

STATE & FEDERAL SURPLUS PROPERTY PROCEDURES		
NUMBER: GSD-SFP-13	EFFECTIVE DATE: May 8, 2006	APPROVAL: C. David Settlemire, Administrator
REVISED DATE: March 22, 2013	REFERENCES: Ohio Revised Code Section 125.13 (E) (1) (e)	

I. PURPOSE:

To define State Surplus policies and procedures for selling miscellaneous warehouse property via sealed bids.

II. POLICY:

It is the policy of the DAS/GSD State and Federal Surplus Section to sell excess and surplus state property to the general public via auction, sealed bid or negotiation.

III PROCEDURES:

Obtain turn-in documents.
Initiate sealed bid.
Write up bid sheet: description, closing, opening, and removal dates.
Prepare sale folder.
Enter Cash register (ZZZ01172001).
Get sale number.
Post in NOTE section who item(s) is from.
Post bid info on office bulletin board.
Print half page of document from screen.
Email (CPU List) bid sheet to bidders along with pictures.
Give packet to Administrative Officer or Admin. Assistant.
File folder in "Sealed Bids Pending" drawer.

OPENING AND PROCESSING SEALED BID:

Date stamp bid sheets as they are faxed or mailed in.
Place bid sheets in front of folder.
Invite at least one other person to be present.
Open sale as near ending time as possible.
Prepare spreadsheet of bid; upon completion.
Give a copy of spreadsheet to Warehouse Manager.
Print 3 copies: White-bidder, Pink-surplus, Yellow-surplus
Call awarded bidder; notify remaining bidders of outcome of bid.

PAYMENT:

Check will be processed through the office.

Make copy of check on receipt form; write up receipt of payment.

Take to Business Office, Jessie Scott, for deposit.

If bidder is present for payment have them sign 3 part-award sheet and notation of item pickup.

Give bidder white copy; file yellow and pink copies.

For mail payments, process to Business Office as usual.

Mail awarded document marked "picked up (date)" on it with date and initial.

File completed bid in folder and move to Paid Files.

ITEM PICKUP:

Must have receipt of payment and invoice award for items.

Have customer sign and date the copy when all items are picked up.