

New York City  
Dept. of Citywide Administrative Services  
Auto Auction  
570 Kent Avenue  
Brooklyn, NY 11249

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**Attention:**  
**Auto Auction Customers**

Please be advised, no guarantees  
or warranties apply.  
All vehicles are sold “As Is”.

Vehicles that are not running and driving must be towed  
from the Auction Yard.

“Parts Only” vehicles are registered  
with CARFAX and the  
National Insurance Crime Bureau (NICB).

Note: “Parts Only” vehicles are sold  
with Bill of Sale ONLY.

No titles, MSO’s or transferable registrations available  
for these items.

Vehicles highlighted as “Salvage Vehicle” shall require  
purchasers to process such vehicles in accordance with  
state salvage vehicle program regulations in order to  
acquire a title indicating “salvage vehicle - rebuilt”.

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**Attention:**  
**Auto Auction Customers**

Please be advised, payment will be accepted on the auction day and the following day (Thursday) only.

There will be no collection of payment on Fridays. This Payment Term and Condition will apply to all future sales.

**Note: Sections 9 and 17 of the attached Terms and Conditions of Sale have been revised.**

Customers can continue to pick up items they have paid for in full on Fridays from 8:00AM to 2:30PM.



Edna Wells Handy  
Commissioner

Sergio Paneque  
Chief Acquisition and  
Re-Engineering Officer

Bureau of Materials  
Management

66-26 Metropolitan Ave.  
2<sup>nd</sup> Floor  
Middle Village, NY 11379

(718) 417-2152 tel  
(718) 417-2093/2096 fax

dlepore@dcas.nyc.gov

**OFFICE OF SURPLUS ACTIVITIES**  
**(718) 625-1313**

**AUTO AUCTION TERMS & CONDITIONS OF SALE FOR FEB. 8, 2012**

INTERNET ACCESS: A listing of vehicles to be offered for sale in the next auction can be viewed on our website at:

[www.nyc.gov/autoauctions](http://www.nyc.gov/autoauctions)

The listing is updated for the next scheduled auction sale as of 6:00 PM on the Friday prior to the auction sale date.

1. ABSOLUTELY NO FIREARMS are allowed on this site whether licensed or otherwise. Anyone found to be in the possession of a firearm on this site is subject to search and possible arrest.
2. NO ONE WILL BE ADMITTED TO THE AUCTION CARRYING: bags, parcels, packages or ANY ARTICLE used for containment or transport.
3. NO VIDEO TAPING, AUDIO TAPING OR PICTURE TAKING BY ANYONE AT ANY TIME. Audio and video devices are not permitted in the facility at any time.
4. ABSOLUTELY NO ALCOHOL AND/OR CONTROLLED SUBSTANCES are allowed on this site. Anyone found to be in possession or under the influence of any controlled substance on this site is subject to search and/or ejection from the auction
5. Customers who have paid the required deposit amount for any vehicle (see section #15 of these terms and conditions) are required to provide government issued photo ID (ie. driver's license or passport) before the final payment for such vehicles will be accepted.

Upon providing government issued photo ID, the DCAS Security Services Unit will issue a "Security ID Clearance Form" to the customer for each item purchased. Customers must present this form when making final payment. Failure to present this form or to meet the "Storage and Removal" terms and conditions (section #17) will cause a forfeiture of all monies forwarded.

Payments must be made no later than 1:00 PM on Auction day and the Thursday following Auction day. **Payments will not be accepted after 1:00 PM of the Thursday following Auction day. If DCAS approves a request to pay after this day/time, the buyer shall be required to pay a late fee equal to the deposit amount for each lot purchased with a maximum late fee of \$1,000 per lot. A minimum late fee of \$100 shall apply to any late payment. In no case shall any late payments be accepted after 1:00 PM of the Thursday following Auction day. Customers not submitting payment for any lot(s) in accordance with the above stated terms, shall forfeit their deposit monies and subject lot sales shall be voided.** Vehicles must be picked up by no later than 2:30 PM on Auction day and the Thursday and Friday following Auction day.

NOTE: DCAS Security Services staff provides customers with the "Security ID Clearance Form" during the following days/hours:

- Auction day between 9:00 AM and 1:00 PM.
  - Thursday following the Auction day between 8:00 AM and 1:00 PM.
  - The DCAS Security Unit is a separate function within the auto auction with the same administrative hours as the Accounting/Funds processing unit.
6. ALL IDENTIFICATION ON ANY ITEM MUST BE REMOVED BY THE PURCHASER PRIOR TO USE OR RESALE. VEHICLES HAVING DISTINCTIVE PAINTING SCHEMES MUST BE ALTERED BEFORE USING OR RESELLING. THESE VEHICLES MUST BE TOWED FROM THE AUCTION YARD.
  7. All units are sold with a free and clear title unless otherwise indicated. All sales are FINAL.
  8. NO GUARANTEES OR WARRANTIES APPLY. ALL VEHICLES ARE SOLD "AS IS." Vehicles that are not running and driving must be towed from the auction yard.
  9. SALVAGE VEHICLES:  
An item highlighted by "SALVAGE VEHICLE" on the brochure indicates that the item has been wrecked, destroyed or damaged to such an extent that the total estimate, or actual cost of parts and labor to rebuild or reconstruct the item to its pre-accident condition, and for legal operation on the road or highways, exceeds 75% of the retail value of the item at the time of loss. A "Salvage Title", with appropriate damage disclosure, shall be issued for such item.
  10. PARTS ONLY:  
An item highlighted by "PARTS ONLY" on the brochure indicates that no title is available for this item. As far as the Office of Surplus Activities is concerned, this item cannot be re-registered.
  11. AFFIDAVIT ONLY:  
An item highlighted by "AFFIDAVIT ONLY" on the brochure indicates that no title is available for this item. All items from 1972 and before will not have a title.
  12. It is the purchaser's responsibility to ensure, prior to vehicle removal from the auction site,

that the vehicle identification number (VIN) on the bill of sale, title/transferable registration, and vehicle VIN tag match. Upon vehicle removal from the site, the Office of Surplus Activities will not be responsible for any errors in vehicle documentation.

13. Vehicles must be registered within thirty (30) days of removal from the auction site. Any problems in registering a vehicle during this thirty (30)-day period, which are a result of the purchaser not confirming a vehicle VIN and vehicle documentation as stated in section # 12 above, will not be the responsibility of the Office of Surplus Activities.
14. **COMPRESSED NATURAL GAS (CNG) VEHICLE DISCLAIMER NOTICE:**  
Any vehicle offered for sale in this auction containing a CNG kit, is being sold "AS IS." There is no warranty, express or implied, as to the vehicle's or the CNG kit's fitness or use for any purpose. You may want to contact an auto mechanic for information concerning a vehicle containing this type of equipment.
15. **CASH DEPOSITS FROM ALL PURCHASERS ARE REQUIRED AS FOLLOWS:**  
Purchase price of \$499.00 or less..... \$100.00  
Purchase price of \$500.00 to \$2,999.00..... \$200.00  
Purchase price of \$3,000.00 and up..... 10% of purchase price

Note: Auto Auction customers may meet the deposit requirements by submitting a certified check in the amount of \$5,000.00 to the Auction Accountant no later than 9:00 A.M. on the auction sale day. This check is to be made payable to the, "City of New York." This check will be applied to all equipment acquisitions for the sale day. In the event that the purchaser's total acquisitions for the day do not exceed \$5,000.00, the Auction Accountant will return the certified check and the purchaser will be required to pay the full amount due in accordance with payment terms and conditions of this sale. If the purchases exceed the \$5,000.00 deposit, the check will be applied towards the purchases and the balance is due immediately in order that removal is not delayed.

**Auto Auction customers who submit a \$5,000.00 certified check, for the purpose of meeting the deposit requirements, shall be required to pay the full amount due for ALL ITEMS purchased. Any item purchased under this payment option, that is not paid in full, shall result in the subject purchases being deemed "NON-COMPLIANT" with the terms and conditions of this sale. Such "NON-COMPLIANCE" may preclude the subject purchaser from use of this payment option at any future auction sale.**

16. **Payment Terms and Conditions:**
  - (A) Cash deposit, in accordance with the schedule as stated in section # 15 above, is required immediately upon your successful bid.
  - (B) All cash payments (deposits and balance of payments) must be made in denominations of no smaller than ten dollar (\$10.00) bills. Five dollar (\$5.00) and one dollar (\$1.00) bills will not be accepted.
  - (C) **CASH PAYMENT ACCEPTED ON SALE DATE ONLY.**
  - (D) Payments on sale day are accepted until 1:00 PM only.
  - (E) Payments made on Thursday will be accepted from 8:00 AM to 1:00 PM only and must be in the form of:
    - commercial certified checks made out to the City of New York;
    - commercial bank checks signed by the bank and made out to the City of New York; and
    - Money orders made out to the City of New York.
17. **Storage and Removal:** Units may be removed on auction day after payment in full has been made and upon the completion of the auction sale. Removal may take place until

2:30 PM on the auction day and between 8:00 AM and 2:30 PM on Thursday and Friday following the auction. All units must be removed by 2:30 PM, Friday, February 10, 2012 following the auction. Any items left after this time will cause a forfeiture of all monies forwarded (deposit and/or payment in full). The City of New York reserves the right to extend the removal time when it is in its best interest. Verbal permission must be obtained from the auction site manager. No extension will be given if all items concerned are not paid in full by 1:00 PM on the Thursday following that auction.

**Permission to remove a vehicle(s) from the auction site requires that the purchaser present the original bill of sale and title (or transferable registration). In the event that a 3<sup>rd</sup> party has been assigned to pick up a vehicle, such 3<sup>rd</sup> party shall be required to present a copy of bill of sale and/or title (or registration if title is not available) and a Letter of Authorization on company letterhead. Where the 3<sup>rd</sup> party is an individual (i.e. not a company) the Letter of Authorization must be accompanied by a copy of the purchaser's government issued photo ID.**

**NOTE: Letter of Authorization must include the following: purchaser's signature, name of firm or person authorized to pick up vehicle(s), auction sale date and lot number(s) purchased.**

Purchasers are required to arrange for the legally appropriate removal of vehicles from the auction site (i.e. use of license plates or tow trucks).

18. Auction Fee: NONE
19. LIMITATION: The City of New York reserves the right to withdraw any item from the sale at any time for any reason.
20. No sale will be set aside or negotiated because of error in description, conveyance of mileage or any other reason. Years listed for date of manufacture of vehicles are approximate.
21. CITY EMPLOYEES ARE NOT PERMITTED TO BID ON OR TO PURCHASE VEHICLES AT THIS AUCTION. THIS PROHIBITION APPLIES TO EMPLOYEES OF BOTH MAYORAL AND NON-MAYORAL CITY AGENCIES. EXAMPLES OF NON-MAYORAL AGENCIES ARE:  
NYC HOUSING AUTHORITY, HEALTH AND HOSPITALS CORPORATION, MTA BUS, MTA POLICE, LONG ISLAND BUS AND METRO-NORTH RAILROAD. IF YOU HAVE ANY QUESTIONS REGARDING YOUR ELIGIBILITY TO PARTICIPATE IN PURCHASING PROPERTY AT THIS AUCTION, PLEASE SEE THE AUCTION MANAGER PRIOR TO MAKING ANY PURCHASE.
22. Anyone who defaults on a deposit of any kind, for any reason, will not be allowed to bid the remainder of that auction, and he or she will have to leave the auction yard immediately.
23. The Office of Surplus Activities claims no responsibility for lost or stolen paperwork. THE OFFICE OF SURPLUS ACTIVITIES WILL NOT OBTAIN ANY DUPLICATE TITLES FOR ANYONE UNDER ANY CIRCUMSTANCES.

24. The agents for sale employed by the City of New York at this location have authorization to set any upset prices.
25. NO ONE UNDER THE AGE OF TWENTY-ONE (21) IS ALLOWED TO BID AT THIS AUCTION.
26. NO ONE UNDER THE AGE OF EIGHTEEN (18) IS ALLOWED TO ATTEND THIS AUCTION.
27. NO PETS ARE ALLOWED ON THIS SITE.

VIEWING IS ON AUCTION DAY ONLY FROM 8:30 AM UNTIL 9:00 AM. For further information call (718) 417-2155 or (718) 625-1313.

CUSTOMERS WILL BE CHARGED THE NEW YORK CITY SALES TAX RATE (8.875%) ON ALL "PARTS ONLY" VEHICLES AND OTHER SURPLUS GOODS THAT ARE SOLD WITHOUT A TITLE. No sales tax will be collected on vehicles that will be registered with the New York State Department of Motor Vehicles (DMV). DMV will collect the applicable sales tax when the vehicle is registered.

# **RULES OF VEHICLE INSPECTION**

In order to allow auction patrons to inspect material for sale while the auction is taking place, these rules must be observed.

- 1. Prospective bidders must stay at least twelve (12) vehicles ahead of the start-up vehicle at all times.**
- 2. Lifting hoods is grounds for ejection.**
- 3. Once an item has been sold, it may not be inspected by anyone in the yard, buyers or non-buyers. The item must be paid in full and the auction must be complete before any further inspection can take place.**
- 4. Absolutely no property is to be removed from any item under any circumstances no matter how insignificant you may think it is. Removal of any City property may lead to immediate expulsion from the auction yard and possible arrest.**

## **ATTENTION HEAVY EQUIPMENT BUYERS**

### **PAYMENT VIA OVERNIGHT COURIER**

Buyers should note that when selecting an overnight courier it is imperative that they can deliver payment between 8:00 AM and 1:00 PM on the Thursday following the Auction day. Only couriers who can provide this service should be selected.

**Reminder:** Only a bank check (from a payable U.S. bank) or a certified check will be accepted as payment.

MAKE CHECK PAYABLE TO:                   **City of New York**

FORWARD ALL PAYMENTS TO:           **Auto Auction Manager  
C/o NYC Auto Auction  
570 Kent Avenue  
Brooklyn, NY 11249**

**Please Note:** Your trucker will not be allowed to remove anything that has not been paid in full.

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All receipts for the purchase of heavy equipment will include the name of the company, corporation, partnership, or individual who purchases the vehicle. All bills of sale will be made out to the official address for that entity. If you are purchasing on behalf of another entity, that must be stated when the deposit and receipt are issued.

In addition, all payments made by certified company check must be in the name of the company on the receipt for that item.

Purchasers are not allowed to sell, exchange, or transfer any items purchased at this sale until the item is removed from the auction facility by the purchaser of that item. Likewise, deposit receipts are not allowed to be sold, exchanged, or transferred under any circumstances.

### **BUYERS PLEASE NOTE:**

Your trucker should be made aware that the operational hours of the auction yard are 8:00 AM to 2:30 PM. Auction Personnel will not allow late arrivals to load if they feel it will take beyond 2:30 PM to do so.

## CITY SURPLUS

The Department of Citywide Administrative Services offers a variety of surplus items for sale through the sealed bid process such as building supplies, office equipment/supplies, scrap metal, computers, etc. Below, are sealed bid offerings and their opening dates:

SALES PROPOSAL #	TITLE	OPENING DATE
12012	MISCELLANEOUS SCRAP METAL	FEBRUARY 7, 2012
12013	BARGE MOUNTED STEAM CRANE, AUTO/TRUCK PARTS AND SHEET METAL SHEAR, USED/UNUSED	FEBRUARY 23, 2012
12014	MISCELLANEOUS SUPPLIES AND EQUIPMENT, UNUSED	MARCH 6, 2012

\*BIDS WILL NOT BE CONSIDERED UNLESS RECEIVED ON OR BEFORE THE TIME AND AT THE PLACE INDICATED IN THE INVITATION TO BID.

Interested bidders may pick-up an Invitation to Bid for any of the sale offerings listed above at the auction office trailer cashier window.

In order to be included on the Bidder's List for upcoming sales, your company must fax a formal written request, on your company letterhead, with all pertinent contact information to: Gladys Genoves-McCauley at (212) 313-3136.

City surplus sale offerings and Terms and Conditions of Sale may be viewed on our website at:

<http://www.nyc.gov/html/dcas/html/auctions/sealedbids.shtml>

For more information, write:  
Director of Surplus Activities  
66-26 Metropolitan Avenue  
Middle Village, NY 11379

Call **311** for more information on the DCAS Office of Surplus Activities. Call **(212) NEW-YORK** if outside of NYC.