

# Surplus Property Procedures

---

The Bureau of Purchase and Supplies is charged with the responsibility of disposal of all surplus property. Read the Surplus Property Policy appearing below for complete instructions.

In accordance with county law, all surplus, obsolete or unused supplies, materials or equipment, except computers or computer related equipment, that is no longer required by a particular using agency, must be surrendered to the purchasing agent (Bureau of Purchase and Supplies).

**Items not saleable**

All Surplus, obsolete, or unused supplies, materials or equipment which, in the opinion of the purchasing agent and the head of the department involved, are not salable, may be destroyed or otherwise disposed of under the direction of the purchasing agent.

Items that are considered not salable include, but are not limited to, broken furniture, old metal desks with wood tops, nonworking or obsolete small office equipment, old postal equipment, used clothing or footwear.

**Usable equipment by county**

Usable equipment, specifically furniture, will be inventoried by the bureau to facilitate the transfer to county departments expressing a need for the surplus material. Departments may view the inventory by appointment by calling the main number 914-231-1808. Items are available on a first-come-first-served basis.

**Surplus not accepted by BPS**

Hazardous materials	Weapons	Explosives
Chemicals	Cleaning products	Scrap metal
Cell phones	Paper, cans, bottles	Batteries
Used toner cartridges	Tires	Paint

Contact the Department of Environmental Facilities for proper disposal procedures for these items.

Hazardous materials must be disposed of by a licensed removal company.

**Sale of surplus property**

As per county law, surplus items not required by another county department must be sold to the highest bidder. Donations are not permissible.

As per county law, revenues from the sales of surplus property goes into a Finance Department general revenue fund. The only exceptions are the following:

1. When the surplus items were originally purchased with federal funds or grants AND those funds stipulated that the sale revenue be returned.
2. Sale of seized assets
3. If item sold was not fully paid for yet.

In these instances, the revenue will be returned to the department minus a 20 percent administrative fee.

**Usable equipment**

Items that are considered salable and may have significant value are as follows:

Memorabilia items	Working equipment	Appliances
Furniture items	Recreational equipment	Tools
Promotional items	Hardware	Vehicles
Turf equipment	Vintage items	

The purchasing agent or deputy will solely determine the method of sale for the surplus items. Types of sales include eBay, public auction, sealed bids and online auctioneering firms.

Once an item is listed for sale, the description and condition of the item may not be changed. The Bureau of Purchase reserves the right to remove the listing if this occurs.

The bureau will not be responsible for meeting unreasonable deadlines due to the using department not furnishing surplus information in a timely fashion. The bureau has legal requirements that must be met in order to sell surplus and the process can take several weeks. Therefore, the bureau requests a lead time of four weeks.

### **Equipment that doesn't require gasoline**

For items that are not gas-driven equipment, departments declaring surplus are required to take a digital photo of each item (unless it is one group of the exact same thing) and complete a [report of surplus property form](#) ☐, (the updated fillable pdf version of the form can also be printed blank) and submit the completed form and picture(s) to the Bureau of Purchase and Supplies at the time you surrender the item(s). A separate form is required for each item. It is imperative that the form is filled out with complete and accurate information about the item in order to obtain the best possible price and to disclose all pertinent information to the potential bidders.

All surplus items must be delivered to the Bureau of Purchase and Supplies. This should be done by first contacting the bureau and making an appointment to do it. Departments should e-mail [surplus@westchestercountyny.gov](mailto:surplus@westchestercountyny.gov) (<mailto:surplus@westchestercountyny.gov>) to make the arrangements. In the event item(s) are too large and/or heavy, said item(s) will be sold listing the using department as the designated sale location. Departments will be required to give BPS a contact person along with their phone number, e-mail address and work hours to allow prospective bidders to view the item(s). The contact person will also be responsible for coordinating the pick up with winning bidder.

### **Gas-driven equipment**

Items that are gas-driven equipment and have a DPW issued fleet number, the process of surrendering these items as surplus is handled by DPW staff at the Central County Garage. This includes, but is not limited to vehicles, trailers, turf equipment and miscellaneous automotive equipment. A vehicle condition report must be completed by DPW (CCG) staff for each vehicle and digital photos of each vehicle - front, rear, engine compartment and interior. Each report and the associated digital photos are to be e-mailed to [surplus@westchestercountyny.gov](mailto:surplus@westchestercountyny.gov) (<mailto:surplus@westchestercountyny.gov>). (<mailto:surplus@westchestercountyny.gov>.) A separate e-mail must be done for each vehicle. If the item is not a vehicle, but is gas-driven equipment, only one digital photo is required.

The purchasing agent or deputy purchasing agent will determine whether or not the equipment may be accepted at BPS. Under no circumstances shall items/equipment be brought to the bureau unless approved by the Purchasing Department. The bureau has limited space.

### **Gas-driven equipment procedures for DPW**

The Bureau of Purchase and Supplies may sell vehicles and related equipment via public auctions or through an online auctioneering company. Certain information documenting the condition of the vehicles and related equipment is required from DPW as listed below.

1. A [vehicle condition report of the surplus equipment](#) ☐ must be completed by the DPW Automotive Division and the report must be submitted to BPS. For vehicles surrendered to BPS for sale, the Vehicle Condition report must be completed with 100 percent accuracy. This is done by DPW (Central County Garage) staff. In addition to the required fields on the vehicle condition report, the Westchester County fleet vehicle number must be included in the designated field on the form. Vehicle titles and keys (if applicable) must remain in the possession of the facility housing the vehicles and/or equipment until winning bidder picks up the vehicle or equipment.
2. The Vehicle Condition report must be accompanied by a minimum of four digital photos of each vehicle. The photos should be the front of the car, the rear, the interior and the engine. If there is excessive damage in any one particular area, an additional photo should be taken of that area so that we may accurately disclose the damage.

The vehicle condition report must be submitted to BPS electronically and include the required photos. Each set of vehicle information should be sent individually so the photos will not get mixed up; the e-mails are not so large they cannot be opened; and each report and associated information may be stored easily.

If it is decided by BPS that the vehicle will be sold via an online auction, BPS will submit the information to the online auction company and notify DPW/Automotive Division. After the auction closing date, the winning bidder will pay the online auction company, and the company will then send by e-mail an electronic copy of the invoice, marked as paid, to the designated personnel at BPS and the CCG.

No other receipt will be generated and DPW (CCG) staff is authorized to release the vehicle upon presentation of the bidder's copy of the invoice marked paid. The bidder's copy must match the copy that was e-mailed directly from the auction company.

The name on title should be the same as the name on the invoice. The auction company reserves the right to change the "bill to" name on the invoice prior to, or at time of pick up. The most recent invoice received will take precedence. The winning bidder must provide a copy of the paid invoice in order to pick up the vehicle. The title and keys, if applicable, are given to the winning bidder when they take possession of the vehicle.

If it is decided that the vehicle will be sold at a county public Auction, BPS will collect all payments and provide the winning bidder with a white receipt marked paid. The winning bidder presents the receipt to the DPW-CCG staff to take possession of the vehicle or equipment they purchased.