



TO: All Department Heads

FROM: Michael Marzullo, Purchasing Agent

SUBJECT: Methods of Disposing City Surplus

DATE: May 18, 2016

Below is a chronological approach to properly disposal of City surplus. Throughout the process, the department must hold onto the surplus item(s) and please forward any transactional record(s) to the Purchasing Agent.

Step One - Disrepair/Obsolete/E-cycling:

Your first question is whether the equipment works? If item(s) are in disrepair or obsolete, then I recommend disposal by e-cycle, landfill or salvage. Please send Purchasing a record or list of each item including the make/model/serial number/description and why this is the best choice and what is wrong with the item(s).

When applicable, e-cycling is a viable, environmental friendly alternative for surplus that can no longer be reused. The City utilizes a state contract with Creative Recycling to dispose of surplus items and receive compensation for most items. Attached is the list (see attachment on Page 4) of materials that may or may not be e-cycled. Public Works will only collect and store e-cycle items that are approved by the Refuse/Recycling Coordinator and the Purchasing Agent. Departments shall not dump or drop off items without prior approval. All hard drives must be properly sanitized by I.T. standards.

Step Two - Other Department or Agency:

If the surplus is not in disrepair or obsolete, then ask other departments or other agencies if they have a need to utilize the surplus. With digital pictures, the Purchasing Agent can post your surplus items on the City's internal web site and request interested departments or agencies to call you and arrange an inspection and pick up. No need to do any paperwork, except for titled items and fixed assets. NOTE: City departments and agencies may negotiate a fair market value sale of City surplus property to other Commonwealth of Virginia public bodies.

Step Three - Non-Profit Donation:

If the surplus is not in disrepair or obsolete and no other public body wants the item(s), then ask a local non-profit whether they can use the surplus (attached is the form 'Surplus Property Donation Record Form' to be completed and returned). The non-profit organization must be 501 (C)(3) tax-exempt status.

Step Four - Online Surplus:

If the surplus works and no non-profit, department or agency can benefit, then the department or agency must complete and return the attached Surplus Property Log-in Form with digital pictures. The item(s) will be included in the next online auction. When the bid period expires, the successful bidder pays for the item(s) within 5 days and they must pick up the item(s) within 10 days after the close of the auction. The bidder will make arrangements with the department or agency to pick up their item(s) and they must show the receipt prior to the department or agency releasing the item(s).

In conclusion, the above options are the primary methods of disposing of surplus although **the Purchasing Agent may use** the following alternatives to dispose of property when found to be in the best interest of the City: negotiated sale, sale by competitive bid/quote, live auction, contracts, set price, disposal by landfill, and insurance claim-salvage. All surplus sale or salvage proceeds will be deposited by Finance into the respective fund.

Thank you!



CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: 540-667-1815
FAX: 540-723-0238

City of Winchester, Surplus Property Program Surplus Property Donation Record Form

Please complete the following to document your department's donation of these items for a public purpose as authorized by *Code of Virginia, § 2.2-1124*. Keep a copy for your records and send the original to:

Finance Department - Purchasing Agent
Rouss City Hall
15 North Cameron St.
Winchester, VA 22601

Department: _____

Contact Name: _____ Phone: _____

E-Mail: _____

Donation made for Public Purpose to:

(Donee): _____

Address: _____

Phone: _____ Contact: _____

Please list items donated. Use an additional sheet if needed.

Market Value (if applicable) _____ How determined _____

I certify that this organization is a Virginia Public body or a division thereof and eligible to receive donated surplus property as defined by Code.

Department Head _____

Print name _____ Date _____

Donee Representative _____ Date _____

Print name _____

Guidelines for Surplus Donations:

(1) Property valued at less than \$500: The City of Winchester may donate low value dollar items when the market value of the surplus materials, which shall be donated for a public purpose, is less than \$500; however, the total market value of all surplus materials so donated by any department, division, institution, or agency shall not exceed twenty-five percent(25) of the revenue generated by such department's, division's, institution's, or agency's sale of surplus materials in the fiscal year.

(2) Surplus Computers: Surplus computers and related equipment may be donated to public schools in the Commonwealth and Virginia charitable organizations granted 501(c)(3) status, and providing services to persons with disabilities, at-risk youths, or low-income families. Departments are responsible for determining eligibility for donations of those eligible organizations not participating in the federal surplus program. Surplus computers are not subject to market value limits, as stated in section (1)

CITY OF WINCHESTER SURPLUS FOR SALE



Public | Surplus®

Please complete the below information for each of your inventory items and return to Purchasing Agent for the next online auction:

City Department: _____

Address and Location of Surplus (for Buyer pick-up): _____

Inventory #: _____

Digital Pictures (email to Purchasing Agent): Yes No

Type of Item: _____

Quantity: _____

Brand: _____

Model / Description / Mileage: _____

Model or Serial #: _____

Year: _____

Features: _____

Surplus Condition (check one): Excellent Good Fair Poor

Department Head Signature: _____	Date: _____
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City of Winchester E-cycling Accepted Items



Acceptable Equipment

All electronic equipment is acceptable with the exception of manifested hazardous waste, radioactive waste, biohazardous waste or mercury containing devices**. Some examples of accepted electronic equipment are, but not limited to:

Computer Monitors – CRTs	Tape Players	Printed Circuit Boards
Computer Monitors – Flat Panel	CD Players	UPS (personal & network)
Televisions – CRTs	Telephones	Microwaves
Televisions – Flat Screen	Cell Phones	Small Household Appliances
Desktop Computers	Fax Machines	Servers
Laptop Computers	Gaming Consoles	Terminals
Keyboards/Mice	Power & Network Cables	Rechargeable Batteries
Toner/Ink Cartridges	Network Hubs	Peripherals
Printers	Switching boxes	Military Equipment
Scanners / Fax Machines	Controllers	Medical Equipment
Copy Machines	Modems	Telecommunications
VCRs	Docking Stations	Commercial Equipment
Stereos	CD Roms	Office Equipment
Radios	Hard Drives	Banking Equipment
Mainframes	Household Batteries	Test Equipment

Unacceptable Equipment

Devices Containing or Omitting Radioactivity	Alkaline Batteries, Car Batteries
Mercury Containing Devices	Smoke Alarms
Light Bulbs (Fluorescent or Incandescent)	Thermostats
Large Household Appliances (White Goods)	Thermometers
Hazardous Materials	Air Conditioners
Fire Extinguishers	Gas Powered Engines
Wooden Speakers	Glass Carafes

****Examples of mercury containing devices are:**

Fluorescent Light Bulbs	HID Bulbs	Thermostats
Boat Switches	Thermometers	

***This list provides examples of unacceptable equipment but is not limited to items stated above.*