

SaskSurplus

Disposal Guidelines

Equipment and Miscellaneous Items

Ministry of Central Services
Disposal Program

www.SaskSurplus.ca

www.CommunityDonations.ca

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1 Introduction

The first step in the disposal of government assets is ensuring there is no further use within your own ministry for the asset(s).

Central Services, Disposal Program coordinates the disposal of used government-owned surplus assets. The Disposal Program manages two methods of disposing of government assets:

➤ **The Community Donation Program**

Typical office furniture, equipment and supplies including office electronics are donated to community organizations through the [Community Donations website](#). Click on the links below to download the **Community Donations Posting Guidelines** and related policies regarding electronics

➤ **SaskSurplus – Sale Program**

Vehicles, heavy equipment and miscellaneous equipment is sold to the public through the [SaskSurplus website](#). Click on the links below to download the **SaskSurplus Disposal Guidelines** and related disposal forms.

All of the information is on our website at www.SaskSurplus.ca Please click on the link in the lower left corner: **Disposal Forms, Documents and Guidelines**

The Community Donation Program

The Community Donation Program (CDP) is used to dispose of “Typical” office furniture, equipment and supplies including office electronics. Items are donated to community organizations throughout the province.

The Community Donation Program is a web-based program that provides community organizations across Saskatchewan with the opportunity to acquire used government “office” furniture, equipment and supplies free of charge.

Community-based organizations can select items from an inventory of usable office furnishings no longer needed by government organizations. Different items are posted each week and one organization is randomly chosen to receive each item/posting.

Please visit the Community Donations website for more information at www.CommunityDonations.ca

Government offices that have surplus office furniture, equipment and supplies need to review:

- [Community Donations Posting Guidelines](#)
- [Electronic Equipment Recycle Policy \(e-Waste\)](#)
- [Electronic Storage Media Disposal Policy](#)

SaskSurplus Sale Program

Vehicles, heavy equipment and miscellaneous equipment is sold to the public through the SaskSurplus website.

Ministries or agencies need to officially declare all other assets (non-office related) surplus to the Central Services, Disposal Program using one of the "Disposal Request" forms below.

Government offices that have surplus vehicles, equipment and supplies need to review:

- [SaskSurplus Disposal Guidelines](#)
- [Vehicle and Motorized Equipment Disposal Request](#)
- [Miscellaneous Item Disposal Request Form](#)
- [Scrap Metal Disposal Request](#)

Although the following is primarily for Office equipment, the following policy documents should also be reviewed:

- [Electronic Equipment Recycle Policy \(e-Waste\)](#)
- [Electronic Storage Media Disposal Policy](#)

All disposal requests are **required to be approved by the appropriate ministry/agency people with disposal authority**. This would typically be an out of scope director or delegated manager. The disposal program requires notification of any delegated authority given. A simple email to SaskSurplus@gov.sk.ca will do. All disposal approvals can be approved by signing the form and submitting or sending approval by email to SaskSurplus@gov.sk.ca. with the disposal document attached

Most government assets are sold to the public through the "SaskSurplus Sale Program" www.SaskSurplus.ca. When submitting your Disposal Requests please keep in mind, you are advertising and selling your items to the public.

Please review each of the detailed instruction below before on submitting your disposal requests.

Please visit our website at www.SaskSurplus.ca and download up to-date disposal guidelines, forms and policies. Please click on the link in the lower left corner: [Disposal Forms, Documents and Guidelines](#)

2 Overview of the Disposal Process

- a. The deadline for receiving disposal requests for the next month's sale is the last day of the month.
 - b. Information received on disposal requests is entered onto a master sale spreadsheet for each sale.
 - c. Each item is given a unique sale number.
 - d. Each picture received is also given the same unique sale number along with any supporting documents to be advertised to the public.
 - e. Information and confirmation as described below is returned to the disposal contact along with instructions for the sale.
 - f. SaskSurplus sales open the 2nd Wednesday of each month and close on the 3rd Wednesday at 10 A.M. sharp.**
 - g. SaskSurplus receives bids through the open sale period. Bids are entered into the master sale spreadsheet.
 - h. When the sale closes the bids are analysed as to who is the highest bidder. Results are usually finalized on Thursday or Friday at the latest.
 - i. Bidders are notified what they have won and are also notified that they have 5 business days to pay for and pick-up their items.
 - j. Disposal contacts in each area are also notified of the successful bidders and when the items have been paid.
 - k. It is the disposal contact's responsibility to ensure they are available to release the items or have someone delegated to be there to release.
 - l. Review of the dates. Disposal contacts are required to be available from the 2nd Wednesday of each month to the to approximately the 4th Friday of the month.**
 - m. Financial information is usually completed in the first week of the month for the previous months sales activity and forwarded to ministries or agencies.
- a) When items are approved for sale you will receive by email confirming the sale dates and the following documents and disposal contact's responsibilities;**
- i) An **updated Disposal Request** with sale numbers. Sale numbers are assigned by SaskSurplus as confirmation for items being disposed of or being sold in the next sale.
 - ii) **Item Sale Information Sheets – to be attached to each item**
 - iii) **Release Slips** for items – Bidder to sign – retained by Ministry;
 - iv) If applicable – a **Tow Only Disclaimer** – Bidder to sign – and submit to SaskSurplus, 500 McLeod Street, before payment is made.

Disposal Contact's Responsibilities:

- v) Please confirm, by return email, that you'll be available for the dates shown in in the email
- vi) If you will be on vacation or away from the office, please inform us of your alternate contact person and forward this information to them.
- vii) Let us know immediately if public viewing is a problem. We will look at other options.
- viii) **PRINT and REVIEW the Item Information Sheets** sent for errors or item(s) not described properly including accurate condition descriptions.
- ix) **Attach Item Information Sheets to item(s)** being sold so bidders know what the sale number for your items is so there is no confusion.
- x) **Review your item postings on the website** on sale opening day. (www.SaskSurplus.ca)
- xi) Photos and more detailed information. (such as condition, problems, etc.) Contact SaskSurplus immediately to correct any errors or omissions.
- xii) **PRINT and REVIEW the Release Slip(s)**. Have the successful bidder(s) of each of your items, **sign the Release Slip(s)**, that pertain to each item, and keep for your ministry records.
- xiii) **PRINT and REVIEW the Tow Only Disclaimer(s)**. Post or attach the disclaimer on the windshield along with the information on vehicles. Successful bidder(s) is responsible to **sign the Tow Only Disclaimer(s)** and **submit PDF copy to SaskSurplus by email sasksurplus@gov.sk.ca or by fax 306-787-2092.**

b) After the sale is complete, the Disposal Contact will receive an email with the following instructions and attachments.

- i) **"List of Successful Bidders"** for your items that were listed in the recent SaskSurplus Sale.
- ii) **** If anyone asks how much an item(s) sold for, you can ONLY release the selling price. To protect the privacy of the bidder, DO NOT release any names.**
- iii) **Notification:**
 - 1. SaskSurplus will notify the successful bidders to pay and pick-up items.
 - 2. SaskSurplus will notify you (the contact person) by email ONLY when the item(s) have been paid for so you can release the item(s). If you are no longer the contact person meeting the bidder due to vacation or any other reason, please let us know immediately.
- iv) **Pick-Up:**
 - 1. The successful bidder is responsible to remove items from premises within 5 business days of notification or as mutually agreed.
 - 2. It is the disposal contact's responsibility to let us know if your items have **not** been picked-up or if you are unable to contact the bidder to make suitable pickup arrangements. Please contact us by email to SaskSurplus@gov.sk.ca or call 306-787-2062 or 306-787-2238.

v) **Payments:**

1. We strongly advise bidders contact SaskSurplus to make payment.
2. Ministry of Central Services, SaskSurplus, 500 McLeod Street, Regina SK S4N 4Y1, Visa/Master Card Payments can be taken by Phone: 306-787-2062 or 306-787-2238.

vi) **Methods of Payment:**

1. **Visa or Master Card**, The maximum allowable payment is \$10,000 including tax.
2. **Bank Draft, Money Order or Certified Cheque**, (no personal or business cheques) Made Payable to "Minister of Finance"
3. **Interac/Debit** - can ONLY be accepted in person at 500 McLeod Street, Regina Sask. S4N 4Y1
4. DO NOT accept cash payments - **Cash**, in the exact amount, can ONLY be accepted at 500 McLeod Street, Regina SK S4N 4Y1

vii) **Taking payments on site**

1. We strongly discourage receiving payment on site but bidders may insist to pay you directly. If you agree to accept payment on behalf of the Saskatchewan Government you will need to:
2. Notify us immediately in writing by email to SaskSurplus@gov.sk.ca that you are or will be accepting a payment, include who the payment is from and the exact amount on the cheque.
3. Ensure the payment is ONLY a certified cheque, bank draft or money order (no personal or business cheques). Ensure cheque etc. is made payable to the "Minister of Finance".
4. Ensure the cheque etc. is in the exact amount that is shown on the "Successful Bidders List"
5. Fax a copy of the certified cheque/bank draft/money and the release slip immediately to 306-787-2092.
6. Send payment immediately by a secure courier or registered mail to: SaskSurplus, 500 McLeod, Regina Sask. S4N 4Y1.
7. For audit purposes retain proof of shipment including tracking numbers.

viii) **Tow Only Vehicle Disclaimers:**

1. Successful bidders must sign the "Tow Only Vehicle Disclaimer(s)" acknowledgment and return it to SaskSurplus by fax 306-787-2092, by email as a PDF attachment to Sasksurplus@gov.sk.ca or in person to us.
2. We will not accept payment until these are signed and returned to us.
3. Vehicle(s) should not to be driven without repairs and a new inspection.

ix) **Release Slips:**

1. It is your responsibility (the contact person) to ensure the bidder signs the "Release Slip" acknowledging that their "goods were received".
2. Retain the original copy of the "Release Slip" for your records and audit purposes. We are no longer asking you to fax us a back-up copy.

3 Submitting Your Disposal Request and Handling Process.

- a) The deadline for receiving disposal requests for the next month's sale is the last day of the month. Depending on the volume of disposal requests received will also determine if we can process all of the requests received for the next sale.
- b) Disposal Request Forms are required to be submitted by email, on flash drives, on USB Key or on CDs in Excel Spreadsheet format ONLY, no PDF or just emails submissions. PDF signed copies will be accepted for "approvals" only. We don't have the time to retype.
- c) One email per disposal request.
- i) Vehicles – One "vehicle disposal request" per email with JPG pictures and any other documents.
 - ii) Miscellaneous Items – One spreadsheet can accommodate several items. Please list all of your miscellaneous on one "Miscellaneous Item Disposal Request" and submit with JPG pictures and any other documents.
 1. You can use several emails to accommodate extra pictures for the same disposal request. Just let us know there is more than 1 email for the same disposal request.
 2. **Try to name each disposal request/email with a unique name** so we can identify them if you are submitting more than one or sending more than one email.
 3. Please do not send one email for several disposal requests. This has caused confusion; what attachments belong with which disposal request. Subsequent emails responses are also difficult.
- d) Disposal Requests are processed in the order that they were received unless there is a problem with it. We will skip to the next disposal request and so on, until we are caught up. This maximizes the number of disposal requests processed that are submitted correctly.
- e) We will then return to the problem ones on a first come first serve basis.

- f) We will not be able to process requests to dispose of items if the information is not received in a format we can use and/or upload to the SaskSurplus website.
 - i) Hand written forms will be rejected and will **not** be processed until staff have an opportunity to review and retype them. (this may take months). If the hand written forms submitted are **not legible they will be rejected and not reviewed.**
 - ii) Please do not submit pictures or spreadsheets as PDF documents or pictures embedded in word documents. Pictures need to be submitted individually in JPG format reformatted to 640 x 480 pixels.
- g) In some cases only a portion of a miscellaneous disposal request may be processed while other items may be rejected for one reason or another. Rather than holding up the entire disposal request we will process the items we can and the remainder will be rejected.
- h) Rejected items can be resubmitted using the same disposal request with the necessary corrected information or resubmitted on **a new disposal request form** with the necessary corrected information if there were too many problems and need to be redone completely. Updated pictures will probably be required.
 - i) Submitting new disposal request. You can use the same form (if it is current) by simply modifying or removing the items that have already been processed (items with a sale number or identified as OK) and only re-submitting the rejected items with the necessary corrections or missing information. You will also need to re-submit the matching pictures renamed as described below. (See Section - Digital Photos)
 - ii) A new disposal request number will be created by SaskSurplus for the revised disposal request submitted if required.
 - iii) Or an entirely new form can be created.
- i) If items go through a sale and are not sold. At the discretion of SaskSurplus items typically are relisted in the next sale (try to sell in two sales). If the items are large where shipping expenses to a recycler or landfill could be significant items may be relisted a 3rd or 4th time. Please contact SaskSurplus if you are prepared to incur shipping expenses and to have the item(s) removed from the sale process and deemed to junked items.

4 Approval to Dispose

- a) All disposal requests are required to be approved by an appropriate **ministry official with disposal authority, typically an out of scope director or delegated manager**. The disposal program requires notification of any delegated authority given or if delegations have changed before approvals can be accepted. A simple email to SaskSurplus@gov.sk.ca will do.
- b) Disposal requests can be approved by:
 - i. An email approval to SaskSurplus@gov.sk.ca is acceptable from a person with authority. Stating "Approved". Please ensure the disposal form is attached to the email.
 - ii. Signed disposal requests can be emailed as an attachment or Faxed to 306-787-2092 or mailed to: SaskSurplus, 500 McLeod St. Regina, SK. S4N 4Y1
- c) The recommended minimum selling price should be completed by the ministry to establish a reasonable "minimum" sale value considering the condition of the item. **The approval signature approves that the items are surplus to the ministry and provides validation and approval of the recommended "minimum" selling price.**
- d) Ministry items may be sold below the minimum selling price at the discretion of Central Services, Disposal Program.
- e) Anything that has an expected sale value of less than \$100 should have a declared minimum selling price of \$1.00. A minimum selling price of **\$1.00** is an acknowledgement of the item(s) are being **sold as unreserved**. Administratively it's not worth the time and effort to relist items for less if not sold.

5 Ready for Pick-up or “Dock Ready”

- a) All items for disposal need to be made “Dock Ready” or "Ready to Pick-up" before proceeding with the disposal process.
- b) Items need to be accessible for pick-up.
- c) Items need to be decommissioned, uninstalled or disassembled (if required).
- d) All government identification decals must be removed, including vehicle identification decals.
- e) Vehicle licence plates must be removed.
- f) Vehicles should be cleaned, inside and out and washed, vacuumed if required.
- g) For small buildings, all utilities need to be disconnected. This is a ministry responsibility that can't be passed onto the buyer for liability reasons.
- h) Items that are not included with the building (or group/lot of items) should be removed from building and should not appear in any pictures.

6 Office Furniture, Equipment and Supplies

- a) Please use the Community Donation Program (CDP) for office furniture, equipment and supplies **as your first option to dispose.**
- b) Please visit website if not registered. www.communitydonations.ca click on " [How to Register your Organization](#)
- c) **These items will be rejected** if they have not been previously posted to the CDP program for donation.
- d) Office furniture and equipment **may be accepted** on a Miscellaneous Disposal Request **if the items have been through the CDP program** and not claimed but too good to discard.
 - i) **Please include the CDP posting number** on your spreadsheet in the "Program Reference Number" column otherwise it may be rejected.
 - ii) All furniture and equipment will **need to be approved for sale or may be authorized to discard by SaskSurplus** staff if sale history indicates items do not have any sale value.
- e) Office furniture and equipment will also be **accepted if this is a result of a large office move.**
(Please call us to discuss.)
- f) Items not "typically" found in a regular office environment should be sold through SaskSurplus sales. Some examples include:
 - i) Unique, expensive or antique items.
 - ii) "Large" photocopier type printers
 - iii) Large format printers or plotters

7 Miscellaneous Item Listings

- a) Complete a **Miscellaneous Item Disposal Request**. The SaskSurplus website is under construction. Please email SaskSurplus@gov.sk.ca for a current copy.
- b) One line per “item or group of items” as they should be posted to website and sold.
- c) Please group small items into “similar” groups or lots of items large enough so it is worth the bidder’s time and expense to pick up.
- d) **“Ministry Reference” number(s)** - Use a unique number(s) to identify all items clearly. Physically tag or mark each item if required. You can use address labels or any other means to securely attach a number to the item. Do not use sticky notes, they don’t stay on.
 - i) Use either your own identification numbers, etc. or use 1, 2, 3 etc.
 - ii) Rename the corresponding digital picture file name(s) to match the reference numbers. If there is more than one picture per item, add .1, .2, .3 etc. to the file name. If you are uncertain how to do this, please call us for help.
- e) **Location / Program # Reference** (if Applicable) column. On occasion, additional information may be required to identify an item by where it is or a program number. Examples may include *4th floor, north lot* or a program number such as Community Donations posting number.
- f) **Quantity** - identify the number of items in your group or “Lot of x”
- g) **Item Name** - what is it, in a word or two.
- h) **Item Details** - For equipment use year, make, model for other items use Type, metal or wood as examples or another description that identifies the item uniquely such as round for tables or Lateral, 4 drawer for file cabinets.
- i) **Item Description** - Describe your items clearly, size, length, dimensions are all important descriptions. Include an accurate **condition description** for the public to assess a value for the item and bid accordingly.
- j) **Overall Condition** – In general terms, select only one condition that will populate a specific field on the website.
- k) **Capital Asset** – Please identify with an “X” if the item is a capitalized asset with a remaining book value. In the event the item is requested to be transferred to another ministry we will contact your financial divisions to obtain the following:
 - a. Amortization Date
 - b. Original Capital Cost
 - c. Accumulated Amortization
 - d. Net Book Value
- l) **Recommended Minimum Selling Price** – For Ministries, this value gives us an idea of what the expected sale value should be. **Anything that has an expected value of less than \$100 should be declared as \$1.00** or should be sold as unreserved. Administratively it’s not worth the time and effort to relist items for less if not sold.

8 "Groups" or "Lots" of Items

- a) One line per "Lot". Please include a description that captures the lot of items you want to sell.**
We cannot accept if the lot of item uses multiple lines to describe your lot. Each line represents a single website posting. Descriptions need to follow this format.
- b) Use a one unique "Ministry Reference" number(s) to clearly identify each lot of items.**
- i) Use either your own or use 1, 2, 3 etc.
 - ii) Physically tag or mark each item if required. (Do not use sticky notes, they don't stay on)
 - iii) Rename corresponding pictures to match the reference numbers. If there is more than one picture per item, add .1, .2, .3 etc to the file name. If you are uncertain how to do this, please call us for help.
- c) The items in each lot have to be appropriately grouped by the same item, similar type or related of items.**
- d) If there are a number of items that you wish to sell in one lot, use the "quantity" to describe the Lot. Example: Lot of 6, or Lot of 3, etc.**
- e) Never describe your lot as a "pile of" or "pallet of" or "boxes of". There is no reference to quantity or value.**
- f) If items should be grouped together, please list them that way. As an example: Boat, Motor and Trailer should all be on one line.**
- g) The size of the lot should not be too big or too small. This is discretionary depending on what it is. Think of the potential buyer and what will be required to pick up the items.**
- h) Items of potential value should not be included in a lot containing miscellaneous or small items.**
- i) Describe the "lot" that generally captures the items that are in the lot or group. Describe the lot with a brief description. e.g. Lot of Weather Forecasting Equipment, Lot of Bearings, Lot of lights. (Include the quantity in the description if possible.)**
- j) If the lot contains dissimilar items, clearly identify on the disposal request the individual items that belong to the same lot.**
- k) The pictures should clearly show the items in the lot by a group photo or individual pictures of items.**

Continued...

- l)** If there are numerous small items or detailed information in a lot, we can also accept a list of items including the condition descriptions in a word document included/attached to your disposal request.
- m)** If the condition of an individual item(s) in the lot is different than the rest, that should be clearly stated or not be in the same lot at all.
- n)** Do not include valuable items in the same group as invaluable items or in a group at all. Valuable items should be sold separately, if appropriate.

9 Small “Movable” Buildings

- a) Large buildings do not fall under SaskSurplus Disposal Program. This may require a public tender for the removal or sale of capital property. (Contact Disposal Program for more information)
- b) Bidders are only responsible for the removal of the building or items once they are purchased or owned by the bidder. No additional work can be included to make it “ready for pick up”. This would be considered as providing a service to government. The following few points are considered as government’s responsibility.
- c) All utilities must be disconnected.
- d) Items that are not included must be removed from building. (This is not the buyer’s responsibility)
- e) Any items that are included with the building need to be identified as included. Items need to have details including condition. A picture is also required of all items included.
- f) Describe the construction including, size, etc.
- g) Describe the condition accurately.
- h) Describe the foundation, on cement pad, blocks or wheels, (hitch or no hitch, etc.
- i) Bidders are required to complete a “Licence Agreement” to cover the liability responsibility for the removal of larger items where there is work performed on government property.
 - i) Please describe the scope of work required to remove the building. Here is a clip from the agreement.
 - ii) Date items should be removed from property.
 - iii) Include any unique issues related to the removal, trees or accessibility, road or ground conditions.
 - iv) Who is the disposal contact and phone number?

The Licensor hereby grants the Licensee permission to enter upon or access to government property located at: _____ (the “Property”) for the purposes of: _____, including clean-up and removal of any debris from site.

For the following period: Month, day, 20xx to Month, day, 20xx,

Between the hours of: 8:00 A.M. and 5:00 P.M. unless extended hours are authorized by appropriate site official, Name - 306-???-???? (the “License Period”).

10 Vehicles and Motorized Heavy Equipment

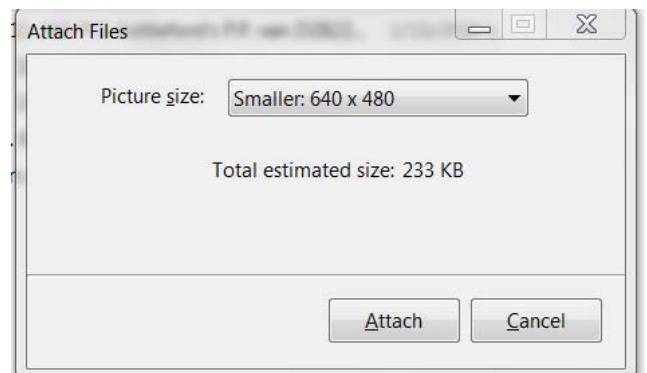
- a) Complete a [Vehicle and Motorized Equipment Disposal Request](#)
- b) Complete a CONDITION REPORT / Preliminary Inspection for mechanical problems or recent repairs that may not appear on an SGI Safety inspection report.
- c) On the vehicle disposal request, the ministry needs to declare if there has been an **“SGI” Vehicle Safety inspection** completed on the vehicle within 30 days of the vehicle disposal request being submitted for sale/disposal. This is a “yes or no” question.
- d) A copy of the SGI vehicle inspection (passed or failed) needs to be included with the disposal request
- e) If the vehicle has a **“Passed” SGI Inspection**. The vehicle will be sold as a **“licensable”** vehicle.
- f) If the vehicle has a **"Failed" SGI Inspection**. The vehicle will be sold as a **TOW ONLY** vehicle. **The vehicle will require a passed SGI Inspection to be licensed**. Buyer assumes full responsibility for repairs and a new inspection.
- g) If the vehicle has **"No SGI Inspection"**. The vehicle will be sold as a **TOW ONLY** vehicle. It is unknown if any repairs or safety concerns exist (if any). **The vehicle will require a passed SGI Inspection to be licensed**. The buyer assumes full responsibility to ensure repairs are completed if required and a new inspection.
- h) See Section 4. Ready for Pick-up or “Dock Ready”
 - i) All government identification decals must be removed, including vehicle identification decals.
 - ii) Vehicle licence plates must be removed.
 - iii) Vehicles should be cleaned, inside and out and washed, vacuumed if required. If vehicles are received that are not ready for sale they may be rejected or additional fees may be charged for cleaning and removing decals.
- i) Ensure recalls notices on the vehicles have been completed. Outstanding recalls can be checked by going to the manufacture’s website.
- j) Pictures to be taken of vehicle/Equipment:
 - i. Drivers side front hood and side of vehicle
 - ii. Passenger side back, trunk/truck box and side of vehicle
 - iii. Drivers side seat(s), front and back.
 - iv. If applicable, 4x4 shifter or electronic shift indicator.
 - v. Passenger side seat(s), front and back
 - vi. Odometer reading
 - vii. Any damage, dents, rust, rips, etc.

11 Describe Condition of Items Accurately

- a) Good, Fair, Poor etc. are general terms that described the “overall” condition.
- b) Condition descriptions should be expanded if possible in your description of the item. "Used" or "old" are poor descriptions without additional information. The condition of the items should be clearly stated and accurate.
- c) State if the items are functional (furniture) or operational, working or not working, for equipment.
- d) If it is not functional or operational state why in the condition description column, this will reduce the number of phone calls from the public.
- e) Include any recent repairs, upgrades or positive comments. The row height can be expanded to include all of your comments if required.

12 Digital Photos (for items sold on site)

- a) **Rename your pictures** according to your **Ministry Reference Number. We recommend using 1, 2, 3, etc. if no ministry reference number exists.** If you have more than one photo add .1, .2, or .3 etc. behind your Ministry Reference number. Don't use the #, our website doesn't accept this symbol.
- b) Please provide one or more pictures of each individual item or lot. We cannot use the same picture for multiple items. **Actual pictures of each are required.**
- c) The pictures must match and support the descriptions of the item or lot.
- d) Digital photos are required for all items sold "on-site" and must be in **JPG format ONLY. Please downsize to 640 x 480 using a photo editor.**
- e) To resize a mass number of photo all at once.
 - a. Select the first photo, hold the shift key and select the last photo in your file directory.
 - b. Right click and select "Send To" then select "Mail recipient"
 - c. A window will appear
 - d. Select Smaller 640 x 480
 - e. Click on attach
 - f. A temporary email will be created
 - g. Right click, then "Select all" of the pictures in from the email
 - h. Then right click again and select "Copy"
 - i. You can now paste all of the resized photos to a directory of choice or back to the same directory and replacing the large photos.
- f) Email your photos and the disposal request to SaskSurplus@gov.sk.ca. Large quantities of pictures should be burned to a CD and mailed to: SaskSurplus, 500 McLeod St. Regina, SK. S4N 4Y1. Please do not send printed pictures or PDF files as these are usually not useable and must be converted to jpg digital format for the website.



13 Chemicals: including janitorial “supplies” cleaners, waxes, etc.

- a) Must have the “Material Safety Data Sheet (MSDS)” physically attached to each product being sold.
- b) The miscellaneous disposal request must have a declaration included in the description for each product that states “MSDS are attached to product”.
- c) Partial containers can be sold “only” in the “original” container and in the original strength and must have the MSDS sheets also physically attached.
- d) The miscellaneous disposal request must have a declaration included in the description for each product that states “MSDS are attached to product”.
- e) If possible, small quantities and/or partial containers should be included with the equipment and included with the description of the item.
- f) Larger quantities or products that are not associated with equipment can be sold separately by the lot. Please identify the quantity. Describe the lot accurately. Don’t make the lot sizes too big or too small if possible. Please keep the buyer’s interests in mind when creating lots. That includes travel time/expenses to pick-up. What makes sense?
- g) Any cleaning products, waxes, etc. that is not in the original container or has been mixed/diluted cannot be sold and must be disposed of in accordance with the MSDS.

14 Scrap Metal Disposal Requests

- a) Please complete the **Scrap Metal Disposal Request** for your scrap metal. The SaskSurplus website is under construction. Please email SaskSurplus@gov.sk.ca for a current copy.
- b) **1st Copy: Scrap Metal Dealer copy.** So they know what you have, who to make the cheque payable to and where to send the cheque.
- c) **2nd Copy: SaskSurplus copy.** Fax or email a pdf copy to SaskSurplus@gov.sk.ca for accountability. We should have a copy so we know there should be a cheque arriving for your items. The form does not have to be 100% completed but should have enough description detail to identify what you have (weight tickets would be good if you have them) so we can match it up to the payment when we receive the cheque from the Scrap Metal Dealer.
- i) If the scrap metal was previously a capital asset (like a truck) it should have been previously approved for disposal by Central Services under *The Purchasing Act, 2004* authority.
- d) **3rd Copy: Your Copy.** Keep for your records for the proceeds deposited to your clearing account.

15 Government Employees bidding on items that are for sale on SaskSurplus
Central Services does not authorize the disbursal of government assets to government employees. The disposal of assets must be properly declared surplus, documented and records retained by the Ministry.

When assets are being sold to the public through (www.SaskSurplus.ca) website, Government employees are welcome to bid. If employees are directly involved as a disposal contact, they need to inform their supervisor of their bidding intentions as well as identify on their bid form, their supervisor's name and that they have been notified.

16 Moving and Selling Items at 500 McLeod Street, Regina

- a. We will need your disposal request submitted to us first!!!!**
- b.** Don't forget to indicate where (the physical address or location) the items for sale are located on the "**Sale Location:**" area on the disposal request form.
- c.** If it is at 500 McLeod Street, Regina we will call you when we can accept. Items are accepted on a first come, first serve bases or by priority, only if we have space.
- d.** Anything sent to 500 McLeod Street, Regina without our prior approval might not be accepted. It will be returned at your expense.
- e.** The preferred sale location is on your site to minimize further handling and shipping expenses.

Deadline for submissions is the end of the month for the next month's sale, sooner if the items are being sent to 500 McLeod Street, Regina. Once we are aware of what you have and the condition it's in, we will work with you to dispose of your items.

Questions, please contact Central Services, Disposals:

- Victor Zimmer, Disposal Manager - 306-798-3300
- Janine McKnight, SaskSurplus Sales Consultant – 306-787-2238
- Lorne Wolfe, Sales Lot Attendant – 306-787-2062
- Adam Smith, Disposal Assistant – 306-787-4865

Victor Zimmer, CPPB

Disposal Manager, SaskSurplus / Community Donations Programs

Government of Saskatchewan, Procurement Services, Ministry of Central Services

500 McLeod Street, Regina SK. S4N 4Y1

Phone: 306-798-3300, Fax: 306-787-2092, email: victor.zimmer@gov.sk.ca

www.SaskSurplus.ca, www.CommunityDonations.ca