

AGENCY'S RESPONSIBILITIES FOR MOVING FURNITURE AND/OR EQUIPMENT TO AS SURPLUS PROPERTY; 5001 SOUTH 14TH STREET, LINCOLN, NEBRASKA.

- The Agency will not surplus any item or items containing hazardous material or any item or items that have hazardous material signs affixed.
- It is the Agencies' responsibility to determine if the item or items are in working/saleable condition. If not, those items should be disposed of through the issuance of a Certificate of Destruction (COD) with the assistance of the AS Surplus Property Manager.
- The Agency is responsible to contact the Contractor with site information for pick-up, items being moved and any pertinent information (e.g. identifying all furniture/equipment to be wrapped/protected) regarding the move of furniture/equipment to AS Surplus Property.
- The Agency is responsible for providing the Surplus Property Notification (SPN) Forms (<http://das.nebraska.gov/materiel/surplus/16-forms.html>) to the contractor to accompany all shipments of items being declared surplus. In the case of a large number of items listed on a single SPN form and being delivered in multiple truck loads, the SPN form must be sent with the first truck load. AS Surplus Property will not accept shipments without receiving the Surplus Property Notification form. As specified by Statute, all items being declared surplus must be marked with the Surplus Property Notification Form number. Items without the SPN number clearly marked will not be accepted. Items should be marked with a black marker on masking tape except for items that will be stored on the outdoor sales which should be marked with a wax pencil. All State of Nebraska identification tags must be removed from the item.
- Specifically, the Agency must label or tag all items with a SPN number in a visible location and create the appropriate SPN form identifying the items that will be sent to surplus. The items must be checked by the Agency prior to loading by the Contractor and the form must accompany the items moved and be checked off by AS Surplus Property as unloaded to confirm that all items are accounted for during the moving process.
- The Agency is responsible for coordination of all elevator usage.
- The Agency will coordinate with the Contractor the time period (days and times) for the move and also coordinate with AS Surplus Property Manager.
- AS Surplus Property shall notify the Contractor of any damage caused during the time of unloading. Any articles broken or damaged during the moving operations shall be reported to the Contractor's representative. The Agency shall direct the Contractor to repair or replace the broken or damage article (s) at the Contractor's expense.
- The Agency shall provide boxes needed for moves to Surplus Property only.
- The Agency is responsible for disconnecting all electrical devices.
- The Agency is responsible to disassemble any equipment/furniture as deemed necessary as well as re-assemble at AS Surplus Property.