign for the property on the original surplus form.

➤ **EXCEPTION.** Any **non-fixed asset** of a department operating under an enterprise fund cannot be transferred without **(a)** receipt of a 'like' item or a funds transfer from the receiving department, and **(b)** a written authorization from the enterprise fund department to the Coordinator.

SECTION 1200**NON-MOVEABLE SURPLUS PROPERTY**

1. If a department has a very large or very heavy property which would be difficult, somewhat dangerous, and/or costly to transfer to the Facility, the department must notify the Coordinator for approval to allow the property to remain at its current location. The department must provide an electronic photograph of the property six (6) weeks prior to the auction date to the Purchasing Services Coordinator so that it can be displayed to the bidders at the scheduled surplus auction and so the auctioneer can add it to his brochure pictures.

SECTION 1300**SURPLUS AUCTION SCHEDULE**

1. The surplus auctions are usually scheduled for the 1st Saturday in May and the 1st Saturday in November.

SECTION 1400**POLICE CONFISCATED & ABANDONED PROPERTY**

1. The Police Department is responsible for delivering to the Surplus Facility confiscated property properly tagged and inventoried. The Coordinator will promptly check the inventory delivered against the list provided by the Police Property Room and report any discrepancies to the appropriate authority.

SECTION 1500**ALTERNATE METHODS OF DISPOSAL**

- See Title 6, Chapter 4, Section 412 of the Tulsa Revised Ordinances
1. The Purchasing Agent is authorized to solicit bids on surplus property, which might need to be disposed of prior to the next scheduled auction, due to the uniqueness of the property or cost of transferring the property to the Facility.
 2. The Purchasing Agent is authorized to exchange surplus property for services received. **Note:** This only applies to surplus property, which has an estimated current market value of less than \$1000.

SECTION 1600**TOPICS NOT COVERED**

1. A situation not covered by any section of this document should be brought to the attention of the Purchasing Services Coordinator at 596-7233.
2. If there is any undetected conflict between sections of this document at the time of publication, the Purchasing Agent has the final interpretation.