

## **POLICY 450.05: DISPOSAL OF SURPLUS PROPERTY, SCRAP, AND TRASH**

**OBJECTIVE** To provide for disposal of Aviation Authority property which is surplus, obsolete, Scrap or Trash no longer useful for Aviation Authority purposes.

**DEFINITIONS** **Item.** An article of Aviation Authority property.

**Surplus Item.** Any item of Aviation Authority property that is surplus, obsolete or unusable and has been declared "excess" by the Material Control Supervisor pursuant to Section 450.11, Property Control.

**Scrap.** Equipment, materials or goods which are cannibalized or discarded as no longer being in serviceable condition or uneconomical to repair and have value only as material for reprocessing or for sale as Scrap.

**Trash.** Any item(s) which has little or no value and is uneconomical to store or offer for sale.

**RESPONSIBILITIES** **The Assistant Director of Purchasing and Material Control or the Purchasing Manager is responsible for:**

- The administration of this procedure.
- The disposal of Surplus Items when they are deemed to be excess to the needs of all Aviation Authority departments.
- The collection of the revenue derived from the sale of Surplus Items and Scrap and for the transmittal of such revenue to the Finance Manager.

**Department Directors:** Each department director is responsible for the safekeeping and accountability of all items charged to the department. The Department Director determines when items are Scrap or Surplus Items to the needs of that department and declares such items as "excess" to the Material Control Supervisor pursuant to Section 450.11, Property Control.

**Material Control:** Material Control will take possession of property deemed Surplus to a particular department and make it available for issue to other departments, if its condition permits. Property not needed by any Aviation Authority department will be declared Surplus and disposed of in accordance with this policy.

## DISPOSAL BY PURCHASING MANAGER

**Disposal:** Subject to the approval of the Chief Executive Officer, the Purchasing Manager disposes of Surplus Items by:

- Trade-in,
- Public Auction,
- Public Sealed Bid.
- As Scrap or Trash

## PROCEDURES FOR TRADE-IN

**Items for Trade-in:** Surplus Items recommended for trade-in, such as vehicles and mowing equipment, are listed as equipment available for trade-in in bid quotes to vendors and will be considered as a part of the overall bid.

## PROCEDURES FOR PUBLIC AUCTION

When Aviation Authority property is to be disposed of by public auction, selection of a firm to provide auction services will be accomplished through a solicitation process in the same manner as other services are procured. The projected dollar value expected to be returned to the Aviation Authority as the result of the auction along with the nature of the items being auctioned, and industry practices will determine if the solicitation is done as a RFQ, IFB, or RFP.

## PROCEDURE FOR SEALED BID

**Sealed Bid Preparation:** The Assistant Director of Purchasing and Material Control or the Purchasing Manager will invite sealed competitive bids. The invitation includes a general description of the Surplus Items to be sold, states where bid forms may be secured, where and when the items may be viewed, and the time and place for opening bids. All Surplus Items are sold "as is" and "where is" and the Assistant Director of Purchasing and Material Control or the Purchasing Manager may establish such terms and conditions of sale, including a minimum acceptable price for any item, as may be in the best interest of Aviation Authority. Adequate public notice will be given prior to sale in the same manner as for procurement by competitive sealed bidding (See Section 450.02, Competitive Procurements).

**Bid Opening:** Bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. All relevant information, including each bid amount and each bidder's identification, will be recorded on a summary sheet. All bids and the Aviation Authority's bid file will be available for public inspection following the bid opening.

**Award:** All sales are made to the highest responsible and responsive bidder whose bid meets the terms and conditions of the sale. The Assistant Director of Purchasing and Material Control or the Purchasing Manager may reject any or all bids, or the bid for any one or more items included in the Invitation for Bids, if he/she determines that acceptance of the highest responsible and responsive bid for such item is not in the best interest of the Aviation Authority.

A successful bidder who fails to remit the full amount of his bid within the time required by the terms and conditions of the sale, forfeits his/her bid. The Assistant Director of Purchasing and Material Control or the Purchasing Manager may award the sale of the Surplus Item(s) in question to the next highest responsible and responsive bidder meeting the terms and conditions of the sale.

## PROCEDURES FOR SALE OF SCRAP

**Method:** The method used to sell Scrap is determined by the estimated value of the Scrap. Scrap will be offered for public sale to one or more Scrap buyers selected after soliciting competitive quotes or sealed bids pursuant to this Policy.

- When the RFQ process is used, one or more quotes will be solicited, with award made to the highest responsible, responsive offer.
- When the formal bid process is used, Public Notice of sale is executed in the same manner as for procurement of competitive sealed bidding (See Section 450.02, Competitive Procurements).

**Timing:** Scrap is sold whenever the Assistant Director of Purchasing and Material Control or the Purchasing Manager deems it necessary.

**Award:** The sale of Scrap is awarded to the highest responsible and responsive bidder upon such terms and conditions that are acceptable to the Aviation Authority.

**Exception to Sale:** In the event the Assistant Director of Purchasing and Material Control or the Purchasing Manager determines that market conditions make it uneconomical to sell accumulated Scrap, it may be disposed of as Trash.

**Sale by Weight:** When the Scrap is sold by weight, the Purchasing division ensures the Scrap is weighed and the Aviation Authority receives credit for the full weight. The scales used for weighing Scrap must be certified by the Florida Commission of Agriculture. Weight tickets showing the exact weight of the shipment is submitted to the Purchasing Manager for forwarding to Accounts Receivable.

### **SATELLITE SCRAP COLLECTION AREAS**

**Authorization:** The Assistant Director of Purchasing and Material Control or the Purchasing Manager may, in writing, authorize a department with large accumulations of Scrap to maintain a satellite Scrap collection area under its own control and to arrange for the sale of such accumulated Scrap in accordance with this procedure.

**Procedure:** Any such authorization will include the procedures to be followed in the collection of Scrap.

### **DISPOSAL OF TRASH**

**Trash:** The Assistant Director of Purchasing and Material Control or the Purchasing Manager may authorize the disposal of any Surplus Item determined to be Trash.

**Options:** Trash may be transported to a dump or given to any person willing to remove it from Aviation Authority property at no cost to the Aviation Authority.

### **PROCEEDS FROM DISPOSITION OF AVIATION AUTHORITY PROPERTY**

The Finance Department is responsible for the use of proceeds from the disposition of Aviation Authority property.

### **APPROVAL AND UPDATE HISTORY**

#### **FORMAT AND RE- NUMBERING AUTHORITY**

Aviation Authority Board: August 28, 1991 (4R)

#### **LAST APPROVAL**

Aviation Authority Board: October 17, 2001  
Chief Executive Officer: December 12, 2014

#### **SUPERSEDES**

All Previous