

| <b>STATE &amp; FEDERAL SURPLUS PROPERTY<br/>POLICY &amp; PROCEDURES</b> |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| NUMBER:<br><b>GSD-SFP-08</b>  | TITLE:<br><b>Vehicle Pricing</b>      | APPROVAL:<br><b>Amy Rice, Manager</b> |
| EFFECTIVE DATE:<br><b>May 08, 2006</b>                                  | REVISED DATE:<br><b>March 1, 2014</b> | REFERENCES:<br><b>ORC 125.13</b>      |

**PURPOSE:**

To define the policy of DAS State and Federal Surplus for pricing vehicles sold to state agencies or tax supported municipalities.

**POLICY:**

In accordance with ORC 125.13, vehicles sold to state agencies and tax supported municipalities are sold at 60% of the current National Auto Dealers Association (NADA) retail pricing guide. Prices will strictly follow this methodology and are non-negotiable.

**PROCEDURES:**

**Pricing Methodology:**

National Auto Dealers Association (NADA) prices are calculated three (3) times (January, May, and September) a year. The calculations take into consideration: price, mileage, vehicle condition, and any additional options that the car may have included (e.g. air condition, radio, etc.). Prices are promptly posted to the Vehicle database and any cars remaining on the lot are updated to reflect the current pricing.

Vehicles not located in the NADA book will be estimated by the Vehicle Lot attendant and the methodology used will consider past estimates, past auction results and the best information available at estimate.

**Vehicle Holds:**

State agencies can place a vehicle on hold for up to thirty (30) days and the agency must obtain DAS Fleet Management Services approval to purchase the vehicles.

Tax supported municipalities that are members of the State and Federal Surplus Program can place a vehicle hold for up to ten (10) days, and the tax supported municipality must have a valid agency debit card, and within 30 days, a check made payable the "Treasurer, State of Ohio" to purchase a vehicle.