



Board of County Commissioners  
Office of Purchasing  
**Title: Surplus Property**

Effective Date: 5/4/98    Supersedes Date: 12/20/96

Procedure No: PP-190

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I. Purpose:

To regulate the disposal of obsolete or excess tangible personal property.

II. General:

All personal property that is obsolete, excess, or no longer needed or used by the owning department/division, to include vehicles, equipment, desks, chairs, tables, office equipment, etc., are to be reported to the Office of Property Records for disposition either by transfer, scrap, or sale.

III. Responsibility:

Departmental:

It is the responsibility of each department to notify the Office of Property Records when any equipment (tangible personal property) is surplus to that department's needs.

Office of Property Records:

It is the responsibility of the Office of Property Records to dispose of the personal property in any one of the prescribed, accepted procedures as hereinafter set forth.

IV. Procedure:

Transfers -- between Department/Divisions

The Request to Transfer/Declare Surplus Form (Attached) is to be completed by the department who is the current owner of the item, and shall acquire signatures of both the current owner department director's signature and of the receiving department director's signature. The completed form shall be forwarded to the Office of Property Records, who will verify ownership, description, and County# of equipment. Upon approval of the County Administrator or designee, the computerized inventory will be updated, finalizing the transfer.



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Surplus Items

Items which are surplus to the needs of the owner department are to be listed on a Request to Transfer/Declare Surplus Form, which is submitted to the Office of Property Records. The Office of Property Records may survey other departments to determine whether the property can be used by another department. The property is offered on a first-come, first-served basis.

If no other County departments/divisions have a use for the item, it will be held in the surplus warehouse until such time as it has been declared surplus to County needs by the Board of County Commissioners, and disposition is made in proper manner required by law.

Surplus equipment which was transferred from another department/division after replacement of the unit, cannot be used as justification as a budget replacement item.

V. Disposition of Surplus Property:

Prior to final disposition, all such equipment shall first be declared surplus to County needs by the BCC, as required by Florida State Statute, Chapter 274, Section 274.07 and by local Purchasing Ordinance #96-36.

Upon approval by the Board, the Office of Property Records shall dispose of surplus property by one of the following methods:

- a. Transfer to other County Departments (first priority)
- b. Trade in on new equipment
- c. Sale of item(s) utilizing the most appropriate method, i.e.; auction, sealed bid, public store-type sale.
- d. Dispose of as scrap

All surplus property having County inventory identification shall have proper notation entered into computer for that inventory record.



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VI. Source Selection - Sales of Surplus Property:

A. Purpose

To provide policies and procedures for source selection in the sales of surplus property.

B. Scope

These policies and procedures will cover the following method of source selection: Competitive Sealed Bidding for selling surplus property in accordance with Florida Statute Chapter 274.

C. Responsibility

The Purchasing Manager has the responsibility for maintaining a uniform contract format and set of forms to serve the bid process. Consideration should include the need for mechanisms for vendor notification, bid analysis and summary, bid bonds, bidders mailing list applications, invitations for bids, instructions to bidders, notices of award, and sealed bid envelopes.

The Purchasing Agent is responsible, under the supervision of the Purchasing Manager, for obtaining sealed bids on sales of surplus property.

Answers to technical questions raised during the bidding process should be provided by the using department. The Purchasing Agent should coordinate the reply and ensure that all potential bidders are provided the same information.

After all bids have been received and examined for completeness, a bid tabulation is to be prepared, noting all the pertinent data and exceptions. A recommendation for award, as required by Florida State Statute, Chapter 274, Section 274.05, will be prepared by the using department and the Purchasing Agent only after all aspects, including the comments and recommendations of the using department, have been considered.

The information gathered will be kept with the bid file as backup documentation. On request, a copy of each bid response may be sent to the using department, along with the bid tabulation sheet.



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D. Competitive Sealed Bidding

1. Policy

All County surplus property sales contracts shall be awarded by competitive sealed bidding except as otherwise provided for in Florida Statutes, Chapter 274.

- a. Invitations For Bids. An Invitation for Bids shall be issued for sales of surplus property and shall include specifications and all contractual terms and conditions applicable to the sale.
- b. Public Notice. Adequate public notice of the Invitation for Bids shall be given prior to the bid opening date set forth in the Invitation for Bids. Such notice may be published in a local newspaper of general circulation at least once each week for two (2) consecutive weeks. The notice should state the date and time of the bid opening.
- c. Bid Opening. Bids shall be opened publicly in the presence of two or more people at the time and date designated in the Invitation for bids. The amount of each bid and such other relevant information as deemed appropriate, together with the name of each bidder, shall be recorded; records and bids shall be open for public inspection.
- d. Acceptance. Bids shall be unconditionally accepted without alteration or correction, except as authorized by the Escambia County Purchasing Ordinance.
- e. Bid Cancellation or Postponement - The Purchasing Manager may, prior to bid opening, elect to cancel a bid or postpone the date and/or time of bid submission or opening. After bid opening the Purchasing Manager may cancel a bid if no or only one responsive, responsible bid is received, or if the highest most responsive, most responsible bid is unacceptable to the market value established by the County for that bid. In the event of discovery after bid opening of an irregularity or procedural flaw which is so severe as to render the process invalid, or in the event that the County determines that the need for the procurement no longer exists and will not exist in the immediate future, the County Administrator may cancel the bid.



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f. Corrections, Additions to and Withdrawal of Bids

- (1) The following shall govern the correction of information submitted in a bid when that information is a determinant of the responsiveness of the bid:
  - (a) Errors in the extension of unit prices stated in a bid or in multiplication, division, addition, or subtraction in a bid may be corrected by the Purchasing Manager prior to award. In such cases, the unit prices shall not be changed.
  - (b) No bidder shall be permitted to correct a bid mistake after bid opening that would cause such bidder to have the high bid, except that any bidder may correct errors in extension of unit prices stated in the bids, or in multiplication, division, addition, or subtraction. In such cases, unit prices bid shall not be changed.
- (2) A bidder who is alleging a judgmental mistake of fact shall not be permitted to withdraw his/her bid after bid opening. If such bidder unilaterally withdraws his/her bid without permission after bid opening, the Purchasing Manager may suspend the bidder for up to two years, dating the date of unilaterally withdrawal.
- (3) A bidder alleging a nonjudgmental mistake of fact may be permitted to withdraw his/her bid only when it is determined by the Purchasing Manager that there is reasonable proof that such a mistake was made and, if the bid is the high bid, that the intended bid cannot be determined with reasonable certainty. If a bidder unilaterally withdraws his/her bid without permission after bid opening, the Purchasing Manager may suspend the bidder for up to two years, dating from the date of the unilateral withdrawal.
- (4) Information in a bid, which concerns the responsibility of the bidder, shall not necessarily be considered conclusive at the time of bid opening, except when the Invitation for Bids unequivocally states that the bid shall not be considered responsive unless the particular information is provided in the bid. When such information has not been so declared as a determinant of responsiveness of the bid:



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- (a) The Purchasing Manager may determine that the information submitted concerning the responsibility of the bidder is so administratively inadequate as to warrant a recommendation of rejection of the bid based on the lack of demonstrated bidder responsibility.
- (b) The Purchasing Manager may, after bid opening, request additional information of the bidder concerning his responsibility to perform; and the bidder may voluntarily, after bid opening, provide additional or corrective information concerning his responsibility as a bidder. The Purchasing Manager shall consider this and all other information gained prior to the time of award or rejection in making his determinations and recommendations concerning bid acceptance and award.
- (5) A bid shall be considered responsive only if it conforms to the requirement of the Invitation for Bids concerning pricing, surety, insurance, specifications of the goods or services requested, and any other matter unequivocally stated in the Invitation for Bids as a determinant of responsiveness, provided, however, that the alternative methods may be considered and awarded unless specifically prohibited. A lack of conformity on these matters which is nonsubstantive in nature may be considered a technicality or irregularity which may be waived by the Purchasing Manager.
- g. Evaluation. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids. Those criteria that will affect the bid price and that will be considered in the evaluation for award shall be objectively measured, such as transportation costs and total costs. The Invitation for Bids shall set forth the evaluation criteria to be used, such as inspection, testing, quality, delivery, and suitability for a particular purpose. No criteria may be used in the bid evaluation that are not set forth in the Invitation for Bids.
- h. Posting. The notice of intent to award shall be posted at the location set for the bid opening for a period of two (2) business days.



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- i. Awards. The contract shall be awarded by the Board of County Commissioners to the highest most responsible and most responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids.

2. Procedures

- a. The Purchasing Manager assigns the purchase requisition with appropriate backup documentation provided by the requesting department to a Purchasing Agent, who reviews the sale description for clarity and completeness.
- b. The Purchasing Agent plans and schedules key events and dates for the Invitation for Bid review and issuance, public notice, the pre-bid conference, the bid opening, committee evaluation, Board of County Commissioners approval, and the preparation of the notice to proceed and/or contract.
- c. The Purchasing Agent reviews the specifications and prepares the Invitation for Bids and bidders mailing list for review by the Purchasing Manager.
- d. The bid package and bidders list are submitted to the Purchasing Manager and the using department for approval.
- e. The Purchasing Agent issues notices to all potential bidder's on the bidder's mailing list.
- f. A pre-bid conference with bidders may be necessary, depending on the complexity of the specifications or the scope of work to be performed. When pre-bid conferences are held, the Purchasing Agent should provide a tape recording of the meeting. If changes are made to the specifications, the Purchasing Agent shall prepare an addendum and issue it to all bidders who have received an Invitation for Bids.
- g. Bids arriving in the Office of Purchasing before the bid opening date and time are filed until the bid opening. All bids received are time-stamped.



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- h. The bids are opened publicly, in the presence of two or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate are read aloud or otherwise made available. All persons present at the bid opening shall sign the attendance sheet. The bids are then made available for inspection by the public.
- i. The Purchasing Agent tabulates and evaluates the bids to determine the highest most responsible and most responsive bid meeting the specifications.
- j. The bid tabulation is reviewed by the Bid Review Committee to determine the highest most responsive and most responsible bidder.
- k. When the Bid Review Committee evaluations and recommendation are completed, the Purchasing Agent, in cooperation with the using department, prepares a written recommendation for award for review by the Purchasing Manager.
- l. The recommendation for award is reviewed and signed by the Purchasing Manager and forwarded to the Assistant County Administrator for final review, concurrence, and submission to the Board of County Commissioners for contract award.
- m. Upon award by the Board of County Commissioners, the Purchasing Agent issues a Certification of Award and requests any required payment terms and other contractual requirements and documents from the bidder for post award compliance. Once post award compliance is complete, the Purchasing Agent certifies this via memo to the Contract Administrator.
- n. Upon receipt of these documents, the Office of Purchasing shall:
  - (1) Assure that provisions for payment to the County are properly routed into County revenue:





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- (a) directly through  
Escambia County Clerk of the Circuit Court  
Revenue Department  
223 Palafox Place, Room 204  
Pensacola, Florida 32501  
or;
- (b) through other established County accounting systems such as enterprise accounts, and only as coordinated and approved by the Clerk of the Circuit Court Revenue Department.

Receipts of such payment transactions shall be provided to the buyer by the agency accepting payment.

- (2) When required:  
Assure that provisions for bills of sales and/or title paperwork will be provided to the buyer by:

Administrative Services Department  
Property Records  
P. O. Box 1591  
223 Palafox Place  
Pensacola, Florida 32501  
Attention: Cleo Crane

- (3) When contract (agreement) documents are required:  
Assure contract preparation, signatory execution by all parties and its proper issuance/distribution.