



DATE

8/13/2012

NO.
612

TITLE

DONATION OF SURPLUS MATERIALS AND EQUIPMENT

ORG. AGENCY
DMA/
Procurement

APPROVED

612.01

AUTHORITY

City Commission; City Manager

612.02

PURPOSE

To establish procedures for the donation of surplus materials and equipment.

612.03

GENERAL STATEMENT

The City Commission has delegated to the Manager of Procurement Services the authority to approve donations of surplus property up to a value of \$1500. Donation request for property exceeding \$1,500 in assessed market value may be granted by requiring that the entity requesting the donation be responsible for the amount over \$1,500 prior to the donation being made, except as provided in 612.06 herein. (For example, a request for surplus equipment valued at \$20,000 would require the requester to pay \$18,500 in order to take advantage of the maximum \$1,500 donation amount under the Procurement Services Manager’s authority.)

The donations of new computers are also guided by these policies and procedures.

612.04

SCOPE AND APPLICABILITY

Occasionally, it may be practical for the City of Tallahassee to donate rather than sell surplus property. It is the intent of the City of Tallahassee to donate surplus property to other governmental entities, or to non-profit public service organizations serving one or more of the following functions:

1. Cultural
2. Historical
3. Educational
4. Social Services
5. Environmental
6. Economic

Items available for surplus donation under this procedure include all materials that have been designated as surplus or scrap and have been removed from the City’s asset listings in accordance with Administrative Policy No. 662 (Property Control).

A limited number of new computers received as a part of the City’s PC Replacement Project, may be donated to any Leon County non-profit public service organization for a philanthropic effort.

612.05

ROLES AND RESPONSIBILITIES

- 1) The Department of Management and Administration (DMA) Procurement Services Division has overall responsibility for the administration of surplus donation procedures.
 - A. Establish processes, procedures and forms to ensure donation transactions are appropriate.
 - B. Review donation related documentation as stipulated in Section 612.09 to ensure that relevant agencies have adhered to these donation procedures.
- 2) All departments are responsible for completing required forms for surplus items and ensuring that the surplus items have been removed from the asset list in accordance with Administrative Policy No. 662.
- 3) The Fleet Management Department is responsible for determining the average market value assessed to all surplus vehicles and other applicable rolling equipment.

612.06

EXCEPTIONS

All governmental agencies or non-profit public service organizations requesting exception to the donation policy may do so by sending a letter requesting exception to the current policy along with the required donation application. The request for exception to policy will be forwarded to the City Manager or designee for consideration. The City Manager has authority to approve partial or total donations of surplus property to other governments and non-profit public service organizations, up to a maximum of \$10,000 by waiving the \$1,500 threshold as described in Section 612.03 herein. (For example, the City Manager may approve a request for surplus equipment valued at \$30,000 by authorizing a \$10,000 donation and requiring the requester to pay the remaining \$20,000.) The City Manager or designee shall review the request and render a decision or forward the request to the City Commission for consideration.

612.07

METHODS OF APPLICATION

All requests for donations (except as provided for in 612.06) should be addressed in writing to the Manager of Procurement Services with a completed Donation Request Application (Appendix A)

612.08

DONATION REQUIREMENTS/GUIDELINES

The following guidelines shall apply to all eligible governmental agencies/non-profit organizations requesting donations:

- A. Donations of surplus equipment for supplies may be approved for requested items with an assessed market value of up to \$1,500. Should the assessed market value of the requested items(s) exceed \$1,500 the requesting agency or organization shall be required to pay any difference between the approved donation amount and the average market value as assessed by the City prior to receiving the donation.

- B. Donation request for new computers shall be reviewed by a committee appointed by the City Manager or designee. The committee shall recommend approval/disapproval of donations. Evaluation of request received shall include:
 - Verification of the organizations non-profit status
 - Verification that the organization is located within Leon County
 - Verification that the organization’s purpose is to provide a public service to the residence of Leon County
 - Philanthropic effort indicated by the organization for the use of the computers

Recommendations shall be forwarded to the City Manager or designee for a final decision.

- C. The purpose of the Donation Request Form is to document the purpose, dates and times of donation requests by the government or non-profit organizations. Therefore all donations should be identified on this form.

- D. Donation request shall be accepted on an on-going basis. Only one donation per government or non-profit public service organization shall be approved per two (2) year period.

E. All written request, in addition to the agency’s application for donation request form, should be completed and mailed directly to the Procurement Services Manager, Department of Management and Administrative Services, City of Tallahassee, 300 South Adams Street, Tallahassee, Florida 32301. Failure to provide the requested information will cause an application to be ineligible for approval/consideration.

612.09

ADMINISTRATION

A. The City Manager may make amendments to the donation procedure for the purpose of keeping it complete and up to date.

B. The City Manager may delegate specific responsibilities for implementing portions of these policies and procedures.

612.10

DATE OF LAST REVISION/EFFECTIVE DATE

These regulations revise and replace those issued August 13, 2012

Effective Date: September 13, 2012

Appendices:

Donation Request Form