

Municipal Clerks Conference

April 26, 2016



On-line Auctions

By Denise Piszowski, Q.P.A.

Township of Branchburg



N.J.S.A. 40A:11-36
Sale or Other Disposition of Personal Property

LFN 2008-9
Selling Surplus Personal Property:
Use of Online Auctions

P.L. 2001 c. 30
Local Unit Electronic Technology Pilot Program
and Study Act

2008-21R
Online Auctions and Other Procurement
Related Issues

Types of Surplus property

- Office Equipment and Furniture
- Maintenance Equipment
- Vehicles
 - Owned
 - Impound
 - Obtain title 'green sheet' from Trenton, usually done by the Police Department
 - Impound Vehicles must meet NJMVC Abandoned And Unclaimed Motor Vehicles requirements before auction N.J.S.A. 39:10A-1
 - Tow companies cannot collect more than a total of \$400 per vehicle in storage fees no matter how long they have the vehicle N.J.S.A. 40:48-2.50

Resolution

- Required each time a new on-line auction is authorized
- Must include:
 - Statement that surplus property is no longer needed for public use
 - Statement that sale is being conducted pursuant to Division of Local Government Services' Local Finance Notice 2008-9
 - Statement that the sale will be conducted over the internet and the internet address of the auction site
 - Information on personal property to be sold
 - Make
 - Model
 - Year
 - Description
 - Serial/VIN Number, if applicable

Sample Resolution

RESOLUTION

NO. ###-##

ADOPTED: DATE

WHEREAS, the Township of Branchburg has determined that the property listed below is no longer needed for public use pursuant to Division of Local Government Services' Local Finance Notice 2008-9 and the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) which authorizes the sale of this surplus personal property through the use of an online auction service; and

WHEREAS, the Township of Branchburg intends to utilize GovDeals.com online auction services; and

NOW, THEREFORE, BE IT RESOLVED, by the Township that the Purchasing Agent is hereby authorized to sell the surplus personal property as indicated on www.GovDeals.com; an authorized online auction website; and

BE IT FURTHER RESOLVED, that the Auction for items shall be for a total of ten (10) days and all fees are to be paid for by the buyer as per the terms and conditions of the agreement entered into between GovDeals and the Township of Branchburg and are available at www.GovDeals.com and in the office of the Purchasing Agent.

VIN

Year

Make

Model

Od Reading

Body Type

ATTEST:

Publication

- Must be done for each Resolution
- Publication shall be published not less than 7 nor more than 14 days before the start date of the sale
- Ad must include:
 - Notice of the date, time and place of the public sale, i.e. website for on-line auction
 - A statement that bidders must pre-register
 - The conditions of sale
 - A description of the items to be sold
 - Make
 - Model
 - Description
 - Year

Sample Publication

TOWNSHIP OF BRANCHBURG NOTICE OF PUBLIC ON-LINE AUCTION

The Township of Branchburg, Somerset County, NJ, will be conducting a Public Sale of Surplus Property. Items will be sold on-line through a contracted government on-line auction service, GovDeals, Inc. Surplus property can be viewed directly at www.govdeals.com. All bidders must pre-register with GovDeals at govdeals.com.

The Auction shall be for a total of ten (10) days starting Friday, October 16, 2015 at 9:00 AM.

All sales are final, "As Is" and "Where Is". The buyer is responsible for all fees. Payment must be received by the Township of Branchburg Purchasing Department, located at 1077 US Highway 20 North, Branchburg NJ 08876 within five (5) business days of the sale closing date. Cash, Money Orders, or Certified Checks are the only forms of payment accepted. Surplus Property must be picked up within 10 business days of the receipt of payment. The terms and conditions of sale will be specified on-line.

All items may be inspected by appointment only.

Items to be auctioned:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Body Type</u>	<u>Od Reading</u>
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Log onto www.govdeals.com to sign up and view the surplus property. For additional information email purchasing@branchburg.nj.us.

Denise Piskowski, Q.P.A.
Purchasing Agent

Approved Auction Vendors

- Vendors approved by DLGS for on-line auctions and sale of SRECs
 - <http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl.html>
 - www.eBay.com
 - www.GovDeals.com
 - www.PropertyRoom.com
 - www.usgovbid.com
 - www.publicsurplus.com
 - www.municibid.com
 - www.alfredsauctionsinc.com
 - www.auctionsbygov.com
 - www.txauction.com www.bidtron.com
- SRECs additional information
 - <http://www.njcleanenergy.com/renewable-energy/programs/solar-renewable-energy-certificates-srec/new-jersey-solar-renewable-energy>

Adding Item to Auction Site

- List item for Action
 - Some sites have a place for a VIN number, if yours does enter the VIN number, all of the vehicle information should pre-fill
- Complete additional information on the item being listed
- Add pictures and other documentation

Add Asset

Listing a vehicle? Start here!
VIN: [Get Vehicle Details](#)

* Short Description:
Long Description: Max description 3000 characters

*Status: *Condition:
*Category: Inventory ID:
*Is this a group of items?:

VIN Serial #: Make/Brand:
Model: Model Year:
Meter: Accuracy: Title Restriction:

Authorized Bidder: General Public
Excess Reported Date: (mm/dd/yyyy)

*Address 1: 1077 US Highway 202 N
*City: Branchburg *State: New Jersey
*Zip Code: 08876-3324

*Locations: Branchburg Township, NJ

Address 2:

Inspection Instructions: Max description 3000 characters
Default

Inspections are by appointment only. Items offered for sale are used and may contain defects not immediately detectable. It is in the interested parties' best interest to inspect the equipment thoroughly. The Township makes no warranty or guarantee as to the physical/mechanical condition or drive-ability of the vehicle.
Inspection hours 9:00 am – 3:00 pm. All persons wishing to inspect the equipment shall stop at the Administration Department, 1077 US HWY 202 North, 08876.

Payment Instructions: Max description 3000 characters
Default

Property shall be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.
Pickup hours 9:00 am – 3:00 pm. The Buyer shall make all arrangements and perform all work necessary, including packing, loading and transportation of the property. ABSOLUTELY NO ASSISTANCE WILL BE PROVIDED.
A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Removal Instructions: Max description 3000 characters Will Ship
Default

Property shall be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.
Pickup hours 9:00 am – 3:00 pm. The Buyer shall make all arrangements and perform all work necessary, including packing, loading and transportation of the property. ABSOLUTELY NO ASSISTANCE WILL BE PROVIDED.
A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Special Instructions: Max description 3000 characters
Default

NOTICE: If you are the winning bidder and default by failing to adhere to this seller's terms and conditions your account with GoClass WILL BE LOCKED.
Guaranty Waiver: All property is offered for sale AS IS, WHERE IS. Branchburg Township, NJ makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Township makes no warranty or guarantee as to the physical/mechanical condition or drive-ability of any vehicle or as to the condition or usability of any equipment.

Media Editor
Asset ID: 60 - sdfsdfsdf

Upload images, PDF, Word, Excel, text files and even a video (up to 30MB and only one allowed). Videos can be large in file size and will take some time to upload and for YouTube to process. Please be patient. This page will refresh when your upload is complete.

Filename	Size	Status

0 b 0%

Set Up for Auction

- Set up dates on auction site
- Auction for 10 days

Anticipated Sale Price: Calculate Auction

Add New Auction

*Tier: General Public Anticipated Sale Price: \$10,000.00

*Start Date/Time: 07/17/2015 # Days: *Hr: 1 *Mn: 40 *AM/PM: PM ET

*End Date/Time: 07/24/2015 *Hr: 1 *Mn: 40 *AM/PM: PM ET

Would you like to auto extend this auction? No

*Opening: 1500 Special Tax:

*Increment: 25 Cumulative Tax: %

Reserve: 0

Strike: 0

Item 1 of 1							
Description	Make/Brand	Model	Year	Location	End Date/Time	Current Bid	Shortcuts
 2012 Chevrolet Malibu LS 10,107 New Listing!	Chevrolet	Malibu	2012	Montgomery, AL	7/24/2015 2:11 PM ET	\$1,500.00	View by same:

- For multiple items set end times 10-15 minutes apart

Purchaser Pick Up

- Print Bill of Sale from auction site or prepare one
- Get Identification
- Have purchaser sign two copies of the Bill of Sale and notarize both
 - Take payment
 - Write ID info on your copy
 - Give them one copy with title or green sheet, a copy of the resolution and a copy of the ad
 - If they are sending a 3rd party make sure 3rd party has a notarized letter of authorization from purchaser and ID

Sample Inspection Instructions

- Inspections are by appointment only. Items offered for sale are used and may contain defects not immediately detectable. It is in the interested parties' best interest to inspect the equipment thoroughly. The Township makes no warranty or guarantee as to the physical/mechanical condition or (drive-ability of the vehicle) (usability of the equipment).
- Inspection Hours 8:00 am – 3:00 pm. All persons wishing to inspect the equipment shall stop at the Administration Department, 1077 US HWY 202 North, 08876.

Sample Item Information

- Township Vehicles:

- It is in the interested parties' best interest to inspect the vehicle thoroughly. This Vehicle is being sold "As is, Where is". The Township makes no warranty or guarantee as to the physical/mechanical condition or drive-ability of the vehicle. This vehicle is sold according to NJ MVC rules and regulations; the Township is not responsible for any out of state requirements.

- Township Equipment:

- It is in the interested parties' best interest to inspect the equipment thoroughly. Equipment is sold "As is, Where is". The Township makes no warranty or guarantee as to the physical/mechanical condition or usability of the equipment.

Sample Impound Vehicle Information

- ***IMPOUND VEHICLE**** This vehicle was impounded by our police department. We have no other information other than what is on the attached "Inspection Form".
- It is in the interested parties' best interest to inspect the vehicle thoroughly. This vehicle is being sold "As is, Where is". This vehicle is an impound vehicle and comes with an Application for Certificate of Title which the successful bidder will then take to their Motor Vehicle agency to get an actual title in their name. This vehicle is sold according to NJ MVC rules and regulations; the Township is not responsible for any out of state requirements. The Township makes no warranty or guarantee as to the physical/mechanical condition or drive-ability of the vehicle.

Sample Payment Instructions

- Payments shall be made at the Township Municipal Building, Administration Office, 1077 US Highway 202 North, Branchburg, NJ 08876 before picking up item. Payment Hours 8:00 am – 3:00 pm. The buyer is responsible for all fees. IDENTIFICATION IS REQUIRED.
- Acceptable forms of payment are: U. S. Currency, Certified Cashiers Check, Money Order, or a Company Check (with Bank Letter guaranteeing funds – mandatory). Checks shall be made payable to: Branchburg Township, NJ.
- The Buyer's Certificate will contain information to schedule payment & removal. Payment in full is due not later than five (5) business days from the time and date of the Buyer's Certificate.

Sample Removal Instructions

- Property shall be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.
- Pickup Hours 8:00 am – 2:30 pm. The Buyer shall make all arrangements and perform all work necessary, including packing, loading and transportation of the property. **ABSOLUTELY NO ASSISTANCE WILL BE PROVIDED.**
- A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

(Hopefully) Helpful Hints

- Sales should be “As Is, Where-Is”
- Have purchaser pay any processing fees charged by the auction vendor
- Answer questions only through the auction site
- Only accept cash or bank check
- Post end of day pick up times at least two hours before end of business
- Make sure pickups are supervised and don't provide any assistance

Disadvantages

- Time consuming
- Out of state/country buyers
- Buyers that don't adhere to instructions
- Third party pick up
- Items that don't sell