



**Department of Procurement
On-line Auction Procedures
For the Disposition of Surplus
Property**

Departments wishing to use the on-line auction service should contact the Deputy Chief Procurement Officer, David A. Chapman, Esq., at dchapman@atlantaga.gov, to arrange for training by the Public Surplus Group.

Section 2-1332, Disposition of Surplus Supplies, states in pertinent part: “. . . the Chief Procurement Officer shall dispose of any supplies owned by the city, upon recommendation of and after consultation with the using agency; Surplus supplies that have an estimated value in excess of \$ 500.00 shall be offered through competitive sealed bids and public auction. Surplus supplies that have an estimated value of \$500.00 or less may be offered by established markets, posted prices or by any other means advantageous to the city.”

The following procedures should be followed for the on-line auction of Surplus property by any Department:

1. If the estimated value of the property is in excess of \$500.00, then complete the request to Dispose of Surplus Motorized Equipment Form or the Request to Dispose of Surplus, Unserviceable Personal Property, and/or Junk Form (collectively the “**Request**”), posted on the Department of Procurement’s web page under Disposition of Surplus Property.
2. The authorized representative for the Department should sign by entering their name and employee ID number on the Commissioner’s Signature line. Submit the completed original and signed Request to the Deputy Chief Procurement Officer via e-mail. The DCPO (the “**Designation**”) will review the Request and submit it to the Department of Finance to obtain final approval. The DCPO will then sign the Surplus Designation and email it to the requesting Department.
3. Once you receive the signed Designation, then you may proceed to The Public Group’s on-line auction website, (www.publicsurplus.com), where you may begin to enter the details, photographs and site visit dates or inspection times for the public to view the surplus property and other details for the on-line advertisement. Click the Add E-mail Contact button and be sure to add the DCPO as an additional contact.
4. Once the DCPO receives the advertisement as an added contact, then the DCPO approves the advertisement and it will then be released for sale.

5. Once the auction ends, payment will be processed by Public Surplus and the Auction contact will be notified of payment. Before the agency approves payment, be sure to ask the Buyer if they are claiming Sales Tax Exemption status. If so, then obtain the sales tax exemption number and verify it by contacting Ms Dana Berry of the Georgia Department of Revenue by calling 404-417-4374 or e-mailing the information to dana.berry@dor.ga.gov . Once the validity of the exemption has been verified, then the payment can be approved.
6. Once the payment is approved, the Buyer should arrange for a pick up time. Upon pick up, the Buyer will need to show proof of ID and sign the system generated Bill of Sale.
7. After the item has been removed from the property, the selling agency will need to mark the auction as “picked up” in order to close out the sale.