

STATE & FEDERAL SURPLUS PROPERTY POLICY & PROCEDURES		
NUMBER: GSD-SFP-13	TITLE: Sealed Bids – Warehouse	APPROVAL: Amy Rice, Manager
EFFECTIVE DATE: May 08, 2006	REVISED DATE: March 1, 2015	REFERENCES: ORC 125.13 (E) (1) (e)

PURPOSE:

To define the policy of DAS State Surplus for selling miscellaneous warehouse property via sealed bids.

POLICY:

In accordance with ORC 125.13 (E) (1) which states in part: allows DAS State Surplus to sell surplus state property to the general public by auction, sealed bid, or negotiation.

PROCEDURES:

The State Surplus staff will use the following procedures to ensure sealed bids are promptly and consistently processed, awarded and picked up in a timely manner.

Process Bid Requests:

Obtain applicable Turn-In documents, initiate the sealed bid paperwork, and within the prescribed timelines:

- Complete bid sheets: description, closing, opening, and removal dates;
- Prepare sale folder;
- Enter Cash register (ZZZ01172001);
- Obtain sale number;
- In the “NOTE” section document the bidder information;
- Post the bid information on the office bulletin board;
- Print document page from screen;
- Email bid sheet to bidders with pictures;
- Give packet to office staff for processing;
- File folder in “Sealed Bids Pending” drawer

Opening and Processing Sealed Bid:

- Date stamp bid sheets when received
- Place bid sheets in front of folder
- Invite at least one other person to be present when opening bids
- Open bids as close to posted ending time as possible
- Prepare spreadsheet with bid information
- Provide a copy of spreadsheet to Warehouse Supervisor
- Print 3 copies: White-bidder, Pink-surplus, Yellow-surplus
- Call awarded bidder; notify remaining bidders of bid outcome

Payment Processing:

- The office should promptly process all checks
- Make a copy of check on the receipt form and write up payment receipt
- Forward check to the Business Office for processing
- Obtain bidder payment and request signatures on 3 part-award sheet
- Notify bidder of item pickup timelines
- Provide bidder with white copy; file yellow and pink copies
- Mail awarded document marked with "pick up (date)" on it, date and initial
- File completed bid in folder and move the paperwork to the paid files

Bidder Property Pickup:

- Bidder is required to have receipt for items
- Obtain customer signature and date the copy when all items are picked up