

# DISPOSAL OF SURPLUS PROPERTY

Lori A Zirlott, CSFO

# **Best Practice:**

- Advertise
- Auction
- Accept highest price
- Formal appraisal

# AG Opinions "Fair Value"



## Mobile County's Most Utilized Method

GovDeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet. Each participating agency has its own auction rules and regulations and may be subject to government ordinances.

# **Getting Started**

Customer Support
Staff are helpful if you need assistance in any step of the process.

- Register for an Account
- Add other district users
- Create a GovDeals.com account for your district. You may have multiple users with varied access levels.





# Dashboard

## Handy Information / drill down ability

Payment Status	# Items	Over 14 days	Туре	\$ Value
Not Paid	13	0	USD	\$28,316.00
Paid, Not Picked Up	3	0	USD	\$11,451.00

Status	# Items	Туре	\$ Value
Ready for Review	2	USD	\$0.00
Request for Credit - Complete	1	USD	\$427.00
Reserve Not Met	4	USD	\$5,300.00
Sent to Auction	13	USD	\$4,010.00
Sold on Auction	1,136	USD	\$1,453,969.98
Withdrawn from Auction - Complete	24	USD	\$17,720.00
Totals:	1,180		\$1,481,426.98

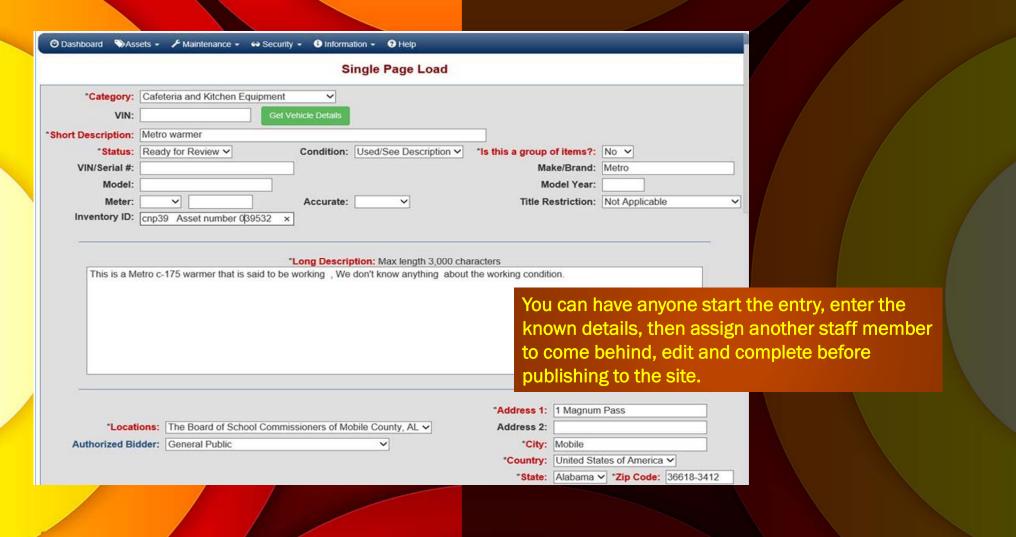
### Start a New Asset

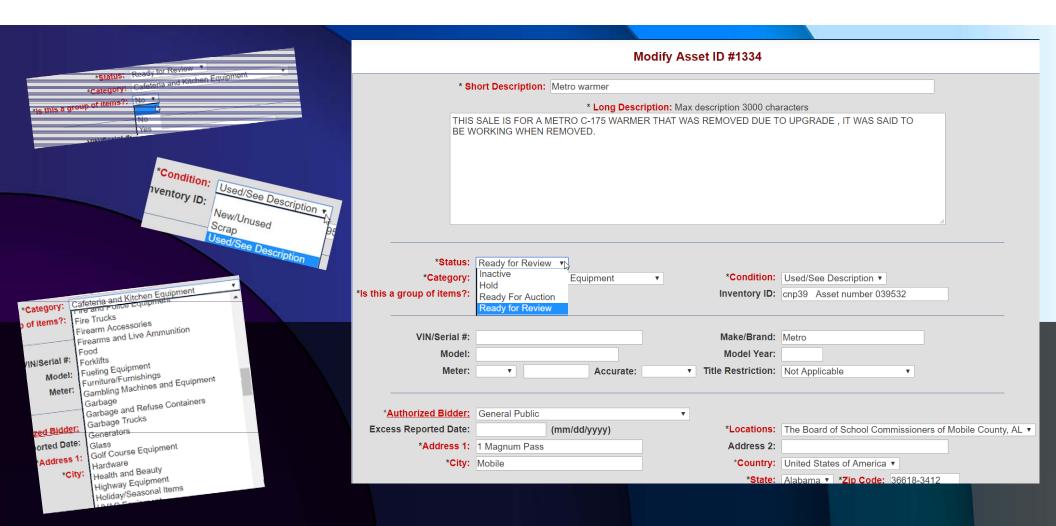
- Additions can be processed by one or multiple levels of staff.
- Be sure to have all pertinent information handy.
- You can set up standard templates for some sections.

# Know the items you are selling

# Adding an Asset to Sale on GovDeals

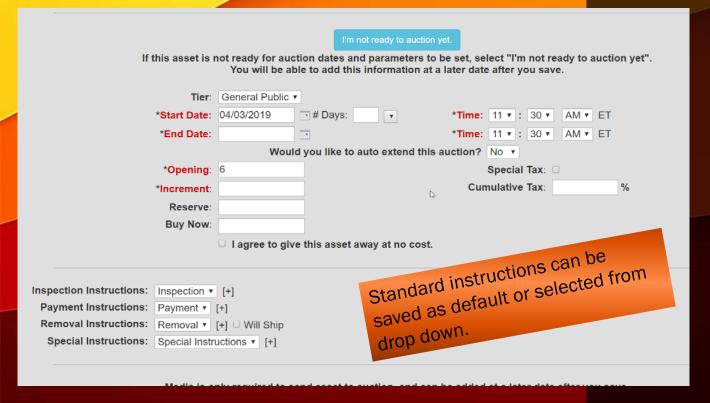
- Once you register and are set up with a GovDeals account adding assets to sale is easy.
- The entry can begin with entry by a warehouse employee, then stay in "Ready to Review" status until reviewed and published by another Business Division Staff member.





All items with \*asterisk must be completed

# New Asset Entry continued



- Note that an asset can be marked as "not ready to auction yet" so that it can be partially set up then completed later.
- We do utilize the auto extend feature. Choosing yes to the auto extend question will extend the auction a few minutes if the last minutes of the auction are high traffic so that all bids can be accepted.

### **Instructions**

We have standard instructions set up for each instruction category. You can set up multiple options and pick based on the item being sold. For instance, "Inspections Instructions" for buses would direct interested parties to the Transportation Department, whereas other equipment would have different contacts.

Inspection Instructions:	Inspection ▼ [+]
Payment Instructions:	Payment ▼ [+]
Removal Instructions:	Removal ▼ [+] □ Will Ship
Special Instructions:	Special Instructions 🔨 [+]
	Special Instructions

#### Inspection Instructions:

Inspection by APPOINTMENT ONLY. CONTACT JEROME PERRYMAN 251-206-9028 OR EMAIL JPERRYMAN@MCPSS.COM. VEHICLE CAN BE VIEWED TUESDAY THRU THURSDAY BETWEEN HOURS OF 8-11:00 AM BY APPOINTMENT ONLY. ALL items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. ONLY BY APPOINTMENT. See special instructions on each auction page for inspection details. Please contact Russell Hudson (251) 221-4473 or e-mail rhudson@mcpss.com.for auction information.

#### Payment Instructions:

The Buyer's Certificate will contain information to schedule payment & removal. PAYMENT TERMS: NO CASH! CERTIFIED CASHIER'S CHECK OR MONEY ORDER MADE OUT TO BOARD OF SCHOOL COMMISSIONERS OF MOBILE, PURCHASING DEPARTMENT,1 MAGNUM PASS, MOBILE, AL 36618. ATTN:RUSSELL HUDSON

#### Removal Instructions:

Removal BY APPOINTMENT ONLY. All items must be removed within 5 business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will The Board of School Commissioners of Mobile County assume responsibility for packing, loading or shipping. See special instructions on each auction page for removal details. Buyer agrees that no monies previously paid to the seller will be refunded after Buyer removes property from the seller's premises. A daily storage fee of \$100.00 may be charged for any item not removed within the 5 business days allowed and stated on the Buyer's Certificate

#### Special Instructions:

PAYMENT TERMS: NO CASH! CERTIFIED CASHIER'S CHECK OR MONEY ORDER MADE OUT TO BOARD OF SCHOOL COMMISSIONERS OF MOBILE, PURCHASING DEPARTMENT,1 MAGNUM PASS, MOBILE, AL 36618. ATTN:RUSSELL HUDSON Inspection by APPOINTMENT ONLY. CONTACT JEROME PERRYMAN 251-206-9028 OR EMAIL JPERRYMAN@MCPSS.COM. VEHICLE CAN BE VIEWED TUESDAY THRU THURSDAY BETWEEN HOURS OF 8-11:00 AM BY APPOINTMENT ONLY. ALL items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. ONLY BY APPOINTMENT. See special instructions on each auction page for inspection details. Please contact Russell Hudson (251) 221-4473 or e-mail rhudson@mcpss.com.for auction information. Removal BY APPOINTMENT ONLY. All items must be removed within 5 business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as prescribed. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the Website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will The Board of School Commissioners of Mobile County assume responsibility for packing, loading or shipping. See special instructions on each auction page for removal details. Buyer agrees that no monies previously paid to the seller will be refunded after Buyer removes property from the seller's premises. A daily storage fee of \$100.00 may be charged for any item not removed within the 5 business days allowed and stated on the Buyer's Certificate.

# Media

Pictures must be uploaded before sending an asset to auction. Word, Excel and PDF files may also be attached.









#### **Full View**

Include a picture of the item from every angle. For buses, you want to show each side plus a front and back view shot.

### Close Up

For vehicles, it is helpful to include a close of up of the tires, odometer, and any damaged areas. You should disclose any damage up front in order to eliminate issues at pick up.

#### Manufacturer Details

Adding a picture of the manufacturer label with the model number and other details allows shoppers to research the item and make an informed purchase.

#### Lots of like items

Some items like old light fixtures, network switches, janitorial equipment can palletized and sold in lots.

## **Auction Dates**

The Auction Dates must be updated in order to post on the site.



# Two weeks is our standard time frame

We have a link on our district website to Online Auction. The opens up GovDeals.com to a search results page of everything we are currently auctioning.

### **Rolling Dates**

We like to have items ready and then stage our dates in a manner that will keep something for auction on the site at all times.

#### **End Date/Time**

4/9/2019 5:05 PM ET

4/9/2019 5:00 PM ET

4/3/2019 5:00 PM ET

4/9/2019 5:10 PM ET

4/3/2019 5:15 PM ET

4/3/2019 5:10 PM ET

4/16/2019 5:05 PM ET

4/16/2019 5:00 PM ET When the Transportation Department has buses ready to auction, they send a spreadsheet with the following data:

MCPSS MASTER AUCTION INFORMATION									
		PHSYCAL BUS	LIST PARTS MISSING	CURRENT	DATE	PULL	READY 4		
BUS#	VIN NUMBER	LOCATION	OR ANY PROBLEMS	MILIEAGE	LAST DRIVEN	TITLE	RELEASE		

A beneficial feature of GovDeals.com is automatic population of several fields based on the VIN number. \*Category: Get Vehicle Details VIN: 4UZAAXBV61CJ16494 Please review all vehicle information for accuracy! \*Short Description: Condition: Used/S \*Category: VIN/Serial #: VIN: 4UZAAXBV61CJ16494 Get Vehicle Details \*Short Description: 2001 Freightliner FS65 Condition: Used/See Description ▼ \*Status: \*Is this a group of items?: No \* VIN/Serial #: 4UZAAXBV61CJ16494 Make/Brand: Freightliner Model: FS65 Model Year: 2001 Meter: Miles v Accurate: Title Restriction: Not Applicable Inventory ID: \*Long Description: Max length 3,000 characters 2001 Freightliner FS65 INCOMPLETE CHASSIS, 5.9L L6 DIESEL.

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# E-mail Notification of Sale

From: ClientServices@GovDeals.com < ClientServices@GovDeals.com>

Sent: Tuesday, March 26, 2019 4:29 PM

To: Hudson, Russell/Purchasing <<u>rhudson@mcpss.com</u>>
Subject: GovDeals Seller's Certificate: 1313-0326191726-2349

Congratulations, The Board of School Commissioners of Mobile County, AL has sold another item on the GovDeals Auction Server.

BUYER (#1	166962)
Name:	Glen Higdon
Company:	Southwest Bus Sales, Inc
Title To:	Southwest Bus Sales, Inc
Phone:	281-897-9606
Fax:	281-897-9509
Email:	swbuses@comcast.net
Address:	21834 Hwy 290 Cypress, TX 77429

SELLER	#2349)
Agency:	The Board of School Commissioners of Mobile County, AL
Contact:	Russell Hudson
Phone:	251-221-4473
Fax:	251-221-4472
Email:	rhudson@mcpss.com
Address:	1 Magnum Pass Mobile, AL 36618-3412

ITEM INFORMATION FOR ASSET	T ID: 1313		
Item:	2001 Freightliner FS65 SCHOOL BUS		
Pick Up Location:	8950 Padgett Switch Rd, Irvington, AL 36544-3644		
Inventory ID:	2001-32	Account ID:	2349
Condition:	Used/See Description	Quantity:	1 each
Make/Brand:	Freightliner	Model:	FS65
VIN/Serial:	4UZAAXBV21CJ16508	Model Year:	2001
Meter:	138,575 Miles	Title Restrictions:	No Title Restriction

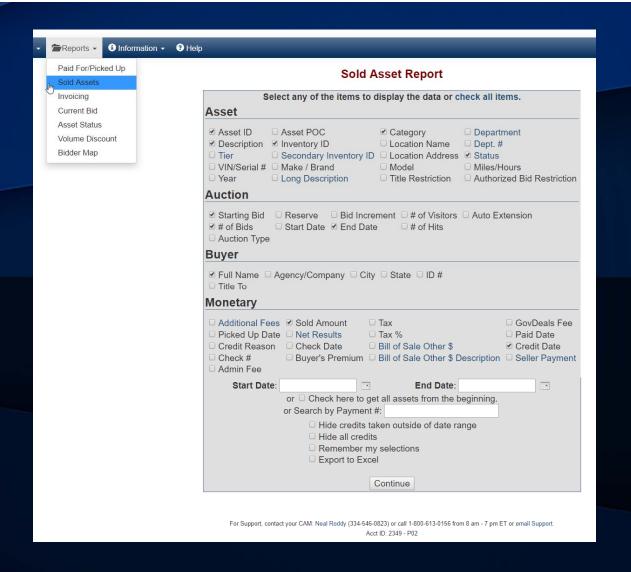


Update status as payment & pick-up occurs.

# Reporting

There are many options to choose from when building a report. You select which fields to include and the date range.

Reports can be displayed on the screen or exported to Excel.



The Bo	d of School Commissioners of Mobile County, AL	
	Date range: 01 Feb 2019 - 28 Feb 2019	

ID † Inven	ntory ID	Description	Category	Buyer	Туре	Starting Bid	Sold Amount	Birs	Auction Ended	Status	Credit Date	
1253 cnp1		HOBART FOOD PROCESSORS	Cafeteria and K	tracy thompkins	USD	\$125.00	\$750.00	27	13 Feb 2019 05:34 PM ET	PU		
1254 CNP1	10	HOBART SLICERS (10)	Cafeteria and K	daniel bouaziz	USD	\$475.00	\$2,326.00	31	12 Feb 2019 06:00 PM ET	PU		
1260 2001-	-40	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	ehab kamel	USD	\$500.00	\$3,550.00	35	05 Feb 2019 05:09 PM ET	PU		
1261 2001	-45	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	ehab kamel	USD	\$500.00	\$3,301.00	16	07 Feb 2019 05:03 PM ET	PU		
1262 2001-	-46	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	ehab kamel	USD	\$500.00	\$2,050.00	10	07 Feb 2019 05:17 PM ET	PU		
1263 2001-	-56	200 12 4 02 10 000 0000 5101 0 0000 0000	CALEGEEN		CND	EOOD 9 NII	IT TO SOLUTION		27 Feb 2010 2510 BM 57	~~		
1265 2001-	-79	12-4-9310-000-0000-5101-0-0000-0000 THOMPKINS, TINTERNET AUC 38832	6 C/R 02/25	KED ASSETS, /2019 1902		FUUD & NU	) [		0.00	ì		750.00
1267 2001-	-107	20(							0.00			
1268 2001-	-123	MCCONNELLS LOGGING-INT AUC 38832	buses, iransii	/2019 1902 Tracey Ingram		טט.רטר,רק	<b>ຈ</b> າ,າບາ.ບບ	1	0.00 15 Ped 2019 07:30 AM E1			675.00
1269 2001-	-134	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	Landis Ashcraft	USD	\$500.00	\$3,600.00	27	08 Feb 2019 05:47 PM ET	PU		
1270 2001-	-137	2002 Freightliner FS65 SCHOOL BUS	Buses, Transit	brian key	USD	\$500.00	\$3,550.00	19	08 Feb 2019 05:49 PM ET	PU		
1271 2001-	-148	2002 Freightliner FOCT	Buses, Transit	chris caton	USD	\$500.00	\$4,350.00	32	12 Feb 2019 05:26 PM ET	PU		
1979 000		monthly report from e cash receipts.	Buses, Transit	chris caton	USD	\$500.00	\$4,300.00	23	12 Feb 2019 05:25 PM ET	PU		
- chould ru	un a	monding 191	Buses, Transit	Gerald OBrien	USD	\$500.00	\$2,600.00	16	12 Feb 2019 05:12 PM ET	PU		
iting should be	Janc	e cash receipts.  e cash receipts.  writernational PB105 SCHOOL BUS  various School BUSES FOR SALVAGE (SEVEN (7) BUSES	Buses, Transit	Tracey Ingram	USD	\$850.00	\$5,000.00	4	12 Feb 2019 05:15 PM ET	PU		
ls.com to ba	IIaiio	INTERNATIONAL PB105 SCHOOL BUS	Buses, Transit	Tracey Ingram	USD	\$1,127.00	\$1,127.00	1	15 Feb 2019 07:36 AM ET	PU		
1276 1276	,	VARIOUS SCHOOL BUSES FOR SALVAGE (SEVEN (7) BUSES	) Buses, Transit	Tracey Ingram	USD	\$1,200.00	\$7,000.00	A	12 Feb 2019 05:25 PM ET	PU		
1277 CNP0	01	STAINLESS STEEL TRIPLE SINK WITH FAUCETS	Cafeteria and K	Nell McConnell	USD	\$200.00	\$675.00	21	12 Feb 2019 06:05 PM ET	PU		
1280 1280	)	VARIOUS SCHOOL BUSES FOR SALVAGE (SEVEN (7) BUSES	) Buses, Transit	Tracey Ingram	USD	\$3,000.00	\$5,800.00	10	13 Feb 2019 05:47 PM ET	PU		
1281 604		1995 Chevrolet C/K 3500 Reg. Cab 2WD WITH SERVICE BODY	Trucks, Heavy D	chester lightle	USD	\$500.00	\$1,675.00	43	14 Feb 2019 05:18 PM ET	PU		
1283 1029		1995 Chevrolet C/K 2500 HD Reg. Cab 8-ft. Bed 2WD	Trucks, Light D	chester lightle	USD	\$250.00	\$555.75	7	14 Feb 2019 05:10 PM ET	PU		
1284 1621		1998 Ford Taurus LX	Automobiles	Steven Justice	USD	\$200.00	\$450.00	4	14 Feb 2019 05:15 PM ET	PU		
1289 1716	;	2004 Ford F-250 SD XLT 2WD	Trucks, Light D	Richard Denton	USD	\$100.00	\$626.51	13	27 Feb 2019 05:23 PM ET	PU		
1296 2001-	-43	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	Glen Higdon	USD	\$500.00	\$4,400.00	23	28 Feb 2019 05:10 PM ET	PU		
1297 2001	-48	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	Glen Higdon	USD	\$500.00	\$4,400.00	25	28 Feb 2019 05:18 PM ET	PU		
1301 2001-	-89	2002 Freightliner FS65 SCHOOL BUS	Buses, Transit	Glen Higdon	USD	\$500.00	\$4,901.00	25	28 Feb 2019 05:35 PM ET	PU		
1302 2001-	-98	2001 Freightliner FS65 SCHOOL BUS	Buses, Transit	Arthur Avery	USD	\$500.00	\$4,000.00	16	28 Feb 2019 05:40 PM ET	PU		
						\$17,928.00	\$79,590.26					

# GovDeals.com

The cost of the GovDeals.com website is a 7.5% fee that is invoiced monthly.

7.5% Fee

GovDeals* A Liquidity Services Marketplace	The Board	1 Magni	ssioners of Mobile Count um Pass 36618-3412	y, AL	Invoice Date: 12/1/	#: 2349-1	122018 31/2018
Asset Description	Inventory ID	Date Sold	Sold \$ Fee %	Fee \$ Certificate ID	Credit Date	С	Credit \$
JANITORIAL EQUIPMENT, VARIOUS	I	12/13/18	\$155.00 7.50	\$11.62 1251-1213181706-2349			
JANITORIAL EQUIPMENT, VARIOUS	Н	12/13/18	\$427.00 7.50	\$32.02 1250-1213181721-2349			
			\$582.00	\$43.64			\$0.00
Remit payment to:	Please pay amount billed. Cr	redit will be applied	Tallitina		Total Fees:	\$43.64	
Remit payment to: GovDeals, Inc. A Liquidity Services Marketplace 100 Capitol Commerce Blvd	Please pay amount billed. Cr If you have any problems or Thank you!		I in the same month they	are entered in the GovDeals system.	Prior Sales Credits:	\$0.00	Tallan.
GovDeals, Inc. A Liquidity Services Marketplace	If you have any problems or		I in the same month they	are entered in the GovDeals system.		The second second	Tanan.

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#### Discounted by Sourcewell

Since GovDeals has become part of the NJPA Purchasing Cooperative, a 1.25% discount is received back annually.

# Payment and Pick Up

GovDeals offers an on-line payment option, but they charge an additional surcharge for that service. We do not utilize the option, but require cashiers check or money order as payment. The person paying and picking up the asset must have the buyers certificate that was e-mailed to them by Govdeals as proof of their bidder status in order to complete the transaction.

Upon receipt of payment, the purchasing department issues a bill of sale to the buyer. They bring the bill of sale to the warehouse or bus yard as their proof of purchase and receive the asset.

### Include Specific Instruction regarding pick up /removal

Removal BY APPOINTMENT ONLY. All items must be removed within five business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will The Board of School Commissioners of Mobile County assume responsibility for packing, loading or shipping. See special instructions on each auction page for removal details. Buyer agrees that no monies previously paid to the seller will be refunded after Buyer removes property from the seller's premises. A daily storage fee of \$100.00 may be charged for any item not removed within the five business days allowed and stated on the Buyer's Certificate.

# Multiple Methods allow flexibility and options









Scrap Metal Recycling

Subject: RE: Batteries

Good Morning,

We took 5 pallets of UPS batteries to Interstate Friday. After they broke them down from the battery backup cases, it gave us 3983 lbs. which netted us \$1115.24

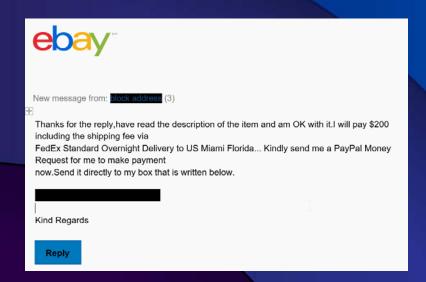
Thanks

Fixed Asset/Warehouse Supervisor



Recycle Batteries





- We require that the payment be made via eBay through PayPal.
- The potential purchaser shown to the left requested a PayPal Money Request outside of the eBay system then told us that once the shipment was confirmed the payment would change from a pending status and we would receive the funds.
- We were not comfortable with that.

# Be Careful with:



We were a little confused by this message too:



fnf3дравствуйте, <u>lazirlott@mcpss.com</u>!

Роман Котченко отправил вам платеж в сумме \$107,50 USD через PayPal.

Для востребования платежа вам необходимо зарегистрировать в PayPal счет категории "Business". Это делается быстро и просто, отсутствуют какие-либо регистрационные или ежемесячные сборы – берется только низкая комиссия за операции.

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# Thank you!

# Lori A Zirlott

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lazirlott@mcpss.com

Website:

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