

GCSurplus

Important information when declaring vehicles for divestment



Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

Who we are

The Government of Canada's divestment experts

GCSurplus can facilitate the divestment of surplus moveable assets for:

- Federal departments and agencies
- Provincial/territorial and municipal governments
- Intergovernmental organizations
- Crown corporations
- Canadian aid agencies
- Public health organizations
- Law enforcements agencies
- Select foreign governments

Our services

GCTransfer

- Web-based service that enables material managers to advertise surplus moveable assets available for transfer between departments.

GCSurplus

- The Government of Canada's e-commerce website responsible for selling surplus assets to the public.

GCDonate

- Online platform to advertise surplus assets available for donation to eligible and registered organizations across Canada.

GCMil

- The Government of Canada's program to remarket and sell surplus controlled goods and specialized assets domestically and internationally.

Specialized services

- Additional value added services - recycling contracts (metal, wood, etc.) vehicle destruction, battery recycling.

Divestment Policy Framework

Legislation

- **Surplus Crown Assets Act** provides legal foundation for divestment of surplus materiel.
- Act gives GCSurplus authority to sell materiel on behalf of federal departments.

Directives

- Treasury Board **Directive on the Management of Materiel** outline the principles that guide divestment decisions and includes a comprehensive Appendix A related to Mandatory Procedures for Land Vehicle Fleet Management

Guidelines

- Treasury Board **Guide to Management of Materiel** assists employees with implementing directives and policies.
- Departmental policies and guidelines provide specific instructions.

New service offering – destruction

(moratorium on sales)

Considerations

- This divestment option is often used for special purpose vehicles such as security type vehicles.
- Vehicles cannot be registered, sold, or transferred to any entity inside or outside Canada.
- The Contractor must remove, dismantle, and destroy all vehicles at their expense.
- Acceptable destruction methods: crushing, compaction bail, shredding, or shearing.

Items to remove before complete crush

- Tires
- Batteries
- Catalytic converter (cutting off the exhaust)
- Fluids such as engine coolant, oil, transmission fluid, refrigerant, and gasoline
- Components that have environmental implications.

Vehicle destruction and recycling



All vehicles should have an asset number spray painted on to track the process and clearly differentiate one car from another.



Contractors will have 14 days to crush and certify as destroyed.



Once destruction is completed, a signed copy of the Certificate of Destruction will be provided to GCSurplus.



Contractors must notify GCSurplus if restricted parts or decals were inadvertently left on the vehicle in their possession.

Vehicles in the process of destruction



Reusing surplus vehicles

Government of Canada innovative partnerships

- Transport Canada Motor Vehicle Test Centre (MVTC)
 - Rising cost of used cars since the pandemic
 - Need for used cars to simulate accident testing
- GCSurplus was able to transfer 78+ vehicles
- Savings of over 1 million dollars for Transport Canada's program
- GCSurplus will facilitate the destruction of all police style vehicle once testing is complete

Test vehicles sold for parts to recycling firms

2021 Kia Seltos (124 KM)



Open Bidding

Sold For (CAD): \$6,350.00
Posted: 12-August-2022 @ 3:58 p.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014404-TC21-224



2021 Volvo XC40 (11 KM)



Open Bidding

Sold For (CAD): \$4,055.00
Posted: 12-August-2022 @ 3:58 p.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014405-TC21-221



2021 Toyota Corolla (27 KM)



Open Bidding

Sold For (CAD): \$3,581.00
Posted: 12-August-2022 @ 3:58 p.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014406-TC21-216



2018 Chevrolet Sonic (7 KM)



Open Bidding

Sold For (CAD): \$1,289.00
Posted: 12-August-2022 @ 9:05 a.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014413-TC18-220



2020 Hyundai Accent (25236 KM)



Open Bidding

Sold For (CAD): \$2,337.00
Posted: 12-August-2022 @ 9:04 a.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014409-TC20-218



2020 Kia Forte (305 KM)



Open Bidding

Sold For (CAD): \$2,281.00
Posted: 12-August-2022 @ 9:03 a.m. EDT
Sold On: 19-August-2022
Commodity: 2300 - Cars and light trucks
Location: Blainville, QC
Sale account: R2MO0014408-TC20-220



GCSurplus – Client interface (GCSci)



Government of Canada / Gouvernement du Canada

GCSci interface client / client interface

Signed in as claudprevost

My Profile Logout

Auctioneer Tools ▾ Reports of Surplus GCTransfer ▾ Reports ▾ Administration ▾ My Account ▾ GCSci Help ▾

Home > New Vehicle Regular

Vehicle

Vehicle Report of Surplus

Please type in the VIN of the vehicle you are declaring and click submit.

This will pre-populate many of the required fields for you.

* Vehicle VIN:

Back Continue Manual

Important note for Fleet Managers:

- Client Departments (custodians) are required to determine whether severely damaged and written-off ("total loss") vehicles have the proper branded title on their vehicle registration/ownership document to either "Irreparable" or "Salvage" for example. Authorized personnel such as Fleet Managers can request such a change at their Provincial licensing bureau;
 - Note: It is important that each vehicle's condition and title is properly reflected, as a highly damaged being vehicle sold with a FIT title for example could be fixed and resold for a much higher dollar amount and not have received any structural inspection, causing the vehicle to become unsafe for the new owners;
- When driving or having a vehicle dropped off at any GCSurplus location, it is highly important that the license plate(s) is(are) removed from the vehicle as it is the responsibility of the Custodians to ensure that the license plate(s) is(are) cancelled at their Provincial licensing bureau;
- GCSurplus will certainly remove plate(s) from any vehicle it receives prior to selling it, however, GCSurplus is not responsible to have them cancelled or returned to the Provincial licensing bureau as GCSurplus doesn't have authority to make any changes on behalf of all Departments and Agencies.

Vehicle submission guidelines

How-to guides

- ✓ Available to client departments with a GCSurplus Client Interface (GCSi) account.
- ✓ Guides can be found under the “GCSi Help” tab.

Branded titles

- ✓ Determine whether severely damaged and written-off (total loss) vehicles have the proper branded title on their vehicle registration/ownership document (e.g. Irreparable or salvage).
- ✓ Authorized personnel, such as Fleet Managers, can request such a change at their Provincial licensing bureau.
- ✓ Condition and title of each vehicle must be identified correctly (safety, maximum return on investment).

Removal of licence plates

- ✓ Licence plates must be removed by the client department when dropping off vehicle at a GCSurplus location.
- ✓ Client departments are responsible in cancelling the licence plates with the provincial licensing bureau.
- ✓ GCSurplus will remove licence plates from any vehicle that are arrive with plates on.

Declaring vehicles surplus

- ✓ Client Departments must declare surplus vehicles in GCSi.
- ✓ Identify any mechanical or structural issues.
- ✓ Report if any accidents have occurred (transparency).
- ✓ Provide as much information on the vehicle as possible to avoid buyer complaints, possible refunds and deductions from your proceeds of sale.

State of vehicle

- ✓ Client departments must ensure that all garbage, personal belongings and hazardous substances are removed from vehicle prior to sending it to GCSurplus.

Selling from client's site versus GCSurplus

- ✓ Client departments must determine if the vehicle will be sold from their site or from a GCSurplus warehouse.
- ✓ **Selling from a GCSurplus warehouse**
 - Select this option in Report of Surplus (ROS).
 - GCSurplus will complete the vehicle description and take the required photos.
 - GCSurplus can arrange for towing but costs will be deducted from the proceeds of sale.
- ✓ Prior to towing vehicles to a GCSurplus warehouse, the client must include/provide ownership and keys (to be left in the glovebox or given to the tow truck driver).
- ✓ **Selling from client site**
 - Submit as much information as possible to create an informative and transparent sale (minimize customer inquiries/calls).
 - A minimum of twenty photos of the vehicle must be uploaded in the ROS (photos must include all exterior sides of vehicle, show actual condition of each wheel and tire, the VIN plate, and the interior photos must include all seats, trunk and/or bed and/or hatch).
 - Include a dash view photo, displaying mileage and any engine lights, if present.
 - Photos need to be taken after Government of Canada markings have been removed
 - All damage, scratches and dents must be displayed in the photos.

Vehicle submission guidelines

Commission rates

- ✓ Commission rates are based on where the vehicle is sold from.
 - Vehicles sold at the client department site generate a higher rebate from the sales proceeds.
 - Vehicles sold at a GCSurplus warehouse generate a lower rebate from the sales proceeds because of the work involved for GCSurplus staff (minus any service fees like towing costs).

Decals and glue residue

- ✓ All decals and glue residue must be fully removed.
 - GCSurplus cannot sell anything to the public that still has Federal Identification markings.

Motor Vehicle Accident (MVAs)

- ✓ Client departments and/or GCSurplus Sales Representatives can determine if value of the vehicle is worth selling it for parts, or have it sold for scrap metal.

Fleet Credit Card

- ✓ Client departments are reminded to cancel the Fleet Credit Card (ARI) after dropping the vehicle off at a GCSurplus warehouse.
- ✓ If sold at the client's site, the credit card can be cancelled upon declaring it surplus.
- ✓ To avoid improper mileage reporting, vehicle should no longer be used.

Ownership

- ✓ Vehicles sold from a **GCSurplus warehouse**
 - On behalf of the client department, the GCSurplus Sales Representative will sign off on the original transfer of ownership, and the GCSurplus Bill of Sale (BoS).
 - All documents pertaining to the sale must match with the buyer's name.
- ✓ If sold at a **client department's site**
 - Client department will be required to sign the transfer of ownership portion and Bill of Sale (sent to you by the sales representative).
 - Provide above documents to the buyer or mail the original ownerships to GCSurplus so they can sign it on the client department's behalf.

Gas and/or charge

- ✓ All vehicles (excluding MVA's) should have a minimum of ¼ tank of gas or charge
 - to allow for GCSurplus staff to move vehicles around.
 - to allow our buyers to get them home or to their nearest fueling or charging station.

Vehicle inspection checklist coming soon

VEHICLE INSPECTION SHEET



Report of Surplus #	Department File #
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Federal departments are responsible for ensuring vehicles are properly decommissioned and cleaned prior to sale. **The person completing this form must visually inspect the vehicle to ensure it does not contain inappropriate items such as: restricted parts (e.g. enforcement lights), garbage, personal belongings, and hazardous substances.**

Seized property and former law enforcement vehicles may contain controlled drugs and other contraband. The person completing this form must visually inspect between, around and under seats and compartments where items may be concealed. Employees and contractors must take all appropriate measures to ensure safety while completing this inspection. To avoid exposure to toxic substances, employees and contractors must wear appropriate PPE and comply with applicable safety guidelines.

Departments are responsible for ensuring vehicle information is accurate and complete. **The person completing this form must visually confirm vehicle specifications and condition.** This inspection sheet must be completed before submitting a Report of Surplus or transferring custody of a vehicle to GCSurplus. GCSurplus will not sell or take possession of any vehicle that has not been properly vetted using this form.

1. SPECIFICATIONS

Year	Make	Model	VIN
Trim	Odometer / Hours	Box Length (Trucks)	Cab Type (Trucks)
Engine Type	Engine Details (e.g. 3.0L V6)	Driveline	Transmission
Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Hybrid <input type="checkbox"/> Electric <input type="checkbox"/>		FWD <input type="checkbox"/> RWD <input type="checkbox"/> AWD <input type="checkbox"/> 4x4 <input type="checkbox"/>	Manual <input type="checkbox"/> Automatic <input type="checkbox"/>

2. LOCATION

Vehicle Address	Contact	Phone	Email

3. TOWING

Vehicle will be sold from GCSurplus location	GCSurplus to arrange towing	Department will drop off vehicle at GCSurplus location
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. CONDITION

Vehicle runs and drives	Vehicle requires boost to start	Vehicle was involved in motor vehicle accident (MVA)	Vehicle is damaged or has mechanical problems
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe all known damage and mechanical issues			

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VEHICLE INSPECTION SHEET



5. MANDATORY DECOMMISSIONING TASKS (All tasks listed are the divesting department's responsibility)

All restricted parts removed (e.g. enforcement lights, sirens, radios, cages, etc.)	Yes <input type="checkbox"/>
ARI and insurance cards removed	Yes <input type="checkbox"/>
All license plates removed	Yes <input type="checkbox"/>
All garbage removed (interior, trunk, and rear storage areas)	Yes <input type="checkbox"/>
All personal items removed	Yes <input type="checkbox"/>
All seats removed or flipped forward for visual inspection	Yes <input type="checkbox"/>
All seats cleaned and checked (cushions, underneath, back, belt buckles)	Yes <input type="checkbox"/>
All door storage areas cleaned and checked	Yes <input type="checkbox"/>
Centre console cleaned and checked	Yes <input type="checkbox"/>
Glovebox cleaned and checked	Yes <input type="checkbox"/>
All floor areas and mats visually inspected	Yes <input type="checkbox"/>
All ceiling liners and panels visually inspected	Yes <input type="checkbox"/>
Trunk and rear storage areas cleaned and checked	Yes <input type="checkbox"/>
Spare tire storage area cleaned and checked	Yes <input type="checkbox"/>

5.1 Complete this section if the vehicle is being sold from Client Site.

All mandatory decommissioning tasks completed	All Government of Canada decals removed	Vehicle custodian has original ownership* on-hand	Condition and specifications provided to GCSurplus are accurate
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

5.2 Complete this section if the vehicle is being sold from GCSurplus location.

All mandatory decommissioning tasks completed	Original ownership* placed in glovebox.	Condition and specifications provided are accurate
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

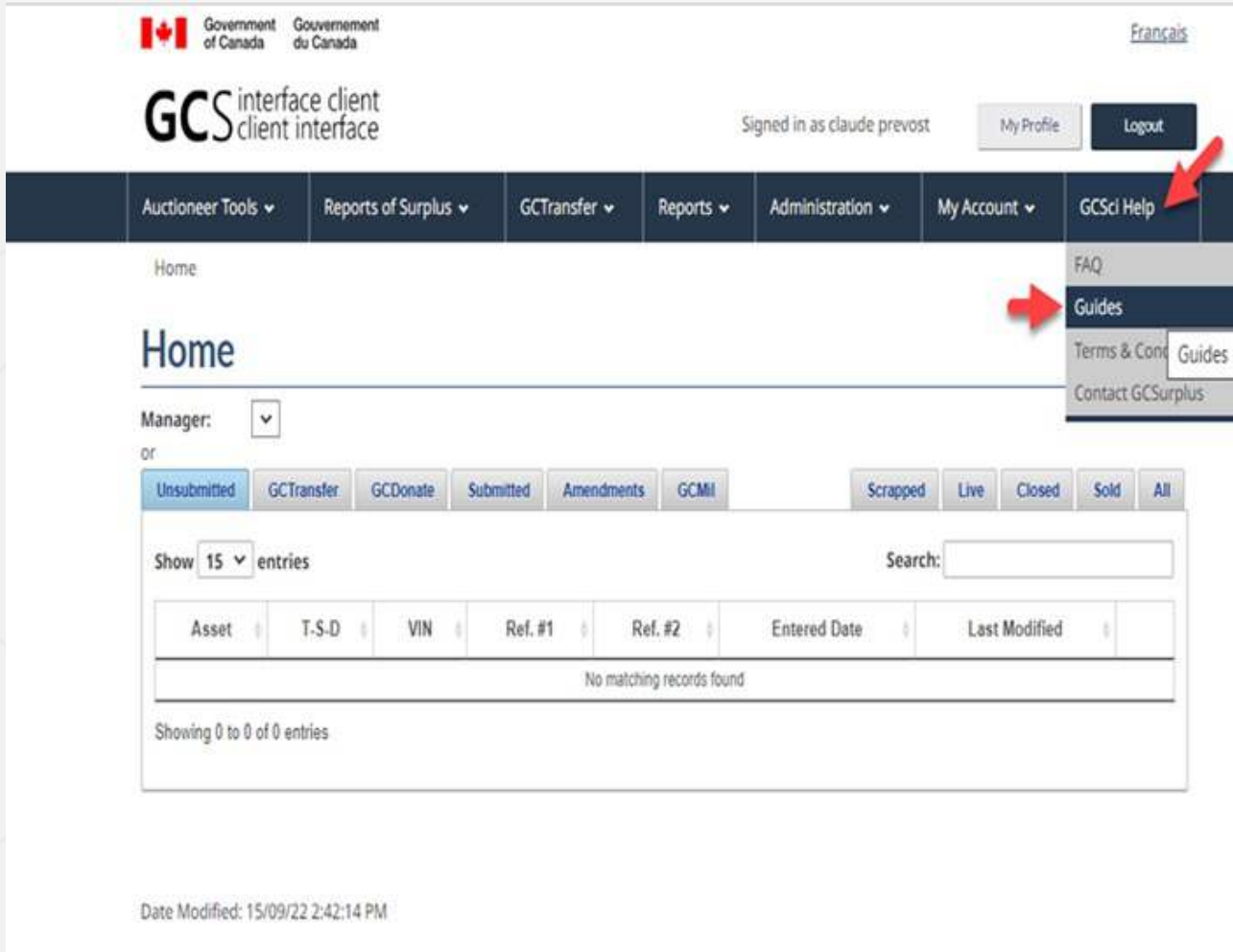
6. CERTIFICATION AND SIGNATURE

I completed the vehicle inspection sheet to the best of my ability and certify that the vehicle is free of hazardous substances, garbage, and personal items. GCSurplus staff or the Purchaser can safely take custody of the asset.			Yes <input type="checkbox"/>
Print Name	Signature	Date	Contact

* The original ownership document must accompany all fleet vehicles that were registered provincially. If the original ownership document was misplaced, the department is responsible for acquiring a replacement copy from the provincial Ministry before selling the vehicle. When the sale concludes, the sales portion of the original ownership must be filled out and provided to the purchaser.

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Guides and tools



The screenshot shows the GCS interface client web application. At the top, there is a header with the Government of Canada logo and the text "GCS interface client". The user is signed in as "claudio prevost". The navigation menu includes "Auctioneer Tools", "Reports of Surplus", "GCTransfer", "Reports", "Administration", "My Account", and "GCSci Help". The "GCSci Help" link is highlighted with a red arrow. Below the navigation menu, the "Home" page is displayed. The "Home" page includes a "Manager:" dropdown menu, a "Search:" input field, and a table with columns: "Asset", "T-S-D", "VIN", "Ref. #1", "Ref. #2", "Entered Date", and "Last Modified". The table shows "No matching records found". The footer indicates "Date Modified: 15/09/22 2:42:14 PM".

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GCS interface client

Signed in as claudio prevost

My Profile Logout

Auctioneer Tools Reports of Surplus GCTransfer Reports Administration My Account GCSci Help

Home

Home

Manager: [v]

or

Unsubmitted GCTransfer GCDonate Submitted Amendments GCMI Scrapped Live Closed Sold All

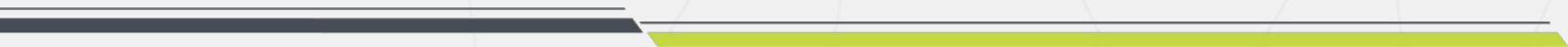
Show 15 entries Search: []

Asset	T-S-D	VIN	Ref. #1	Ref. #2	Entered Date	Last Modified
No matching records found						

Showing 0 to 0 of 0 entries

Date Modified: 15/09/22 2:42:14 PM

Questions



Contact GCSurplus



Generic inbox:
info@gcsurplus.ca



Financial issues:
TPSGC.GCSurplusFinance.PWGSC@tpsgc-pwgsc.gc.ca



GCMil inquiries:
gcmil@tpsgc-pwgsc.gc.ca



1-844-991-1385



www.gcsurplus.ca and <https://www.gcsurplus.ca/ic-ci>

