

## 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 \$5,000 shall first be declared surplus and shall require City Commission approval as per Section 274.07, Florida Statutes as may be amended from time to time.