



Section 35: Surplus

35.1 General

All personal property that is no longer needed or used by a department, to include vehicles, heavy equipment, desks, chairs, tables, office equipment, etc. are to be reported to the Purchasing and Contracts Division for disposition by either transfer, scrap, or sale in accordance with Florida State Statutes. Transfer to other City departments should be considered first. The Purchasing and Contracts Division may survey the other departments and divisions to determine if the property is needed or can be used in another area.

35.2 Definitions

- A. **Surplus Property** means City-owned property that has been classified as obsolete or the continued use of which is uneconomical or reached the end of its useful life, damaged, no longer needed, worn out, excess, scrapped, or not economically feasible to repair or which serves no useful function.
- B. **Confiscated and Recovered Property (Forfeiture)** means property that the City's Police Department confiscated and recovered pursuant to applicable state and federal laws. Upon request from the Police Chief, the Purchasing and Contracts Division may sell such confiscated property; however, generally, the Police Department is responsible for the disposition of such property in accordance with law as may be amended from time to time.
- C. **Scrap** means damaged, spent, or otherwise unusable equipment, parts, or a material that's only value lies in recycling of its component parts or materials.
- D. **Lost and Found Property** means private property located by or turned in to the Police Department or designee department for custodial safekeeping until the owner is located or until a time deadline expires.

35.3 Procedures

Departments are required to supply the Purchasing and Contracts Division with a completed surplus form, and attach any necessary documentation to substantiate the property as surplus. Unless requested by the user department, items will be sold "as is" to the highest bidder. The user department may suggest a dollar value per item or per lot of items; however, such suggestion shall not constitute the minimum sale amount. All surplus property will be disposed of pursuant to this policy.

Should attempts to sell surplus or scrap items fail, the Procurement Official or designee may at his/her discretion, declare the items as worthless and authorize their discard. Documentation of items for "discard" status must be prepared by purchasing staff and signed by the Procurement Official or designee and filed with the appropriate documents.

35.4 Approval Authority

Prior to final disposition, all property valued over \$1,000 shall first be declared surplus and shall require City Commission approval.

Approval Authority	Approval Amount	Description
City Commission	Over \$1,000	City Commission approval is required for surplus property which has a purchase price of \$1,000.00 or more and has a City fixed asset number.
Chief Financial Officer	\$1,000 and under	All surplus property valued \$1,000 and under such as desks, chairs, tables, office equipment, etcetera shall be approved for disposal by the Chief Financial Officer or designee.

35.5 Methods of Disposal

The Procurement Official or designee shall have the authority to dispose of surplus property by the method or methods deemed to be most advantageous, convenient and economical to the City. Methods of disposal of surplus property may include, but not be limited to, the use of the following:

- (1) Public auction;
- (2) Internet auction;
- (3) Competitive sealed bids;
- (4) Established markets;
- (5) Sales at posted prices; and
- (6) Trade-in for new equipment.

35.6 Disposition of Surplus Property

- (1) Property that has been declared surplus may be donated or sold to another governmental agency or to a private nonprofit agency at the discretion of the City Manager or designee.
- (2) Property that is in a wrecked, inoperable or partially dismantled condition, or that has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the City if disposed of through a sale, may be discarded as trash through an environmentally acceptable method, upon receipt or written approval by the Procurement Official or designee.
- (3) In the event that either the competitive sealed bid or public auction methods for disposal are used, notice of a proposed sale of property shall be electronically noticed/published on the Internet at least one (1) week prior to the scheduled sealed bid or auction. The property shall be available to prospective buyers for inspection in advance of the bid opening or auction closing date.
- (4) Competitive sales of surplus property shall be made to the highest responsive and responsible bidder.