

FREQUENTLY ASKED QUESTIONS

What options does my agency have to liquidate usable property that we no longer need?

These options are detailed in our [policies and procedures](#). The options include the following:

1. Contact other divisions within your Departments to see if they have a need for the items
2. Direct Transfer to another State Department that has a need for the item
(Purchcomm has become the easiest tool to notify other agencies)
 - General Revenue funded property - Complete an SS2 form signed by your Department and the Receiving Department; then send a copy to State Surplus
 - Special funded property - Complete an SS1 and indicate interested Department's contact person. Forward SS1 to State Surplus. State Surplus will handle paperwork and authorize release.
3. On-site auctions coordinated by Missouri Surplus Property (if volume of property warrants)
4. On-line auction
5. Local Disposal (options: recycle, or destroy/dispose). If no bids are received through on-line or on-site auctions, you will be given local disposal.

How do we surplus a State Vehicle?

- Complete SS1 with vehicle information: year, make, model, VIN#, condition, and ANY/ALL pertinent information pertaining to vehicle
- Send SS1 and Title to State Surplus
- You will be contacted by State Surplus to schedule a date to deliver the vehicle
- Vehicles can also be sold at your site via on-line auction

Is there a form to request specific details on a sale?

i.e.: inspection dates and times, pickup dates and times, person to contact:

- Yes, there are four different forms, depending on what items you have for online sales. They are on our webpage under: SS1 Attachments for online sales.
- This information can also be placed on the SS1 or a cover letter attached to the SS1.

Who decides which on-line sales site our property will be posted to for sale?

- At the current time all items are put on Gov Deals.

What needs to be sent to State Surplus to have an on-line sale?

- SS1 with detailed information and the contact person that will be able to answer questions about the property
- Digital photos
- Titles for vehicles

What are the photo/camera requirements for posting to on-line auctions?

- Photos should be 1.5 MB or smaller (smaller are quicker to load)
- Photos can be provided on CD or via email to Dennis.Scott@oa.mo.gov

What is the difference in the completion time between the various types of sales?

- On site auction: Minimum of 1 month from the time a sale is requested until the property is removed (sale date must be coordinated with auctioneer and agency).
- On line auction: Minimum of 3 weeks from the time we get the detailed list until the property is removed (depending upon how long you want the property listed – average listing is 10 straight days).

What incentive is in place to ensure that a buyer complies with the pickup date?

- If a bidder does not pay for or pick up the property, they can be defaulted and charged by Gov Deals a 40% default fee on the price the lot sold for. They are also barred from bidding on any other auction until the default fee is paid. However, if the items are misrepresented by not advertising known problems with the property, the bidder will not be defaulted and we will relist the item.

Will Surplus be lowering its administrative fee since items are no longer going to be delivered to Surplus Property?

- The agency reviews its administrative fee every year because we are limited in the amount we can collect. Keep in mind that although there will be no physical handling, the administration functions greatly increase

Are there additional associated costs to the reporting agency?

- A reporting agency employee(s) will have to be available to show property during inspection period
- Agency employee(s) will have to verify paid receipt has been issued by State Surplus
- Agency employee(s) will have to ensure purchaser picks up correct item

How will we see property that is available at other agencies?

- By signing up on purch/com list serve. Many of the items available from other agencies will be emailed to you if you are registered. You may then contact the agency to look at the items available.

How are schools, fire departments, cities, etc. going to get State Surplus property?

- We utilize our want list for them and if there is something they want, we'll make the arrangements with you for them to get the property.

What about offices that don't have any space for storage to accumulate property?

- With quick Gov Deals turn around, usually completed in 21 days, storage should not become a problem.