

City of Olympia

Guidelines for Auction Surplus

The City Auction is a collaborative Citywide effort coordinated through the City Clerk's Office.

An electronic copy of the *Guidelines for Auction Surplus* and the *Auction Surplus Transfer Form* can be found at: Calvin\Adminsv\Public\City Auction Surplus Guidelines and Form.

If you have any questions regarding these guidelines, please contact:

Auction Coordinator

Terri Stolz - x8260

Auction Co-Coordinators

Jennifer Cegledi, Tammy LeDoux, or Aurora Gregory - x8325

The guidelines on the following pages will help you identify:

- ✚ Who is responsible for getting surplus ready and moving surplus to the City Storage Facility.
- ✚ What you should or shouldn't send to surplus.
- ✚ How to fill out the Auction Surplus Transfer Form.

Who is responsible for getting surplus ready and moving surplus to the City Storage Facility?

- ✚ Each department/division is responsible for getting their surplus ready, filling out the **Auction Surplus Transfer Form**, and making arrangements with Facilities Maintenance or the Probation Work Crew Supervisor to move surplus items.

Note: Items are often sent to surplus that can be recycled/reused (desks, office chairs, working calculators, file cabinets, etc.) by other departments/divisions. Before going through the transfer process, send a Citywide e-mail announcing the item is available. This often results in a taker and you will not need to have the item(s) transferred to storage.

- ✚ Contact **Facilities Maintenance (x8383)** if you have surplus that needs to be moved to the storage facility. You may be referred to the **Probation Work Crew Supervisor (cell #239-0952 or x2795)** who can accommodate transporting surplus items if a crew is available.
- ✚ Tag or use labels for larger items (if electronic or motorized, please note on the tag if it was working when last used) to indicate they are surplus. Box and label contents of smaller surplus items in appropriate size/strength box (small office desk supplies, working calculators, bolts, maintenance supplies, etc.). This will help us to know that these items are intended for auction, control items being broken, and make it easier for the auctioneer to pick up.
- ✚ If equipment was **originally acquired/purchased for public utility purposes**, in some instances it cannot be disposed of until the City Council passes a resolution declaring that the property is surplus to the needs of the City and is not required for continued public utility service. At least one public hearing must be held prior to the sale. If this applies, the Department surplusing the item is responsible for the staff report that goes to Council, as well as publishing a public notice of the hearing.

For questions about which surplus items meet this criteria, please contact an Auction Coordinator in the City Clerk's Office (x8325).

If it was purchased by the general fund, then the public hearing and City Council process is not required.

- ✚ For surplus that would not typically be transported to the Auction Surplus Storage Facility, contact one of the Auction Coordinators listed on page one. This includes surplus that requires special transport by the auctioneer, or by the department surplusing it, to the auctioneer's site. This may include such items as garbage dumpsters, large amounts of fencing, and large equipment that cannot be easily loaded into a moving truck. Additionally, if your department has a surplus item that is not easily transported, let us know. We may simply have you supply the auctioneer with a photograph. If a photograph is used, the purchaser will need to coordinate with the department that surplused the item to make arrangements for pickup.

What should or shouldn't I send to surplus?



If you have any questions regarding what you should or shouldn't send to surplus, please contact Terri Stolz at x8260 or Jennifer Cegledi, Tammy Ledoux, or Aurora Gregory at x8325 in the Clerk's Office.

Send the following items to surplus:

- ✚ Surplus that has been properly tagged/labeled as surplus and/or boxed and labeled for easy transport. If equipment was **originally acquired/purchased for public utility purposes**, tag/label the item indicating which utility, along with the appropriate BARS number, so that the auction revenue received is properly deposited into the correct utility account. Please remember, all City Logos should be removed from surplus items.
- ✚ Send usable items or items of value that can be refurbished.
- ✚ Office furniture in usable condition (no broken legs, etc.) Clean old files, paper, and garbage out of furniture.
- ✚ The following items typically sell whether they are working or not: large and small shop equipment such as a band saw, compressor, generator, welder, chainsaw, leaf blower, weed eater, etc.
- ✚ On surplus tag/label for mechanical/electrical items, make a note indicating if it worked when taken out of service. This is helpful for an item such as a compressor, drill press, floor cleaning machine, lawnmower, chainsaw, etc. (Note: all items at auction are sold "as is." But, this will help the auctioneer to know if starting it/plugging it in will help with the sale or if it needs refurbishing).
- ✚ Heavy items such as pipe fittings, traffic signals, etc. should be shrink-wrapped on a pallet.

Do not send the following items to surplus:

- ✚ Inexpensive, torn/broken and/or non-working items such as in-baskets, microwave ovens, binders, staplers, rubber stamps, expired office/maintenance supplies (toner, etc.).
- ✚ Surplus that is not properly tagged/boxed/labeled or prepared for transport.
- ✚ Broken office chairs, furniture, copiers, fax machines, calculators, typewriters.
- ✚ Office equipment that is obsolete (copiers, plotters, fax machines, etc.). See if the vendor replacing the equipment will apply a credit towards new equipment or take care of disposal of the obsolete equipment. **If not, arrangements will need to be made for disposal by the department replacing the equipment.** If the item has a fixed asset tag, please forward tag or number to Auction Coordinator.

Note: Smaller items may be disposed of in building dumpsters and larger items through Facilities Maintenance or the Probation Work Crew.

How to fill out the Auction Surplus Transfer Form

- # List surplus items you have designated for transfer to the auction storage facility on the form.
 - # Be sure to provide the contact person/phone number of a staff person who can answer questions about the surplus item(s).
 - # Include in the description the overall condition of the item and if it was working when taken out of service. Additionally, note any items on your list that may require special pickup (oversized items, heavy pallets, etc.)
 - # Asset Tags - Please remove asset tags and note asset tag numbers in appropriate column. Asset tags should be forwarded with the transfer form.
 - # If equipment was originally acquired/purchased for public utility purposes, check **"YES"** and list which utility (**tag/label item indicating utility and BARS number**); otherwise check **"NO."**
Note: If it was purchased by one of the utilities, in some instances it cannot be disposed of until the City Council passes a resolution declaring that the property is surplus to the needs of the City and is not required for continued public utility service. At least one public hearing must be held prior to the sale. If this applies, the Department surplus the item is responsible for the staff report that goes to Council, as well as publishing a public notice of the hearing.
- For questions about which surplus items meet this criteria, please contact an Auction Coordinator in the City Clerk's Office (x8325).
- If it was purchased by the general fund, then the public hearing and City Council process is not required.
- # List number of pieces (e.g., equipment with (3) attachments, pallet/stack of 30 traffic lights).
 - # Estimated value. (This is a ballpark estimate based on what you think it may be worth in the secondary market.)

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- **Forward this form to Terri Stolz (x8260), City Clerk's Office, City Hall, for transfer approval.**

Once the surplus transfer is approved, you will be contacted. You will then need to contact and provide a copy of the approved form to **Facilities Maintenance (x8383)** or the **Probation Work Crew Supervisor (cell #239-0952 or x2795)** to make arrangements for pickup and transfer to the storage facility.

No surplus items will be accepted at the off-site auction storage area without completion of the Auction Surplus Transfer Form and Auction Coordinator approval.

(Revised 02/02/2004)