

## **SURPLUS AND DISPOSAL OF PROPERTY**

### **1. PURPOSE**

To establish procedures for the transfer and disposal of excess and surplus property consistent with requirement set forth in Florida Statutes, Chapter 274.

### **2. SCOPE**

These policies and procedures will cover the identification, transfer, and disposal of excess and surplus property owned by the County.

### **3. OBJECTIVE**

It is the objective of this program to maximize returns on excess and surplus property by transferring the property or disposing of it through a public auction, sealed bids, posted prices, trade-in, or donation.

### **4. GENERAL**

Departments should designate a surplus property representative who should be responsible for all matter pertaining to the transfer and disposal of excess and surplus property.

Departments will submit special requests for surplus property, such as furniture, office equipment, etc. to the Director of Facility Management or designee.

### **5. CLASSIFICATION OF SURPLUS PROPERTY**

Items identified as surplus may be classified by the Department as follows:

- A. Excess -- items without a useful purpose for a particular department, but may be transferred to another department.
- B. Obsolete and surplus -- material that has no use to the County.
- C. Scrap -- items, which have value for material, content only (scrap metal, aluminum).
- D. Junked -- Items for destruction/abandonment that are unusable and have very little, if any, commercial value (broken furniture/equipment).
- E. Cannibalized – Items removed for use as serviceable parts for repairing other equipment. A written detailed explanation and Board approval is required before items will be removed from effected account.

## 6. **METHODS OF DISPOSAL**

### A. **Transfer**

The preferred method of disposition for a useful item no longer needed by a department is to transfer it to another department that needs it. The Facility Management Department will prepare and circulate a list of items available for transfer.

### B. **Public Auction**

The auction method is the standard disposition method used by the County. Professional auctioneer services may be used to prepare and handle sales or through on line Internet sale.

Auctions shall be publicly advertised, and supplemented by the mailing of notices to regular bidders. After the auction is announced, interested parties should be able to inspect items at the Surplus Warehouse or Vehicle Disposition Area located at Fleet Management.

### C. **Sealed Bids**

Property that cannot be transported to the site of an auction or which has failed to sell at an auction, or property which is otherwise inappropriate for auction sale, may be sold through sealed bids on an individual item or lot basis. The invitation for bids should be issued to all persons or firms on the bidder's mailing list. If utilized, this process will be managed through the Purchasing Department, as with all other bids.

### D. **Posted Prices**

Property that cannot be disposed of through an auctioneer or sealed bidding may be disposed of by posting a price and advertising to the public or through on line auction.

### E. **Trade-in**

1. In replacing obsolete equipment, it may be advantageous to trade it in. Trade-in items are not required to be declared surplus. Obsolete, worn out, inactive, or uneconomical operating equipment may be traded in on the purchase of new equipment.
2. If a determination has been made to trade in a particular piece of equipment, the invitation for bids for the replacement item should request bid prices with and without the trade-in and should allow for an award to be made either way.
3. Please ensure the purchase order demonstrates the price of the new equipment less the trade-in allowance.

4. Proceeds from the sale of vehicles within governmental funds that are part of the replacement program are required to be deposited into the Fleet Internal Service Fund.
5. Each department, while completing the purchase requisition for new items, shall be required to identify the equipment being traded. The identification should include the following information about the items traded:

Type of Item	Model of Item	Property Control Asset Number	Serial Number of Item
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The Purchase Order being issued should also have these four identifying features about the trade-in.

**F. Enterprise funds**

Tangible personal property belonging to the respective enterprise funds, namely Airport and Utility Departments may have certain restrictions imposed by bond covenants. Consequently the proceeds from the sale of such properties, whether by auction or otherwise, may be required to be returned to the respective enterprise funds.

The County Attorney should be consulted prior to sale or disposal of the surplus property of such Departments. In accordance with generally accepted accounting principles for proprietary funds, the proceeds from the sale of tangible personal property should be reported in the respective funds and the gain or loss on disposal recognized. This would include the enterprise and internal service funds.

**G. Destruction**

Property, which is unusable and determined to have no commercial value or property for which the cost of sale would exceed expected returns, may be destroyed or abandoned. Adequate documentation should be obtained and filed with the appropriate office.

**7. RESPONSIBILITY**

The disposal of all surplus material except for rolling stock is the responsibility of the Facility Management Department. Disposal of rolling stock is the responsibility of Fleet Management. The authorization for disposal of surplus property shall be recorded in the minutes of the Board, as required by Chapter 274, Florida Statutes.

## 8. PROCEDURES

- A. Each department and/or division will report its surplus or obsolete stock, equipment or rolling stock to either the Facility Management Department or Fleet Management Department by completing the Fixed Assets Transfer Form.
- B. The Facility Management Department will add the items to the Surplus Property list and computerized catalog, which will be available to all divisions, departments, and Constitutional Officers.
- C. All divisions, department directors and Constitutional Officers can review surplus property and notify the Facility Management Department with requests for the same. Priority normally will be given to the first division and/or department requesting the items. **No department director shall donate County property to any individual or agency, either public or private.**
- D. The Facility Management Department will then take necessary action to determine if there is a need for the items, which have not been requested by County departments or divisions, and by other governmental entities.
- E. Recommendations will be presented to the Board for final approval: Board approval of items which are accounted for by Property Control, shall constitute authorization to either transfer or deleted the item from control.
- F. Items reported, as surplus shall be transferred to a controlled area as required by the Director of Facility Management. The Director of Facility Management will ensure that all materials in the controlled area are properly recorded and accounted for.
- G. Surplus and obsolete tangible personal property may be disposed of only by procedures set forth in Sections 274.05 and 274.06, Florida Statutes, and as otherwise authorized by law from time to time.

## 9. PROCEDURE FOR SALE OF MATERIALS

If surplus property is not transferred to a governmental unit under sections 274.05 and 274.06, Florida Statutes, then:

- A. The Director of Facility Management shall place a notice in a local newspaper of general circulation within the County not less than seven (7) calendar days preceding the sale. Notices published shall include:
  - 1. Sale by Public Auction: Location of auction, time and date to be held and location where listing of items may be obtained.
  - 2. Sale by Sealed Bid: Time, date and location of bid opening, general description of items and where bid blanks may be obtained.

- B. The Purchasing Department shall be responsible for initiating and processing contracts for the sale and disposition of surplus equipment and rolling stock. Facility Management and Fleet Management shall be responsible for preparation and sale of surplus equipment via BCC approved contracts.
- C. Items shall normally be sold to the highest bidder, whether by public auction, Internet auction or sealed bid.
- D. All sales by public auction shall be final at time of sale. Sealed bid sales are final upon acceptance by the Board.
- E. To avoid perception of impropriety, County employees and elected officials are barred from directly purchasing County surplus. They may participate in off site or internet auctions but may not directly purchase surplus from Pinellas County Government.

**10. ITEMS APPROVED FOR CANNIBALIZATION**

When an item(s) is cannibalized (parts removed for other uses), a written detailed explanation will be required, as well as Board approval, before that item(s) will be removed from the effected account.

**11. SURPLUS PROPERTY RELATIVE TO RIGHT OF WAY ACQUISITIONS**

- A. See Real Estate Division Procedures

## 12. DONATION OF MISCELLANEOUS SURPLUS PROPERTY

### Purpose

To establish a policy to donate miscellaneous surplus property to qualified private non-profit organizations as defined in Florida Statutes 273(d). **Applications of these agencies have been accepted by the Social Action Funding Program administered by the Department of Human Services and approved by** Pinellas County Board of Commissioners with proper 501 C 3 identification.

### Scope

This policy applies to the management off all miscellaneous surplus property under the control of the Board.

### Objective

It is the objective of the inventory control program to minimize the inventory of miscellaneous surplus property and associated costs to the County. Such items that are declared no longer useful by the County may be donated to private non-profit agencies as identified in the purpose above.

### Donation Policy

Occasionally, it may be practical to donate rather than sell an item(s) to a non-profit organization. The Board designee shall have the authority to approve donations of miscellaneous surplus property to such organizations on a "first come, first serve" basis when determined that to do so is in the best interest of the County. This policy does not supersede the existing policy; but rather, an amendment thereof.

The time limit for an organization to receive miscellaneous surplus property is unlimited. The organization is required to submit an application providing the appropriate information in order to be considered for a donation.

### Definition

Declared miscellaneous surplus is defined as obsolete items (such as furniture -- chair, tables, desks, file cabinets, typewriters, computer hardware, copiers, etc.) For the intent of this policy, only these types of items shall be donated under this policy. Declared surplus equipment (i.e., rolling stock, vehicles, trailers, etc.) property shall not be disposed of under this donation policy.

13. **PROCEDURE FOR STORAGE, SURPLUS, AND AUCTION OF PINELLAS COUNTY OWNED AND OPERATED VEHICLES AND EQUIPMENT**

**Scope:** The following procedure was developed to outline and detail the surplus County owned and operated vehicles and equipment.

**Purpose:** This procedure shall initiate and expedite the sale of surplus vehicles and equipment. This procedure shall also define and maintain the compliance requirements of the Clerk of the Court and Administrator managed departments.

**Procedure for Surplus Vehicles and Equipment:** All vehicles and equipment scheduled to be surplusd shall be received at Fleet Management located at 9685 Ulmerton Road.

The Equipment Acquisition Specialist or designee shall receive the completed Property Control Fixed Asset Control Form directly from the using department when item(s) are delivered to Fleet Management. Fleet Management will remove all item(s) of value from vehicles and equipment. The Fleet Management Senior Office Specialist will pull the asset files and all titles required for the sale of listed items. Fleet Management's designee shall receive these documents directly after items are placed into the secured area.

**No access to the secured surplus area other than the Fleet Management Department's designee shall be permitted.** After items are placed in the secured surplus area, Fleet Management's designee shall be responsible for the input of data listing the items in the proper auction account.

Should a using department's vehicle or equipment needs change and require the items listed as surplus to be reinstated to active status, that department will be responsible for acquiring the appropriate approval by the County Administrator. This request and subsequent approval must be provided to the Director of Fleet Management for the reinstatement to occur.

## 14. SCRAP METAL PICKUP/CONTAINER INSPECTION

### Purpose:

The purpose of this document is to establish policies and procedures for scrap metal pickup and inspection of the scrap metal containers at various Pinellas County locations.

### Procedure for Scrap Metal Pickup

Facility Management Surplus Warehouse  
14890 Roosevelt Blvd  
Clearwater, FL 33762

The Facility Management Department will contact the current vendor and arrange for pickup. A Facility Management employee will accompany the vendor to the scrap area and monitor the pickup. The vendor will provide a receipt ticket for the pickup. Pickups are to be made Monday through Friday only, no pickups on weekends.

Fleet Management  
9685 Ulmerton Road  
Largo, FL 33771

Fleet Management will contact the current vendor. When the vendor arrives, they must report to the Motor Pool Office in order to notify Fleet Management staffing they are in the area. A Fleet Management employee may accompany the vendor to the scrap area, however; it is not required. The vendor will provide a receipt ticket for the pickup. Pickups are to be made Monday through Friday only, no pickups on weekends.

Highway Department  
22211 US HWY 19 North  
Clearwater, FL 33765

The Highway Department will contact the vendor to request pickup of scrap metal, specifying either mixed metals or aluminum. When the vendor arrives, they must report to Building #2 (Receiving) and notify Highway Department staffing they are in the area. A Highway Department employee will accompany the vendor to the scrap area. The vendor will provide a receipt ticket for the pickup. Facility Management may have a representative present at the time of the pickup. The Highway Department will monitor the amount/weight of pickup. Pickups are to be made Monday through Thursday only, no pickups on Friday or weekends. Aluminum scrap will be kept from mixed metals and will be indicated on receipts and invoices.

Highway SE Stockpile  
4600 35<sup>th</sup> Street North  
St. Petersburg, FL 33714

The Highway Department will contact the current vendor to request pickup of scrap metal. When the vendor arrives, they must notify an employee from the Highway Department that they are in the area. A Highway Department employee will accompany the vendor to the scrap area. The vendor will provide a receipt ticket for the pickup. The Facility Management Department may have a representative present at time of the pickup. Highway Department will monitor the amount/weight of pickup. Pickups are to be made Monday through Thursday only, no pickups on Friday or weekends.

Utilities South 6730 142<sup>nd</sup> Ave. North

The Utilities Department will contact the current vendor to request pickup of scrap metal. When the vendor arrives, they must report to the warehouse and notify Utilities staffing that they are in the area. A Utilities Department employee may accompany the vendor to the scrap area, however it is not required. The vendor will provide a receipt ticket for the pickup. The Facility Management Department may have a representative present at time of the pickup. Pickups are to be made Monday through Friday no pickups on the weekends.

Utilities NW WWTP  
3900 Dunn Drive  
Palm Harbor, FL 34683

The Utilities Department will contact the vendor to request pickup of scrap metal. When the vendor arrives, they must report to the warehouse and notify Utilities staffing that they are in the area. The scrap container is located next to the warehouse. The vendor will provide a receipt ticket for the pickup. The Facility Management Department may have a representative present at time of the pickup. Pickups are to be made Monday through Friday, no pickups on the weekends.

At least once a quarter, an employee from the Facility Management Department will conduct an inspection of the County's scrap metal containers (currently six) and the surrounding area. The Scrap Metal Inspection Record Form must be completed by the person conducting the inspection and reviewed by Facility Management staff. Areas to be inspected include, but are not limited to, the following:

Is the proper sign posted? Are there any unusual items in the scrap container (precious metal or aluminum)? Is the scrap metal container in a secured area?

Designate on the "Scrap Metal Inspection Record" Form the contact person you spoke with at each site and note any discrepancies.

## **FIXED ASSETS AND PROPERTY CONTROL**

### **1. PURPOSE**

To establish policies and procedures for the management and control of property.

### **2. SCOPE**

These policies and procedures apply to the management of all property under the control of the Board of County Commissioners (Board) and assorted agencies and departments through the Clerk of the Circuit Court (Clerk) Finance and Internal Audit Divisions.

### **3. OBJECTIVE**

The Clerk is responsible to the Board for the control and accountability of fixed assets.

### **4. FIXED ASSETS/PROPERTY CONTROL**

The Clerk is responsible for accountability to the Board for fixed assets over **\$1,000.00** as required by State Statutes. Annual inventories are conducted of all County departments by notifying Department Directors via a memorandum of the scheduled dates and times.

The Department Director or designee appoints a department custodian to conduct an annual inventory of fixed assets. Departments and agencies will be contacted by the Clerk's Internal Audit Division when the inventory is due. Upon completion of the inventory, the custodian and the responsible department director sign the Inventory Audit Summary Completion Report, listing any reconciling discrepancies. After accounting for all discrepancies, the Clerk initiates a Property Unit Control Form for signature.

Surplus property received by the Facility Management Department and not requested by any other County Department is listed and circulated to other Governmental entities and any interested qualified private non-profit agency. The non-profit agency is not eligible for rolling stock, vehicles, trailers, etc. They are eligible for furniture, computers, computer hardware and accessories, and typewriters. In addition, items not requested are forwarded for sale by auction (on-line or vendor location) or through sealed bid process.

The primary function of property control is to account for tangible personal property valued at over one thousand dollars (\$1,000) or more and a life expectancy of at least one (1) year. The control and accountability is provided through routine physical inventories and proper recording of transfers and disposal of all tangible personal property owned by the Board. The value of an item is the cost of an item plus the delivery and any set up charge.

- A. Each item of property valued at \$1,000.00 or more is assigned an asset number. Area zones tag all property. An asset number is assigned only once and will never be used again to identify another item of property.
- B. Assignment of Property: All property is assigned to the department as reflected on the purchase order or invoice on which it was purchased. Assignment is made on an Official Unit Control Account for property by location number. Each department is assigned a location number.
- C. Transfer of Property: When an item of property is transferred from one department to another, a Fixed Assets Transfer Form is issued by the custodial department with authorized signatures to the Clerk Finance Division. All records are appropriately changed and the property assigned to the new custodial department.
- D. Property Sold and/or Junked: Property sold through auctions and/or property cannibalized and the residue sold or junked will be reported to the Facility Management Department.
- E. Tagging of Property: All inventoried items, \$1,000 or more, will have a "Property of Pinellas County" asset number placed on the item of property. The asset tag identifies items as accountable and is used as a source of identification during the annual inventory. Asset tags will be placed on items of property as follows:

- 1 Location of Marking

Items of a similar nature should be consistently marked to facilitate ready identification. Careful consideration should be given to the intended use of the item; the probability the marking could be obliterated by wear, by vandalism, or by routine maintenance functions and to the appropriateness of the marking method chosen.

2. Exemptions

Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the required data is exempted from the requirement for physical marking. However, the governmental unit's property records must contain sufficient descriptive data to permit positive identification.

- F. Inventory: The Department Director will be responsible for their respective inventory and will make an annual physical inventory of each account in the presence of the department's property custodian. The Clerk's Internal Audit Division will remind departments to make an annual inventory through direct correspondence. All discrepancies must be traced and reconciled and noted on the Inventory Audit Summary and returned to Internal Audit. The Clerk's Internal Audit Division will ensure such inventories are made on a scheduled basis throughout the year and will "spot check" for compliance.
- G. The Official Unit Control Account for Property will be utilized in accomplishing inventories. All items of property not on the current inventory, but found while accomplishing the inventory, will be included on the property records and charged to the custodial department. Every effort will be made to determine actual cost, source of purchase, voucher number and date.
- H. Change in Property Custodian: An inventory of all County property charged to a custodian will be taken in the custodian's presence whenever there is to be a change in custodians or department director. All discrepancies will be traced and reconciled. Each director should assign one (1) employee to be responsible for overseeing the proper procedures and handling of County property, and maintaining inventory control records.
- I. Unaccountable Property: In the case of unaccountable item(s), the department shall continue trying to locate the item(s). In the event they are located, a memo shall be submitted to the Clerk's Internal Audit Division. If an item(s) has not been located for two consecutive inventories, the department shall contact their local law enforcement agency and report the item(s) stolen. The following must be provided to the Clerk's Internal Audit Division: asset number, item name/description, make/manufacturer, model, serial number, asset value (at time of purchase), and location. A copy of the police report must be attached. This information is reported to the Board, reviewed and if appropriate, removed from County inventory.
- J. Stolen Property: When item(s) are reported stolen, the Clerk's Internal Audit Division will require a written explanation and police report for the files. The following must be provided: model, serial number, asset value (at time of purchase), and location. This information is reported to the Board, reviewed, and if appropriate removed from County inventory.
- K. Surplus Items: All surplus items will be transferred to either the Facility Management Department or Fleet Management (Rolling Stock) for storage, redistribution or disposal. Items not requested by other departments or agencies are forwarded for sale by auction (on-line or vendor location) or through sealed bid process.