

DISPOSAL OF EQUIPMENT AND SUPPLIES - GUIDELINES

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I. Surplus Property Administration

a. Classification of surplus Property

- i. **Excess** -- Items without a useful purpose for a particular department, but may be transferred to another department or donated
- ii. **Surplus and Obsolete** -- Materials that have no use in AUB
- iii. **Scrap** -- Property that has no value except for its basic material content.
- iv. **Junk** -- Item for destruction / abandonment that are unusable and have very little, if any, commercial value (e.g. broken furniture)
- v. **Cannibalized** -- items removed for use as serviceable parts for repairing other equipment

b. Methods of disposal

- i. Transfer to another department (**Excess**)
- ii. Donation (**Excess - Surplus - Obsolete**)
Donations when approved are done through a 3rd party donor.
- iii. Sale to the Public (**Surplus and Obsolete** -- see bullet c.)
- iv. Sealed bids, formal & informal (**Scrap / Surplus and Obsolete** -- see bullet e.)

c. Sale to the Public

The Materials Management Department has assigned a 4 days schedule for public sales of **Surplus** and **Obsolete** equipment: Tuesdays, Wednesdays, Thursdays, and Fridays.

The sales strategy is based upon:

- i. First come first served basis.
- ii. Reasonable reservations are accepted at the discretion of the Materials Management Department only.

Special / Collect items in high demand (e.g. *Set of furniture*) shall be subject to an informal competitive bidding as follows*:

- i. Client inscribes his/her name and offers a price in writing to a preprinted list.
- ii. The next client bids higher until no further offers are received; that is by 3:00 PM.
- iii. The client with the highest offer will buy the item (s)

** Informal-bidding procedures involve an award to the highest bidder based upon oral or written bid. Oral bids shall be documented.*

Pricing:

Price usually varies from 10% to 30% of the original price of the item and this is based on its condition. For select items, price can go up to 50% or can be handled as special items, mentioned above.

d. Sales Priorities

- Transfer to needy departments – No sale (**Excess** items)
- Sales to staff (**Surplus, Obsolete**)
- Sales to non-staff (**Surplus, Obsolete**)
- Bidders (**Scrap**)

e. Auction Sales

An auction is generally used when a sizeable accumulation of saleable property is available or when sizeable accumulation of property resulting from unsold equipment, after several unsuccessful attempts to sell internally. (Two types of bidding approaches are used; ¹formal and informal.)

f. Inspection of Received Materials

All received scrapped or obsolete equipment are received, inspected, and accepted as per AUB policy and procedure:

- Medical equipment: belongs to AUBMC; must be approved by:
 - a. Initiating department as the requester
 - b. Medical Engineering as service department
 - c. Hospital Administration as administration
- ADP equipment: belongs to AUB / AUBMC must be approved by:
 - a. Initiating department as the requester
 - b. IT department as service department
 - c. Hospital Administration as administration (for AUBMC departments).
- Hospital Furniture: belongs to AUBMC; must be approved by:
 - a. Initiating department as the requester
 - b. Plant Maintenance as service department
 - c. Hospital Administration as administration (for AUBMC departments).
- Electro mechanical equipment belongs to AUB / AUBMC; must be approved by:
 - a. Initiating department as the requester
 - b. Physical Plant / Plant Maintenance as service department
 - c. Hospital Administration as administration (for AUBMC departments).
- Equipment owned by the Faculty of Engineering and Architecture is initiated and approved by the same department.
- Equipment with no service department is approved at the discretion of the Materials Management Department.

Please note that all surplus property disposal requests are subject to a final review by the materials management department campus.

¹ Formal bids are posted for 14 days on MMDC website. Offers are submitted to the bid administrator. Informal bids, however, are open for a maximum of 5days and only in specific occasions designated by the department. These bids are submitted at the MMDC

II. Surplus Property Disposal and Transfer Request (Scrap Notice)

a. Things to consider when requesting disposal or transfer of AUB Property

- Use the revised on-line form for disposing of or transfer AUB Property. The form is a downloadable PDF File that may be downloaded from MMDC website:
<http://www.aub.edu.lb/vpff/mmdc/Pages/index.aspx>
Please note that old surplus forms are still being accepted until the remaining quantity is depleted.
- Only complete original signed and approved forms will be accepted
- Any form, which appears to have been altered in any way, will not be accepted and will be returned to the initiating department. (This includes different handwritings if form not printed – exclude approvers' hand writing).
- Any form filled with inaccurate or ineffectual information will not be accepted and will be returned to the initiating department.
- Illegible or incomplete form will be returned to initiating department.
- The form is to be completed by the initiating department as indicated below (*Bullet b*) and sent to the following address:

**Materials Management Department Campus
Equipment Control Section
Corporation Yard Building – Room 202**

b. Filling the Form:

- **Contact person: (mandatory)**
Name of person to contact
- **Ext: (mandatory)**
Extension number of contact person
- **Needs transportation services (mandatory)**
Specify whether transportation services is required to remove physically the materials, otherwise the form will be considered as notification only.
- **Reference #: (optional)**
Use this field to your convenience
- **Nature of Disposal (mandatory)**
select and Tick the appropriate box:
 Surplus to the Department , Scrap or Beyond economic repair
 Transfer to another Department
- **Historical or Intrinsic Value: (mandatory)**
Select and Tick the appropriate box:
 Yes, No. when the answer is YES please explain briefly
These may be items that are surplus to the department but that should be retained by AUB either because of historical significance (e.g. Dr. Bliss's desk) antique nature (e.g. Phonograph c. 1930) or other interest to the University.

- **Barcode:** *(mandatory)*
AUB Affixed barcode on equipment. If equipment has no barcode write N/A or No Barcode in the space designed. In that case you need to type full detailed description, model, Serial Number ... in order to enable us identifying the equipment
- **Description:** *(mandatory)*
Equipment detailed description that include name, shape, color ...
- **Make:** *(mandatory)*
Manufacturer of the equipment
- **Comments:** *(optional)*
Any additional information that you need to convey to us
- **Transfer From Department:** *(mandatory)*
Your Department Name
- **Cost Center:** *(mandatory)*
Your Cost center
- **Building:** *(mandatory)*
The Building Name you are located in
- **Floor and Room** *(mandatory)*
Floor and Room number if applicable of your department
- **Comments:** *(optional)*
Any comment
- **Approved by – Head of Department / Dean or Director / Transferee :** *(mandatory)* Name, Date, and Signatory

The onus is on the department to verify that the appropriate form is complete and approved. Incomplete, scratched, altered, inaccurate, ineffectual reporting of information or erroneous forms are rejected. Such forms are returned to the initiating department with an attached note explaining the reason of the form(s) being rejected.

c. Collection of Surplus / Equipment or Materials to be transferred.

The Physical Plant's Grounds Keeping and Transportation Department / MMDC transportation team are responsible for scheduling, collecting, providing transportation, and delivery services of surplus, transferred equipment or materials to AUB / AUBMC departments.

The waiting time per request for property disposal or transfer is **3 to 5** working days to count from the date the request is received by the Materials Management Department for processing.

NB: waiting time is affected by the number of operations per week, carried out by the Transportation Team, also by the amount of space available for storing scrap materials at the AUB Junk Yard.

d. Factors that may delay processing of Disposal / Transfer Requests.

The following factors may delay the processing of your request:

- Not complete or incorrect form
- Missing approvals
- Wrong signatory
- Altered or scratched form
- Inaccurate or ineffectual information
- Illegible form

- Important Notice – Must Read

1. The transportation team, in coordination with the equipment control section, will **only collect** all those items included in the “Surplus Property Disposal and Transfer Request” and matching exactly.
2. The transportation team will **decline** receiving additional equipment or materials not listed in the “Surplus Property Disposal and Transfer Request” form
3. The transportation team will **decline** receiving **all** listed equipment or materials if at least one item is missing upon pick up. This includes last minute decision, of the department’s representative, to keep an item already listed in the approved form. In such case, a new request must be submitted to the Materials Management Department – Equipment Section to be processed as **NEW** “Surplus Property

- Notice to departments requesting bulk materials removal

Bulk scrap requests resulting from major renovations:

Department requests that involve bulk² surplus and scrap removal from their premises, must notify the Materials Management Department Campus **30** working days prior to their set date of removal. MMDC need this time to inspect the bulk surplus and scrap, allocate space for it in its storage area, and decide the best way to sell the materials; this includes public or auction sale advertized on MMDC website.

*** Materials Management Department Campus cannot accommodate Last Minute Decisions - Please plan for your surplus removal well ahead of time of your scheduled work.

² E.g. bulk resulting from building renovation, floor redecoration, x-ray equipment removal, roof chillers ...

III. Sale of Vehicles

Processing time is 10 to 15 working days.

General Requirement:

Vehicles intended for transfer or sale shall be approved by the Vice President for Facilities. Vehicles **shall be retired** before any sale can take place.

The Vehicles Services Office will file for “**Planned Non-Operational status**”, on your behalf, with the “Bureau of Motor Vehicle Registration”.

Vehicle Retirement Required Documents:

1. Application for “Planned Non-Operational Status” ³	١. طلب توقيف مركبة آليّة عن السير.
2. Original Registration Card	٢. دفتر السيّارة.
3. Last paid receipt of Mecanique	٣. آخر وصل ميكانيك مدفوع.
4. Surrender Vehicle Plates ⁴	٤. فكّ و تسليم لوحات السيّارة.
5. Payment of Fees (and other dues if applicable) ⁵	٥. رسم الطلب + أيّة رسوم متوجبة على السيّارة اذا وجدت

Applicable Fees:

Any Mecanique dues, penalties... (If applicable)

Filing For Non-Operational Status:

The application will be filled on your behalf and forwarded to the office of The Vice President for Facilities to secure the required approval and signature.

Upon approval, all the documents will then be forwarded to the Auxiliary Services’ Vehicular Maintenance Office, who at his turn, will file for “Non-Operational Status”, on your behalf, with the “Bureau of Motor Vehicle Registration”.

Note to department:

Please make sure to remove any AUB logos, stickers, lettering, or graphics, before scrapping the vehicle.

The department must provide, in addition to the **surplus notice**, the following documents related to the vehicle:

- Original Registration Card
- Insurance documents, and “Mecanique” payment receipts
- Keys

³ Not required from the department - Form filled and legalized on your behalf

⁴ Not required from the department - Done at the display location on your behalf.

⁵ Only Mecanique dues and penalties are charged to your department if applicable.

- Odometer reading
- When applicable, a brief description of the vehicle condition (e.g. in good condition, missing a battery, broken gear, ...)

The onus is on the department to verify that all of the above requirements are met before sending the vehicle to its display location.

Important: All required documents must be delivered by hand to the Materials Management Department Campus office. Incomplete documents will not be accepted, hence cannot be received by us.

A. The Client

The client collects the invoice form Materials Management Equipment-Control Section, pays at the AUB cashier, and then submits the following documents:

6. Copy of Lebanese ID or Residence Permit valid for at least six months to count from the date of submitting documents.	٦. صورة عن الهوية اللبنانية أو عن إقامة على الأراضي اللبنانية صالحة لمدة ٣ الى ٦ اشهر على الأقل لدى تقديم المستندات.
7. Copy of the Invoice and Receipt Payment issued by AUB Cashier's Office	٧. صورة عن فاتورة و وصل الدفع صادر عن صندوق الجامعة.
8. For corporations, in addition to the above requirements, a copy of the commercial affidavit issued by the chamber of commerce is also required.	٨. إذا كان العميل ممثلاً لشركة؛ مطلوب نسخة عن أذاعة تجارية صادرة عن السجل التجاري إضافة لما ذكر آنفاً

B. The Materials Management Department (MMDC)

Upon the submittal of all required documents, by the client, the Materials Management Department Campus forwards them along with the retirement documents, to the *office of* the Vice President for Facilities, which at its turn, prepares and authorizes the required legal documents:

1. The **Client** is then asked to complete a vehicle Usage "Liability Release Agreement" at the notary's office (notary appointed by AUB) then, either the client or the notary shall provide AUB with a copy of the original document signed.
2. The **Vice President for Facilities**, in his turn, issues a "Power of Attorney" to be notarized and stamped by the notary, and which authorizes **The Client** being the second party by giving him/her full responsibility of usage/disposal of the purchased vehicle, at his/her discretion with no liability whatsoever to **AUB**
3. A copy of the VP for Facilities' ID and the power of attorney granted to him by AUB are also given to the Client.

4. MMDC shall keep copies of all the signed documents /Forms before they are handled to the new owner “**The Client**” along with the vehicle’s keys.
5. EHSRM is automatically notified via email-alert sent by rule from our information systems, each time a vehicle is added to AUB fleet, deleted, or transferred to another department in order to cancel related insurance policies. However, it should be understood that it is the responsibility of the user department to inform EHSRM of such additions, disposals, or transfers.

NB: All documents are filed with the related bid opening documents at the MMDC

IV. Non-Compliance to Bid Terms Penalty

- A. Upon each accepted bid, the customer shall have the obligation to curtail load at its premises, as provided on the agreement section of the “Bid Offer”. Failure of a customer to comply with accepted bid, shall result in a non-compliance penalty as specified in the “Bid Offer” terms
- B. The Materials Management Department may waive a Non-Compliance Penalty for Force Majeure Situations.