



ASSET REDEPLOYMENT PROGRAM

The Asset Redeployment Program (ARP) was created in an effort to identify and redeploy vacant furniture and equipment no longer utilized by District departments. With this program, departments have the option of transferring available furniture and equipment to other campus users by contacting the ARP Coordinator to arrange the move and/or disposal of surplus items.

This document contains information on the process of surrendering and disposing of surplus assets. It also provides instruction to both District departments and the public for viewing and bidding on District furniture and equipment available for redeployment or sale.

Surrendering Surplus Furniture/Equipment


Departments begin the process of surrendering surplus furniture or equipment by completing a Surplus Request Form and submitting it to the Purchasing Office c/o Maria Rocha, Program Coordinator (510) 659-6224. The ARP will determine the proper course of action in handling of furniture or equipment no longer being used. If the furniture or equipment appears to be in fair condition and have value, the ARP Coordinator will put the property up for the internal or external auction.

PublicSurplus.com

Ohlone Community College District utilizing two types of internet auctions: Internal – Fremont and Newark Campuses and Public – for all members of general public including District Faculty, Staff, and Students. PublicSurplus.com is a user-friendly website designed to assist government agencies with the re-deployment or disposal of unneeded furniture and equipment. Here, users can log in to view and bid on items for auction for internal redeployment first and then for public sale. **Please note that if you initiate and approve a surplus transaction, you may not participate in any related public auction.**

Internal Auction

If a department would like to refurbish their space for a cost savings, compared to purchasing new items, consider acquiring furniture and equipment through the Internal Auction. Unwanted Ohlone District items are posted on the Internal Auction website <http://www.publicsurplus.com/sms/ohloneccd.ca/list/current?orgid=247815> for 7-14 business days before they move to the External Auction website.

Please note the **Internal Auction Items** have a **gold key**  next to the title of the auction.

New Users

If you are interested in participating in an internal auction, please use the internal registration **ONLY** link <http://www.publicsurplus.com/sms/ohloneccd.ca/register/internal> (For new, external user registration, go to the main page <http://www.publicsurplus.com>)

Individuals using the Internal and/or External Auction for the first time must register through Ohlone Public Surplus <http://www.publicsurplus.com/sms/ohloneccd.ca/list/current?orgid=247815> Use the following registration code: **FIN20HARK28**

Once registered, you will receive a verification email which provides you with an authentication password. This password will only need to be entered once; after that you will use the password you've selected to access the internal auction site. Once you've verified your account, you will enter the Internal Auction Portal. You will need to select the region and agency to view Ohlone Internal Auction site.

Established Users

If you are already a registered internal user, you may log directly into the Ohlone Internal Auction site <http://www.publicsurplus.com/sms/ohloneccd.ca/list/current?orgid=247815>.

Campus redeployment of surplus furniture is on a first come, first served basis. The first department to indicate they want an item will receive that item. Once claimed, the Program Coordinator will contact the department to arrange delivery. Assets relocation and delivery questions should be directed to Maria Rocha.

Public Auction

Items not claimed for campus use in the 7-14 business days period are moved to the Public Auction portal for two weeks after the Board of Trustees approval of surplus property. Public users will need to establish a username and password to access the Public Auction site <http://www.publicsurplus.com/sms/ohloneccd.ca/list/current?orgid=247815>. All available surplus items are awarded to the highest bidder. Items must be paid for and picked up within (5) five business days of auction closing (no later than 3:00 P.M. on the fifth business day) or the item is awarded to the next highest bidder. To pay for an item with Credit Cards follow the instructions provided at checkout. The ARP Coordinator will validate receipts prior to making arrangements for a pick-up of auctioned items from the Shipping and Receiving Department, Bldg. 10, (or any other specified location, see map <http://www.ohlone.edu/core/mapsdirs/maps/fremontcampus.html>). Please call ahead (510) 659-6014 to make all necessary arrangements. Items may be picked up on Wednesdays and/or Thursdays (excluding college holidays) between the hours of 9:00 am – 12:00 pm and 1:30 pm – 3:00 pm. **Items will only be released to the actual registered bidder. Valid government ID is required.**

Contacts

For questions regarding the program, please contact:
Maria Rocha at (510) 659-6224 or email mrocha@ohlone.edu
Alex Pinarcik at (510) 659-6014 or email apinarcik@ohlone.edu