

COSHOCTON COUNTY



ON-LINE AUCTION PROCEDURE MANUAL

August 2011

County On-line Auction Process

GovDeals will be an efficient way to dispose of your department's unneeded/obsolete/surplus or unfit items.

Auctions will run from the 15th through the 30th of each month and will close at 8:00 pm on the 30th of that month. On the following business day Valerie will email each department which had an auction item that month to let you know the auction has closed and what your item sold for. Once the auction has closed, the highest bidder will have 5 days to pay for the item and 10 days to pick it up. Most likely the bidder will pay and pick up on the same day. Therefore, you should expect the bidder to pick up the item in your department 5-10 days after the auction has closed.

The bidder will pay for the item at the Commissioner's office. Once we have received payment, we will then email the proper department where the auctioned item is located to let you know the bidder will be there to pick up his/her item shortly. **Important: The bidder must show you the signed Bill of Sale in order to pick up the item!**

There is a 7.5% fee, no less than \$5, of the highest bid amount that we pay to GovDeals on each item we auction. Therefore we ask that there be a \$10 minimum for each item placed on the site for auction. Vehicles are recommended to start the bidding process at \$250, with a \$25 increment. GovDeals recommends setting the **Opening price** of all items at 10% of the target estimated value. Also, it is recommended to set the **Increment** at 10% of the opening amount.

If you are a **non-general fund** department when the Commissioner's office receives payment we will contact your department to see which line item you would like the payment paid into. We will automatically deduct the 7.5% fee (or \$5 minimum) from your pay-in amount so that we can pay GovDeals.

If an item does not sell the first time it is auctioned, we will automatically re-list the asset again the following month (possibly decreasing the asking price; keeping in mind the \$10 minimum). If a buyer does not pay within 5 days, we will request a credit from GovDeals and re-list the asset the following month.

Along with your Auction Forms, you will need to send a signed and completed Inventory Deletion form. Valerie will forward a copy of the form to the proper county offices so the items can be placed on the county disposal list.

Our county's account number is 3792. If you would like to see what Coshocton County has up for auction, log on to www.govdeals.com. Click on the QAL# bubble and type 3792 in the search box. This will take you to a new page showing you everything Coshocton County has for auction at the present time. There is also a link to GovDeals on our county website. Along with this link are also Auction Inventory Forms, information on picture recommendations, opening amount guidelines, an example of a Bill of Sale and Inventory Disposal forms for your convenience.

Auction Item Procedure for Departments with Auction Items

The following instruction procedure should be followed if your department has an item for auction:

1. Complete the appropriate Auction Inventory Form for **each** item that will be sold. These forms can be obtained through our County Website www.coshoctoncounty.net. If you have identical, multiple items, such as computers, monitors, chairs, etc., please list them on one form, indicating the number of identical items you have. Please place your **contact information and Department** at the bottom of the form. On the top of the form is an Inventory ID box. If you do not have an ID # you would like to use, Valerie will fill it in for you. **Please set a target price for the item.** Valerie will utilize the Opening Amount Guidelines (attached) for the Suggested Opening Amount and Bid Increment. These forms need to be filled out **COMPLETELY! (We need detailed information about each item. More information will bring a higher bid amount!) *If you were going to bid on this item what would you want to know about it?***
2. Take appropriate pictures of the item for auction. Please take the pictures on the lowest density setting for your camera (640x480). 6-10 pictures are recommended for vehicles and 4-6 pictures for non-vehicle assets.
3. Email the **original form and pictures**, along with an **Inventory Deletion form** to Valerie at receptionist@coshoctoncounty.net or drop them off in the Commissioner's office. Please keep one copy for your department's records and keep one copy with the auction item.
4. After the auction closes, you will receive an email letting you know the auction has closed and the amount your item has sold for.
5. When the buyer pays for the item, you will receive an email letting you know the item has been paid for and the bidder will be over to your department shortly to collect their asset. **Important: The bidder must show you the Bill of Sale in order to pick up the item!**

Please have your **Auction Inventory Form, pictures, and Inventory Disposal form** for **each** of the items for auction to Valerie by the **1st of the month** to be ready for auction by the 15th of that month. (Example: If you have everything to Valerie by the 1st of September, your item(s) will be up for auction on govdeals.com on September 15th) If the proper information is not received by the 1st, we cannot guarantee your item(s) will be up for auction the same month. If we do not receive any items by the 1st, we will not have any items for auction that month.

If you have any questions or need further assistance please call Valerie at 622-1753 or email her at receptionist@coshoctoncounty.net.

INVENTORY
(Fixed Asset DELETION Certification)

Please DELETE the following item from our inventory:

Department/Office : _____

Inventory # : _____

Description : _____

Serial # : _____

Location : _____

Date of Disposal : _____

Disposal Method : _____
(Auction, Trade-in, etc.)

Payment Received : _____

Authorized Signature

Date

GovDeals Office Equipment Inspection Form

Pictures: Disc _____ Views/ Picture # _____ # _____ # _____ # _____ # _____ # _____

Inventory ID _____

Asset Number _____

Short Description:

Manufacturer _____ Model _____ Serial Number: _____

Please fill in or check

Long Description:

This Equipment: Is Operable Was Operable when Removed from Service (Date Removed: _____)
 Is Not Operable Operating Condition Unknown

Manuals: Included Not Included

Software: Included Not Included

Computers/ Monitors

Computer: Processor: _____ Speed: _____ RAM: _____ Operating System: _____

Hard Drive: Size _____ Included Removed Included but Erased (No OS)

Accessories Included: Mouse Keyboard _____

Monitor: CRT Flat Panel Size: _____

Printers/ Copy Machines/ Fax Machines

This Equipment: Prints Copies Faxes Scans

Interface: Parallel Cable Only USB Only Parallel & USB

Color Black & White Only Pages per Minute: _____

Network Card

Special/Other Features:

Location of Asset: _____

For more information contact: _____

Reminder: Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 10 minutes.

GovDeals Generic Inspection Form

Inventory ID: _____

Asset Number _____

Anticipated Sale Price: _____

Short Description: _____

Year _____

Manufacturer _____

Model _____

Please fill in or check if apply

Long Description:

This Equipment: Is Operable Is Not Operable For Parts Only Needs Repair The Condition is Unknown

Hours: _____

This equipment was maintained every _____ Hours Days

Repairs needed: _____

Description of Use

Color _____ Cloth Vinyl Leather Metal Plastic Wood Rubber

Minor damage to: _____

Major damage to: _____

Size: Length: Feet: _____ Inches: _____ Width/Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: Is Operable Needs repair Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: Is Operable Needs repair Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: Is Operable Needs repair Unknown Condition

Description: _____

Comments:

Location of Asset: _____

For more information contact: _____

GovDeals Heavy Equipment Inspection Form

Inventory ID: _____

Asset Number _____

Fair Market Value: _____

Short Description:

Year _____ Manufacturer _____ Model _____

Long Description: Equipment Serial # _____

This Equipment: Starts Starts with a Boost & Is Operable Is not operable For Parts Only

Engine: ___ L, V ___ Gas Diesel engine Engine: Hours _____ Miles _____

This vehicle was maintained every _____ Hours

Engine Manufacture: _____ **Condition:** Is Operable Needs repair Is in Unknown Condition

Engine Repairs needed: _____

Transmission: Automatic Manual ___ Speed Transmission: Hours _____ Miles _____

Transmission Manufacture: _____ **Condition:** Is Operable Needs Repair Is Unknown

Transmission Repairs Needed: _____

Drivetrain: 2WD 4WD AWD Condition: _____

Date Removed From Service: _____ Maintenance Records: Available Not Available For Inspection

Exterior: Color _____ **Windows:** No cracked glass Cracked _____

Minor Dents Scratches Dings **Tire Condition:** Low ___ Flat ___

Damage to: _____

Additional Damage to: _____

Of Wheels _____ # Of Axles _____ # Of Tracks _____

Dimensions: _____

Decals: None Have been sprayed Have been removed Impressions remain No impressions

Interior: Color _____ Cloth Vinyl Leather

Damage to Seats: _____

Damage to Dash/ Floor: _____

Radio: Brand _____ AM AM/FM AM/FM Cassette AM/FM CD

Cruise Control Power: Steering Seats AC No AC **Condition:** Cold Unknown

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ **Condition:** Is Operable Needs repair Is in Unknown Condition

Description: _____

Location of Asset: _____

For more information contact: _____

GovDeals Tractor Inspection Form

Inventory ID: _____

Asset Number _____

Fair Market Value: _____

Short Description:

Year _____ Manufacturer _____ Model _____ Serial Number _____

Please fill in or check

Long Description:

This Equipment: Starts Starts with a Boost & Is Operable Is not operable For Parts Only

Engine ___ L, V ___ Gas Diesel engine Hours _____ Miles _____

This vehicle was maintained every _____ Hours Horse Power _____

Engine Manufacture: _____ **Condition:** Is Operable Needs repair Is in Unknown Condition

Repairs needed: _____

Date Removed From Service: _____ Maintenance Records: Available Not Available For Inspection

Transmission

Transmission: Automatic Manual ___ Speed Transmission: Hours _____ Miles _____

Transmission Manufacture: _____ **Condition:** Is Operable Needs Repair Is Unknown

Drivetrain _____ Repairs Needed: _____

Attachments & Additional Equipment

Backhoe Front End Loader PTO Drive 3 Point Hitch Other: _____

Mowing Deck: Manufacture: _____ Model: _____ Type: _____ Size: _____

Deck Condition: Operable Not Operable & Damage: _____

Other Equipment: Manufacture _____ Model _____

Serial # _____ Condition: Is Operable Needs repair Is in Unknown Condition

Description: _____

Exterior: Color _____ **Windows:** No cracked glass Cracked _____

Minor Dents Scratches Dings **Tire Condition:** Low ___ Flat ___

Minor dents to: _____

Major damage to: _____

Dimensions: _____

Decals: None Have been sprayed Have been removed Impressions remain No impressions

Interior: Color _____ Cloth Vinyl Leather

Damage to: _____

Radio: Brand _____ AM AM/FM AM/FM Cassette AM/FM CD

Cruise Control Power: Steering Seats AC No AC Condition: Cold Unknown

Location of Asset: _____

For more information contact: _____

Example of a Bill of Sale

-Client using Financial Settlement Services showing Payment Date & Signature Lines

[Print](#) [Email](#) [Edit](#) [Close](#)

GovDeals, Inc.
5907 Carmichael Pl
Montgomery, AL 36117-2346

Bill of Sale Date: 5/1/2011 Bill of Sale Number: 10132009

Asset ID: 122

Inventory ID: 100

Description of Property	Quantity	Unit	Award Amount
Folding Table	1	Each	\$1 00

Asset Information

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

Sale Information

Actual Sold Amount: \$1 00 Paid On: 10/31/08 by Credit Card
Tax Amount: \$0 00 Tax Rate: 0.0000%
Other Amount: \$0 00 Other Amount Description:
Total Amount: \$1 00

Buyer Information

Kermit Frog
5913 Carmichael Pl
Montgomery AL 36117
USA
Phone: 334-387-0459

Asset is sold as is where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

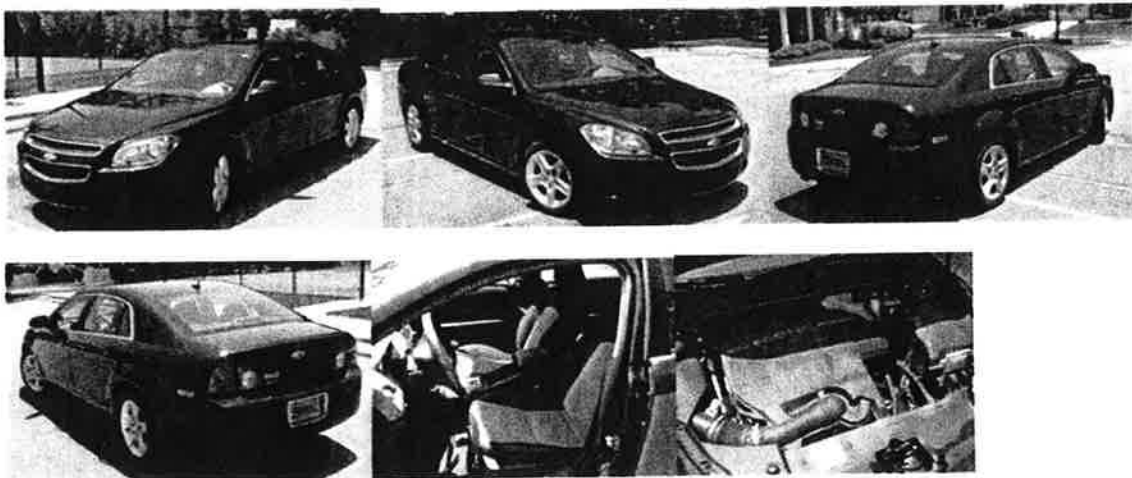
Buyer/Agent Signature _____

Print Name _____

Picture Recommendations

1. Please take the pictures on the lowest density setting for your camera. This is the setting that allows the most pictures to be taken. Although the size limit of each picture is 5 MB, taking pictures on the lowest setting will make uploading pictures faster & easier. Take as many views as necessary to accurately show the asset. Use a corner shot to reduce the number of pictures needed.
2. Designate a **staging area**. This area should allow pictures to be taken without other items in the background. The background should not have activity and should be fairly clear; for example, when taking vehicle pictures, other vehicles should not be in the background.
3. Any **lighting** or sun should be behind the camera.
4. **Views:**

Vehicles & Heavy Equipment: Take pictures from every exterior corner, 1-2 interior pictures, open the hood for an engine picture and one tire to display the tread. 5-8 total pictures are recommended. Clean the vehicles of unnecessary trash prior to taking photos.



Non-Vehicle Assets: Take pictures to completely show the condition of the item. 2-4 Pictures are recommended. Take a picture of any Model/Serial #/Specification Stickers or Plates.

5. Record picture numbers from camera on the Inspection Form. This is an important step that will allow you to quickly identify the desired pictures for uploading. Separate pictures of similar assets by taking a picture of the ground between the photo sets of each asset.
6. Location for storing pictures. When pictures are stored on your PC, designate folder(s) to store the pictures. You will need to navigate to this folder name to upload pictures.

Opening Amount Guidelines

The following are examples of opening amounts that should be used when placing assets for bid on GovDeals. Opening bid prices should be set low to encourage active bidding. These are only suggestions. If you feel better using a different amount, please do so. Use caution not to set the opening amount too high. More interest and excitement are created when more bidders are involved. Bid Increments should be set low to promote bidding prior to close of auction.

Estimated Value or Target Price	Suggested Opening Amount	Suggested Bid Increment
\$30 to \$100	\$10	\$1
\$101 to \$200	\$20	\$2
\$201 to \$300	\$30	\$3
\$301 to \$400	\$40	\$4
\$401 to \$500	\$50	\$5
\$501 to \$600	\$60	\$6
\$601 to \$700	\$70	\$7
\$701 to \$800	\$80	\$8
\$801 to \$900	\$90	\$9
\$901 to \$1,000	\$100	\$10
\$1,001 to \$1,500	\$150	\$15
\$1,501 to \$2,000	\$200	\$20
\$2,001 to \$2,500	\$250	\$25
\$2,501 to \$3,000	\$300	\$25
\$3,001 to \$3,500	\$350	\$25
\$3,501 to \$5,000	\$500	\$25
\$5,000 to \$10,000	\$1000	\$50
\$10,000-\$25,000	\$2000	\$100
\$25,001-\$50,000	10% of Target	5-10% of Opening Bid
\$50,000+	Contact Your CSR for Recommendations & Marketing Assistance	