

SALES

2763

(No. 15 January 2001)

GSA or the USFS Property Management Officer may authorize the sale of FEPP. There are three types of sales:

Sales by GSA

GSA conducts sales of FEPP that has been declined by excess and surplus reutilization cycles. GSA completes all sales preparation, advertising, site selections, and collections. GSA normally does not conduct small lot/ scrap sales, however, they have agreed to conduct the scrap and small lot sales of aircraft and aircraft parts for CAL FIRE. The USFS Property Management Officer keeps the state informed of GSA sales plans.

The state units provide the following assistance on loaned property they are returning:

- Removes all non-federal items, such as locally installed radios, mirrors, and sirens, before reporting property for disposal.
- Removes all marks identifying the item as federal property.
- Provides GSA information needed for the sale of property.
- Transports property to consolidated site when agreed upon by the FLO, USFS and GSA.
- Furnishes copies of sales notices to anyone interested in bidding.
- Arranges for inspection of property by prospective bidders.
- Provides a facility for sales and administrative assistance when needed.
- Assists in grouping property into lots when requested.

Small Lot

Small lot sales involve small groups of property for which estimated proceeds do not exceed \$5,000. Small lot sales normally occur after property has gone through DEPPC and GSA. The USFS Property Management Officer may authorize the sale of property on a SF-120 (see section 2762) prior to the utilization cycle according to condition or value of the property. If the sale is likely to exceed \$5,000, the USFS PMO may get prior approval from the GSA regional office to continue with the sale.

- After receiving authorization to conduct a small lot sale, a small lot/scrap sale package should be completed by the seller. Sales packages can be obtained from the Sacramento FEPP office.
- Retain a copy of the sales package and forward the original to the Sacramento FEPP office for review. The packet will be returned to the custodian to complete the sale.
- To sale the property three telephone bids may be obtained or a bid package prepared. If there are local inquiries concerning the purchase of the property, bid package should be prepared.
- After the sale, forward a copy of the sale package to the Sacramento FEPP office with all cashier's checks made payable to the US Treasury. The checks and sale packet will be forwarded to the Forest Service and all inventoried property will be removed from PMIS.
- Delete inventoried items from the inventory and file packet in the completed sales file.

Scrap Sales

After the SF-120 is (see section 2762) approved for scrap a small lot/scrap sale packet will be provided. Three scrap contractors should be contacted (use the local phone directory) and bids solicited for each item. Junk contractors must **not** be allowed to sort through the property; contractors must accept all property or not accept any. Follow the scrap instructions in the packet, then forward a copy of the packet and check to the Sacramento FEPP office.

The Sacramento FEPP office will forward the documents to the USFS. Delete all inventoried items from records and file.

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[\(see Forms or Forms Samples\)](#)