



## Bureau of Senior Services Finds Excellent Value With WVSASP



**Bureau of Senior Services Director of Health and Wellness Deborah Isner, left, is pictured with Gloria Anderson, procurement officer with the agency. Anderson said the agency has purchased furniture from the West Virginia State Agency for Surplus Property, including the desk pictured.**

For Gloria Anderson, procurement officer for the West Virginia Bureau of Senior Services, finding the best value for her agency's budgeted dollars is important. "As a state government agency, we are spending taxpayer dollars, so maximizing value is important to me," she said.

The Bureau of Senior Services administers programs for senior citizens throughout the state. Anderson said that when a need arises for new equipment in the office, her first call is to the West Virginia State Agency for Surplus Property (WVSASP). "In my time working for the State of West Virginia, I have always connected with WVSASP first," she said. "I just give them a call whenever I need something."

Over the years, Anderson said the agency has purchased a variety of surplus

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## Sign Up for WVSASP's Mailing List!

Eligible organizations and public sales customers interested in being kept updated on events, property availability and other sales opportunities offered by the West Virginia State Agency for Surplus Property (WVSASP) can now subscribe to one or both of our electronic mailing lists free of charge.

Individuals may choose the "West Virginia Surplus Property Mailing List" for general public announcements regarding upcoming public events and special offers at WVSASP.

The "Surplus Eligible Organization Mailing List" is for information relevant only to registered

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## In Other News...

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- **Check Out What WVSASP Has to Offer You!**
- **Technology Available Again at Surplus Property**

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# Continuing to Change the Look of Surplus Property

Fall is about change. It is saying farewell to the long days of summer and those things that come with it – baseball, ice cream, crickets at night. That is not to say that what fall offers is bad; only that it is different.

Autumn gives us the changing color of leaves highlighting the beauty of the West Virginia mountains, football games, Halloween and cooler temperatures.

As the seasons change, the West Virginia State Agency for Surplus Property (WVSASP) continues to focus on its own change. Work continues on our extensive renovation project. The former auction building was the first building demolished, and the next step will be the installation of new footers and drains. By mid-October, the new building, a modular metal construct, will be delivered, and the process of tearing

down the warehouse buildings and setting up the new building will begin in earnest.

The new building will be more than 19,000 square feet, with nearly 15,000 square feet of storage space, and more than 4,000 square feet of office space. Additionally, there will be approximately 5,000 square feet of detached outdoor storage space.

Obviously, these changes are monumental for WVSASP, which has undergone a gradual series of changes in recent years. We continue to seek the best ways to serve both our daily sales customers and eligible organizations. We are always focused on finding those ways to help our customers get the most benefit for their dollar, offering valuable merchandise at a good price.

Be sure to look through this issue of *The Property Connection* for more

## THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



on the changes that are occurring at WVSASP.

These changes include offering an email subscription list sign-up on the WVSASP website for eligible organizations and daily sales customers as well as the return of computer equipment sales in the warehouse.

And we are always interested to receive feedback from our customers on what changes we can make to improve your experience with WVSASP...Contact WVSASP and let us know! Our goal is to make WVSASP the best it can be for YOU!

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## Federal Property May Be Screened with Ease through GSA's Website



Eligible organizations are not strictly limited to acquiring state property items found at or processed through the West Virginia State Agency for Surplus Property (WVSASP).

Eligible organizations may also screen available federal property through the U.S. General Services Administration's (GSA) website at <http://gsaccess.gov>.

This is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the U.S. General Services Administration.

Eligible organizations may log into the site with the user ID "WVSASP" and the password "WVSASP." From there, users may screen federal surplus property available across the nation.

Property is organized into screening fields, such as "Agricultural Equipment and Supplies" and "Food Preparation and Serving Equipment." There

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## SENIOR SERVICES

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office equipment, including chairs, desks, tables, and filing cabinets. She credits Assistant Surplus Property Manager Anthony Cooper for his assistance in finding what the office might need. "Whenever I call Anthony, he is very helpful, and he knows whatever it is that I am looking for," she said.

The agency is located on third floor of the Charleston Town Center Mall; therefore, WVSASP's delivery service is a plus. "That is a really great service, since we are in such an unusual location."

But it is the value the agency gets through WVSASP that Anderson said she appreciates the most. "The furniture and equipment we buy through WVSASP is always wonderful," she said. "It is good furniture at a great price."

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# Check Out What WVSASP Has to Offer You!



Because the West Virginia State Agency for Surplus Property (WVSASP) sells retired items from numerous state agencies, the warehouses are always full of new and interesting items. From furniture to wall decorations to safety needs, you never know what you might find during a visit.

Eligible organizations that are in need of particular items, or simply curious about what may be new, are invited to visit the WVSASP warehouses in Dunbar and check out everything we have to offer.

Hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday. For property information and availability, contact the West Virginia State Agency for Surplus Property at 304.766.2626 or call toll free at 800.576.7587.



# Technology Equipment Makes a Return to Surplus Property



Desktop computers, laptops, printers, copiers and more are now available at the West Virginia State Agency for Surplus Property.

Eligible organizations seeking affordable technology equipment can now look again at the West Virginia State Agency for Surplus Property (WVSASP) to meet their needs.

The equipment ranges from desktop computer systems and monitors to copiers and printers. Assistant Surplus Property Manager Anthony Cooper said prices vary on computer equipment, based on the system's processor speed and whether a hard drive is installed.



Among the types of technology equipment now available at WVSASP are desktop printers.

Equipment is immediately available for eligible organizations on a first-come, first-served basis. The equipment is also available for public sale after a five-day waiting period to market first to our eligible organizations. For more information, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.746.2626.

## 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 information on becoming an eligible organization, call 304.766.2626 or complete an Application for Eligibility at:

[WVSurplus.gov](http://WVSurplus.gov)

## FEDERAL PROPERTY

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are also two additional search options available: a global search, akin to an Internet search engine, if a user is looking for a specific item; and a basic search option, where users may screen for items by category, including state, closing, unused, overseas and disaster relief.

An eligible organization may not reserve items found on the site, said WVSASP Manager Elizabeth Perdue. "If an eligible organization is interested in an item found on the GSA website, that organization must contact WVSASP, and we will make arrangements to procure the item," she said.

Federal restrictions require state agencies and public organizations to start using surplus property items within one year of acquisition and to use the items for at least one year thereafter.

For more information on screening federal property through the GSA website, contact the GSAXcess HelpDesk at 866.333.7472 or e-mail [GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov).

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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.

## SHARE THE GOOD NEWS!

If you know of an organization that might be interested in our program, please clip this coupon and pass it on --

### IS YOUR ORGANIZATION...

1.  Local or State unit of government  
 Agency created by government  
OR  
2.a.  Educational Institution  
 Public Health Agency  
 Senior Citizen Group  
 Child Care Center  
 Library  
 Museum  
 Public Service Agency  
AND  
b.  Non-Profit (IRS 501(c)(3) status required)

If either 1. or 2.a. and b. is checked, you may be eligible to participate in the Surplus Property Program.

MAIL THIS FORM FOR MORE INFORMATION

**RETURN TO:** West Virginia State Agency for Surplus Property  
2700 Charles Avenue  
Dunbar, WV 25064

- Please send me an **Application for Eligibility**   
Please have a representative contact me   
Please visit our organization and offer a presentation

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Telephone Number \_\_\_\_\_

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## MAILING LIST

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<b>West Virginia</b> <b>State Agency for</b> <b>Surplus Property</b>	<b>2700 Charles Avenue</b> <b>Dunbar WV 25064</b> <b>(304) 766-2626</b> <b>Toll-free: 1-800-576-7587</b> <b>Fax: (304) 766-2631</b>
<a href="#">WV.gov</a>   <a href="#">Administration</a>   <a href="#">Purchasing</a>   <a href="#">Surplus Property</a>   <a href="#">E-Mail List Subscriptions</a>	
Signing up for an email list subscription allows you the opportunity to receive electronic communication from the West Virginia State Agency for Surplus Property at no charge. Please choose the "West Virginia Surplus Property Mailing List" for general public announcements regarding upcoming public events and special offers at the WVSASP. The "Surplus Eligible Organization Mailing List" is for information relevant to registered eligible organizations, which include public agencies and certain non-profit organizations who have completed an Application for Eligibility through WVSASP.	
<input type="text" value="Drop-Down Menu"/>	Select an e-mail list from the drop-down menu.
<input checked="" type="radio"/> <b>Subscribe</b> <input type="radio"/> <b>Unsubscribe</b>	Indicate whether you want to subscribe or unsubscribe.
<input type="text"/>	Enter your e-mail address. Example: jdoe@wv.gov
<input type="text"/>	Enter your name.
<input type="text"/>	Enter your organization name, if any.
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

**Eligible organizations and public sales customers can now subscribe to WVSASP's electronic mailing list at [WVSurplus.gov](#).**

eligible organizations, which include public agencies and certain non-profit organizations which have completed an *Application for Eligibility* through WVSASP.

Signing up for an email list subscription allows individuals the opportunity to receive electronic communication from WVSASP.

WVSASP Manager Elizabeth Perdue said the mailing list will offer eligible organizations the opportunity to receive information on a regular basis from WVSASP, with updates ranging from featured equipment, procedural information, and special events.

To sign up for either mailing list, please visit: [www.state.wv.us/admin/purchase/surplus/Subscribe.html](http://www.state.wv.us/admin/purchase/surplus/Subscribe.html).

### Questions? Suggestions? Comments?



We want to hear from **YOU!** Are you pleased with our Program? Call us or write to us with any questions, suggestions or comments. We would also like to hear the 'success stories' you have in utilizing surplus property!

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## 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.

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## 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.