

Subject: Disposition of Surplus City Property	Number: 3-8
	Date Issued: May 7, 2007 Date Revised: July 30, 2010
Responsible Department: GSD-Purchasing	Approved: 

Purpose

To establish a process to assist City departments in the disposition or acquisition of surplus City property.

Policy

1. To dispose of City property with a residual value of \$2,000 or more for furniture, fixtures, equipment, including vehicles, and/or has a fixed asset number, the owning department must complete a Fixed Asset Inventory Input Document (F/A 91) and submit to Purchasing prior to disposal. Pursuant to Section 3-202 of the Fresno Municipal Code, item(s) with a residual value of \$120,000 (formal bid limit) or over require City Council approval prior to disposal.
2. The F/A 91 form must list the item(s) to be surplused including description, asset number, model name and number and whether the item(s) are in working condition or are outdated. If the division has a group of item(s) that are for the same type of disposal (transfer, sold, trade-in, stolen, dismantled-scrapped, lost, or other) a list can be attached to the F/A 91 form. The list should also contain the name and phone number of a department contact.
3. Once the form is received by Purchasing the surplus item(s) will be posted on Purchasing's intra web site: <http://www.fresno.gov/Staff/SurplusEquipment.htm>. This site is accessible by any City department who may be interested in acquiring the surplus item(s). These surplus item(s) are available for City use only. In order for a department to acquire any surplus item(s) they must contact the originating department directly to obtain the item(s). If the surplus item(s) are transferred to another department, Purchasing will complete the F/A 91 form to ensure the transfer is properly recorded and the item(s) added or deleted from the originating departments Fixed Assets Inventory. The department will need to provide to Purchasing the Fund, Org, Project, and Cornerstone information.
4. Purchasing will update the web site every thirty (30) days by contacting the department to determine which surplus item(s) were taken by other departments. The remaining item(s) will be removed from the list and new surplus item(s) will be added.

5. If the remaining item(s) taken off the web site are determined to have an auction value, Purchasing will contact the auctioneer to see if they are interested in auctioning the item(s). If the item(s) are accepted by the auctioneer, Purchasing will contact the originating Department, instructing them to call the auctioneer to make arrangements for the item(s) to be picked up at a nominal charge by the auctioneer. If at the time of pick-up the auctioneer determines that an item(s) have no auction value, it will be the responsibility of the originating department to dispose of the item(s).
6. Purchasing will then determine from the remaining list which item(s) may be considered of no use, or junk. If an item(s) are considered of "no value" by Purchasing, then it will be the responsibility of the originating department to dispose of the item(s). Please note that City employees may not take disposed item(s) for personal use.
7. If there are any remaining electronic surplus item(s) Purchasing will instruct the department to coordinate the appropriate disposal through the Community Sanitation Division who will deliver the item(s) to Electronic Recyclers for proper disposal. There will be a nominal charge for item(s) picked up by the Community Sanitation Division.
8. Following the auction, the auctioneer will provide a detailed list of the proceeds from each of the item(s) sold to Purchasing. Purchasing will then deposit the proceeds into the City's General Fund. Proceeds of any sale of City property shall be deposited in the general fund of the city, except where established accounting procedures require deposit of such proceeds in some special fund of the city, per Fresno Municipal Code Section 3-202.
9. Purchasing also has the ability to process separate solicitations to potential bidders for award to the highest bidder for City surplus item(s).