

PROPERTY DISPOSAL/MOVING FURNITURE, EQUIPMENT AND BOXES

SUMMARY

This procedure explains how to dispose of County property, what authorizations are necessary, which forms and documents are required, and how to request the relocation of furniture/equipment between offices or request pick up of surplus property for transport to the ISD disposal warehouse.

PROCEDURE

1. Determine what property is excess or surplus. Property must not be given to other departments. Inter-Departmental transfers are governed by County Procedure "Transfer and Acquisition of Property." (Procedure 552)
2. Complete a Property Action Form (PAF) (Form 160.01-30), with a full description of property designated for disposal, to initiate the move of County furniture, equipment between offices, floors, and buildings, and/or equipment designated for surplus disposal.
3. Submit the completed form to the Internal Services Department (ISD) Surplus Property Unit (980 W. 84th Street, Hialeah, FL - 305-556-8106 Phone, 305-820-8544 Fax), to initiate the request for the Surplus Property Unit to pick up excess or surplus property for delivery to the disposal depot or to arrange for departmental transport.
4. A representative from the Surplus Property Unit will make an appointment, as necessary, to survey the property and provide the department with disposition instructions. The representative will assess the property to be moved and the location(s) involved in order to properly estimate the labor and equipment required. The representative will schedule the date and time for the move. Additional documentation may be required for mobile assets for which Miami-Dade County holds a Certificate of Title.
5. If the move requires extensive resources beyond the capabilities of the Surplus Property Unit, you will be advised to contact your department's Procurement Liaison to access the services of a commercial mover, utilizing the Countywide moving contract.
6. Capital equipment (tagged items) will be removed from the sending department's inventory account upon receipt of the property at the disposal depot

Note: If a department desires to have any parts removed from equipment that is not repairable or is classified as uneconomical to repair, prior authorization must be requested from the Fixed Assets Manager. The request for this authorization must be in the form of a signed Property Disposition Request Form describing the equipment (asset number, serial number, description, and location) and specifying the reasons for removing parts from the equipment. Departments may not remove any parts or accessories from any County capital equipment without written approval from the ISD Fixed Assets Manager.

Please refer to Administrative Order 8-2, Paragraph 6.6, for further information. Submit the completed Property Disposition Request form to the Internal Services Department/Capital Inventory Unit. If approved, the equipment will be surveyed by a representative from the Capital Inventory Unit and the asset will be removed from the department's inventory and noted as an authorized cannibalization. Departmental excess Capital Equipment that is being replaced due to poor operating condition and/or obsolescence by technological advancements should be used as a trade-in to reduce the purchase price of the replacement equipment, whenever possible.

Departments may not remove any parts or accessories from any County capital equipment without written approval from the ISD Fixed Assets Manager. No excess or surplus property should be disposed of in any manner other than what has been specified in this procedure.

CONTACT(S):

Department/Division

Internal Services Department/Capital Inventory and Surplus Property Units.

REFERENCE DOCUMENT(S):

Administrative Order 8-2, Use, Care, Control and Disposal of County Property