



## Kanawha County Ambulance Authority Takes Advantage of Vehicle Deals at Surplus Property

Garry Turnes has not made many trips to the West Virginia State Agency for Surplus Property (WVSASP) through the years. But the trips he has made have been beneficial for the Kanawha County Emergency Ambulance Authority.

Since joining the Ambulance Authority in 1996, Turnes has been involved in the purchase of several vehicles and boat motors from WVSASP. Turnes is the Authority's garage supervisor and it goes without saying that vehicles are an item of importance for this non-profit entity.

"When we would go down to Surplus Property to look for vehicles, the employees there were excellent to work with. They would let us have the keys and check the vehicles out and let us spend as much time with them as we wanted," said Turnes. "We have not bought a lot of items from Surplus but what we have bought has been useful. We recently bought three Jeep Grand Cherokees, which were good deals for us."

The Kanawha County Emergency Ambulance Authority has approximately 80 vehicles which Turnes is responsible for keeping



**Todd Bacchus, a captain with the Kanawha County Emergency Ambulance Authority, stands beside one of the vehicles purchased through the West Virginia State Agency for Surplus Property (WVSASP). The agency has purchased vehicles and boat motors from WVSASP.**

### In Other News...

- **Manager's Perspective:** Customer Appreciation Day Offers WVSASP a Chance to Say 'Thanks!'
- Federal Property May Be Screened By Eligible Organizations Simply Through GSA's Website
- WV Office of Technology Takes Over the Receipt of Retired Information Technology Equipment for Some State Agencies

# Customer Appreciation Day Lets Us Say 'Thanks!'

The West Virginia State Agency for Surplus Property (WVSASP) is always appreciative of its customers, for it is our customers who help maintain the steady rhythm and propulsive heartbeat of this agency. It is our customers – be it eligible organizations, small businesses or the general public – who drive us each day to provide greater service.

It was with that in mind that WVSASP held its first Customer Appreciation Day. On July 26, WVSASP extended its operation hours until 7:30 p.m., giving the public three extra hours to tour the Dunbar warehouse and shop for surplus state property. Our intent was to both give extra time for our regular customers, but also to allow new visitors an opportunity to explore just what it is that WVSASP has to offer, including furniture, vehicles or the many things in-between.

This meant individuals like Kanawha County resident Frank Kelley had more of a chance to shop. He told us that he had been coming to WVSASP since the 1970s and loved the extended hours. "I think it is great to open up the warehouse with these extended hours since it makes it easy for people to come after work and see what is offered," he said.

A special commercial was made by the Purchasing Division staff to assist in promoting the event. If you missed it, it can still be viewed at <http://www.youtube.com/watch?v=cFFyb8fRRBA&feature=g-upl>.

We were grateful for the chance to show our customers and the public just how much it is that we appreciate them, and thankful to be able to see so many familiar faces as well

## THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



as new customers who we certainly hope visit us more in the future.

Many businesses claim they would be nothing without their

customers, but nowhere is this truer than at WVSASP, which is a completely self-funded state agency, meaning that our operating revenue comes through our sales. For this reason we are especially grateful and thankful for those who continue patronage with us. While July 26 might have been denoted as "Customer Appreciation Day," WVSASP would like to extend its thanks and gratitude to all of its customers each and every day.



The Surplus Property Customer Appreciation Day on July 26 allowed customers, old and new, extra opportunities to tour and inspect the Dunbar warehouse to see what bargains awaited them.

## Federal Property May Be Screened Simply Through GSA's Website

Eligible organizations are not strictly limited to 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 website at <http://gsaccess.gov>.

The site 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 are also two search options available: a global search, akin to an Internet

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# Office of Technology Takes Over the Disposition of Equipment Related to Information Technology

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Following the passage of House Bill 563 by the 2012 Regular Session of the State Legislature, the West Virginia Office of Technology (WVOT) is now responsible for the end-of-life disposition of information technology equipment. The West Virginia State Agency for Surplus Property (WVSASP) must approve the retirement disposition method, but WVOT will receive the property.

Once WVSASP has confirmation of receipt from WVOT, the retirement will be completed in WVFIMS. WVOT is handling the disposition of such equipment for all Executive Branch agencies.

Equipment retired by elected officials (i.e., Treasurer's Office, Supreme Court, Legislature, Auditor, Agriculture and Secretary of State) are to be delivered to WVSASP.

Equipment can be delivered to the WVOT warehouse by appointment only. Once a Surplus Property Retirement Form (WV-103) or WVFIMS asset retirement request has been processed and approved by WVSASP, WVOT will notify your agency to arrange for receipt of equipment. No equipment will be accepted unless previously approved by WVOT.

WVSASP has updated the WV-103 to provide a box to select "Retire to Office of Technology (14)" for equipment that is not in WVFIMS (acquisition cost under \$500). This form can be completed and faxed to WVSASP at 304-766-2657, or scanned and e-mailed to [pam.j.jarrell@wv.gov](mailto:pam.j.jarrell@wv.gov).

Any equipment with any type of

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## Equipment accepted for retirement includes:

- Desktop Computers
- Laptop Computers
- Cell Phones
- Smart Phones
- Tablet Computers
- Desktop Printers
- Multi-Function Printing Devices
- Network Printers
- Standalone Copiers
- Network Copiers
- CRT Monitors
- LCD Monitors
- Network Switches
- Network Routers
- FAX machines
- Scanning Devices
- Microfiche Components with memory
- Cameras (all: digital, or with memory only)
- Servers
- Hard Drives of any size
- Magnetic Tape Devices (of any type)
- Diskette readers/writers attached to a computer
- DVD readers/writers/players attached to a computer
- CD readers/writers/players attached to a computer
- Telecom (IP phones, switches, etc.). "old" analog phones excluded
- Keyboards, mice, and other peripherals
- Medical Equipment with no BIO hazards that has memory
- Mailing Equipment with memory
- Mag Tapes
- Floppy Discs



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## The Property Connection

This 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:

<http://www.state.wv.us/admin/purchase/surplus/eligibil.html>

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## AMBULANCE

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maintained and on the road for its approximate 250 employees. The Ambulance Authority provides many services in addition to emergency responses such as medical and critical care transport and education and safety outreach programs.

Turnes said the vehicles purchased from Surplus Property have been reliable and put to extensive use in these various assignments. Turnes added that his visits to Surplus Property have definitely been worth his while.

“I have liked my trips to Surplus Property. When we visit there, we look over what they have there. I don’t think everyone knows how accessible it is. It is convenient and easy to get to. It pays to go down there once in a while,” Turnes said.



**The Kanawha County Emergency Ambulance Authority recently purchased three Jeep Grand Cherokees through WVSASP.**

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## FEDERAL

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search engine, if a user is looking for a specific item; and a basic search option, where users may screen for items by state, closing, unused, overseas or 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. One of the features of the website is a carbon-footprint savings tool. The tool displays the carbon-equivalency savings of reusing an item, such as how many gallons of gas reusing an item will save. There are 23 different equivalencies available in the drop down box for the tool.

For more information on screening federal property through the GSA site, contact the GSAXcess HelpDesk at (866) 333-7472 or by e-mail at [GSAXcessHelp@gsa.gov](mailto:GSAXcessHelp@gsa.gov).

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## RETIRE

Continued from Page 3

memory and data that is ready for retirement MUST be sanitized. Agencies can still call the WVOT Service Desk and request that the assigned field technician sanitize the hard drive or device.

The hard drives will be removed from the devices and sanitized on site. For copiers, printers, or other devices that do not permit the use of this technique, the drive will be sanitized using an alternate method, degaussed, or destroyed.

For more information, e-mail WVOT at [erecycle@wv.gov](mailto:erecycle@wv.gov).

**Interested in learning more about the West Virginia State Agency for Surplus Property? Visit our website at: <http://www.state.wv.us/admin/purchase/surplus>**

# 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 \_\_\_\_\_

## 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!

## West Virginia State Agency for Surplus Property

**Hours:** 8:30 am to 4:30 pm. Monday through Friday

### Specializing in:

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

**Information:** For property information and availability, contact the Federal or State Warehouse Supervisors at 766-2626 or call toll free at 1-800-576-7587.

**Terms:** All organizations must pay by check or credit card —no cash transactions permitted.

## Terms and Conditions of Sale

**FEDERAL AND STATE REGULATIONS:** Acceptance of Federal equipment and supplies by users who have established eligibility to participate in the 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 the WVSASP. The recipients of Federal property are urged to contact the 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.

### West Virginia State Agency for Surplus Property



2700 Charles Avenue  
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