

contractor or the Defense Logistics Agency.

§ 101–45.003 Vehicle reconditioning.

(a) For the purpose of this section, vehicle reconditioning means restoring or improving the appearance of any motorized passenger or cargo vehicle designed primarily for highway use that is to be disposed of through surplus or exchange/sale procedures to the general public.

(b) To produce the maximum net proceeds, holding agencies shall determine, prior to sale, the appropriate level of reconditioning commensurate with the estimated fair market value of each vehicle scheduled for sale.

(c) Holding agencies shall arrange for the reconditioning to be accomplished just prior to the dates scheduled for public inspection and sale.

(d) For all motor vehicles above salvage condition or value, the minimum level of reconditioning required is as follows:

(1) For the driver and passenger compartment—

- (i) Remove debris;
- (ii) Vacuum floors and seats;
- (iii) Clean dashboard, instrument panel, armrests, door panels, and rear shelf;
- (iv) Remove Government stickers or decals without marring surface;
- (v) Clean ashtrays and glove compartment; and
- (vi) Wash windows.

(2) For the trunk—

- (i) Remove debris;
 - (ii) Vacuum; and
 - (iii) Position spare tire and tools.
- (3) For the engine compartment—
- (i) Remove debris;
 - (ii) Replenish lubricants and coolant to required levels and replace missing caps/covers; and
 - (iii) Charge battery, if necessary.

(4) For the exterior—

- (i) Remove Government stickers or decals without marring paint finish;
- (ii) Wash exterior, including glass, door jambs, tires, and wheel rims/covers; and
- (iii) Inflate tires to recommended pressure.

(e) Additional reconditioning of selected motor vehicles should be considered when such action is expected to substantially improve the return on the sale of a vehicle. Generally, a return of \$2 for each dollar invested should be estimated to justify additional reconditioning. Additional reconditioning should include some or all of the following:

(1) For the driver and passenger compartment—

(i) Shampoo seats, dashboard, headliner, door panels, and floor covering;

(ii) Spray-dye floor carpets and mats;

(iii) Polish where appropriate;

(iv) Apply vinyl/rubber reconditioners where appropriate; and

(v) Replace missing knobs, nameplates, and light lenses and/or bulbs.

(2) For the trunk—

(i) Wash interior surface; and

(ii) Spray-dye mats.

(3) For the engine compartment—

(i) Clean major surface areas (air cleaner cover, battery, *etc.*);

(ii) Wash or steam clean, when necessary;

(iii) Replace air and fuel filters; and

(iv) Make minor adjustments and/or replacements to engine systems (electrical, fuel, cooling, *etc.*) to ensure that the vehicle will start and idle correctly during inspection by prospective purchasers.

(4) For the exterior—

(i) Rotate tires, including the spare, to ensure that the best tires are displayed on the vehicle. Properly inflate, clean, and apply rubber conditioner or black tire paint to all tires;

(ii) Wash and blacken wheel splash shields;

(iii) Apply touch-up paint to nicks and scratches;

(iv) Wax and polish;

(v) Replace missing or damaged molding, nameplates, lenses, caps, mirrors, antennas, and wheel covers;

(vi) Repaint exterior of vehicle to original factory color if scrapes, dings, *etc.*, are excessive;

(vii) Repair minor body damage;

(viii) Apply decorative molding and/or striping to add eye appeal; and

(ix) Obtain State safety and/or emission control inspections, if required.

(f) Reconditioning, when possible, should be accomplished no earlier than the calendar week prior to the scheduled sale date.

(g) Agencies should contact the nearest General Services Administration Federal Supply Service Bureau office for information regarding the availability of reconditioning services.

(h) The expense of reconditioning is the responsibility of the holding agency.

§ 101–45.004 All terrain vehicles.

(a) Three-wheeled all terrain vehicles (ATVs) may be offered for public sale only after they have been mutilated in a manner to prevent operational use.

(b) Four-wheeled ATVs no longer needed by the Government can be exchanged with a dealer under the provisions of part 102–39 of the Federal

Management Regulation. If the unit cannot be exchanged, four-wheeled ATVs may be offered for public sale only after they have been mutilated in a manner to prevent operational use.

CHAPTER 102—FEDERAL MANAGEMENT REGULATION

2. Part 102–38 is added to subchapter B of chapter 102 to read as follows:

PART 102–38—SALE OF PERSONAL PROPERTY

Subpart A—General Provisions

Sec.

102–38.5 What does this part cover?

102–38.10 What is the governing authority for this part?

102–38.15 Who must comply with these sales provisions?

102–38.20 Must we follow the regulations of this part when selling all personal property?

102–38.25 To whom do “we”, “you”, and their variants refer?

102–38.30 How do we request a deviation from the provisions of this part?

Definitions

102–38.35 What definitions apply to this part?

Responsibilities

102–38.40 Who may sell personal property?

102–38.45 What are our responsibilities in selling personal property?

102–38.50 What must we do when we suspect violations of 40 U.S.C. 559, fraud, bribery, or criminal collusion in connection with the disposal of personal property?

102–38.55 What must we do when selling personal property?

102–38.60 Who is responsible for the costs of care and handling of the personal property before it is sold?

102–38.65 What if we are notified of a Federal requirement for surplus personal property before the sale is complete?

102–38.70 May we abandon or destroy personal property either prior to or after trying to sell it?

Subpart B—Sales Process

Methods of Sale

102–38.75 How may we sell personal property?

102–38.80 Which method of sale should we use?

Competitive Sales

102–38.85 What is a sealed bid sale?

102–38.90 What is a spot bid sale?

102–38.95 What is an auction?

Negotiated Sales

102–38.100 What is a negotiated sale?

102–38.105 Under what conditions may we negotiate sales of personal property?

102–38.110 Who approves our determinations to conduct negotiated sales?

102–38.115 What are the specific reporting requirements for negotiated sales?