



WV Surplus Resumes Operations with Modified Business Hours at Warehouse Amid Pandemic

WV SURPLUS REOPENS!

Tuesday–Thursday

9 a.m. – 3 p.m.

Masks will be required.

ANNOUNCING EXTENDED HOURS ONLY FOR REGISTERED ELIGIBLE ORGANIZATIONS!

MONDAY – FRIDAY | 9 A.M. – 3 P.M.

After being closed to the public for many months, WV Surplus has finally reopened its doors and invited members of the public back into the warehouse to shop. In compliance with Gov. Jim Justice's orders to work from home and the Kanawha-Charleston Health Department's order to limit members of the public in public spaces, WV Surplus was forced to close its doors on March 19, 2020, and remained close until June 2, 2020.

"The safety of our personnel and consumers is the top priority for WV Surplus. We are taking all of the necessary precautions to create a comfortable and protected environment that ensures our customers feel safe in the warehouse," shared WV Surplus Manager Elizabeth Cooper.

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In Other News...

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- WV Surplus Offers Disinfectant Supplies at Warehouse
- Warehouse Employees Transition to New Roles at WV Surplus

WV Surplus Hosts Two Outreach Events for Eligible Organizations

While daily business operations have changed over the last few months, WV Surplus has not taken a break from serving its eligible organizations. During its closing in May, WV Surplus hosted a webinar on the state and federal surplus property programs. Following that event, an attendee contacted WV Surplus with a request for WV Surplus to host a similar event for library officials in West Virginia in June.

Instead of the traditional Open House for Eligible Organizations that WV Surplus has previously hosted, the decision was made in early 2020 to offer a webinar this year. WV Surplus had previously heard from individuals interested in the eligible organization program but were unable to easily travel to Dunbar for the in-person event. This webinar allowed individuals in the far panhandles to easily learn about the programs without

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WV Surplus Offers its Customers Fair Inventory Pricing and a Safe Shopping Environment

While our doors have been closed to the public these last few months, WV Surplus has remained busy. From reorganizing inventory and developing a sanitation plan to answering your emails and phone calls, we have continued to serve you to the best of our ability. Thank you to our loyal customers who have remained patient with us during this time. You can read about our reopening procedures on Page 1 and how we are working to provide you with a safe and comfortable shopping experience.

Now that we have reopened to the public, WV Surplus staff is working hard to fill our warehouse with new inventory. This can be a long process. Our staff must pick up the inventory, transport it back to WV Surplus, and unload each item. While it is easy to carry any

small item off of the truck, many of our items involve using the forklift to carefully unload and transport large items to its designated spot. Once an item has been unloaded, it is checked for quality. We never put anything out for sale that we would not put in our own homes. In addition to a visible inspection, we also check that electronics are in working order and test what appliances we can.

Next comes one of the most asked about subjects for WV Surplus: pricing. Everything sold at WV Surplus is priced at fair market value. This means our staff considers multiple factors when pricing the item such as its original price and the wear and tear of that item. For larger items such as our vehicles, we use independent sources such as Kelly Blue Book to judge the

THE MANAGER'S PERSPECTIVE

ELIZABETH COOPER



value and determine the appropriate pricing.

Once an item has been unloaded, assessed, appraised, and priced, it is ready for purchase. Whether you are shopping as a member of the general public or as a representative of an eligible organization, you can be sure you are getting a good deal.

From our fair pricing to our updated hours and cleaning schedule, know that WV Surplus is always here to serve you.

WEBINARS

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having to travel.

The first webinar was hosted May 7, 2020, and provided a high-level introduction to the state and federal surplus property programs. The webinar was attended by 57 individuals from 52 organizations.

A post-event survey revealed that 71% of the respondents were “Very Unfamiliar” or “Somewhat Unfamiliar” with WVSASP prior to attending the webinar.

The post-event survey also revealed the following information:

- 93% of respondents were “Extremely Satisfied” with the webinar.
- 75% of respondents said they completed an *Application for Eligibility* as a direct result of the webinar.
- 93% of respondents indicated they were “Highly Likely” to recommend WV Surplus.

A second webinar was held on June 24, 2020, for West Virginia library officials. Eleven (11) representatives attended this event from around the state including Point Pleasant, Kenova, Burnsville, Mill Creek, Fairmont and Bluefield. Several requests for copies of

this presentation were also made by library officials unable to attend the live presentation. While survey results are still being gathered for this event, overall feedback has been very positive.

“I am excited to connect with representatives of state agencies and eligible organizations and educate them about our program,” explained WV Surplus Manager Elizabeth Cooper. “While we had only planned on having one event, I was excited we were asked to present again. As long as there is interest, we are always happy to present to various groups.”

A copy of each webinar was made available to registered participants. A recording of the eligible organization webinar from May can be found online at https://youtu.be/_1jwtnAzqPU while a copy of June’s library webinar can be found at <https://youtu.be/ow5W5eU7yZY>.

Questions regarding the state and federal surplus programs should be directed to WV Surplus at 304.766.2626. If your industry would be interested in a dedicated webinar, please send your request to Jessica.L.Chambers@wv.gov.

REOPENING

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As part of its reopening, WV Surplus is following the recommendations of the Kanawha-Charleston Health Department and the Centers for Disease Control and Prevention. The reduced warehouse hours allow time for the staff to properly sanitize each day and do more extensive cleaning on the days it is closed to the public.

In addition to the enhanced cleaning efforts, WV Surplus is requiring that all visitors wear a mask upon entry and are taking the temperature of visitors and staff alike. WV Surplus staff will also be wearing masks to reduce the chance of spreading COVID-19.

The warehouse is open to the public and eligible organizations Tuesday through Thursday from 9 a.m. to 3 p.m. WV Surplus also has extended hours for eligible organizations only on Mondays and Fridays from 9 a.m. to 3 p.m. Any eligible organization that is interested in meeting directly with WV Surplus staff is asked to schedule a meeting prior to arrival.

These new hours enable WV Surplus to properly sanitize and protect its staff and customers. Staff are available by phone Monday through Friday to answer any questions. Those questions may be directed to WV Surplus at 304.766.2626.



WV Surplus has been working hard to keep its warehouse sanitized and full of inventory. This includes unloading a delivery in the rain (top photo) and practicing social distancing guidelines.

While items shown are available at the time of publication, be aware that inventory is always subject to change. If you are interested in one of the items shown, please contact WV Surplus at 304.766.2626 to confirm current availability and pricing.

We Want to Hear From You!

What are some of your success stories with using items acquired through the West Virginia State Agency for Surplus Property? Please email Samantha.S.Knapp@wv.gov so we can know how our program has benefited your agency. In a future issue of *The Property Connection*, we may highlight YOUR organization!

WV Surplus Offers Disinfectant Supplies at Warehouse



WV Surplus is pleased to announce that disinfectant is now for sale at its warehouse in Dunbar. While this offer was originally only available to state agencies and eligible organizations with a completed application on file, WV Surplus is now offering this product to the public.

“We are very pleased to be able to offer disinfectants to all of our customers,” shared WV Surplus Manager Elizabeth Cooper. “We are all working to clean and sanitize more these days. By offering this disinfectant at a competitive rate, I hope to make that task easier for our customers.”

WV Surplus is selling disinfectant in two sizes: a 24 oz. bottle for \$12.50 and a 32 oz. bottle for \$15.00. Members of the public are limited to two bottles.

State agencies and eligible organizations purchasing disinfectant may purchase up to 10 bottles. A 25% off discount is available with the purchase of three bottles or more.

For more information regarding the disinfectant, please call 304.766.2626.

WV Surplus recently secured a large amount of disinfectant which was made available to state agencies and registered eligible organizations. This offer has now been extended to members of the public. While individuals are limited to two bottles, registered eligible organizations may purchase up to ten bottles.

Tulip Bulbs Offered at WV Surplus Despite COVID-19 Closure

Tulip bulbs formerly planted on the West Virginia state capitol complex will once again bloom around the state thanks to the WV Surplus. As the organization that oversees retired state property, WV Surplus is tasked each spring with finding new ground for tulip bulbs removed by the General Services Division as part of their campus management.

“The tulip bulbs are a unique asset we receive each year,” explained WV Surplus Manager Elizabeth Cooper. “We often get calls asking for the tulip bulbs before they have even arrived at our Dunbar warehouse.”

Due to COVID-19, WV Surplus was closed to the public during this year’s tulip bulb season. WV Surplus Supervisor Matt Harper coordinated pickups with eligible

organizations to allow the tulips to be transferred without contact.

“Because the tulips are organic, the distribution is time sensitive,” said Harper. “Coordinating these pickups was an extra challenge this year but necessary to ensure that eligible organizations could properly store the tulip bulbs prior to them rotting.”

WVSASP provided the tulip bulbs to six organizations including the Town of Spencer, City of Madison, and the 4H Camp.

This offer was provided only to eligible organizations and an announcement was sent out via WV Surplus’ email subscription list. If your organization wishes to subscribe, please visit WVSurplus.gov.

Warehouse Employees Transition to New Roles at WV Surplus

Big changes have been underway at WV Surplus in 2020! Three WV Surplus employees have transitioned into new positions at the warehouse. Cody Rose will now be handling WV Surplus' vehicle sales as an Inventory Coordinator while Cheryl Cohen will assist with vehicles and continue to work in the warehouse as an Office Assistant II. Paula Lowe originally retired from WV Surplus in 2015 but returned as a temp in December of 2017. Lowe officially transitioned back as a full time employee in May of 2020 with the title of Office Assistant II.

Congratulations to Cody, Cheryl and Paula on these changes!



Above, Cody Rose (left) and Cheryl Cohen (right) have transitioned to new positions at WV Surplus. Paula Lowe (left photograph) returned from retirement to work at WV Surplus before becoming a full-time employee. All three individuals have been a critical part of WV Surplus operations over the last few years.

West Virginia State Agency for Surplus Property

Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday

Specializing in:

- Office Furniture and Equipment
- Shop Equipment
- Electronic Equipment
- Tires, Engines, and Vehicle Parts
- Rolling Stock and Heavy Equipment
- Plus Many More Items

Information: For property information and availability, contact the Federal or State Warehouse Supervisors at 304.766.2626 or call toll free at 800.576.7587.

Terms: All organizations must pay by check or credit card. No cash transactions permitted.

The Property Connection

This online publication is made available to all eligible participants of the West Virginia State Agency for Surplus Property on a quarterly basis.

For additional information on becoming an eligible organization, please call 304.766.2626 or complete an *Application for Eligibility* at:

WVSurplus.gov

Jim Justice
Governor
State of West Virginia

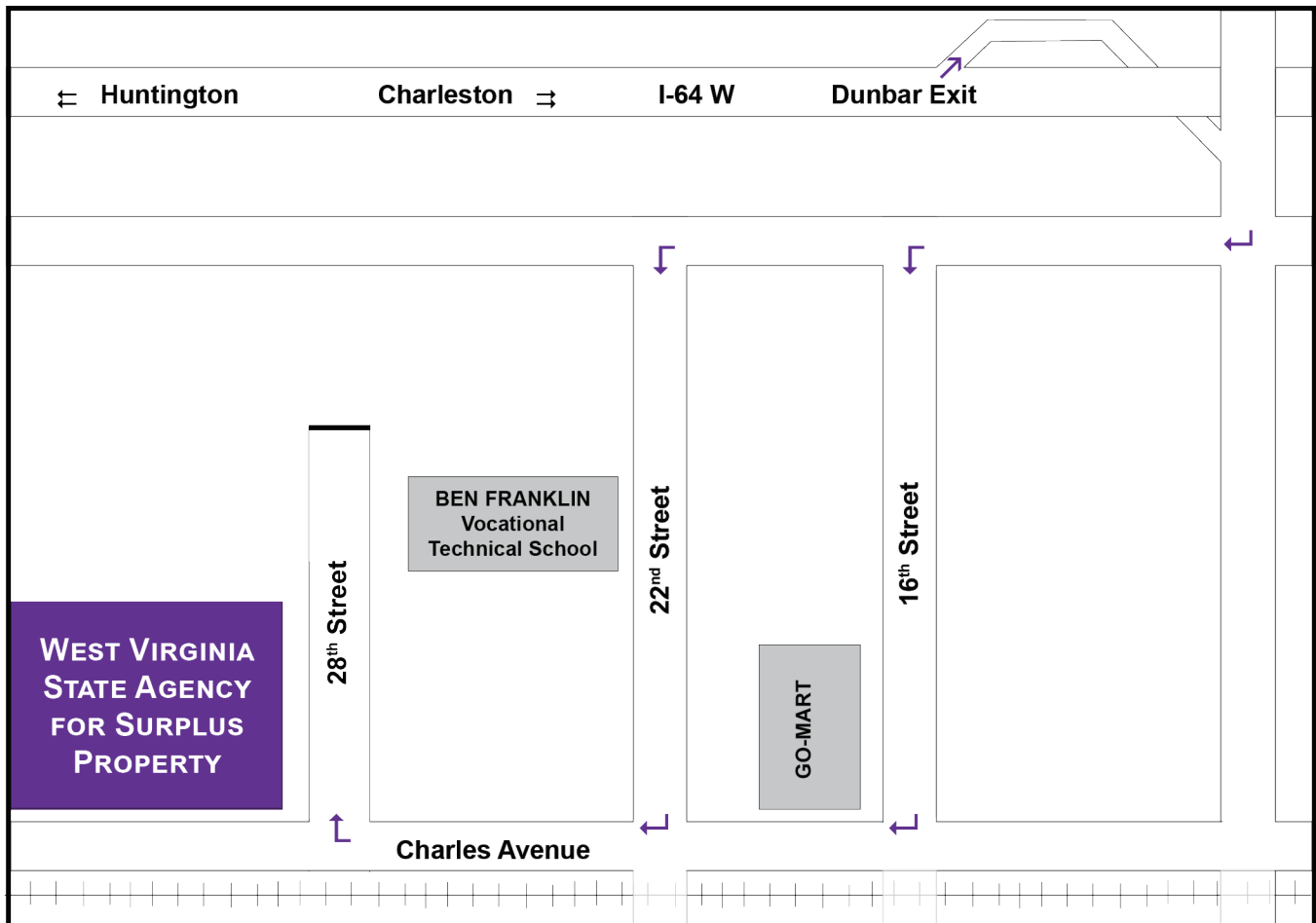
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Surplus Property Warehouse Location



DIRECTIONS: Exit I-64 at Dunbar/Roxalana Road, turn right on Roxalana Road then turn onto WV-25 West. At 16th Street, turn left. Go to intersection with Charles Avenue -- if you miss 16th Street, go to 22nd Street which is also a throughway. Turn right onto Charles Avenue, continue to 28th Street and turn right. The West Virginia State Agency for Surplus Property is on that corner inside the cyclone fence.

Terms and Conditions of Sale

FEDERAL AND STATE REGULATIONS: Acceptance of Federal equipment and supplies by users who have established eligibility to participate in WVSASP is subject to certifications and agreements identified on the reverse side of the Distribution Document. **1:** Federal equipment and supplies are restricted to institutional use only, not personal use, and are to be used for a minimum of one year; **2:** All vehicles and items with an acquisition cost of \$5,000.00 or more shall be used for the purpose(s) for which acquired within one year from the date the property was invoiced and used for 18 months thereafter. **3:** During the restriction period, the property shall not be sold, traded, leased, lent, bailed, cannibalized, encumbered or otherwise disposed of or removed from the State of West Virginia without the express approval of WVSASP. The recipients of Federal property are urged to contact WVSASP prior to taking any actions which might be interpreted as modifying any of the certifications and agreements stated on the reverse side of the Distribution Document.

TERMS: Payment required upon receipt unless previous arrangements have been made. Payment must be by check or credit card issued against an eligible organization. No personal checks, money orders or cash transactions are permitted.

SHIPPING: All service charges are FOB Dunbar Warehouse unless expressly indicated. Out-shipping can be arranged by calling 304.766.2626. Delivery charges will be added to the invoice.