

SURPLUS PROPERTY

Fixed Asset Coordinator Meeting

December 9, 2013

9:00 a.m.-Noon

Team Introductions

- Steve Sulek – Administrative Services
- Amy Archuleta – Administrative Services
- Dave McGuire – Surplus Manager, 471-3030
- James Bybee – Staff Assistant, 471-3896
- Mark Coyle – Warehouse Specialist, 471-4309
- Michelle Tiedtke – SOS

Surplus Property Services

- Auctions
 - Inside
 - Outside – May (5-3-2014) and October (10-4-2014)
 - Livestock – Held in Crawford, Nebraska
- *Surplus staff available to view and determine Surplus items upon request; hours include M-F 8-12, 1-5*
- Pre-Auction Sales

- Sealed Bid Sales

- Recycling

Surplus Property Brochure

PUBLIC AUCTIONS



Welcome

to the State of Nebraska's Surplus Property Division.

Our mission is to process all surplus items as prescribed by Statute 81-161.04 in a manner that provides our customers with quality service while achieving maximum financial benefit for all Nebraska taxpayers.

The Surplus Property Division is a source for state agencies to dispose of surplus computer hardware, furniture, appliances, vehicles, and other state-owned items in the following manners:

- items can be sold to other state agencies by direct agency contact;
- items can be sold through sealed bids to political subdivisions and other tax supported organizations; or
- items can be sold to private citizens at public auction.

Private organizations, individuals, and charities are welcome to purchase items that are offered for sale through the sealed bid process or public auctions.

SURPLUS FURNITURE AND PERSONAL PROPERTY AUCTIONS

- There are several auctions at the Lincoln Surplus Property location throughout the year – check the website for the next auction at www.nebraska.gov/material/surplus/auctionsched.xls.htm.
- Check the website at www.nebraska.gov/material/surplus/auctionsched.xls.htm for auctions held at other sites.
- Public viewing for all personal property auctions is from 9:00 AM - 4:30 PM the Friday immediately prior to the auction date.
- On auction day, the gates will open at 8:00 a.m. The auction begins at 9:00 a.m. The gates will close 1 hour after the auction is completed.
- Payment is due the day of the auction, unless other arrangements have been made with the auctioneer.
- Sold items need to be picked up 2 working days after the auction, unless other arrangements have been made with the Surplus Property Manager.
- All sales are final and sold "as is."
- The slide show can be viewed at www.bidsawd.com

SURPLUS VEHICLE AND HEAVY EQUIPMENT AUCTIONS

- Twice a year (May and October) a public auction is held in Lincoln, NE to dispose of state surplus vehicles, construction equipment, and other similar items. For the dates check the website at www.nebraska.gov/material/surplus/auctionschedule.htm or www.bidsawd.com.
- Public viewing for all vehicles, and heavy equipment auctions is from 9:00 AM - 4:30 PM Thursday and Friday immediately prior to the auction date.
- **NO VEHICLE OR EQUIPMENT WILL BE ALLOWED TO BE DRIVEN OR MOVED.**
- On auction day, the gates will open at 8:00 a.m.
- Vehicle and heavy equipment auction begins at 9:30 a.m. and the "Car Ring" begins at 10:00 a.m. The gates will close 1 hour after the auction is completed.
- Payment is due the day of the auction unless other arrangements have been made with the auctioneer.
- Sold items need to be picked up within 5 working days after the auction unless other arrangements have been made with the Surplus Property Manager.
- All sales are final and sold "as is."

Cannot make it to the warehouse to view items for auction?
 Go to <http://www.bidsawd.com>
 to view a slide show for items to be sold at the next upcoming auction

Surplus Property Brochure

WHOM TO CONTACT

AGENCIES DISPOSING PROPERTY

- The surplus property program receives and redistributes surplus items from state agencies, boards and commissions.
- Surplus property is sold through the warehouse or at an auction.
- Agencies can request a sealed bid process.
- Each item will be given a fair market value.
- Please check the website at: www.das.nebraska.gov/material/surplus/delayschedule.htm for opening and closing dates for receiving property.

AGENCIES AND POLITICAL SUBDIVISIONS PURCHASING PROPERTY

- Surplus property items are available for purchase by state agencies, boards, commissions, political subdivisions and other organizations that directly receive tax monies such as city governments, county governments, school districts, fire departments, and police departments at the warehouse prior to the public auction date.
- Each item purchased will be given a fair market value.
- Please check the website at: www.das.nebraska.gov/material/surplus/delayschedule.htm for opening and closing dates for making purchases.

Surplus Property Manager
Dave McGuire
Phone: 402-471-3896
Cell: 402-525-3004
David.McGuire@nebraska.gov

Surplus Property Staff Assistant
James Bybee
Phone: 402-471-3896
James.Bybee@nebraska.gov

Warehouse Specialist
Mark Coyle
Phone: 402-471-3896
Mark.Coyle@nebraska.gov

Materiel Division
State Surplus Property
Location
5001 South 16th St
Lincoln, NE 68512
Mailing Address
P.O. Box 94901
Lincoln, NE 68509-4901

Website:
das.nebraska.gov/material/surplus/surplus.htm
Phone Number: 402-471-3896
FAX Number: 402-471-3899

Administrative Services

State of Nebraska
ADMINISTRATIVE SERVICES

Surplus Property

[Materiel Website](#)

[Ficke & Ficke Website](#)

Preparing Items for Surplus

Inside Auctions

- Please contact Surplus to schedule a delivery date
- Prepare Surplus Property Notification (SPN) Form
- Add SPN number to items with labels or tape
 - Please put number in a visible area
 - Do not put labels or tape on a monitor screen
 - SPN numbers should not be included on the outside of boxes
- Remove **Gold**, **Red**, and **Metal** State tags
- Do not send out hazardous materials or any items containing hazardous materials
- Clean items beforehand
- WIPE ELECTRONICS CLEAN OF ALL PROGRAMS

Inside Auctions Continued

- Palletize and shrink wrap items being stored in the pod ([OCIO, Revenue, and Education](#))
- Boxed if possible
- Check that files/personal items have been removed from file cabinets and desk drawers
- For file cabinets and desks with keys, please tape key to outside
- For safes, please be able to open and show safe, otherwise Surplus will be unable to sell
- Please do not use the word “obsolete”
 - State if the item is Working or Non-Working
- Bring donuts or rolls!

Examples



[\(Back\)](#)



Outside Auctions

- Have **Title** and SPN paperwork upon delivery
- [Create Placard](#)
- Clean the inside and outside of vehicle (**Very Important**)
- Take plates, registration and gas card out of vehicle
- Check under or behind seats, in glove box, and in trunk for any miscellaneous items
- Ensure there is a **quarter of a tank of gas**
- Please advise Surplus staff of any [known problems](#) and note these problems on SPN paperwork
- Identify all sets of keys with corresponding SPN number

Placard Example

SURPLUS NO: 6505130001
AGENCY: AS-MATERIEL
MAKE: DODGE
MODEL: RAM MEGA CAB
YEAR: 2008
SERIAL NO: 1ABC23D45E6789012
MILEAGE: 40,000

[\(Back\)](#)

Known Problems Example


Condition
Radiator Has Small Leak
Bad Brakes
Transmission-Bad Reverse
Engine Blown
Cracked Windshield
Bad Battery
Exhaust Leak

[\(Back\)](#)

Documentation: Presented by Steve

- Adjustments
 - Surplus Property Notification
 - [Letter](#)
- Trade-Ins
 - Surplus Property Notification
 - Purchasing information
 - NIS and NON-NIS
- Other

Adjustment Letter Example


 Dave Heineman, Governor • State of Nebraska
 Robert P. Houston, Director • Department of Correctional Services
 P. O. Box 94001 • Lincoln, Nebraska 68509-0001 • (402) 471-2300

April 5, 2013

TO: Steve Sulek, AS Materiel Administrator
 FROM: Dorell Cobb, Materiel Control Manager
 SUBJECT: REQUEST FOR PA - SPN 462130074


Please find enclosed the following SPN request (460706029) for the removal of the inventory items listed below:


ABAS103 - PROJECTOR	SERIAL#	1499021
ABAS152 - PROJECTOR	SERIAL#	T11903020
ABASE7 - PRINTER-IBM NETWORK	SERIAL#	01-22517
ABAME2332 - PRINTER-IBM	SERIAL#	020808
ABAME2331 - DENTAL HAND PIECE	SERIAL#	20388
ABAME24309 - HAND PIECE F.O.	SERIAL#	P-14122
ABCS275 - DISPLAY KIT	SERIAL#	21190
ABL7817 - HOT FOOD TABLE	SERIAL#	26519
ABM975 - THUNDERBOLT SPRAYER	SERIAL#	

The facilities have exhausted all avenues and it is the belief of the agency and facilities that the equipment was lawfully destroyed through normal processes or procedures and without getting prior appropriate authorization. It has been stressed to the facilities the importance of staff following the procedures that are in place for removing any items from state premises.

We respectfully request that this item be adjusted off or our physical inventory for future years to come.

If you have any questions, please feel free to contact me at the number listed below. Thank you for your cooperation and assistance in clearing up these tag numbers.


 Dorell Cobb
 W. Polson and Prospector Rd.
 Lincoln, Ne. 68509
 Ph (402) 479-9716

Enclosure: 
 Cc: Mary Carmichael, File

[\(Back\)](#)

Enterprise Content Management (ECM) -Hyland Software: Presented by Amy

- Destruction Process-currently live in ECM
- Adjustment and Trade Process-will be live within the next week
- Non-Verified and Received Status of items on a Surplus Property Notification document
- Contact information for software:
laurie.schlitt@nebraska.gov OR
amy.archuleta@nebraska.gov

Electronic Recycling

- Items to be sent to electronic recycling
 - CRT's
 - Televisions
 - 300 pound minimum at your location
- Items NOT to be sent to electronic recycling
 - Contact Surplus about any Non-Working electronics
 - Examples include: Laptops, PC's, Servers, Printers, Copiers, Plotters, and Flat Panel Monitors
 - All electronic items must be wiped of data, if unable to wipe, remove the hard drive (Please contact the OCIO for more information)


Other Topics

- Changing SPN number
- Invoicing for Political Subdivision Sales processed through Accounts Receivable
 - Your agency will see a Bill of Sale in ECM
- If an agency has purchased items, agency must remove purchased items from Surplus according to the Bill of Sale

Bill of Sale Example

**State of Nebraska DAS Materiel
Surplus Property – Bill of Sale**

STATE OF NEBRASKA
701 471-1100
LINCOLN, NE 68509
PHONE (402) 471-1100
FAX (402) 471-2100



A. BUYER'S INFORMATION:

*Buyer Name: _____

*Agency Organization (For Administrative Purposes): _____

*Agency Number (From Agency Report): _____ For Multiple Copies Number of Original Bills Only

*Phone: _____

*Address: _____

*City: _____ State: _____ Zip: _____

B. THE FOLLOWING ITEMS ARE BEING PURCHASED FROM SURPLUS PROPERTY. I UNDERSTAND THAT MY AGENT'S/COMMERCIALS/AGENT WILL BE LIABLE FOR THESE PURCHASES. MY AGENT'S/COMMERCIALS/AGENT SHALL BE RESPONSIBLE FROM THE PURCHASE DATE TO REMOVE THE ITEMS FROM SURPLUS PROPERTY... IF EXTENDING CIRCUMSTANCES ARISE, THE SURPLUS PROPERTY MANAGER MAY AT HIS OR HER DISCRETION APPROVE A LIMITED EXTENSION. PLEASE NOTE SALES WILL CLOSE AND REMOVED WITHIN TWO DAYS OR BY AN APPROVED EXTENSION DATE MAY BE VOIDED.

C. SELLER'S INFORMATION:

B. TITLE OF AGENCY/AGENCY

*Name of Purchaser: _____

*Address: _____

*City: _____ State: _____ Zip: _____

FOR SURPLUS PROPERTY USE ONLY

*Date of Sale: _____

*Agency/Agency Division: _____

Quantity	Description	Unit Price	Total

Invoice Total: _____

Questions ?