January 1, 2011

PROCUREMENT DIRECTIVE NUMBER 003

REQUIREMENTS FOR SURPLUS PROPERTY DISPOSAL
(Applies to all Horry County Departments)

Pursuant to Section 3-2-4 of the Horry County Procurement Regulation that became effective May 1, 2010, this directive sets forth procedures for disposal of surplus and obsolete property.

1. Possessing Agency (Department) completely fills out appropriate form regarding surplus property (see Exhibits A and B).
2. Department Head <u>and</u> Assistant County Administrator, if applicable, for that department's division shall approve declaration of surplus by signing appropriate form (see Exhibit C for detailed procedures).
3. County Administrator approves, in writing, if applicable.
4. Form is forwarded to Procurement Director or Highest Ranking Technology Officer (whichever is applicable), thereby transferring referenced surplus to Procurement Department or Information Technology Department.
5. Procurement Director determines disposition of each transferred non-IT item and informs stakeholders. Department heads may be authorized to dispose of (throw away) surplus items valued at less than $100.00.
6. Surplus items deemed to be of value more than one hundred dollars ($100.00) will be placed on the Tier One list for 30 days with the exception of vehicles, heavy equipment and IT-related equipment.
7. If no Horry County Department requests the item from the Tier One list, the item will be disposed of by the method that is most advantageous to Horry County as determined by the Procurement Director.
8. Per Horry County Procurement Regulation 13-3-5, all proceeds from surplus sales shall be deposited into the County's General Fund with the exception of heavy equipment and vehicle replacement program.
9. Reporting of surplus or obsolete property proceeds will be done on a quarterly basis.

Reference Sections 3-1-4 (B); 8-1-2; 8-1-3; 8-1-4; and 13-3-5 of the Horry County Procurement Regulation.

This Procurement Directive remains in effect until superseded or rescinded in writing.

Thomas G. Jones, Director of Procurement

EXHIBIT A and EXHIBIT B

Surplus Property Disposition Forms

1. Surplus Property Declaration form – Be sure to separate capital items from other non-IT items on the form; use multiple forms if necessary. Capital item is defined as an item originally purchased using capital funds or had an initial, individual cost of more than $5,000 and had an estimated useful life in excess of two (2) years.
2. Information Technology Surplus Property Declaration form – follow instructions on page two of form.

Horry County Government

PROCUREMENT DEPARTMENT

www.horrycounty.org

HorryCounty
SOUTH CAROLINA
Committed to Excellence

WORK ORDER #: _____

Horry County Office of Procurement

3230 Hwy. 319 E.

Conway, South Carolina 29526

Phone 843.915.5380 || Fax 843.365.9861

GENERAL SURPLUS PROPERTY DECLARATION FORM
(Non- Information Technology related)

FROM: TO:

Disposing Dept. #_____	**Receiving Dept. #**_____
Department Name_____ __	**Department Name**_____ ____
_____	_____
Department Head Signature	**Department Head Signature**
Date_____ **Asst. Co-Admin.** _____	**Date**_____ **Asst. Co-Admin.** _____ __
Contact Person_____ **Ext:**_____	**Contact Person**_____ **Ext:**_____

Reason for Disposal –check all that apply:

Transfer ☐   Damaged ☐   Operable ☐   Non-Operable ☐   Obsolete ☐   Confiscated ☐

Item(s) Grant-Purchased?

Yes ☐   No ☐

Comments/Special Instructions: _____

Asset # */Serial #/Model #:		**Item Description:**	**Action Taken and Date:**
_____	☐	_____	_____
_____	☐	_____	_____
_____	☐	_____	_____
_____	☐	_____	_____
_____	☐	_____	_____

* Items originally purchased as underline capital items must be identified as such by placing a check mark in the box ☐ beside that item.

   Capital items are defined as originally purchased using capital funds or had an initial, individual cost of more than $5,000.00 and had an estimated useful life in excess of two years**.**

Please attach additional sheet if needed

SURPLUS PROPERTY DECLARATION FORM

Horry County
SOUTH CAROLINA
Committed to Excellence

Dept # _____   Dept Name _____   ⋯⋯Date _____

_____   _____
Dept Head Signature   **Assistant Co Administrator**

Surplus Property Details

Status	Asset Tag	Model/Description
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:
Operable Inoperable	_____ **County Tag** (Blue) _____ **IT/GIS Tag** (Green)	
Completed by IT/GIS: $V 0V Use GD EB T D		IT/GIS Initials:

_____/_____/_____
Date

_____
Technology Officer Approval

Please attach additional sheet if needed

Surplus Property Procedures

1. **Complete form above**
   a. Header Information
      i. Dept #
      ii. Date
      iii. Dept Name
      iv. Dept Head Signature
   b. Surplus Details
      i. County Asset Tag (Blue Tag)
      ii. IT/GIS Asset Tag (Green Tag)
      iii. Indicate by check circle if equipment is operable or inoperable
      iv. Complete Model/Description
   c. Enter any comments or special instructions

   Items shaded in Orange will be completed by the IT/GIS Department.

2. **Equipment Delivery**
   a. Heavy Equipment or large quantities
      i. Schedule review with Cheryl Farria (Network Services Manager) for onsite inspection
      ii. Determination will then be made of transport and location delivery
   b. Equipment not applicable above should be delivered to the Technology Center
   c. Information Technology Surplus Property Declaration Form will be submitted to Lili Fyock (Administrative Assistant) at time of delivery.

3. **Review Process**
   a. IT/GIS will conduct formal review of equipment to determine disposal/use of equipment

4. **Approval Process**
   a. Upon completion of the review process, form will be submitted to the highest ranking technology officer for final approval.
   b. Final approval of all equipment deemed as surplus by the Highest Ranking Technology Officer will then be approved by _____ prior to sale/disposal.

5. **Surplus Methodology**
   a. 0 Value items: Disposed in mechanical dumpster or similar method of destruction.
   b. $ Valued items will be sold/traded as determined by the Highest Ranking Technology Officer
      i. Trade-in towards new equipment needs
      ii. Gov Deals
      iii. Ebay
      iv. Sealed Bid

EXHIBIT C
SURPLUS PROPERTY DETAILED PROCEDURES

1 **Approval**
   a) Two separate surplus property programs are established.
      i) IT-related surplus items (IT/GIS Department will handle these items exclusively)
      ii) All other surplus property (handled by Procurement Department)
   b) Use two (2) forms – one for each program – for organization-wide efficiency and understanding purposes.
      i) Information Technology Surplus Property Declaration Form (see instructions with form)
      ii) General Surplus Property Declaration Form (all non-IT items, including capital items)
   c) All capital asset items – disposition recommendation approved by Assistant County Administrator in charge of the division that generated the form/request as well as the County Administrator, if applicable.
   d) All IT-related items – disposition recommendation approved by Assistant County Administrator in charge of the division that generated the form/request as well as the County Administrator, if applicable. A list of IT-related items is an attachment (See Exhibit D) to this procurement directive so that departments are clear as to which items to forward to IT/GIS Department.
   e) All capital asset items, as determined by the County Administrator or Assistant County Administrator, may be put before County Council for approval of disposition via recommended method.
   f) Disposition shall be approved prior to sending disposition form to Procurement Director.

2 **Storage**
   a) All items ready for GovDeals online auction shall be stored at Procurement's warehouse, Fire Rescue warehouse, or Fleet Maintenance yard. Procurement reserves the right to examine the items prior to delivery to Procurement warehouse.
   b) IT-related items will be stored at a location convenient to IT/GIS Department, but shall not inter-mingle IT-related items with other surplus property.

3 **Sales**
   a) Only Procurement Department will track, handle documentation, deposit funds, and report GovDeals online auction proceeds.
   b) All IT-related surplus items will be stored, tracked, sold, and reported by the Horry County IT/GIS Department **separately** from the GovDeals online auction program.
   c) Approved methods of disposing of surplus:
      (1) GovDeals online auction
      (2) EBay online auction (IT-related items only)
      (3) Sealed bid
      (4) Trade-in (for new equipment)
      (5) Recycle, with contract in-place
      (6) Donation or sales to non-profit

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(7) Trash

b) Per Horry County Procurement Regulation, all proceeds from surplus sales shall be deposited into the County's General Fund with the exception of heavy equipment and vehicle replacement program.

c) Physical auctions are still permitted, with prior approval of the County Administrator or his designee and/or Procurement Director

4 Reporting

a) Procurement Department will maintain a list of available surplus property that can be claimed by Horry County departments. This list will be posted on the HC Café for a period of thirty (30) calendar days. Items not claimed by any Horry County department will move forward to the online auction. Vehicles, heavy equipment, and IT-related equipment will not be part of the available surplus list.

b) Surplus sales proceed reports will come from two departments.

   i) All IT-related surplus item dispositions will be reported by the Horry County IT/GIS Department to County Council **separately** from the GovDeals online auction program.

   ii) All items transferred to Procurement Department (all non-IT-related items) disposition will be reported quarterly on a fiscal year basis to the County Council Administrative Committee. Procurement also forwards reports to Finance (sales proceeds, deposit reconciliation, receipt reconciliation, and sales tax due/collected) as well as the affected departments.

   iii) Reports of proceeds from surplus property sales shall be reported on a quarterly basis.

5 Effective Date

An effective date of January 1, 2011 is hereby established for the surplus property procedures.

EXHIBIT D
EXAMPLES OF INFORMATION TECHNOLOGY

This list should assist departments with determining which asset disposition form should be used.

Examples of IT-related surplus or obsolete items that require the use of the form titled "Information Technology Surplus Property Declaration Form."

- Personal computers and laptops (including iPads)
- Monitors, keyboards, mouse, cabling, mounting equipment, docking stations, etc.
- Scanners
- Plotters
- Printers
- Fax machines
- Photocopiers
- PDAs
- GPS devices
- Digital cameras
- LCD projectors and projector screens
- Software and related CDs and other documentation
- Telephones
- Smart phones (e.g. iPhone, Blackberry)