

## **You have property to list through on-line auction or sealed bid – What do you need to do now?**

Anytime you have surplus property, you will need to complete a Report of State Owned Surplus Property (SS1). The more information you provide, the fewer questions you will be asked and the more successful the sale will be.

Working with Surplus Property staff, the agency is responsible for sorting and setting up the lots. You must have someone available to respond to phone calls and emails about the property and to show the items if someone asks to inspect the property. Make sure you provide us with a valid phone number and email address for the contact person and make sure the person is aware they are listed as the contact.

The contact person will be notified when the items are listed. At that time, if you have more than one lot, put the lot numbers on the items. If there is a problem with the listing, notify us immediately so we can get it corrected.

When the contact person receives an inquiry about the property, they must only give information they know is correct. If the information listed online is not correct – report it to Surplus Property so we can correct the listing. Do not report property as working, instead report that it worked when it was removed from service (if it was actually working at that time), and that you have no way of knowing if it still works. If you know a specific part is broken or missing, tell them so but tell them that doesn't mean there are no other problems. This is the type of information that should be reported on the SS1. If items are in a box, get the information off the item rather than the box because if the box does not have the original seal, there is a good chance the item in the box will not match what is printed on the box. Do not assume or speculate about anything with potential bidders as we do not want to give out incorrect information.

When the item is sold, the agency will be sent via e-mail or fax a notification of award giving the buyer's information and lot numbers. When the item is paid for, the agency will be sent a copy of the paid receipt by e-mail or fax. Under no circumstance is the agency allowed to collect the money for the lots. The lots cannot be released until the agency has a copy of the paid receipt (the buyer's copy is acceptable). The agency should call us if the buyer shows up to pick up their property and you do not have a paid receipt.

All items must be accessible to the buyer. The agency does not have to provide loading assistance but can help if they have the capability. When the buyer picks up all of their property, have them sign the receipt. Email or fax the signed receipt to Surplus Property so we can close the sale and reimburse the fund.

### **Extra Instructions for On Line Sales**

To have a successful on-line sale, consider what information you would want if you were bidding on the item. You need to provide digital pictures for us to post. The digital pictures need to be small enough to email. There should be a setting on your digital camera that will make it save the pictures smaller. If not, open the picture with Microsoft Office Picture Manager (right click on the picture in your C drive). When the picture opens, in the tool bar – select Picture, then Resize and a resize box will appear. Select the one that says Percentage of original width & height and type in 25%. Click okay and your picture should be smaller. Then you save it and it should email much easier.

### **Extra Information for Sealed bids**

There are usually two days allowed for viewing from 9 am to 2 pm. If you want to provide pictures, we will post them.

Missouri State Agency for Surplus Property  
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