

## HOW TO DELIVER SURPLUS TO SAMM

SAMM is located at 850 S Randolph Way.

**You MUST make an appointment to drop off any items.** Our hours of operation are 7:00 am and 3:00 pm, Monday through Friday. Notice, SAMM is closed for lunch between Noon and 1:00 pm. Please call [520-791-3167](tel:520-791-3167) or email [SAMM@tucsonaz.gov](mailto:SAMM@tucsonaz.gov) schedule an appointment.

Please bring:

- A completed and signed Property Transfer form. You can find this form at [www.tucsonprocurement.com](http://www.tucsonprocurement.com); click on Departments; click on SAMM (to the left); then click on Property Transfer Form.
- Your confirmation email.
- Your City ID.

## HOW TO VIEW AND RESERVE CITY SURPLUS

To view/reserve City Surplus, you MUST set yourself up as a buyer at Public Surplus and you MUST enter in workplace information. (Note: If you are personally set up as a buyer for personal bidding, you must still follow these steps to establish yourself as a buyer for the City of Tucson.)

If you have any questions related to this, please call 520-791-3167 or email [SAMM@tucsonaz.gov](mailto:SAMM@tucsonaz.gov).

Go to <http://www.publicsurplus.com/sms/tucsonaz.gov,az/register/internal>

Public | Surplus®

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**Become a buyer at Public Surplus**

Step 1 Information Step 2 Buyer Agreement Step 3 Review

This registration page is for employees of City of Tucson only.

**Welcome to the registration area of Public Surplus. Please fill out and submit the form below. We will verify the following information prior to activating your account:**

- Physical Address
- Email Address
- Phone Number

All fields are required, unless marked optional.

**Registration Code**

Please enter the code you received from your Institution's representative.

Registration Code

**Information About You**

Email Address

**Important:** Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you

Enter in Registration Code CITE 57 CAM 45.

**Registration Code**

Please enter the code you received from your Institution's representative.

Registration Code CITE 57 CAM 45

**Information About You**

Email Address

**Important:** Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicsurplus.com
- support@publicsurplus.com
- supportrep@publicsurplus.com

Internet | Protected Mode: Off 125%

## Enter in your City of Tucson email address and your workplace information:

Public Surplus: Buyer Registration

### Information About You

Email Address:

**Important:** Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicsurplus.com
- support@publicsurplus.com
- supportrep@publicsurplus.com

First Name:  Middle Initial:  (optional)

Last Name:

Address:  (optional)

(optional)

City:

State/Province:

Zip/Postal Code:

Country:

Time Zone:

Phone Number:

In order to verify your phone number we can either call you or send you a text message. Phone calls are only done between 10am and 10pm your local time. Please select how you would like to verify your phone number.

Call Me  Send me a text message

How did you hear out about Public Surplus?

Additional Comments:

## Scroll down and create your user ID and password. Click Next Step.

Address:  (optional)

(optional)

City:

State/Province:

Zip/Postal Code:

Country:

Time Zone:

Phone Number:

In order to verify your phone number we can either call you or send you a text message. Phone calls are only done between 10am and 10pm your local time. Please select how you would like to verify your phone number.

Call Me  Send me a text message

How did you hear out about Public Surplus?

Additional Comments:

### Desired Username and Password

Username:

Password:  Verify Password:

Customer Support: support@publicsurplus.com | Copyright 1999-2013 The Public Group, LLC. | All rights reserved.

Click "I have read ..." and then click Next Step.

Public Surplus: Buyer Registration

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### Become a buyer at Public Surplus

Step 1 Information    Step 2 Buyer Agreement    Step 3 Review

#### Buyer Agreement

#### Public Surplus Buyer Agreement

Public Surplus, LLC, a Utah limited liability company (the "Public Surplus", "We" "Us"), provides online auctions, online stores, and other online methods of disposing of surplus on [www.publicsurplus.com](http://www.publicsurplus.com) and other websites (collectively, the "Site") for governmental bodies and others ("Sellers") to sell surplus goods and other property and assets to buyers of all types ("Buyers" or "you"). As a condition to accessing and using the Site and receiving the benefit of Public Surplus' services provided through the Site and otherwise (the "Services"), Public Surplus requires that you review and accept this Buyer Agreement (this "Agreement").

BY REGISTERING TO USE THE SITE AND THE SERVICES, YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT WITH PUBLIC SURPLUS. IF YOU DO NOT AGREE TO ACCEPT THIS AGREEMENT, YOU MAY NOT ACCESS THE SITE OR OTHERWISE USE THE SERVICES OR THE SITE.

**1. BIDDING AND PURCHASING**

[View Printable Agreement]

I have read and accepted the buyer agreement.

Back    Cancel    Next Step

Review your information and then click Register.

Public Surplus: Buyer Registration

Step 1 Information    Step 2 Buyer Agreement    Step 3 Review

This registration page is for employees of City of Tucson only.

#### Registration Code

Registration Code **CITE 57 CAM 45**

#### Please review your Information

Email Address **laura.jestings@tucsonaz.gov**  
First Name **Laura**  
Last Name **Jestings**  
Address **255 W. Alameda**  
City **Tucson**  
State/Province **Arizona**  
Zip/postal Code **85701**  
Country **United States**  
Time Zone **Arizona**  
Phone Number **(520) 837-4135**

To verify my phone number, please:  
**Call me**

How did you hear out about Public Surplus? **Other**

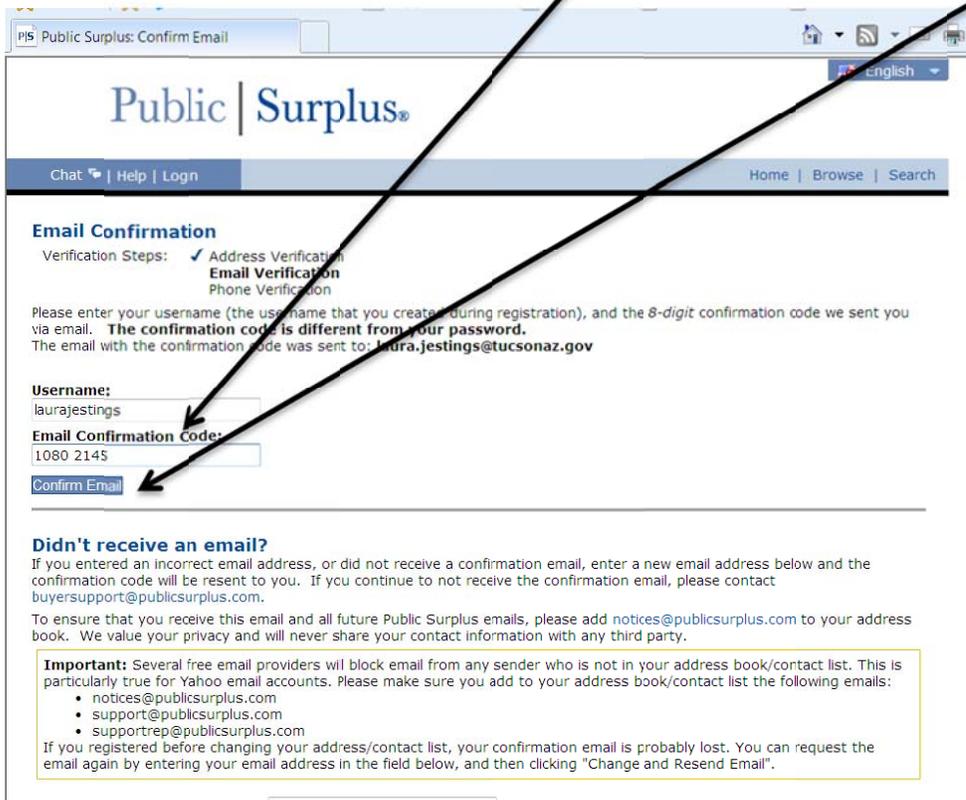
Username **laurajestings**

Back    Cancel    Register

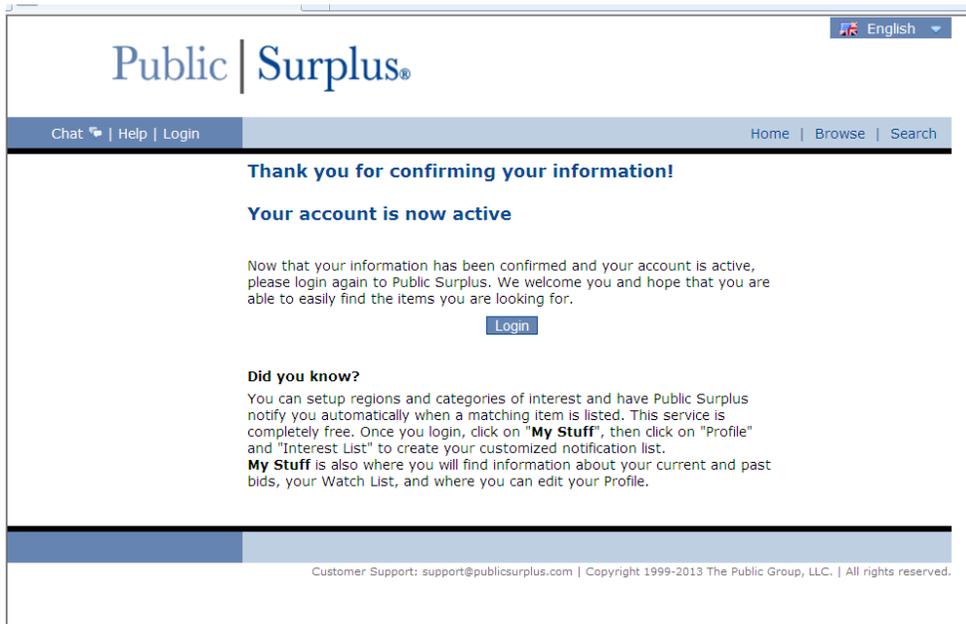
This screen appears. Click "Go to the Email Confirmation screen now."



You will receive an Email Confirmation. Enter your code here. Click Confirm Email.



Congratulations! Your account is now open! Let the “bidding” for City Surplus begin!



To view City Surplus, click Login.

Log in to the system.



If you are new to Public Surplus's site, you will see this screen when you log in.

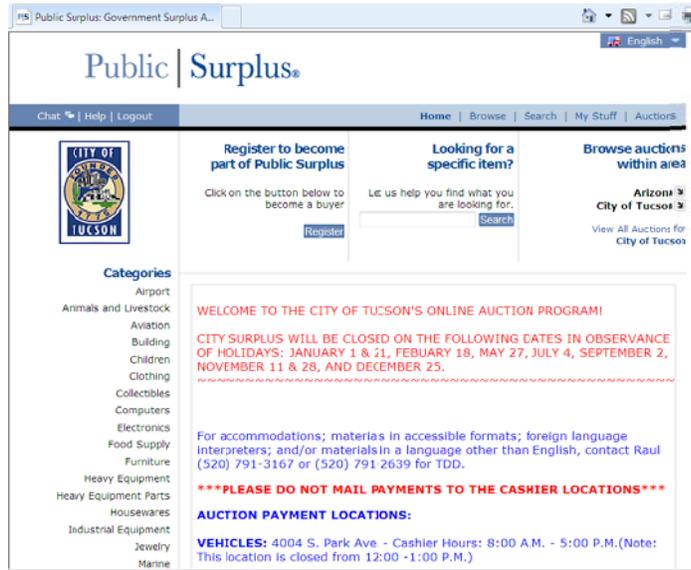


Click "close."

If you are interested in personally bidding on items that are up for public auction, you can complete an Interest List. For City Surplus purposes, you do not need to complete this. When finished here, click Home.



Make sure region is "Arizona" and agency is "City of Tucson." Click on the arrows if you need to scroll down and select these.



Click on View All Auctions for City of Tucson.



The Current Auctions appear. This contains ALL auctions: Public Auctions Only (i.e., those that anyone can bid on) as well as Internal Auctions Only (i.e., surplus items that only City employees can “bid” on). Select Internal Auctions Only.

Public | Surplus®

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CITY OF TUCSON

Current Auctions  
Closed Auctions

Current Auctions for City of Tucson

Public Auctions Only  
Auctions  
Internal Auctions Only  
Public Auctions Only

Auction	Title	Time Left	Bids	Current Price
788153	B.B. Guns & Air Rifles (UC) - 9911-01-0151:1DP,0904-16-0693:1IDP,1204-C9-0357:RG3,0407-10-0347:1WP	6 hours 53 min	13	\$71.00
828964	Holsters & Gun Cases (UC) - 1210-16-0207:4RK	6 hours 53 min	4	\$23.95
856640	Golf Club Set (UC) - 1201-09-0163:09JM	6 hours 53 min	19	\$76.00
915137	CamelBak & Rock Climbing Gear (UC) - (DK) 0710-02-0038:7DM	6 hours 53 min	13	\$72.00
795803	Various Jewelry (UC) - 0403-05-0699:1JR	7 hours 53 min	8	\$152.50

Internal Auctions are always designated by a “key”

Public Surplus: Surplus Auctions for Ci...

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Current | Closed

Current Auctions for City of Tucson

Internal Auctions Only

Auction	Title	Time Left	Bids	Current Price
864702	5-Drawer file Cabinet (SAMM Test) 	40 days 6 hours	0	\$0.00

[Hide Images | Show Images]

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To view the item, click on the photo.

If interested in “bidding” on it, click on the description. Note that the text is geared towards a public bidder. Ignore all of that! It does not apply to City departments “bidding” on City surplus.

**Public Surplus**

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**Auction #919434 - 5-Drawer File Cabinet (SAMM Test)**

Current Price **\$0.00**  
 Time Left **42 days 3 hours**  
 Internal Started **May 24, 2013 1:38:20 PM MST**  
 Internal Ends **Jul 5, 2013 7:00:00 PM MST**

**Purchase Item**  
 5-Drawer File Cabinet (SAMM Test)  
 Auction #919434  
 Region: **AZ**  
 Opening Price: \$0.00  
 Currency: USD  
 Submit

How to place a bid

**Description**  
 The City does not attest to the authenticity of this item. Bidders buy at their own risk. See auction terms and conditions.  
 5-Drawer File Cabinet--60"x18"x28.5"

**Seller:** City of Tucson  
**Terms and Cond.:** [View Terms and Conditions]  
**Pick-up Location:** Thomas O. Price Service Center [Map It]  
 4004 S Park Ave., Bldg 2, Door N  
 Tucson, AZ 85714  
**Auction Contact:** Surplus Auction Material Management  
 (520) 791-3167 [Send Email]  
**Payment:** Purchase Order  
**Shipping:** Buyer must pickup item(s)

**Bid History**  
 [View bid history]

**Questions**  
 0 Questions  
 [View/Ask Questions]

If you want to view the item again, scroll down, and click on the photo.

Public Surplus: Auction #919434

Condition: **GOOD**

Note: Click on pictures below to view larger image

Patrick K. Hardesty Mid-Town Multi-Service Center - 1100 S. Alverson - Hours: 8:00 A.M. - 12:00 P.M. and 1:00 P.M. - 5:00 P.M. (NOTE: This location is closed from 12:00 - 1:00 P.M.)

City Hall - 255 W. Alameda - 1st Floor Cashier - Hours: 8:00 A.M. - 5:00 P.M.

All sales are subject to the City of Tucson's 9.1% sales tax. Businesses purchasing items for resale MUST present a completed Exemption Certificate at the time of payment in order to be exempt from sales tax. NO exceptions will be made. The Arizona Form 5000 can be accessed by clicking on the link located at the bottom of the page.

Bidder must read the Terms and Conditions for complete information.



If you want to "bid" on this item (i.e., reserve it for your department), click on Submit.

Public Surplus Auction #919434

## Public | Surplus

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### Auction #919434 - 5-Drawer File Cabinet (SAMM Test)

Current Price: **\$0.00**  
Time Left: **42 days 2 hours**  
Internal Started: **May 24, 2013 1:08:20 PM MST**  
Internal Ends: **Jul 5, 2013 7:00:00 PM MST**

**City of Tucson**  
Seller: **City of Tucson**  
Terms and Cond. [View Terms and Conditions]  
Pick-up Location: **Thomas O. Price Service Center**  
4004 S Park Ave., Bldg 2, Door N  
Tucson, AZ 85714  
Auction Contact: **Surplus Auction Material Management**  
(520) 791-3167  
Payment: **Purchase Order**  
Shipping: **Buyer must pickup item(s)**

**Purchase Item**  
5-Drawer File Cabinet (SAMM Test)  
Auction #919434  
Region: **AZ**  
Opening Price: \$0.00  
Currency: USD  
**Submit**

**Description**  
The City does not attest to the authenticity of this item. Bidders buy at their own risk. See auction terms and conditions.  
5-Drawer File Cabinet--60"x18"x28.5"

\*\*\*PLEASE DO NOT MAIL

Enter in your department name and your password. Click Confirm Purchase.

Public Surplus Bid Auction #919434

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### Auction #919434 - 5-Drawer File Cabinet (SAMM Test)

Your purchase price: **\$0.00**  
Currency: **(USD) US Dollar**

**NOTE:** Credit card payments greater than \$4,000 cannot be processed through the Public Surplus PayOnline system. Payments over \$4,000 should be made by Wire Transfer. Payments cannot be split between two (2) or more cards. Payment in full must be able to be processed on one card.

Address Verification: **REQUIRED**  
After you enter your password, but BEFORE your bid is accepted you will need to verify your main address online.

**Review Bid**  
Please review the region, the item information and your bid amount. If you are certain about your bid, please enter your username and password and click "Confirm Bid".

**Reallocation Request Information**  
The agency requests that you please provide the following information as part of your request.  
**Department Name:** procurement

**Confirmation**  
Username: jestin1  
Password: .....

**Confirm Purchase** **Cancel**

Click Accept.

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**CITY OF TUCSON**

**Terms And Conditions - City of Tucson**

**CITY OF TUCSON**  
**ONLINE AUCTION TERMS & CONDITIONS**

1. **AWARD:** At the time the auctioneer awards sale of item to bidder, a legally binding contract is established between the City of Tucson and the bidder. The City of Tucson will pursue legal remedies allowed by law against any bidder who fails to make required payment(s). All items must be paid and picked up from the seller's property 14 calendar days from the close of auction.

2. **ERRORS & OMISSIONS:** The City of Tucson is not responsible for any omissions or errors in description of items being offered for sale. It shall be the bidder's responsibility to inspect and satisfy himself/herself as to the details and conditions of material offered before entering any bid. The City does not attest to the authenticity of items. Bidders buy at their own risk.

I have read the document and I accept the conditions therein. [ACCEPT](#)

I have read the document and I decline the purchase of the item. [DECLINE](#)

Customer Support: [agencysupport@publicsurplus.com](mailto:agencysupport@publicsurplus.com) | Copyright 1999-2013 The Public Group, LLC. | All rights reserved.

Congratulations! That lovely 5-drawer file cabinet is now reserved for your department! And it fits within your budget at \$0 – good job! 😊

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**CITY OF TUCSON**

**Auction #919434 - 5-Drawer File Cabinet (SAMM Test)**

**Congratulations on your purchase**

Your purchase price: **\$0.00**

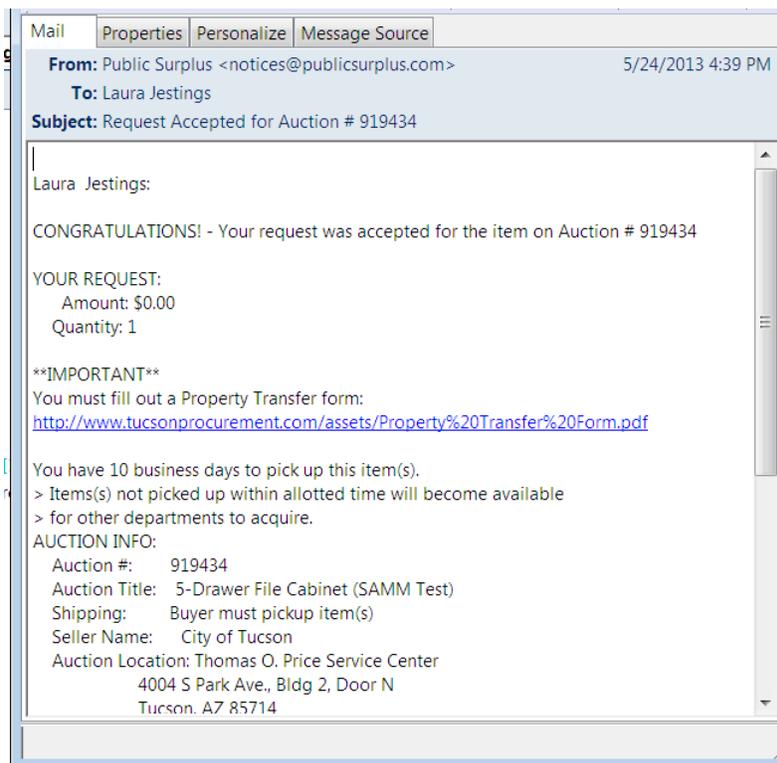
**View My Purchases**

Keep track of all of your internal purchases by going to your Past Bids page. All your bids are easy to find under the tab "My Stuff", in the "Past Bids" section. Internal purchases are listed in "Past Bids" because the item you have purchased is no longer active as an auction.

[Return to auction](#)

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The congratulations keep coming in! Here is your email confirmation of your purchase.



### IMPORTANT STEPS ON HOW AND WHEN TO PICK UP YOUR ITEM:

SAMM is located at 850 S Randolph Way.

**You MUST make an appointment to pick up your item.** Items may be picked up between 7:00 am and 3:00 pm, Monday through Friday. Notice, SAMM is closed for lunch between Noon and 1:00 pm. Please call 520-791-3167 or email [SAMM@tucsonaz.gov](mailto:SAMM@tucsonaz.gov) schedule an appointment.

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- Your confirmation email.
- Your City ID.

SAMM will help load your item, but you are required to bring your own vehicle to transport it back to your department.

Thank you for shopping at SAMM! 😊