

ADMINISTRATIVE POLICY NO. 14-02R

CBJ SURPLUS PROPERTY

1. PURPOSE

This policy provides the City and Borough of Juneau, Alaska (CBJ) employees with a consistent and manageable method to dispose of their excess and obsolete property. CBJ departments or divisions are expected to adhere to this policy and to exercise independent and practical judgment in the application of the Surplus Property Program. Proper disposal methods streamline the surplus process, improve operational efficiency and ensure that best value for City resources is being sought.

The following sections outline the surplus property practices and detail departmental involvement in reducing excess property for CBJ.

2. ROLES AND RESPONSIBILITIES

The CBJ Purchasing Division shall oversee the Surplus Property Program. This includes but is not limited to:

- Assisting departments in ensuring proper disposal of spare and excess property;
 - Management and maintenance of internet sales and any surplus property databases;
 - Assisting departments in understanding the surplus program and training them in best practices.
- **Department/Division Property Officer Responsibilities:** Each department or division shall assign a Department/Division Property Officer (DPO) and a back-up DPO. These positions will provide for a single point of contact to work with Purchasing for the disposal of their unneeded property.

It is the responsibility of the DPO and the back-up DPO to:

- Know and understand the CBJ Surplus Property Policy, the CBJ Surplus Processing Procedure Manual and comply with their respective provisions;
 - Communicate with Purchasing regarding property within their area;
 - Check with their accountant regarding any Fleet, Fixed Asset or CIP numbers associated with property items and clarify accounting codes for items to surplus;
 - Comply with any grant specifications including but not limited to:
 - Receive notification from granting authority that all conditions of the grant have been met and closed out;
 - Contact accountant for proper account code for grant items to surplus;
 - Submit excess items to the online auction site per established processes;
 - Ensure surplus property is removed from department/division per established process.
- **Employee Responsibilities:** It is the responsibility of the employee to:
 - Know and understand the Surplus Property Policy and comply with its provisions and processes;
 - Inform the DPO of spare or potentially obsolete property as soon as practical;
 - Work with the DPO to provide applicable data on spare property, such as dimensions/sizes,

photographs, quantity, descriptions, asset numbers, etc.;

- Ensure the property to be sold is in good condition and holds value;
- Inform the DPO of any potential issues as it relates to the property, i.e., freight costs, running conditions, known issues, etc...
- Coordinate pick-ups with DPO's and buyers and answer questions about the property items.

3. TYPES OF SURPLUS PROPERTY

The following is a generic listing of different types of property. It is possible that a surplus item may fall in to more than one category. It is the duty of the DPO to review the surplus item and decide the best course of action for that item.

- **Spare or Excess Property:** Items that have commercial value but are no longer needed by a department or agency must be processed through the CBJ Online Surplus Platform. The Surplus Administrator will determine if internal reallocation is necessary prior to posting the surplus item for sale to the public.
- **Recyclable Property:** Any items that cannot be used in their current form but can be salvaged to make new property (e.g., any precious metals salvaged from obsolete property). These items will be posted on an internet auction site for viewing by the public to be sold to the highest bidder.
- **Obsolete Property:** Unusable items (worn out or broken beyond feasible repair) with no commercial value or with an estimated cost of continued care, handling, or storage that would exceed the estimated proceeds of sale. Obsolete property is disposed of at a waste facility equipped to take such items (e.g., the public landfill, a salvage broker or recycling center, etc.).

4. EXEMPT PROPERTY

The following types of property are exempt from the application of this policy:

- **Hazardous or toxic materials:** Batteries, paint, oils, and similar items must be properly handled and disposed of at the Hazardous Waste Program drop-off at the expense of each department.
- **Police dogs:** When it is considered inhumane to do otherwise, will be disposed of to their handlers on a case by case basis.
- **Other Property:** Property currently overseen through another CBJ program shall be exempt from the Surplus Property Program.
- **Medical Equipment:** Surplus of medical equipment will be at the discretion of Bartlett Regional Hospital.

5. DISPOSAL METHODS

- **Internet Sales:** Will be in accordance with any established CBJ policies or procedures regarding telecommunication or social media use, an auction-style e-commerce site dedicated to the competitive sale of excess property to the public, where property is sold to the highest bidder in accordance with CBJ Terms and Conditions. Internet sales using the CBJ Online Surplus Platform are considered the default disposal method for the CBJ Surplus Property Program.
- **Property Transfers:** Surplus property that is either donated or sold to another governmental or quasi-governmental unit, or charitable, civil or non-profit organization, such as a registered 501(c)(3) or (c)(4) organization. Transfers over \$50,000 must be approved by the Assembly; all other requests must be approved by the Purchasing Officer.

- **Destruction:** Obsolete property shall be delivered to a salvage company, recycling or waste facility (landfill) for destruction. Prior to destruction all items must be salvaged for useful components.
- **Competitive Sealed Bid Process:** A method of offering excess property to the public through Purchasing's bid process. Sealed bids are accepted and awarded to the highest bidder. In the event that all other disposal methods are deemed impractical or unfeasible, this method may be considered by Purchasing.

6. ELIGIBILITY TO BID

- Once items are determined as excess, CBJ employees may use the public auction site, as a member of the public, to bid on items. CBJ employees are responsible for the set-up of a personal account on the auction site, and are to bid on and pick up items during their personal time. Under no circumstances should personal accounts reference any CBJ affiliation, such as a CBJ email account, CBJ login or logo. Accounts set up by Purchasing are to be used solely in relation to CBJ surplus items.
- The CBJ may block or ban bidders who abandon property or refuse to pay for an item.

7. VIOLATION OF POLICY

In accordance with any and all enacted CBJ policies and procedures regarding employee misconduct, anyone who willfully misrepresents, distorts, or manipulates any information about an item within the Surplus Property Program shall be subject to disciplinary action.

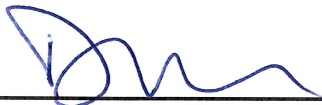
8. GENERAL PROVISIONS

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

Authority to promulgate policy: The Purchasing Officer, as designated by the City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Purchasing Code to order policy and the guidelines for implementation.

Effective Date: This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 4TH day of MAY, 2021.



Duncan Rorie Watt
City and Borough Manager