

Sec. 4a-52-21. Surplus property, transfer

(a) All transfers or disposals are the responsibility of the State Surplus Center. No agency may effect any transfer without first notifying the Surplus Center and obtaining the necessary approval.

(b) The State Surplus Center may employ the following methods of disposing of State property:

(1) Transfer. Personal property may be transferred by the State Surplus Center from a State agency holding surplus property to an agency which has a need for the equipment.

(2) Sale.

(A) Methods of sale include public auction, competitive bids, and over-the-counter retail sales.

(B) With the prior approval of the Commissioner, emergency disposals may be made by obtaining oral bids.

(C) Material that falls within the category of pesticides, environmental hazards or health hazards must be cleared for disposal through the Department of Environmental Protection. No material in these categories will be accepted at the State Surplus Center. Questionable material must have a certification attesting to its content from the Department of Environmental Protection.

(3) Scrap. Property shall not be abandoned or destroyed by a State agency unless it has been affirmatively found in writing by the Commissioner that:

(A) The property has no commercial value; and,

(B) The estimated cost of its continued care and handling would exceed the potential income that may be derived from its sale.

(4) Trade-in. In an effort to upgrade equipment, a State agency may explore the feasibility of exchanging like items through the process of trading-in as opposed to transfer or sale, when it is in the best economical interest of the State.

(c) Any State agency holding surplus property shall report to the Commissioner all personal property which is found to be surplus to the needs of the holding agency, and shall include in such report all pertinent information regarding such property. After property which is to be sold has been inspected by prospective bidders, the holding agency shall maintain such equipment in the same condition as when it was inspected. Parts and accessories of such property shall not be removed or exchanged after inspection, nor should the equipment be used after such inspection, unless such changes or use has been declared in advance, and included in the terms of the sale.

(d) The Commissioner reserves the right to inspect and reclassify items declared surplus to the needs of the agency holding the property. The holding agency is responsible for the preparation of equipment which is to be inspected by prospective bidders. In the case of motor vehicles, the owning agency shall deliver all vehicles to the State Surplus Center, unless notified otherwise. Vehicles shall be cleaned inside and free of clutter, including the glove box and trunk. Batteries, brakes and tires should be adequate for normal operation and suitable for legal travel upon the highways of the State.

(e) Requests for the disposal of surplus personal property shall be made on the appropriate form prescribed by the Commissioner. Forms shall be available from the State Surplus Center.

Regulations of Connecticut State Agencies

(f) Agencies may recover component parts from equipment that has already been reported to the State Surplus Center, provided that the agency received written approval from the Surplus Center.

(g) No material shall be transferred to or between State agencies unless the receiving agency's representative has been identified and his name has been placed on file with the State Surplus Center as an approved and authorized agency official. Agency representatives shall acknowledge receipt of property by signing the transfer document.

(Effective September 1, 1992)