



Illinois Department of Corrections

Administrative Directive

Number: 02.70.117	Title: Public Sale of State Property	Effective: 4/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	02.70.117 effective 6/1/2005	

Authority: 30 ILCS 605/1 and 730 ILCS 5/3-2-2 44 Ill. Adm. Code 5010	Related ACA Standards: 5-ACI-1B-13
Referenced Policies:	Referenced Forms: DOC 0013 - Request for Change of Status of Equipment

I. POLICY

The Department shall offer for sale, by weight, to the general public, obsolete, scrap, and salvageable State property that cannot be disposed of by transfer to any other location in the Department or to another State agency. This directive does not apply to land, buildings, vehicles, and non-metal items approved for scrap.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a procedure for disposition of non-transferable, State-owned property that has previously been removed from inventory records as scrap.

B. Applicability

This directive is applicable to all divisions and offices within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Scrap - metal equipment damaged beyond repair or equipment so severely damaged that it is not economically practical to repair.

F. General Provisions

1. All controlled property shall have an approved Request for Change of Status of Equipment, DOC 0013, on file prior to placement on the scrap pile.

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2. When a facility accumulates a sufficient quantity of scrap to justify selling it, the Chief Engineer shall request authorization from the Chief Administrator to hold a scrap sale.
3. Scrap property shall not be sold or removed from a scrap pile without prior approval from the Chief Administrator.
4. The sale of land or buildings shall be subject to negotiations and approvals by the Director and the Department of Central Management Services (CMS) through the Division of Finance and Administration.

G. Requirements

1. Upon request from the Chief Engineer to dispose of scrap property, the facility Business Office shall:
 - a. Determine if Central Management Services has a master contract for scrap metal removal.
 - b. If no master contract is in place for this service, a Request for Quote shall be prepared in order to identify an interested vendor.
 - c. Notify the Chief Engineer once a vendor has been identified.
2. Upon award to the successful bidder or master contract vendor, a facility Representative shall:
 - a. Make arrangements with the successful bidder or contract vendor to remove the scrap.
 - b. Accompany the successful bidder to the nearest scale to verify the weight and sign the weight ticket.
 - c. Retain a copy and submit the original weight ticket and a check for the scrap proceeds to the Business Administrator.
3. The Business Administrator shall forward the check and weight ticket to CMS, Property Control Division for deposit.