

1000.2 SUBJECT: . DISPOSAL OF SURPLUS PROPERTY

:1 OBJECTIVE:

Disposition of City property, other than real estate, considered to be no longer useful for City purposes, including motorized and accessory equipment carried on Fleet Management inventory records.

:2 AUTHORITY:

This procedure amended by City Council December 8, 2003.

:3 DIRECTION:

Purchasing and Materials Management Division Manager, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the General Administration Department Director.

:4 METHOD OF OPERATION:

For the purpose of this procedure and as stated in Chapter 7 of the City Code, "surplus supplies" means any supplies no longer having any use to the City. This includes obsolete supplies, scrap materials, and non-expendable supplies that have completed their useful life cycle.

A. Acceptance of Surplus City Property

The Division Manager or designee will designate the location where Surplus City Property will be accepted for disposition.

B. Advice to Division Manager of Purchasing and Materials Management

The department having accountability for Surplus City Property will advise the Division Manager of the property's availability for disposal a minimum of ten days before delivery. The accountable department will prepare a list of such property and furnish documents prescribed by the Policy and Procedures Manual, Section 191.4

C. Disposal Procedure

The Division Manager shall dispose of Surplus City Property in accordance with provisions of City Code, Chapter 7.

1. In disposing of an item having an estimated value of \$5,000 or more, the Division Manager will take the following actions:

a. Prepare public notices offering surplus property for public sale either by sealed bid or by public auction at a scheduled time and place. If necessary, obtain appraisal from qualified appraiser(s).

b. If no acceptable bid is received in public sale, the Division Manager will take action to dispose of the item in accordance with the provisions of City Code, Chapter 7.

2. Items having a value of less than \$5,000 shall be disposed of in accordance with the provisions of City Code Chapter 7.

D. Removal Assistance

The Fleet Management, Facilities Management and Solid Waste Management Divisions shall provide assistance in the removal of such property that may be requested by the Director when the accountable department does not have the facilities for removal.

E. Trade-ins

The trade-in of an asset, its component equipment and accessories for replacement, is not limited by this procedure.

F. Notification of City Users

Prior to a public sale, the Director shall list and forward to all operating units a detailed listing of all surplus property to be sold. Motorized and accessory equipment carried on Fleet Management inventory for operational departments is not included in this procedure. These departments shall have first preference on all usable material. This material may be transferred without charge to the operating department by notification to the Director of departmental need. Should two or more departments desire the same item, the Director shall determine the priority based on need.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
Code of the City of Orlando, Chapter 7. Procedure amended by City Council October 21, 1985, Item 16, A-11; amended September 12, 1988, Item 18, A-21; amended July 26, 1993; amended March 22, 1999, Item 7-AA; amended April 17, 2000, Item 3-D; amended September 15, 2003; amended December 8, 2003, Item A20; policy section # changed from 191.2, April 2004.

:8 EFFECTIVE DATE:
This procedure effective December 8, 2003.