



# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-F-1
		Effective 11-5-10
Section TRANSPORTATION, MATERIALS DISTRIBUTION, DISPOSAL	Agencies Affected ALL	Replaces 3-18-04
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- III. “State replacement property” means property (supplies, materials or equipment) that has the following characteristics:
- A. It is due to be replaced because of one or more of the following:
1. It is beyond the specified date established in an agency replacement schedule.
  2. It meets established Department replacement criteria.
  3. It is technologically obsolete.
  4. It does not function in whole or in part.
- B. It will be replaced within the standard replacement schedule or within the current fiscal year with property that is functionally similar.
- IV. “Net proceeds” means the difference between the income received from the sale less allowable deductions. (See the [State Accounting Manual](#).)
- V. "Auction fee" means a charge by the State Surplus Property Program for disposing of a vehicle or related equipment at a vehicle auction.
- VI. "Auction sale" means sale by bidding at a public auction, including on-line auctions, conducted by the State Surplus Property Program.
- VII. "Inter-agency sale" means sale between State of Wisconsin agencies.
- VIII. "Late fee" means charge by the State Surplus Property Program for late submittal of the Inter-Agency Used Vehicle Sale Report.
- IX. "Nonprofit/other government sale" means sale to a nonprofit or other governmental unit within Wisconsin.
- X. "Salvage sale" means sale for scrap value by bids.
- XI. “Summer use program or temporary assignment” means any surplus vehicle(s) that is retained by the owning agency on a temporary basis after the replacement vehicle has been received. Such vehicles must be justified and approved in writing by the SSPP within 30 days after delivery of the replacement vehicle.
- XII “Position” means a single approval by the governor for the operation of a motor vehicle.

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XIII. “Vehicle” means any automobile, truck, motor bus, or any self-propelled or motor driven vehicle operated on a public highway (MVD 194.01(01)), and aircraft and inboard motor powered boats. See s. 16.04, s. 20.915, and [PRO-D-16](#), Procurement of Motor Vehicles, for further information.

XIV. "Surplus vehicle" means a used vehicle that the Department of Administration has approved for disposal because it satisfies one or more of the following criteria:

- A. Vehicle is replaced by a new, used or other vehicle.
- B. Mileage exceeds minimum criteria as established in the PIM for each year.
- C. Vehicle no longer satisfies agency's needs.
- D. Body and/or mechanical damage for passenger vehicles and light trucks exceeds 50% of the National Auto Research Black Book value to repair.
- E. Vehicle, including a bus or a large truck, has been approved for replacement for other reasons by the Department of Administration.

XV. "Tow-away vehicle" means a vehicle that has been declared unsafe to operate on public highways.

CONTENT: I. Program administration: (Refer to current Procurement Information Memorandum for current fees and dates.)

The State Surplus Property Program (SSPP), Department of Administration (DOA), is responsible for developing and implementing policies for disposing of surplus state vehicles and related equipment.

II. Authorization:

SSPP authorization is required before disposing of any vehicle, by any method.

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- III. Agency fleet manager: Each agency that owns vehicles will appoint an employee to:
- A. Evaluate and identify vehicles for disposal; and
  - B. Coordinate agency responsibilities for disposal and maintain liaison with SSPP staff.
- IV. Methods of disposal: Per Adm 11.06, all state surplus property will be disposed by any one of the following methods:
- A. Transfer or sale to another state agency. The department will assist agencies in locating potential users of surplus state property.
  - B. Transfer or sale to a municipality, as defined in s. 66.0301(1), other than a state agency.
  - C. Sale to the public by one of four methods:
    - 1. Soliciting competitive bid offers from the public.
    - 2. Offering to the public at a fixed sale price established by the department by appraisal, market survey or other means.
    - 3. Offering to the public at the highest competitive price arrived at through public auctions including on-line auctions.
    - 4. Arriving at a negotiated sale price that is determined by open documented negotiation, for example, Blue Book value.
  - D. Trade-in on replacement vehicles when approved by the DOA transportation procurement manager.
  - E. Sale for salvage value. A minimum of three (3) bids is required from qualified sources. The agency will document the bids, including any negative responses.
  - F. Scrapping for no value or limited value (applies only to non-vehicle surplus property).

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- G. Destruction when security or confidentiality is required, when disposition by any other method might be hazardous to the public, or when attempts to dispose of the property by all other methods have failed. (This applies only to non-vehicle surplus property.)

Note: Donations of state vehicles to private individuals, for-profit organizations or state employees are prohibited. Sales to state employees are prohibited unless vehicles are sold at pre-announced public auctions or by sealed bids.

V. Substitution of vehicle for auction:

An agency may substitute one vehicle for another vehicle which previously was authorized for disposal by the DOA, provided that the substitute vehicle satisfies disposal criteria as established in the most recent PIM or needing repairs that exceed 50% value of the vehicle.

To substitute a vehicle, prior to taking any action to dispose of the vehicle, the agency will:

- A. Identify to the SSPP at least four weeks prior to the auction that the agency is requesting a substitution; and
- B. Provide to the SSPP the make, model, year, vehicle identification number, and current mileage of both the vehicle originally authorized for disposal and the vehicle for which disposal is requested.

VI. Federal property:

When the agency purchases property with federal funds, the agency will adhere to the notice requirements or procedures agreed upon at the time of purchase prior to disposing of the property. The state's disposal requirements then follow.

VII. Funding sources:

The funding source used to purchase the property being sold is important in determining how to account for the net proceeds from the sale of the property. See the [State Accounting Manual](#) for instructions on accounting for proceeds from the sale of surplus or replacement property.

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## VIII. Existing specific state statutes governing surplus proceeds:

Existing specific state statutes prevail over general statutes, such as s. 16.72(4)(b), and over the scope of SSPP authority. Examples of such statutes are:

- A. S. 346.65(6)(g) (proceeds from seized vehicles)
- B. S. 125.14(2)(e) (proceeds from alcohol seizures)

## IX. Calculation of net proceeds:

- A. Per Adm 11.07(1), handling and selling costs may be deducted from the sales proceeds. Any remaining net proceeds will be accounted for as provided in the [State Accounting Manual](#).
- B. Adm 11.07(1) permits the handling and selling costs to be deducted from the sales proceeds. Examples of allowable deductions are:
  - 1. Staff time (including overtime)
  - 2. Storage expenses
  - 3. Sales commissions
  - 4. Transportation expenses
  - 5. Legal expenses
  - 6. Insurance expenses
  - 7. Preparation expenses
  - 8. Repayment of financial lease obligations

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PROCEDURES: I. Inter-agency sale:

- A. State agencies are permitted to sell vehicles to another state agency as desired so long as the receiving agency sells a surplus vehicle or the selling agency permanently releases a position. Agencies interested in purchasing a vehicle from another agency should contact other agencies or the SSPP for available vehicles. Additionally, the SSPP will distribute lists of all vehicles that are available for purchase upon request.
- B. Sale negotiations: The buying and selling agencies may negotiate the sale price for any vehicle. Information on recent auction sales for similar vehicles and current Black Book values are available from the SSPP upon request.
- C. Report: The selling agency:
  1. Initiates the Inter-Agency Used Vehicle Sale Report (form [DOA-3736](#)) by completing the selling agency information.
  2. Completes the Used State Vehicle Condition Report/Identification (safety check) (form [DOA-3081](#)). (This form should be completed by qualified personnel.)
  3. Forwards completed documents to the buying agency at the time the vehicle is delivered:
    - a. Inter-Agency Used Vehicle Sale Report (A copy of this report must also be sent to the SSPP at the time the vehicle is delivered.)
    - b. Used State Vehicle Condition Report/Identification
    - c. Certificate of Title

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D. Report: The buying agency:

1. Completes and submits an Inter-Agency Used Vehicle Sale Report for the vehicle purchased, within fifteen (15) working days of accepting delivery of the vehicle, to the SSPP.
2. Failure by the buying agency to submit these documents on time:
  - a. Will result in assessment of a late fee, in addition to the inter-agency sales fee; and
  - b. May impact its request for new vehicles for the following year.

E. Payment:

1. The selling agency will invoice the buying agency for the vehicle at the negotiated sale price.
2. The DOA will invoice each buying agency for the inter-agency sale fee and for any late fee in January and in July for all vehicles sold during the prior six (6) months.

F. Retitling: The buying agency will forward the updated Certificate of Title to the SSPP within fifteen (15) working days of the issuance date of the new Certificate of Title.

II. Sale to a tax supported unit (municipal sale) or a not-for-profit organization:

- A. State agencies are permitted to sell vehicles to other tax supported units as desired. The agency will continue to retain the position that the vehicle occupied previously, unless the position is released pursuant to Adm 11.05(1)(a). (It is not needed by the agency to carry out program responsibilities in the foreseeable future.)
- B. Surplus Property Declaration/Authorization: The selling agency will submit a Surplus Property Declaration/Authorization (form [DOA-3178](#)) before each transaction. The form will include the vehicle's fleet number, identification number, make, model, year and current mileage as well as the reason for not sending the vehicle to a state auction.

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C. Sale Price:

The SSPP will provide the selling agency the vehicle's current Black Book value and recent auction sale price.

D. Review Declaration:

1. If the SSPP approves the disposal, the SSPP will provide the agency with the vehicle's Certificate of Title and a copy of its approval notice within five (5) working days of receipt.
2. If the SSPP does not approve the disposal, the SSPP will notify the agency in writing within five (5) working days of receipt.
3. The agency will return form [DOA-3178](#) after the disposal has occurred.

E. Multiple sales to Wisconsin municipalities: When an agency anticipates such sales, the agency will:

1. Identify each vehicle which it might sell to Wisconsin municipalities by fleet number, vehicle identification number, and vehicle make, model and current mileage.
2. Initiate a Surplus Property Declaration/Authorization (form [DOA-3178](#)), submit it to the SSPP prior to any sales, and indicate "municipal sales" as the proposed disposal method.
3. Consult with the SSPP to determine appropriate price(s) for these sales.
4. Obtain a Used State Vehicle Condition Report/Identification (form [DOA-3081](#)) signed by an authorized mechanic and prepare each vehicle for sale in the same manner as is required when a vehicle is sold through a state auction.
5. Negotiate sale.
6. Arrange for delivery of the vehicle to the municipality along with the Certificate of Title and Used State Vehicle Condition Report/Identification.

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7. Report all sales by the following January 15th and July 1st by completing form [DOA-3178](#) and by noting for each sale the municipality making the purchase, sale price, delivery date and mileage at time of delivery.

### III. Sale to the public:

- A. State agencies are permitted to sell vehicles to the public in any one of the approved methods that appear below. Positions vacated by sold vehicles will be retained, unless the position is released by the agency pursuant to Adm 11.05(1)(a). (It is not needed by the agency to carry out program responsibilities in the foreseeable future.)
- B. Solicit competitive bids:

Each agency must obtain approval from the SSPP prior to soliciting competitive bids from the public. Such authorization will be accomplished via the Surplus Property Declaration/Authorization (form DOA-3178). Competitive bids must be advertised in a newspaper of general circulation. Such competitive bids must be published for a period of not less than five (5) business days in the newspaper. In addition, agencies are encouraged to post such competitive bids on the Internet. Such online posting may occur via the agency's web page or materials may be submitted to the SSPP for posting on the SSPP web page.

Agencies may establish a minimum bid. Assistance in determining fair market value may be obtained from the SSPP. Agencies must accept the highest bid received so long as the bid meets or exceeds the established minimum bid. The selling agency will report final sales price to the SSPP.

- C. Offering to the public at a fixed sale price:
  1. Each agency must obtain approval from the SSPP prior to offering the vehicle to the public at a fixed price. Such authorization will be accomplished via form DOA-3178.
  2. Upon approval, each agency may offer a surplus vehicle for sale to the public at a fixed price. Such an offer will be competitive in nature and not preclude by design any interested parties. The selling agency will report final sales price to the SSPP.

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## D. Sale by public auction (including on-line sales):

1. Current auction dates, fees, etc.: Annually, the SSPP will issue a PIM for any vehicle auctions, designating auction dates, locations, fees and administrative dates for managing the auctions. The SSPP and the agencies need to adhere to these dates to manage the auctions efficiently. As appropriate the SSPP may work with agencies to sell vehicles on-line.
2. Auction vendor: The Department of Administration will solicit bids and will contract with a vendor to provide auction services.
3. Surplus vehicle inventory lists:
  - a. Information will include the following for each vehicle: agency fleet number, make, model, year, vehicle identification number and current mileage, as well as any additional equipment added to trucks, i.e., hoists, plow, etc. The inventory list will identify the agency's preferred auction date and the name/telephone number for a contact person.
  - b. Where necessary to distribute vehicles equitably among auctions, the SSPP may alter an agency's auction date(s) and send a corrected list to the affected agency(ies).
  - c. Agencies are encouraged to submit photographs (digital photographs or 35mm film) of vehicles or trucks with equipment added for the auction flyer to promote interest in the item.
4. Preliminary procedures for a vehicle auction:
  - a. The SSPP will confirm each agency's vehicle(s) scheduled for the auction with an auction item list and two tags for two sets of keys and two vehicle window number stickers, both pre-numbered to correspond to each vehicle's assigned auction item number.

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- b. Each agency will submit to the SSPP the following for each vehicle by the date designated in the current PIM, approximately four (4) weeks prior to auction:
  - (1) An original and one (1) copy of the completed Used State Vehicle Condition Report/Identification (form [DOA-3081](#)). This is a two-sided form:
    - (a) Side 1: The Used State Vehicle Condition Report will be signed by an authorized agency representative or mechanic who has conducted the vehicle inspection.
    - (b) Side 2: The Used State Vehicle Identification Report describes the vehicle and its options and will be signed by an authorized agency representative who has compared the vehicle to the information provided.
    - (c) Failure to complete and sign both sides of this document results in the SSPP's returning it to the agency to obtain the missing information. If the agency is unable to return the document in time for the auction, the SSPP may remove the vehicle from the auction or may sell the vehicle as a tow-away vehicle.
  - (2) One set of keys with a SSPP pre-numbered key tag.

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5. Vehicle preparation for auction: Each agency is responsible for acceptable vehicle condition at the time of delivery to an auction site:
  - a. Each agency/campus will review the Vehicle Sales Standard Guidelines when determining whether to sell or salvage a vehicle.
  - b. Each vehicle will be in clean condition, including the removal of all non-vehicle items, rubbish, cigarettes, etc., from the interior.

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- c. Each vehicle will have had any decals, insignia, parking or fleet numbers removed.
- d. License plates will be removed upon delivery to the auction site by owning agency staff.
- e. Additional cleaning and buffing is advisable depending on the condition of the vehicle.

The SSPP will determine if vehicles meet the minimum requirements as listed above. If the SSPP requires additional preparation services, the SSPP will bill the selling agency for such services within twenty (20) working days of the auction.

6. Delivery of vehicles to the auction site:
  - a. Agencies may transport their own vehicles to auction sites.
  - b. The auction services vendor also transports vehicles, upon request, to all auction locations. However, a per mile charge may apply. The SSPP will pay the auction vendor and will bill the selling agency for any transportation fees within thirty (30) working days of the auction.
  - c. If an agency wants the auction vendor to transport any vehicle(s) to an auction site, the agency will notify the SSPP by 1:00 p.m. on the Thursday preceding the Monday pickup day.
  - d. Vehicles to be transported by the auction vendor will be properly prepared and inspected by the selling agency and available for transport by 8:00 a.m. on the Monday preceding the auction.
  - e. Each vehicle will be delivered to the auction site with at least 1/4 tank of gasoline remaining.
  - f. All vehicles must be at the auction site by 12 noon on the Thursday preceding the auction regardless of whether the auction vendor or the owner agency handles delivery.

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- g. The SSPP pre-numbered window stickers will be affixed in the upper left corner of each rear side window of the vehicle delivered.
- h. Drivers will remove all trash from the vehicles' interiors and all license plates from vehicles after delivery to the auction site.
- i. Each vehicle will be locked upon delivery with the second set of keys, with the SSPP pre-numbered key tag attached, and the keys will be delivered to the authorized personnel at the auction site.

7. Sale of vehicles, transfer of Certificates of Titles, etc., at the auction site:

- a. The auction vendor collects payment from the buyer and provides a receipt for each vehicle purchased.
- b. The SSPP provides each buyer with the following for each vehicle: Certificate of Title and vehicle keys.
- c. The Wisconsin Department of Transportation (WisDOT) or its agent is available at each auction site to re-title and re-register vehicles and, when appropriate, to collect the Wisconsin state and county sales tax.

8. Auction conclusion:

- a. The SSPP sends to each participating agency for its own vehicles:
  - (1) A list of registered bidders with bidders' numbers that can be referenced to identify vehicle buyers, within five (5) working days of the auction date.
  - (2) An Auction Fee Report that includes the sale price, the auction fee and the net revenue for each vehicle sold at the auction, within fifteen (15) working days of the auction.

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- (3) Payment for its vehicles sold at the auction, less the SSPP auction fee, within fifteen (15) working days of the auction.
  - (4) An itemized statement for any charges for transporting vehicles to the auction site, or other auction related charges, within fifteen (15) working days of the auction.
- b. The SSPP arranges for sending the auction vendor payment for its auction fee within ten (10) working days of the auction.
- E. Negotiated sale price:

Upon approval from the SSPP, an agency may negotiate a sales price with the general public so long as the negotiation is documented and is based upon a valid assessment of the vehicle's current market value, such as Blue Book or Black Book values.

1. Surplus Property Declaration/Authorization: The selling agency will submit a Surplus Property Declaration/Authorization (form [DOA-3178](#)) before each transaction. The form will include the vehicle's fleet number, identification number, make, model, year and current mileage as well as the reason for not sending the vehicle to a state auction.
  - a. If the SSPP approves the disposal, the SSPP will provide the agency with the vehicle's Certificate of Title and a copy of its approval notice within five (5) working days of receipt.
  - b. If the SSPP does not approve the disposal, the SSPP will notify the agency in writing within five (5) working days of receipt.
  - c. The agency will return form DOA-3178 after the disposal has occurred.
2. Sale price: The SSPP will provide the selling agency the vehicle's current Black Book value and recent auction sales price.

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3. Negotiate the sale: The selling agency may negotiate a sales price with the general public so long as the negotiation is open, documented, and results in a sale that is consistent with the vehicle's current fair market value as determined from a valid source such as N.A.D.A. or Black Book.
4. Vehicle delivery: The selling agency will arrange for delivery of the vehicle to the general public, along with the Certificate of Title and Used State Vehicle Condition Report/Identification.
5. Reports: The selling agency will submit the final sales price along with a signed copy of the Used Vehicle Condition Report, documentation of the negotiation, and buyer contact information to the SSPP within 14 days of the sale.

#### IV. Trade in on replacement vehicle:

- A. State agencies are permitted to trade in a vehicle against the purchase of a replacement vehicle. Such a trade-in requires the joint approval and appropriate justification from the SSPP and the transportation procurement manager. However, such a trade must clearly indicate that the trade-in is in the best interest of the state.
- B. Agency responsibility: The agency will:
  1. Obtain the cost of the replacement vehicle without the trade-in factored, and then compare the cost against the trade-in value.
  2. Complete form [DOA-3178](#) noting vehicle identification number, make, model, year and current mileage and submit it along with the trade-in analysis to the SSPP and Transportation Procurement.

#### V. Salvage sale (wrecked vehicle sale or junk sale):

- A. SSPP review: On a case-by-case basis, the SSPP may authorize an agency to dispose of a passenger vehicle or light truck for salvage value if the cost of the repair exceeds 50% the National Auto Research's Black Book value of the vehicle. Alternatively the SSPP may require that the agency transport the vehicle to an auction, when economically feasible to do so.

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B. Agency responsibility: The agency will:

1. Obtain two estimates of the cost to repair the vehicle from authorized repair or body shops;
2. Complete form [DOA-3178](#) noting vehicle identification number, make, model, year and current mileage and submit it along with the repair cost estimates to the SSPP. (Photographs of the vehicle help depict its condition.) The SSPP will review such request and approve or not approve the request within five (5) working days of receipt of the declaration;
3. Dispose of the vehicle as authorized by the SSPP. Sale for salvage value requires a minimum of three (3) bids from qualified sources. The agency will document the bids, including any negative responses; and
4. Report the sale to the SSPP by completing form DOA-3178 noting purchaser, sale price, and date of sale and attach a copy of the public notice of the sale.

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Note: For a wrecked or damaged vehicle sold locally, the SSPP stamps the Certificate of Title "salvage" which means that the WisDOT will not re-title or license the vehicle until the vehicle has passed an inspection by a WisDOT certified salvage inspector.

VI. Scrapping for no or limited value:

This method of disposal applies only to non-vehicle surplus. If the vehicle is in poor condition, refer to PRO-F-1, [Procedures V.](#), Salvage Sale.

VII. Destruction when security or confidentiality is required, when disposition by any other method might be hazardous to the public, or when attempts to dispose of the property by all other methods have failed:

This method of disposal applies only to non-vehicle surplus. If the vehicle is in poor condition, refer to PRO-F-1, [Procedures V.](#), Salvage Sale.

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VIII. For additional information, contact the state surplus property manager at 608/266-3620.

- Mailing Address: State Surplus Property Program, P.O. Box 7867, Madison, WI 53707-7867
- Inter-Departmental Mail: 101 E. Wilson St., 6th floor

Authorized:



Helen McCain, Director  
State Bureau of Procurement