



## **CENTRAL SERVICES DEPARTMENT**

# **POLICIES AND PROCEDURES**

Approved by City Commission: February, 2005

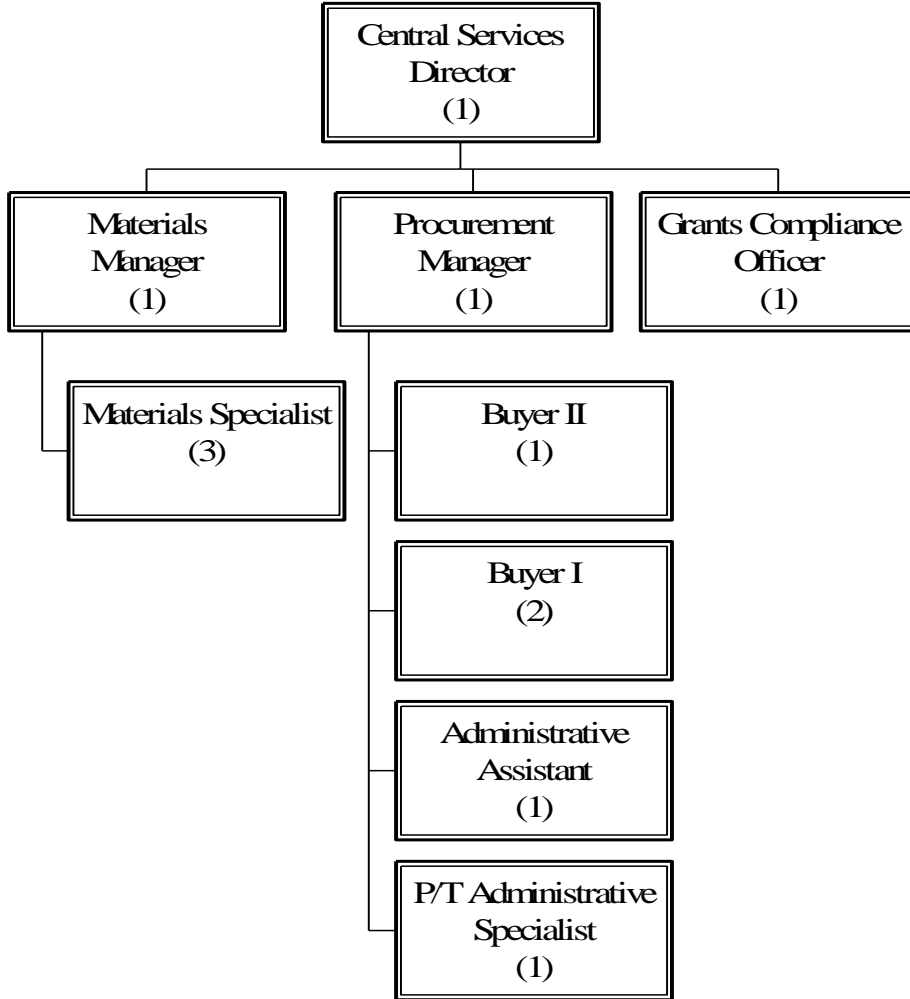
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**PROCUREMENT  
MATERIALS MANAGEMENT**

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# ORGANIZATIONAL CHART



## **PURPOSE**

The Central Services Department houses the centralized Procurement Division and the Materials Management Division. A recent addition to the Department is the responsibility for monitoring grants compliance throughout the city. For that purpose a Grants Compliance Officer position was added. This person reports directly to the Central Services Director.

The Procurement Division is responsible for the Procurement of all equipment, supplies and services necessary to operate the City at the right quantity, at the best quality, at the right time and at the best price, as well as Contract administration. This division develops city-wide procurement objectives, policies, programs, and procedures for the acquisition and storage of materials, equipment, supplies, and services, and consolidates purchases of like commodities to obtain the maximum economic benefits.

The Materials Management Division is responsible for maintaining a general warehouse properly stocked with supplies frequently used by all City Departments, the storage of surplus, and for monitoring departmental storerooms. This division manages surplus equipment and materials determining disposition as best benefits the City.

# ***PROCUREMENT DIVISION***

## LEGAL AUTHORITY

**Section 2-648 of the City Code** provides that no contract for Public Works amounting to \$40,000 or more will be let except to the lowest and best bidder, and then, only after the contractor shall give the city sufficient performance and payment bonds. In such event, reasonable advertisement shall be afforded at least five days prior to the date set for receiving such bids. Procurements over the amount of \$40,000 must be given the opportunity for competitive bids after reasonable advertisement thereof.

**Section 2-649 of the City Code** gives the City Manager the authority to approve purchases up to \$40,000. Professional services such as consultants, architects, engineers, accountants, attorneys and other professional advisors require no advertisement or competitive bid or proposal. If purchases exceed \$40,000, they must be approved by the City Commission. This section also gives the City Manager the authority to sell surplus property up to \$40,000, with over that amount requiring Commission approval prior to selling.

## **POLICY**

The Procurement Division will follow the principals and policies as set forth in the Model Procurement Code for State and Local Governments as approved by the American Bar Association, as well as all local, State and Federal statutes, laws and regulations where applicable.

The Procurement Division, when issuing bids or proposal requests on behalf of Departments or Commissions, such as The Albany Transit System, Albany-Dougherty Airport Commission and Community and Economic Development, which have special requirements by the State of Georgia or the Federal Government, will comply with the purchasing procedures and standards as set forth in the various statutes and regulations, as well as incorporate by reference all of the required contract clauses, submittals and certifications into any contract resulting from the solicitations. For consistency of process and adherence to best practices, the Procurement Division will generally follow the same procedures required for federally funded procurements when procuring non-federally funded services. Federal requirements may be waived for non-federally funded services if a clear advantage to the City can be demonstrated and so long as procurement regulations outlined in the City Charter and this Procurement Policy are complied with in full.

Procurement of goods and supplies will be conducted in such a manner as to increase public confidence in the quality and integrity of the procedures followed by the Procurement Division.

The Procurement Division will provide openness and access to procurement records to all vendors to encourage competition and lower costs. However, a competitor's bid or proposal may be viewed only, as a duplicate will not be provided, due to the probability of the document being used for commercial purposes which is prohibited by the Open Records Act.

No purchase may be made from a firm with which any member of the City Commission, any City Official or any City Employee has a financial interest, either direct or indirect.

Participation by local, minority, and small businesses is strongly encouraged. The Procurement Division also recommends that at least one small business vendor be consulted on every informal solicitation.

All requests for prices or for specified services and all purchases must be made through the Procurement Division. (Exceptions: Public Works Street and Sewer Improvements). In some instances, authority to request prices may be delegated to others by Procurement.

In cases of extreme emergency, and only in such cases, an exception to the above policy may be made with the understanding that the head of the department placing the emergency order,

personally assumes the responsibility of immediately following up the verbal order given by himself or his representative, with the proper department requisition.

If necessary to interview salesmen regarding the details of their products, other departments should request such visits through the Procurement Division. Testing or trial of materials or equipment should be conducted through the Procurement Division.

Only Procurement Division personnel may discuss prices, quantity or changes with supplier representative, during the formal bid or proposal process.

All correspondence with suppliers during the bid request is to be through the Procurement Division, except in special cases where the technical details involved make it advisable to delegate authority to others. In such cases, the Procurement Division must be included in all correspondence.

The Procurement Division shall effectively maintain all City contracts for goods and services, act as contract administrator of City-wide contracts, and mediate between City departments and Vendors/Contractors.

The Procurement Division will participate in all adjustment negotiations and, approve any variance between purchase order and invoice.

The Procurement Division has full authority to review the quality, quantity, and kind of material requested, in order that the best interests of the City may be served.



## **RESPONSIBILITY**

### **The Procurement Division has responsibility for the following:**

Rendering procurement services on a prompt, efficient and expeditious basis with minimum lag-time.

Establishing reasonable requisitioning dates for the purchase of particular items of supply in order to procure materials, goods and services at the most favorable bulk (volume) rate or contract price.

Receiving all requisitions.

Providing assistance to requesting agencies with the development of written specifications, and ensure specifications are optimal for open competition.

Knowledge of local, state, and federal bid requirements, procedures, and standards.

Interviewing and selecting appropriate vendors and maintaining current vendor file.

Selecting correct procurement procedures, to include group purchasing, if most effective.

Obtaining prices through telephone, informal or formal bid requests or formal proposals.

Analyzing, evaluating and tabulating price quotations and proposals.

Awarding bids within legal authority.

Making recommendations to the City Manager and/or Board of Commissioners on bid awards above the stated authority.

Issuing purchase orders, contracts and change orders.

Participating in the review of all requests for grants by City departments.

Arranging or attending all product demonstrations or trials.

Researching frequent purchases in order to provide either General Purchase Orders to the vendor or elect to stock often used supplies in the Warehouse.

Administering City-wide contracts and monitoring departmental contracts.

Maintaining Procurement specification, quotation and purchase order files.

Compiling statistical reports and records to include end of the year totals, and DBE usage report.

Following up and expediting product/service delivery as requested after issuance of purchase order.

Reviewing and approving all receipts and invoices which deviate from the purchase order.

Auditing Field Purchase Orders for compliance to policy.

Advising, and issuing bid or proposal requests for the Dougherty County Board of Commissioners as requested.

## **FILES**

All procurement files (with the exception of data, records, or information of a proprietary nature) are accessible pursuant to Georgia's Open Records Act. Please make request of the City Attorney's Office. If you submit a proposal/documents and wish to keep such documents confidential you must comply with OCGA 50-18-72(a)(34).

## **THE COMMODITY LISTING**

The City of Albany utilizes the universal commodity code listing developed by the National Institute of Governmental Purchasing (NIGP) to identify all equipment, tools, supplies and services used by the City of Albany departments.

Commodity numbers are utilized by vendors to indicate what products they furnish.

Commodity numbers are utilized by Procurement in selecting available vendors for the product as well as a tool to collect usage and other historic data.

City departments use the commodity number during entry of requisitions which will aid in budget preparation.

## **SPECIFICATION FILE**

The Procurement Division maintains a copy of all specifications used in previous bid requests, for a minimum of five years.

## **BID/PROPOSAL FILES**

The Procurement Division maintains records of all bid and proposal requests for a minimum of five years. A log is kept of bid reference numbers and results. These files include:

- Requisition number
- List of vendors directly solicited
- Copy of all bid documents and specifications
- Copies of all quotation responses
- Advertisement
- Tabulation of results
- Recommendation to Commission or City Manager
- Purchase Order number issued to the successful vendor(s)
- Pertinent correspondence

## **CONTRACT FILE**

The Procurement Division maintains files of all supplies and services acquired on a contractual basis for a stated period. Contracts are filed by service and listed by review date, to insure sufficient lead-time for renewal or re-bid. Contract Files include:

- Copy of the contract and/or purchase order with start and stop dates
- Successful bid or proposal response
- Specifications
- Special instructions
- Additional Purchase orders issued against the Contract Purchase Order
- Correspondence

## **VENDOR FILE**

The Procurement Division maintains an open vendor list; pre-qualification is not necessary; vendors may be included upon request.

The Vendor Application should be completed by the vendor and returned to Procurement clearly indicating the commodities the company furnishes, utilizing the commodity listing referenced by Procurement.

Each vendor is assigned a vendor number but will not be evaluated for responsibility until they are being considered as the source of the purchase.

Vendors may be deleted from the vendor file if either of the following situations occurs:

- a. Vendor information is incorrect. It is the vendor's responsibility to keep the Procurement Division informed as to changes in their location, telephone number, or company make-up.
- b. Vendor does not respond by either bid or no-bid to three successive requests for bid.

A vendor may be suspended from bidding for a period of up to one year for cause if any of the following occur:

- a. Vendor fails to successfully complete a previous contract with the City of Albany.
- b. Vendor is in arrears to the City of Albany.
- c. Vendor fails to accept two consecutive bid/proposal awards within a six-month period.
- d. Vendor knowingly and willingly provides fraudulent information to the City of Albany.

## REQUISITIONING FOR PURCHASE ORDER

The purpose of requisitions is to request procurement of budgeted goods or services which are not stocked, not available through a general contract purchase order; or not within the guidelines for Field Purchase Orders, Purchasing Cards or petty cash.

### REQUISITION POLICY

Department heads should determine that sufficient funds are available in the appropriate amounts and accounts prior to submitting a purchase requisition.

Persons authorized to enter requisitions into the computer, should not have authority to sign requisitions, and vice versa.

A reasonable amount of **lead time** is required to process the requisition, particularly when dealing with expiration dates. Requisitions requiring Procurement assistance in developing specifications or requiring formal bids should be allowed additional lead time. Formal bids and proposals with specifications accompanying the request require a minimum of six (6) weeks from receipt of requisition to receipt of response, and an additional three (3) weeks for evaluation and presentation to the Board of Commissioners.

A six-month supply level should be requisitioned whenever storage facilities are available in the using department and the requested items are not stocked in the Warehouse.

Requisition should give detailed information as to purpose or use of item requested, point of contact and contact info within the department, as well as necessary specifications and any known suppliers.

## **BID/PROPOSAL SOLICITATION**

### **SOLICITATION POLICY**

The City Commission must give approval of purchases over \$40,000

The City Manager has authority to approve purchases of up to \$40,000

The Director of Central Services has authority to approve purchases of up to \$20,000. This authority is delegated to the Procurement Manager in the absence of the Director.

The Procurement Manager has authority to approve purchases up to \$10,000.

The Buyers have authority to approve regular purchases of up to \$5,000, and maintenance purchases of up to \$10,000.

Telephone or informal quotes are preferred on items/services valued over \$1,000.00 and required on items/services valued over \$10,000.00.

Purchases of over \$40,000, with the exception of professional services, require a formal bid or proposal request, with advertisement.

Bid requests using State or Federal funding as well as City monies follow the dictates of the agency with the most stringent policy. Purchases for Albany Transit will adhere to the Transit Procurement policy adopted April 24, 2018.

Contracts for services and supplies are renewed or re-bid in a timely manner to insure continuation of the requirement without lapse.

No bids or proposals may be accepted after the stated bid opening or acceptance time. Bids received late will not be accepted and the City will not be responsible for late mail delivery.

Quotations and proposals are received, logged, date and time stamped, and kept safely and unrevealed until opened at the specified time.

Bids are publicly opened and read by the Procurement Manager, or a designated Procurement employee, at the time and place stated in the public notice.

Proposals may be opened and studied at any time they are received, but the proposal contents and pricing are not revealed until actual time of contract award.

Proposals containing proprietary information may be sealed and actual documents not made public.

The City of Albany may reject any or all bids, waive any minor discrepancies in the bids for all bidders equally, and approve purchase of any part, all, or none of the materials, supplies or equipment specified when deemed to be in the best interest of the City.

Delivered telegraphic bids will be accepted. Telephone bids will not be acceptable at formal bid openings. Faxed bids will only be accepted for formal bids or proposals if faxed to another site and delivered sealed to the Central Services office. Should a bid be misplaced by City and found later, it will be considered.

Bids or proposals requiring bid bonds will not be accepted if bond is not enclosed. Cash or cashier's check will be accepted in lieu of surety bond. Copies of surety bond are not acceptable.

A contract will not be awarded to any corporation, firm or individual who is, from any cause in arrears to the City or who has failed in any former contract with the City to perform work satisfactorily, either as to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.

Reasonable grounds for supposing that any bidder is interested in more than one proposal or bid for the same item, or collusion with another supplier, will be considered sufficient cause for all proposals or bids in which the bidder is interested to be rejected.

A tabulation of all bids received shall be made available for public inspection within two (2) working days following the bid opening date.

Bids will be awarded to the low bidder meeting specifications provided that the bidder has the knowledge, skill, financial resources and experience to provide service or supply and the ability to maintain parts and service. Previous experience with the bidder and reputation will be factors used in the evaluation.

Local bidder (domiciled in Albany City Limits) will receive the bid in the event of tie bids. In the case of tie bids between out of town companies or between local concerns, evaluated as equal, the bid will be recommended or awarded by chance coin toss, or drawing straws. The Board of Commissioners passed a five (5) percent Local Preference Policy in 2015. Where applicable, this policy will govern. Federally funded projects are excluded from the use of this preference.

## SOLICITATION PROCEDURE

A requisition is assigned to a Buyer for purchase.

The assigned Buyer decides if the item is to be purchased as:

- A small item from one source
- A telephone quotation
- An informal bid or proposal
- A formal bid or proposal
- Available for purchase on a State Contract

If item is to be purchased by formal bid procedure, the Buyer must be knowledgeable of all requirements such as:

- Performance Bond
- Bid Bond
- Insurance
- Advertisement

For more complex or unusual bids and proposals, a pre-bid/pre-proposal conference should be held to clarify the specifications or requirements.

The criteria for evaluating all bids or proposals should be clearly stated in the bid/proposal documents.

The Buyer selects vendors to receive the bid/proposal request, with suggestions as made by the using department.

The Buyer involves the using department in every stage of clarification of specifications and sends the Department Head a copy of the final bid/proposal request documents for review and approval.

Any changes, deletions or additions to the bid/proposal documents made after releasing the request are mailed to vendors in the form of an addendum.

After bid opening, the assigned Buyer evaluates the bid and either awards the bids within his/her authorized authority or makes recommendation on award of bids over his/her authorized expenditure limit.

After proposal closing, the assigned Buyer meets with the Proposal Evaluation Group to evaluate the proposal and either award contracts within his/her authorized authority or makes recommendation on award of contracts over his/her authorized expenditure limit.



### Single Bid Process

When only one bid is received from a duly advertised solicitation, the Procurement Division will follow this process prior to opening the bid:

1. Inform the single bidder and the using department that we have a single bid and outline the process.
2. Poll the potential bidders to find out why they didn't submit a bid.
3. Report results to the Central Services Director (or designee) who will make the decision to open the bid or extend the solicitation period.
4. If the solicitation period is to be extended, give the single bidder the option of retrieving their bid and resubmitting prior to the new bid date, or leaving it for opening on the new bid date.
5. After bid opening, the assigned Buyer evaluates the bid and either awards the bids within his/her authorized authority or makes recommendation on award of bids over his/her authorized expenditure limit.

### Sole Source Process

To make a sole source purchase the Procurement Division will follow the process outlined below:

1. Perform a market analysis to determine if similar products/services are available.
2. Require written justification from the requesting department explaining why they feel the item/service can only be provided by one source.
3. Secure written justification from the vendor/contractor to confirm their sole source status.
4. Perform cost analysis
5. Verify the responsibility of the sole source (check debarment list, references, etc.)
6. Attach all above information to the purchase request
7. Submit award recommendation to the appropriate entity

### Informal Bid Process

To make a purchase with a value between \$10,000 and \$40,000, the Procurement Division will follow the process outlined below:

1. Prepare a bid document detailing the product/service being requested and the date that the product or service is to be delivered/completed.
2. Directly solicit at least 3 vendors/contractors with current insurance on the Approved Vendors List. If possible, at least 1 of the 3 should be a DBE. In addition, advertise for at least 3 business days but no more than 14 business days on the City's website.
3. Open bids in accordance with the advertised date and time.
4. After bid opening, the assigned Buyer evaluates the bid and submits an award recommendation to the appropriate entity.

## **VENDOR PROTEST PROCEDURE**

CHAIN OF COMMAND Whether protesting suspension from the solicitation process or award of a bid/proposal, the following chain of command is in effect:

- 1) Procurement Manager
- 2) Central Services Director
- 3) Asst. City Manager
- 4) City Manager
- 5) City Commission

When filing a bid/proposal protest, the following actions must take place:

- 1) Submit a written complaint detailing the basis of the protest within ten (10) days of award date. **Late submittals will not be considered.**
  
- 2) Allow three (3) business days for response to protest. If not satisfied with response, submit a written complaint to the next person in the above chain of command within three (3) business days following receipt of response to request a hearing.

Vendors may expect the above outlined process if continued to the City Commission level to be exhausted within forty-five (45) days following award date.

Award **MAY** be suspended while bid/proposal protest process is being conducted.

## FIELD PURCHASE ORDERS

Each Department Head has the authority to make individual purchases of up to \$1,000 for small, one-time, immediate need purchase type items. Field purchase orders are generated by the using department and are not kept on file in the Procurement Office.

Field purchase orders should not be used to avoid proper planning and requisitioning. For instance, splitting invoices to exceed the price limits, or buying hundreds of dollars of any item by going daily and getting the day's need instead of allowing Procurement to get quantity pricing for the entire project requirement (for example, paint).

Field purchase orders should not be used to purchase items that are readily available on existing contracts, in the Warehouse, or when the vendor accepts purchasing cards.

The Procurement Division will monitor the usage of field purchase orders on a monthly basis and notify the Department Head of any policy violations that occur.

## PURCHASING CARDS

An alternative to the Field Purchase Order is the purchasing card (p-card). The p-card follows the same rules as the Field PO without having to create a field PO, and without the vendor having to be a registered vendor. The p-card can be utilized at any location that takes the Visa credit card and the vendor gets paid within three (3) business days. For further information, and/or regulations concerning the P-card, refer to the Purchasing Card Policy Manual.

## REGULAR PURCHASE ORDERS

After the procurement process is completed, one or more purchase orders are issued against the requisition with a **specific amount** beyond which a receipt cannot be generated without Procurement approval.

Purchase orders are maintained on file for five years.

A purchase order is printed and distributed with attachments as follows:

- Original to vendor
- One copy to Accounting
- One copy to using department for files
- One copy retained in Procurement by vendor name

## **CONTRACT PURCHASE ORDERS**

Contract purchase orders follow the same process as Regular purchase orders except that Contract purchase orders are set up for a particular time period with an **estimated amount** which may be under spent but cannot be overspent without prior approval from the Procurement Division. Expenditures against a Contract purchase order must be closely monitored by the using Department.

## **EMERGENCY PURCHASE ORDERS**

An emergency is a situation which arises where it would seriously jeopardize the safety, health and welfare of the departmental mission or where it could otherwise adversely affect the work of the department to utilize normal Procurement channels, or when the same conditions exist and the Procurement Office is closed. An emergency situation or condition shall be determined only by the Department/Division Head or their designated representative.

Departmental Officials shall not use the emergency purchase procedure to abuse or otherwise purposely circumvent the regular established Procurement procedure. Poor planning does not constitute an emergency and will be rejected as a reason to implement the procedure.

## **EMERGENCY PROCUREMENT PROCEDURE**

During normal working hours, the Procurement Office should be contacted prior to making the purchase. The department should enter a requisition with an estimated amount and state the reason for emergency work. When the Procurement office is closed, the purchase may be made and Procurement advised immediately upon the resumption of business hours. The same procedure applies: the department should enter a requisition with an estimated amount or given the work has been performed, the actual charge and state the reason for emergency work.

When purchases are made without authorization or as allowed in this emergency procedure, no purchase order will be issued for payment without a written explanation from the Department Head of the offending department as to why proper Procurement procedure was not followed.

## **RECEIVING PROCEDURE**

### **PURPOSE**

To provide a procedure for properly documenting the receipt of materials, supplies, goods, and services and insuring that all specifications, quantity and conditions are in compliance with the purchase order.

### **QUALITY**

The employee designated as receiver is responsible for checking the quality and making sure that the quality specified on the purchase order is received. This means a thorough check to see that the proper brand name by model number is received, and if it is a piece of equipment, that it is functioning properly. If the department cannot properly evaluate the quality, Procurement will assist in the inspection or will assign a department that has the technical knowledge to inspect the item.

### **INSPECTION**

Some items require specialized or technical inspection before acceptance by the City as follows:

Autos and heavy equipment shall be inspected by the Fleet Management Department.

Fencing should be inspected by the Engineering Department during and after erection.

Construction and demolition contracts should be inspected by the Engineering and Planning Departments for compliance with specifications.

### **DELIVERY**

Using department should advise Procurement if items are not delivered in a reasonable period of time, or if invoice is received and the shipment has not arrived.

### **PARTIAL SHIPMENT**

Partial shipment can be defined as the delivery of one or more complete units of the purchase order which can be placed into immediate service, or the completion of one or more distinct times of service called for under the purchase order or contract. Items that cannot be placed into immediate service such as the delivery of a part of a uniform set are not to be considered as partial shipments.

## **DISCREPANCIES BETWEEN INVOICE AND PURCHASE ORDER**

When the invoice and purchase order do not agree, it is the department's first responsibility to contact the vendor for resolution. If the discrepancy cannot be resolved, the Procurement Office should be notified. Discrepancies, other than partial shipments, can be described as price deviations, as articles received in error, articles received in excess of or less than the purchase order quantity, and articles that do not meet the quality standards required. All unresolved discrepancies other than some construction contracts, will be handled by the Procurement Office with the vendor.

### **INVOICE**

The invoice and the receipt information should be forwarded to Accounting the day both are in order. If there is a problem with either the invoiced amount or the item, Procurement should be notified after attempts to resolve the problem with the vendor, and Accounting advised of the reason for the delay in processing the invoice for payment. Invoices offering discounts should not be delayed for any reason unless there is a problem and should be forwarded to Accounting in a time frame to allow the discount to be taken.

### **CREDIT MEMORANDUMS**

When an over-shipment, defective merchandise or other action results in the receipt of a credit memorandum, that credit memorandum must be properly documented within the Purchasing System. In such event, an explanation of the credit memorandum should be provided to the Accounting Office.

## ***MATERIALS MANAGEMENT DIVISION***

- ***WAREHOUSE***
- ***PROPERTY CONTROL/SURPLUS***

## **WAREHOUSE POLICY**

The purpose of the Warehouse is to operate efficiently in order to provide frequently required supplies as economically as possible.

The Warehouse should maintain the lowest quantity of stock necessary for maximum utilization.

The Warehouse should endeavor to maintain an inventory turnover rate of 3 to 1 of commonly used materials.

The Warehouse will refuse requisitions without proper account numbers and signatures.

The Warehouse shall maintain a secure facility restricted to designated employees.

The stocked materials should be both safe and adequate for their intended usage.

Contractors installing unique municipal construction items to City Specifications not normally supplied locally without special order may purchase such items from the Warehouse at a 10% mark-up plus tax.

## **WAREHOUSE RESPONSIBILITY**

The General Warehouse is responsible for stocking such equipment, supplies and tools as are required on a regular basis by City Departments to facilitate the performance of their duties.

The General Warehouse receives all surplus property for transfer, spot sale, scrapping or auction, and maintains an inventory list of these properties to be provided City Departments on a regular basis.

The Materials Manager recommends to the Central Services Director items to be stocked or deleted from stores.

The Warehouse provides a listing of items stocked for using departments' convenience.

The Warehouse takes a complete inventory at the close of the fiscal year.



## **WAREHOUSE PROCEDURE**

A Warehouse Requisition should be filled out in its entirety and signed by an authorized employee.

A Materials Specialist will fill the order and return one copy of the Requisition for Departmental records.

It is the responsibility of the Department to provide account or project numbers. Requisitions will be refused without this number for proper accounting.

Only Warehouse employees should enter the Warehouse area to collect the materials.

Items may be returned to the Warehouse within a two-week period of purchase with a proof of purchase for credit or exchange.

Items issued are charged to the appropriate account through the Hiperweb System.

## **PROPERTY CONTROL PROCEDURE**

### **Inventory Control Notice**

Newly purchased non-consumable property with a value of over \$5,000.00 and one-year life span is reported to the Property Control Officer by completing an Inventory Control Notice. This form is forwarded to the Finance Department along with the receiving report authorizing payment for the item.

### **Certificate of Adjustment**

All other movement of non-consumable property is reported on a Certificate of Adjustment. This includes items transferred to another Department, lost, missing stolen, unserviceable or surplus.

The Certificate of Adjustment should accompany the surplus item to the General Warehouse unless advised by the Materials Manager to store elsewhere.

The surplus item will be transferred from the Department's inventory and assigned to the surplus account.

Justification for the lost or stolen items must be attached to the Certificate of Adjustment.

For an item to be transferred between Departments it first must be declared surplus, in order to be reassigned.

Donated items, with all pertinent information should be reported on a Certificate of Adjustment.

## **SURPLUS PROPERTY**

### **PURPOSE**

To regulate the disposal of obsolete or excess personal property.

### **POLICY**

All obsolete or excess items declared surplus whether serviceable or not, shall be reported to the Materials Manager within ten days after the use of the property terminates. Any request to retain a vehicle, which has been replaced, within the department should be directed to the Fleet Maintenance Department, as well as any departmental requests for the transfer of vehicles.

The Materials Manager acts as Surplus Officer.

### **PROCEDURE**

Using department completes a certificate of adjustment form and submits to Materials Management Division.

Surplus Officer determines whether the department should physically move the items to the General Warehouse or, if unsalvageable, send to proper disposal designation.

The certificates of adjustment are distributed as follows:

The original certificate to the Property Control Officer who will drop the item from the inventory of the department declaring it surplus, and add it to the Property Disposal Records. A copy is forwarded to the original owning department annotating change.

One (1) copy to the Surplus Officer who maintains and distributes City-wide, on a regular basis, a current inventory of surplus items available for transfer.

When requesting to retain a vehicle, the request should be in writing to the Fleet Management Director, with justification for the transfer or retention.

## **DISPOSITION OF SURPLUS PROPERTY**

Property with an estimated value of less than \$500 may be sold without advertisement and without acceptance of bids.

Property with an estimated value of up to \$40,000 requires City Manager approval of sale. Property above \$40,000 requires advertisement and City Commission approval to sell.

Property which is sold or transferred to another governing authority or agency for public purposes does not require advertisement or acceptance of bids.

Transfer to another City Department is the first priority for disposal of surplus property.

The property may be used as a trade-in on new equipment or as a swap-out for new or used items. The property may be sold on a spot-sell basis.

The property may be sold by sealed bid.

The property may be sold by public auction (either physical or on-line).

The property may be disposed of as scrap or junk.