



Department of Shared Administrative Services Arkansas State Surplus (Marketing and Redistribution)

M&R Policy No. 6

Rev. Date: March 10, 2025
Date: March 1, 2017

SUBJECT: "On Location" Sales for Excess Commodities, R2: 19-11-242

When Marketing and Redistribution (M&R) is requested to sell property and it is not feasible to transport the item(s) to Marketing and Redistribution, an "On Location" sale may be authorized under specific circumstances outlined herein.

When state agencies possess excess commodities in remote locations or items that are too heavy or costly to transport to M&R, the state agency must submit a written request to the Director of the Office of State Procurement detailing the commodities' description, condition, and location. M&R will then determine the most appropriate disposal method, which may include redistribution for state use, on-location bidding, or authorized disposal by the agency. For redistribution, M&R will notify potential state or tax-supported entities, with the receiving agency responsible for removal. If invitation to bid is the selected option, M&R will either prepare or authorize the agency to prepare an invitation for bids, with inspections conducted on-site.

In cases where on-location disposal is authorized, agencies will receive a Certificate of Property Disposal from M&R. This certificate may authorize cannibalization, destruction, or sale. Agencies may conduct on-location sales under two primary scenarios: for items with valuable scrap materials or for items with resale value.

For items with Valuable Scrap Materials:

If the excess commodities contain materials such as lead, copper, brass, iron, or other valuable scrap, agencies may be authorized to sell these items to local scrap dealers. The sale must be conducted at local prices. Immediately following the sale, the agency must submit all proceeds, made payable to M&R, along with a copy of the Certificate of Property Disposal authorizing the sale.

For items with Resale Value:

When items possess resale value, but the items are not feasible to transport to M&R, M&R may approve that the requesting agency conduct an "as is, where is" sale. Owning agencies should attempt to obtain three (3) bids. Upon competition of the sale, the agency must submit the following to M&R: all proceeds made payable to M&R, a copy of the Certificate of Property Disposal authorizing the sale, and copies of all bid documentation received.

Vehicle Sales:

All vehicles authorized to be sold "On Location" will be processed and advertised by M&R through Invitation to Bid or the internet auction website. M&R will not consider the sale of a vehicle until it is in possession of the vehicle's title and "Surplus Transfer Form" (STF).

The STF will be filed along with the M&R "On Location" approval form in the agency's backup as record of the sale once Marketing & Redistribution has received payment.

A material number will be created in AssetWorks for item(s) to be sold "On Location."

Pursuant to Arkansas Code Annotated § 19-11-242, "no employee of the Department of Transformation and Shared Services or member of the employee's immediate family shall be entitled to purchase any commodity" when an "On Location" sale takes place for an agency.