

SaskSurplus Sale Pickup Guidelines

SaskSurplus is resuming government auction sales. Appropriate surplus items are once again being posted on sasksurplus.ca for the public to bid on for purchase.

Due to the COVID-19 pandemic, we have changed how these sales operate. Please be aware of new measures affecting item pickup, as outlined below:

- Once an off-site seller (any seller outside of 500 McLeod Street, Regina) has received notification that their item(s) have been paid for, they should contact the successful bidder to arrange a scheduled pickup date(s) and time(s). During this conversation, the off-site seller staff will walk the successful bidder through the [COVID-19 Screening Checklist](#). SaskSurplus staff will only contact successful bidders for items to be picked up from 500 McLeod Street.
 - If the successful bidder answers “**no**” to **all** of the screening questions, they will have passed the screening and will be permitted to pick up their item(s) at the scheduled time(s).
 - If the successful bidder answers “**yes**” to **any** of the screening questions, or refuses to answer, they will not be permitted to pick up their item(s). Pickup will need to be rescheduled to a future date when the recipient can answer “no” to all of the screening questions.
- Off-site sellers should ensure they remind the successful bidder that they are responsible for bringing all equipment and personnel needed to pick up their item(s), as the seller/SaskSurplus staff will not assist with loading items, in order to maintain appropriate physical distancing.
- On the day of the scheduled pickup, if possible, off-site sellers should have the item(s) ready in an entrance area or curbside and establish a pickup location/area with the successful bidder.
- **If the off-site seller has more than one item that has been successfully bid on, the seller should ensure they schedule pickup dates and times far enough apart to avoid successful bidders arriving at the same pickup location at the same time.**
- Off-site sellers should have the items clearly marked for pickup. It is preferable to not have the successful bidder enter the building if possible.
- When the successful bidder arrives, all individuals should maintain a two-metre distance.
- If the successful bidder does need to enter the building and/or [use an elevator](#), the off-site seller should ensure there is sufficient space to allow for proper physical distancing of two metres and that there are as few employees in the area of pickup as possible.
- Once the successful bidder has completed the pickup of their item(s), the off-site seller should confirm pickup by printing the “Information/Release Slip” attachment from the “Information/Release Slips” email, signing and dating in the designated areas at the bottom of the slip, and retaining the slip for their records. **The successful bidder no longer needs to sign the Information/Release Slip.**

- Throughout this pickup process, the off-site seller, SaskSurplus staff, and the successful bidder should ensure:
 - Physical distancing is observed at all times, with a minimum of two metres between individuals.
 - Employees minimize contact with the successful bidder at the pickup location. Contactless pickup procedures should be used where possible.
 - For cleaning and disinfecting procedures after pickup, off-site sellers should refer to page 16 of the [Re-Open Saskatchewan Plan: Environmental Cleaning and Disinfection Guidelines](#).
 - The off-site seller should consider rearranging the pickup area to ensure physical distancing can be maintained, and posting directional signs indicating pickup area and protocols. [Directional COVID-19-related building and elevator signage](#), including blank fillable sign templates, can be found on the [Taskroom](#) website.

Employees can find general [public health resources about COVID-19 for government employees](#) on the Taskroom website.

For questions, please email sasksurplus@gov.sk.ca.