

2023 BROOME-TIOGA SURPLUS AUCTION GUIDELINES

The 2023 Broome-Tioga Surplus Auction open to Tioga and Broome County departments, agencies and municipalities will be a cataloged auction with live and on-line bids starting at **9:30 am on Saturday, October 14**. The auction will be held at Mel Manasse & Son Auctioneers open air/outside venue located at 12 Henry St. Whitney Point, NY.

Mel Manasse & Son Auctioneers
12 Henry Street
Whitney Point, NY 13862

Phone: 607-692-4540
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Items that are suitable for the auction include, but are not limited to the following:

1. Vehicles in good working condition
 - Police cruisers and SUVs
 - Fleet cars and vans
 - Trucks
 - Transit and school buses
 - Delivery vans
2. Car and truck accessories
3. Heavy Equipment
 - Bucket loaders
 - Bulldozers
 - Graders
 - Plow trucks
4. Tools
5. Useable building materials
6. Lawn and garden equipment
7. Recreational items
 - Boats
 - Bicycles
 - Sporting equipment

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8. Office furniture - Clean and intact. Must be in safe usable condition
9. Electronics in working condition
 - Video games
 - GPS systems
 - Cameras
 - Computers, Tablets
 - Cell phones
10. Collectables
 - Coins
 - Baseball cards

The auction is limited to items that cover your expenses and produce revenue for your organization. Only clean and functioning items are to be sent or delivered to the auction site. The auction is not for "house cleaning" or items that should be scrapped.

Broome County Purchasing reserves the right to reject items that do not meet the criteria. The following items will be rejected:

1. Unsafe Items
 - Broken ladders
 - Glass windows, sheets of glass, and broken and cracked glass
 - Items that are hazardous to the people handling and moving them
 - Chairs that are not structurally sound and free standing
 - Steel items with sharp corners
 - Inoperative electrical appliances and hand tools
 - **Paint, cleaners, chemicals or any other item that may be considered hazardous materials.**
2. Unclean Items
3. Items that are incomplete or missing parts
4. **Non-working computers, PRE-Windows computers, monitors & printers; FAX machines; photocopiers**

Your agency should dispose of these items by other means.

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SPECIAL INSTRUCTIONS

- ✓ Participants should contact the Auctioneer by **October 2nd** and plan to bring their auction items to the Mel Manasse & Son Auctioneers facility between **Tuesday, 10/03** and **Wednesday, 10/11** from **8:30 AM – 5:00 PM**.

- ✓ VEHICLES
 - In an envelope, approximately 9" x 12", please place the registration or title, an owner's manual (if available) and all keys. The auctioneer will verify all vehicle paperwork.
 - On the front of the envelope(s), secure a photocopy of the vehicle auction form appropriately filled out.
 - We must have a department contact person to call to prevent any problems on auction day.
 - Do not replace good vehicle batteries with weak or dead batteries.
 - No vehicles are to be left at the auction site with the keys in the car. Place the vehicle where directed, lock the vehicle without the keys in the car, and turn over the keys and the completed envelope to an auction representative at the auction site.
 - You will be responsible for the removal of license plates, fire extinguisher, personal property, etc. Vehicles and heavy maintenance equipment will be parked on the pavement in designated areas. No one is to remove equipment identification tags from any equipment.

- ✓ Please do not make statements on the condition of auction items to anyone. All items will be sold in an "AS IS/WHERE IS" CONDITION- WITH ALL FAULTS- WITH NO EXPRESS OR IMPLIED WARRANTIES.

- ✓ Participating agencies will work directly with the Auctioneer. The County has a resolution contracting with the Auctioneer and allowing the political subdivisions to participate. **The Auctioneer will be everyone's "agent" at the auction. He will have the final word, unless he is notified in advance of particular requirements or upset price(s).**

- ✓ All items/lots sent to the auction must have a tag or 1" x 4" mailing label securely attached to the item(s). **Do not use post-it notes.** The tag or label is for the Auctioneer, so he can see all the information to assign a "lot number" and description for his auction sheets. They must be attached at working height - not attached to chair casters, etc.

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SPECIAL INSTRUCTIONS (CONTINUED)

The tags or labels should have the following information:

1. Name of political subdivision.
2. Department sending the item.
3. Contact person's name.
4. Contact person's work phone number.
5. Brief description of the item.

- ✓ Items not properly tagged or deemed "not salable" will not be accepted at the auction site.
- ✓ Items not sold at the auction must be picked up by the participating agencies on Monday morning, October 16th. Sending only clean, salable items will eliminate this problem.
- ✓ Items not picked up by noon will be sent to salvage unless other arrangements are made with the Auctioneer.

Please feel free to contact me if you have any questions.

Thank you,

Robin Lamoreaux Laabs

Director, Broome County Department of Purchasing

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