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**Checklist & Procedures for Selling Surplus Property**

Do not dispose of (sell, transfer, dump, or otherwise) surplus property until you are in receipt of the State Property Disposal Authorization Request with an approval signature by a member of the Purchasing staff. After you have received the approved surplus property form back from Purchasing, you may proceed with the bid process using the following procedures:

\_\_\_ Place an advertisement of public sale for at least two (2) weeks in a newspaper of general circulation giving the time, place and any sale conditions thereof, and after offering the surplus property for sale.

\_\_\_ Newspaper ad must contain the following information:

* Description of item
* Indicate that the **bids must be submitted to Purchasing**
* Indicate that the bid number must be referenced on outside of the sealed envelope
* **Reference a bid number** (provided by Purchasing)
* Provide the closing time and date (2 weeks (or 30 days if original cost exceeded $10,000) from date of posting ad)
* Provide a contact phone number
* If there is a minimum bid price, it may be included in the ad
* It is recommended that you indicate that Idaho sales tax will be added at the time of purchase
* Vehicle sales: if the vehicle will be staying in Idaho, Idaho sales tax is to be charged. If the vehicle is going out of state, there is a form in the Controller’s Office that needs to be filled out. The form states why we are not collecting sales tax.

**After Ad is placed, provide Purchasing with the following:**

\_\_\_ A copy of the ad and name & date of newspaper(s) (or other form of media) the ad was placed in

\_\_\_ Bid closing date

**After Bid Closing:**

\_\_\_ Purchasing will open the bids at the date and time indicated in the newspaper ad, process a bid tab sheet and notify the requesting department of the highest bidder(s).

\_\_\_ Requesting department must charge Idaho State sales tax on all sales.

\_\_\_ Requesting department must provide the buyer with a receipt.

\_\_\_ Provide Purchasing with a copy of all receipts.

**Reminder:**

\_\_\_ The Board of Examiners adopts the policy of Idaho Code §67-5726 that **all employees of an agency, including their spouses, dependents or any other person acting on the employee’s behalf, are prohibited from acquiring surplus property** from the agency in which the employee is employed. Violation of this policy is a misdemeanor pursuant to Idaho Code §67-5734.

**Ad Examples:**

YALE FORKLIFT; serial #KGP51A, 4000 lb capacity, propane. Send sealed bids to: LCSC Purchasing, Admin Bldg, Rm 104, 500 8th Ave, Lewiston, ID 83501. Place Bid #05-001 on sealed bid. Closing date 5/19/05 at 5:00 pm. For more info contact 208-792-2244.

For Sale: 1 used 20’ Dancing Green Balloon and 1 used Blower. To see call 208-792-2256. Send bids to: LCSC Purchasing, 500 8th Ave, Lewiston, ID 83501. Reference bid #02-013 on sealed envelope. Minimum bid of $300 will be accepted. Bids close October 31, 2002 at 5:00 p.m. LCSC reserves the right to refuse all bids.

1971 Ford Ranchero, 302, automatic transmission, 79,393 miles. 100 plus ton hydraulic press. Send sealed bids to LCSC Purchasing, 500 8th Ave, Lewiston, ID 83501. Reference bid #07-001 on sealed envelope. Bids close 6/22/07 at 5:00 pm. For further information contact Bill 208-743-9118, or Lynn 208-743-2563. Idaho sales tax will be applied at the time of purchase.

1993 FORD ESCORT station wagon, black, 137,749 miles, standard transmission, new battery. Send sealed bids to : LCSC Purchasing, 500 8th Ave, Lewiston, ID 83501. Reference bid #06-005 on the sealed envelope. Minimum bid of $1000. Idaho sales tax will be added at the time of purchase. Bids close December 14, 2006 at 5 pm. LCSC reserves the right to refuse all bids. For appointment to view the vehicle, contact 208-792-2388.