



U.S. General Services Administration Review Praises WV Surplus Procedures and Program Processes



WV Surplus must periodically be reviewed by the federal General Services Administration's Personal Property Management team to evaluate the work at its Dunbar warehouse and online sales.

The General Services Administration's (GSA) Personal Property Management team recently completed its federally required review of the WV Surplus. The review considers several aspects of the state run surplus program, including operational capabilities, fiscal management, program compliance, and records management. In addition to its overall positive report, GSA also praised WV Surplus' progress of its Federal Surplus Property Program.

Following each review, formal follow-up reviews are scheduled two or four years out based on the results of the current review. The GSA team announced it wouldn't need to formally review WV Surplus' operations again until 2025 due to the significant progress made in the state's Federal Surplus Property Program.

Please see GSA REVIEW, Page 3

In Other News...

- **Manager's Perspective:** Unique Inventory, Warehouse Sales, and End of Calendar Year Keep WV Surplus Staff Busy
- **Veteran-Owned Small Business Webinar** Receives National Attendance Thanks to WV Surplus and Local SBA
- **Holiday Gift Guide** Back at WV Surplus

Annual Purchasing Division Survey Finds Satisfaction in the Offerings and Services of WV Surplus

The West Virginia Purchasing Division, which oversees WV Surplus, conducted a survey in late 2021 of state agency procurement officers to evaluate its services. As part of this assessment, the Purchasing Division asked state agencies, who qualify as one of WV Surplus' eligible organizations, to review the programs and services offered by WV Surplus.

According to the survey results, state agency procurement officials shared the following regarding WV Surplus' operations:

- **100%** of respondents rated WV Surplus' professionalism as Good or Excellent;
- **94%** of respondents said their satisfaction with the WV Surplus program increased or remained the same during 2021;

Please see SURVEY RESULTS, Page 4

Unique Inventory, Warehouse Sales, and End of Calendar Year Keep WV Surplus Staff Busy

The phrase, “You never know what you’ll find at WV Surplus,” is a common statement by those who visit our warehouse or shop our online auctions on GovDeals. This quarter has certainly proven that statement to be true!

While many businesses slow down during the winter months, operations at WV Surplus have the opposite effect. This last quarter involved a huge 50% off sale at our Dunbar warehouse for select items, as well as inventory including dump trucks, educational kits (see article below), caladium bulbs, snow plows, vending machines, and more. Some of the more unique items, such as a retro video camera, were even featured on our annual Holiday Gift Guide (see page 5).

WV Surplus was not the only one busy. The Purchasing Division, under which the WV Surplus program is administered, published its annual report in December to provide statistical information to the general public and share its accomplishments.

Within the Fiscal Year 2021 An-

nual Report, WV Surplus was recognized for the following accomplishments:

- Made 275 vehicles available to various organizations;
- Sold approximately 265 items available through our online auction site GovDeals;
- Prepared for the implementation of the Veterans Small Business Act;
- Added three new webpages to **WVSurplus.gov**;
- Connected multiple nonprofits with office furniture;
- Helped the West Virginia Division of Natural Resources obtain a boat for its aquatic habitat work; and
- Conducted our annual fixed assets training program virtually.

A copy of the Purchasing Division’s Annual Report is available online at www.state.wv.us/admin/purchase/Annualreport/Annual21.pdf.

While our current fiscal year began in July 2021, WV Surplus is still

THE MANAGER'S PERSPECTIVE

ELIZABETH COOPER



anticipating the start of a new calendar year. Be on the lookout for our 2021 schedule of events including webinars for eligible organizations, more veteran outreach, and our annual Customer Appreciation Day reception.

Is there a special event or way we can be of service in 2022? Let us know! Whether it is handling unique inventory or making ourselves available to answer questions, WV Surplus is always here to help our loyal customers. We hope to see you soon.

Educational Kits Make Way to WV Surplus Warehouse



Throughout 2021, WV Surplus received a variety of educational materials at its Dunbar warehouse. In addition to the Elenco Electronics Snap Circuits Educational Series Model kits received in July, WV Surplus received several littleBits STEAM sets, Money Makey sets, and littleBits Gizmos & Gadgets Kit sets a few months later.

“WV Surplus receives retirements from a wide variety of agencies and state governmental organizations,” shared WV Surplus Manager Elizabeth Cooper. “Because we can receive such a wide variety of inventory, eligible organizations are encouraged to file a ‘want list’ with their applications. While

Please see **EDUCATION KITS**, Page 4

Veteran-Owned Small Business Webinar Receives National Attendance Thanks to WV Surplus and Local SBA

In November, WV Surplus was invited to present on how veteran-owned small businesses can access federal surplus property. This presentation was conducted in partnership with the Small Business Administration (SBA) of the West Virginia, Eastern Pennsylvania, and Pittsburgh District Offices. As part of the presentation, WV Surplus Assistant Manager Doug Elkins shared how veterans can register/verify their small businesses registration with the U.S. Department of Veterans Affairs, how to screen for available federal property online, and the compliance requirements veterans must follow once property is obtained. Following the presentation, a question-and-answer forum was conducted with Elkins and the available SBA representatives.

While this presentation was originally intended for veterans in West Virginia and Pennsylvania, the presentation gained national attention and had approximately 345 attendees. Veterans attending these events reported businesses operating in California, Colorado, Delaware, Hawaii, Texas, Tennessee, New York, Virginia, and West Virginia.

“We are honored to assist the veteran-owned small businesses with any type of federal donation that will help their business run more effectively and efficiently,” said Elkins. “The attendance and interest in this presentation not only helps educate these veterans but also allows WV Surplus to better understand their needs.”

A post-event survey revealed that 56% of attendees planned on seeking

verification to take advantage of this program while several other attendees shared they had already begun the verification process.

“With the success of this event, we hope to host more webinars to educate West Virginia veterans and to continue our partnership with West Virginia SBA,” added Elkins.

A recording of this webinar is available online at <https://youtu.be/tZBEv5r3jD4>. For more information on this program and how West Virginia veterans can participate, visit WVSurplus.gov and select “Veterans” on the left side menu. Interested individuals may also view last quarter’s issue of *The Property Connection* for a story of one West Virginia veteran who has taken advantage of this program and acquired property with the help of WV Surplus.

GSA REVIEW

Continued from Page 1

According to the review, “The agency [WV Surplus] has addressed several issues relevant to its operations that have stabilized its status and reinvigorated its efforts to obtain more property and attract more customers moving forward. It appears to be on the right track.”

“I am very pleased with the results of the review,” said Elizabeth Cooper, WVSASP manager. “I give credit to our Federal Surplus Property Manager Doug Elkins, and to Matt Harper who willingly stepped in as Acting Federal Surplus Property Manager when Doug was unexpectedly out of the office for a few months. Doug and Matt believe in the mission of the program and understand how to achieve it.”

The GSA review cited the recent donation of two planes as a big plus and noted that obtaining of property from overseas shows progress. Additional information on both plane donations can be seen in the 2021 third quarter issue of *The Property Connection* at WVSurplus.gov.

“These, together with the development of warehousing

facilities and new transport capabilities, in addition to webinars for entities like nonprofits, should have a positive impact on expanding business and meeting customer needs,” the review said.



The acquisition of the federally donated plane seen above is one of the many highlights of a recent federal review of WV Surplus’ services.

SURVEY RESULTS

Continued from Page 1

- 92% of respondents rated the knowledge of the WV Surplus staff as Good or Excellent;
- 88% of respondents rated WV Surplus' understanding of customer needs as Good or Excellent;
- 84% of respondents rated the accuracy of information provided by WV Surplus as Good or Excellent; and,
- 84% of respondents rated the timeliness of services provided by WV Surplus as Good or Excellent.

Local governments were also invited to complete a separate survey regarding the Purchasing Division's services. Several of the responding local governments were able to visit WV Surplus in the last year and obtained desks and other office furniture.

WV Surplus is pleased with the feedback received through these surveys from state agency procurement officers and local government officials. If you have feedback regarding WV Surplus, please contact Purchasing.Division@wv.gov.

WHAT DO YOU BELIEVE TO BE THE MOST BENEFICIAL SERVICE PROVIDED BY WV SURPLUS?

"To make sure property is accounted for once agencies no longer can use it."

"The employees of the surplus office are so friendly and helpful!"

"Reselling of state-owned items both at the facility in Dunbar and online."

"Surplus has been great to come out to our various locations and pick up retired items."

"The availability of surplus merchandise at a savings to the State and the taxpayer."

"The ability to purchase items for reasonable prices."

EDUCATION KITS

Continued from Page 2

we are more likely to receive certain times of inventory such as vehicles or desks, having a "want list" that includes educational materials can help WV Surplus staff connect educators with unique resources such as these interactive kits."

More unique items such as these educational sets often make their way to WV Surplus' online auction site, GovDeals, to help reach a larger audience. Eligible organizations that have a "want list" would have an opportunity to purchase these items prior to them being listed for auction.

Another great way to stay up to date with unique items at WV Surplus is through its email subscription list. When registering, please indicate if you are requesting notification for public sales, eligible organization sales, or both. To register for this mailing list, visit www.state.wv.us/admin/purchase/surplus/Subscribe.html.

Need to update your organization "want" list? Have questions on how WV Surplus can help your organization with its unique needs? Contact WV Surplus at 304.766.2626 or visit our website at WVSurplus.gov to learn how we can assist with future purchases.

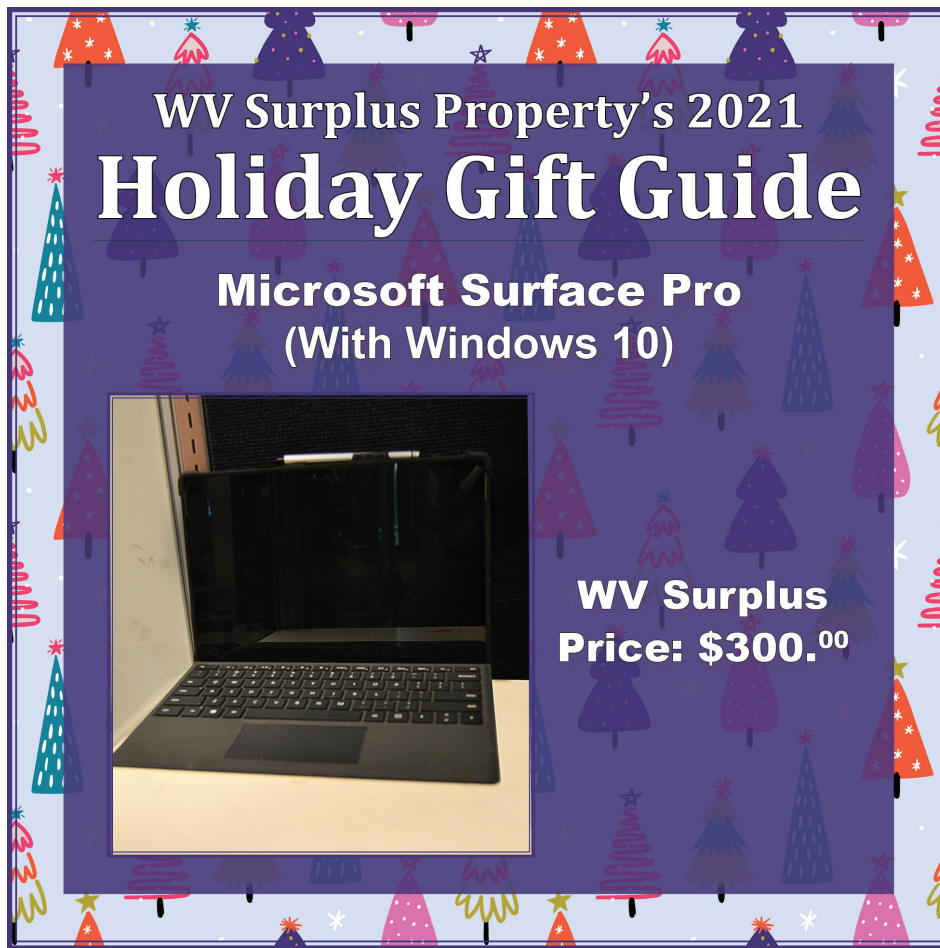
We Want to Hear From You!

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!

Holiday Gift Guide Back at WV Surplus

During December, WV Surplus presented its fifth annual Holiday Gift Guide on its Facebook page. Throughout the month, WV Surplus shared a number of unique items from the warehouse that were available.

To see all of the items posted as part of the 2021 Holiday Gift Guide, visit the WV Surplus 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 WV Surplus. “Like” our page to stay up to date with our current events and sale offerings.



**WV Surplus Property's 2021
Holiday Gift Guide**

**Microsoft Surface Pro
(With Windows 10)**

**WV Surplus
Price: \$300.00**

West Virginia State Agency for Surplus Property

Hours: 9:00 a.m. - 4:00 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

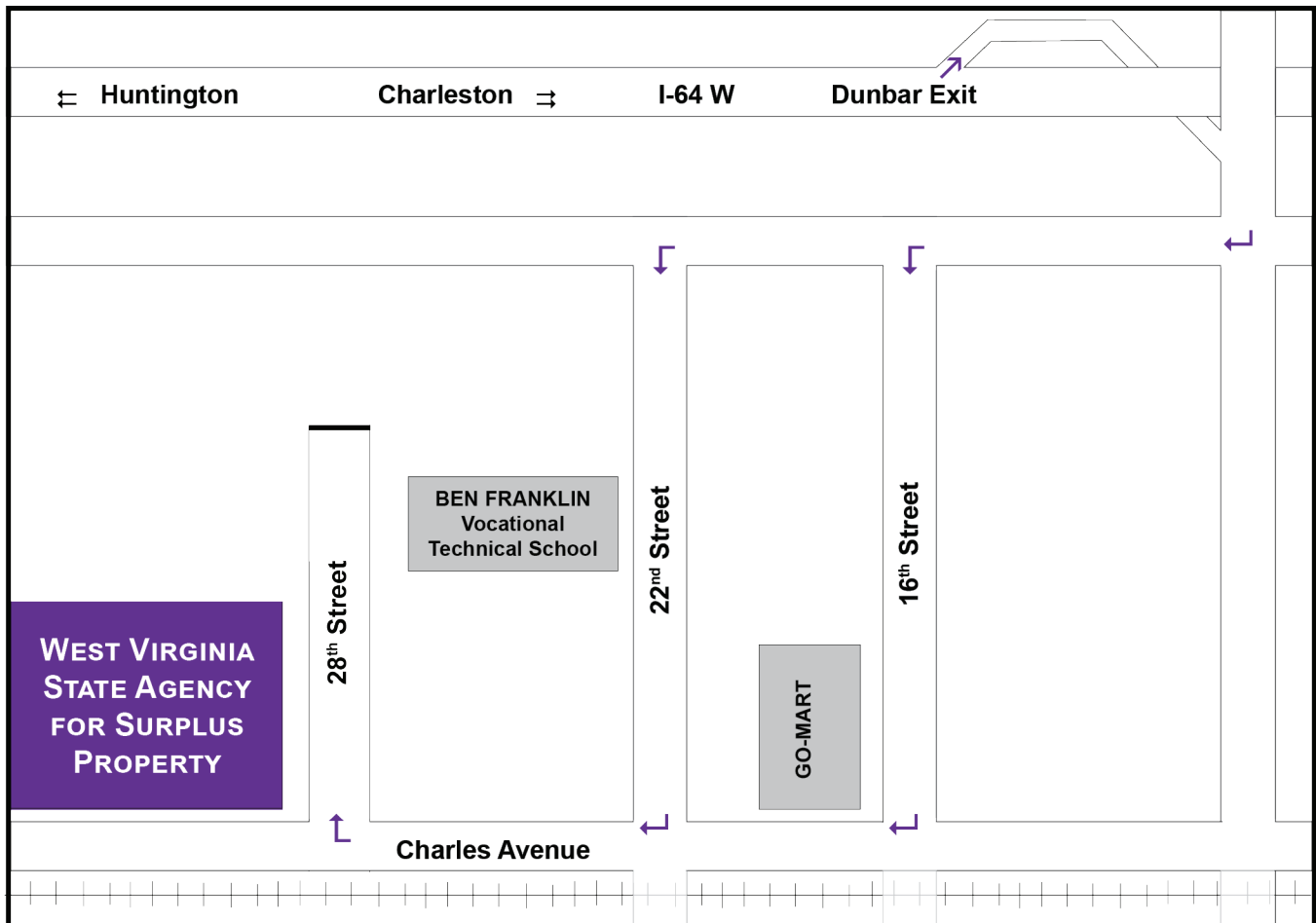
Mike Sheets
Director
Purchasing Division

Elizabeth Cooper
Surplus Property Manager

**Samantha Knapp
Courtney Johnson**
Editors

Jessica Chambers
Writer

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 WV Surplus 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 WV Surplus. The recipients of Federal property are urged to contact WV Surplus 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.