



WVSASP Connects Eligible Organizations with Federal Property through Donation Program

The West Virginia State Agency for Surplus Property Program (WVSASP) is given the authority by the Federal Property and Administrative Services Act of 1949, as amended, to administer the transfer of donated federal surplus property through the U.S. General Services Administration at a low service charge to state and local public entities and non-profit organizations.

Some frequently asked questions are outlined within this article to inform you about this program and how your eligible organization can obtain federal property through WVSASP.

Who is eligible and how do I apply?

Any state or local public entity is eligible, as well as many non-profit, tax-exempt organizations. However, before requesting federal property, the public entity or eligible organization must have an **Application for Eligibility** on file with WVSASP. The form can be found at www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf and must be completed and submitted to WVSASP once every three years.

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WVSASP Hosts State Vehicle Public Auction



At the West Virginia State Agency for Surplus Property's recent public state vehicle auction in December, 45 vehicles were sold and 85 registered bidders were in attendance, with more attendees looking on. Administrative Services Manager Doug Elkins (standing left) is seen overlooking the bidders at the auction.

On December 6, 2017, the West Virginia State Agency for Surplus Property (WVSASP) opened its gates to host a state vehicle public auction. With approximately 100 individuals attending the event, the WVSASP lot was full of prospective bidders inspecting vehicles prior to the auction start time.

"I was very pleased with the turnout of our December auction," shared WVSASP Director Elizabeth Perdue. "Our customers always love these events and we enjoy having such a nice crowd visit our facility. Some of the attendees had not visited WVSASP since the construction was completed so it was wonderful to see their reactions."

All 45 of the vehicles listed for auction, which included a 2012 GMC Canyon, 2011 Jeep Grand Cherokee, 2010

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IN OTHER NEWS...

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■ WV Surplus Welcomes its New Employee; Two Transition into New Roles

■ WVSASP Presents Helpful Information at Educational Seminars Around the State

WVSASP Wraps Up 2017 And Looks Ahead to a New Year of Partnerships and Quality Service

While the weather may be getting colder, the West Virginia State Agency for Surplus Property (WVSASP) is not slowing down! With our heated warehouse, we can continue to provide a comfortable retail experience during the winter months to better serve our customers.

That's not to say our customers mind a little chill, as evidenced by the great turnout at our state vehicle auction in early December (*page 1*). The wind was cold, but so many of you attended this event ready for a great deal. All 45 vehicles were sold with approximately 100 individuals attending this event. While WVSASP does not have another auction currently scheduled, we have plenty of other exciting news coming your way soon.

I also had the unique opportunity to travel this past fall with our par-

ent agency, the West Virginia Purchasing Division. During my travels, I met with representatives from a variety of local government entities and educated them on all of the services and benefits of partnering with WVSASP. More information about these events can be found on *page 4*. The seminars conducted by the Purchasing Division have been so successful that we will be continuing them throughout 2018. I am excited to travel around our great state and help educate individuals about our program.

Meanwhile, back at home, those customers who often visit our Dunbar location may have had an opportunity to meet our new office assistant Anna Short (*page 5*) who will be working at our front desk. If you give our warehouse a call, she will be happy to assist you. Additionally, two of our tenured staff members, Doug

THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE




Elkins and Matt Harper, have also transitioned into new roles (*page*

3). Elkins is now an Administrative Services Manager while Harper will serve as the Warehouse Supervisor.

I may be a little biased, but I truly believe we have an exceptional staff who go above and beyond to serve our customers and eligible organizations. As we begin 2018, I want to encourage each of you to visit us in Dunbar or reach out and let our staff know how we can assist you this new year.

Second Annual Holiday Gift Guide Promotion Showcases Unique Inventory at Warehouse



WV Surplus Property's 2017
Holiday Gift Guide

Computer
WV Surplus Price: \$100.00

The advertisement features a photograph of a desktop computer system including a monitor, keyboard, mouse, and tower PC. The background is decorated with festive holiday icons like snowflakes, pine trees, and lights.

During December, the West Virginia State Agency for Surplus Property (WVSASP) presented its second annual Holiday Gift Guide on its Facebook page. Throughout the month, WVSASP presented a number of unique item from the warehouse and shared its posted price.

“WVSASP receives inventory from a wide range of state agencies, boards and commissions, and other divisions of government,” shared WVSASP Director Elizabeth Perdue. “The Holiday Gift Guide allows us to showcase some of our unique inventory and the savings we can offer our public sales customers.”

Items featured in the Holiday Gift Guide included a hockey table (\$50), full length mirrors (\$10 each), and laptop bags (\$10 each). All of these items were offered at a considerable discount when compared to the cost of the item bought brand new.

Due to the variety of items making their way to the

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Two WV Surplus Employees Transition into New Positions

Two of our employees have recently transitioned into new roles. Doug Elkins will now serve as the Administrative Services Manager while Matt Harper will be the Warehouse Supervisor for the West Virginia State Agency for Surplus Property (WVSASP).

Elkins, who previously was responsible for vehicles sales at WVSASP, will now oversee the Federal Surplus Property program and will work with a variety of eligible organizations.

"I'm looking forward to working with the Federal Surplus Property Program and assisting customers who will benefit from this service offered by WVSASP," shared Elkins. "Our staff is an excellent team to work with to accomplish our customers' goals."



Doug Elkins

Harper, who previously worked in the warehouse as a storekeeper, will take on more management duties as he oversees the stocking and retailing of inventory at WVSASP.

"I'm looking forward to learning new things, and I'm thankful that our WVSASP Manager Elizabeth Perdue and State Purchasing Director Mike Sheets have faith and trust in me to succeed in this new role," commented Harper. "I am truly a lucky man to have such a great job that I love. I really enjoy my coworkers and our customers."

Congratulations to Elkins and Harper on their new roles!



Matt Harper

VEHICLE AUCTION

Continued from Page 1

Ford Explorer, 2008 GMC Savana, and 2006 Dodge Dakota, were all sold during the auction. WVSASP had 84 unique registered bidders who braved the chilly winter air for their chance to obtain one (or more!) of these vehicles.

WVSASP would like to thank all of the attendees of our December auction. While there are currently no scheduled plans for a future auction, vehicles are always available on our lot. You can view the vehicle list at www.state.wv.us/admin/purchase/surplus/vehicle.html. WVSASP also invites you to stay current on all WVSASP news by "Liking" its Facebook page at www.facebook.com/WVSurplus. Furthermore, WVSASP maintains an email subscription list at www.state.wv.us/admin/purchase/surplus/Subscribe.html.



FEDERAL PROPERTY

Continued from Page 1

Please note that volunteer fire departments are required to complete this form every year.

How do I screen federal property?

Eligible organizations interested in obtaining federal property may screen the property at gsaccess.gov using the User ID and Password of "WVSASP." If this does not work for you, contact WVSASP at 304.766.2626 and our staff can create a unique User ID and Password for you.

How do I get the property once I find something my organization can use?

Once an eligible organization finds property that it is interested in obtaining, the organization must contact WVSASP to make arrangements to secure the property. The property is offered on an "as is, where is" basis, and the eligible organization is responsible for the pick-up and transport of the property from its current location to the eligible organization's location.

What else should I know about obtaining federal surplus property?

Entities which obtain federal property must put the property into use within one year and use it for at least one year (or 18 months in some instances) and may not sell the property, loan it, or trade it until the use period is over. Tearing down for parts is prohibited unless prior authorization is given by WV Surplus. Personal and non-use of surplus property is strictly prohibited.

We hope you consider participating in the Federal Surplus Property Program. For more information or further assistance, please contact WVSASP at 304.766.2626. Our business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

WVSASP Presents at Educational Seminars Around the State

The West Virginia State Agency for Surplus Property (WVSASP), which is organizationally structured under the West Virginia Purchasing Division, recently participated in a series of educational seminars around the mountain state. These events occurred from October to December and were held in Beckley, Clarksburg, Martinsburg, and Moorefield.

As a part of the seminars, WVSASP Manager Elizabeth Perdue educated local government entities on the benefits of becoming an eligible organization with WVSASP and how to complete this process.

“While WVSASP works with a wide variety of entities around the state, many individuals are not aware of the services we provide,” explained Perdue. “By taking part in these seminars, I have the opportunity to educate individuals who may not be able to travel to our Dunbar location but can benefit from our program.”

WVSASP plans to continue participating in these Purchasing Division seminars in 2018. Scheduling is currently underway for eight new locations.



Elizabeth Perdue presented information to local governments as part of a series of seminars conducted by the West Virginia Purchasing Division. More events are scheduled around the state in 2018.

GIFT GUIDE

Continued from Page 2

A graphic for the "WV Surplus Property's 2017 Holiday Gift Guide". The title is in a blue, decorative font. Below it, the text "Hockey Table" is displayed in a bold, black font, followed by "WV Surplus Price: \$100.00". The central image shows a blue and white hockey table on a wooden pallet in a warehouse setting. The entire graphic is framed with a blue border decorated with white snowflakes, white and pink Christmas trees, and white and pink bells.

warehouse, it was important that the Gift Guide reflect WVSASP's current inventory while also sharing the idea that you never know what you might find there.

Many customers were happy to see the return of the Holiday Gift Guide and enjoyed seeing the wide selection of inventory. WVSASP currently plans to continue this tradition next year.

To see all of the items posted as part of the 2017 Holiday Gift Guide, visit the WVSASP Facebook page at www.facebook.com/wvsurplus. While the holidays may be over, the Facebook page is a great way to keep up with unique inventory and special deals at WVSASP. “Like” our page to stay up-to-date with our current events and be sure to let us know what else you would like to see on this page in 2018.

Useful items were shared on the West Virginia State Agency for Surplus Property's Facebook page as part of its 2017 Holiday Gift Guide campaign. Items, including the hockey table pictured to the left, were shared to inform customers of available deals.

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!

WVSASP Welcomes Anna Short to its Staff at its Dunbar Location

The West Virginia State Agency for Surplus Property (WVSASP) is pleased to welcome Anna Short as its newest employee. Short will be working the front desk in Dunbar as an Office Assistant III.

A Charleston resident, Short graduated from Sherman High School and attended Carver Career Center for medical transcription. Upon graduating, Short worked for various hospitals and doctors in West Virginia and North Carolina. Before joining WVSASP, Short worked in the Office of the Chief Medical Examiner. In her free time, Short enjoys growing orchids, hiking, and spending time with her four grandsons.

The next time you call or visit the warehouse, be sure to say hello and welcome Short to WVSASP!



Anna Short sits at the front desk in the lobby of the West Virginia State Agency for Surplus Property building, where she is able to greet and assist customers before they enter the warehouse.

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 with WVSASP, call 304.766.2626 or complete an Application for Eligibility at:

WVSurplus.gov

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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.