



Check Out the Vehicles Available at WVSASP!



Vehicle season has started for the West Virginia State Agency for Surplus Property, said WVSASP Vehicle Coordinator Doug Elkins. He encourages eligible organizations to check out the large variety of vehicles in stock for purchase.

Spring often means an influx of new vehicles to the West Virginia State Agency for Surplus Property (WVSASP) as agencies retire their fleet vehicles. This opens up an opportunity for eligible organizations looking for a good used vehicle to meet its needs.

“Replacement schedules for state agencies and vehicle production schedules affect the number of vehicles being retired, but spring is traditionally a very busy season for WVSASP, and now would be an excellent time to visit the Dunbar lot and see what exactly we have in stock,” said Vehicle Coordinator Doug Elkins. “We have a large variety of vehicles in stock, from cars and SUVs to passenger vans and even specialty vehicles.”

Elkins said that retired state vehicles present a good value for the eligible organization dollar since they are maintained to state fleet standards. “Our vehicles are very reasonably priced for the year and model in question,” he said. For more information on available vehicles, call Elkins at (304) 766-2626 or e-mail Doug.J.Elkins@wv.gov.

Standards Help Ensure Efficient Vehicle Retirement

Agencies that are looking to retire vehicles should keep apprised of requirements when bringing vehicles to the West Virginia State Agency for Surplus Property (WVSASP).

“Agencies need to set up an F-Doc in the West Virginia Financial Information Management System (WVFIMS) or fill out a Surplus Property Retirement Form (WV-103),” said Vehicle Coordinator Doug Elkins. “At WVSASP, Sher-

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In Other News...

- **Manager's Perspective:** Spring Has Sprung for WVSASP with Extended Hours Throughout Summer
- WVSASP Marks Milestone with Online Auction Sales
- Jim Farmer Has Seen Changes Through His 35 Years with WVSASP

Spring Has Sprung For WVSASP with Extended Hours

After a long winter that was not ready to let go, spring has finally arrived, and the West Virginia State Agency for Surplus Property (WVSASP) is ready to embrace warmer weather and longer days.

WVSASP will be extending its business hours until 7 p.m. on the first Monday of each month through August of this year, subject to change based on public interest. These longer operating hours will give working West Virginians an opportunity to stop by after their work day is complete to check out the savings on a variety of surplus items.

This decision came about after the success of customer appreciation events in 2012 and 2013, where we extended hours since so many of our customers work the same hours as we do. This change gives everyone the same opportunity to enjoy the bargains that can be realized through our state agency. Our offices will be open from 8:30 a.m. to 7 p.m. on May 5, June 2, July 7 and August 4 for the convenience of our existing and new customers.

While our hours are extended on these days, the same wide variety of merchandise and exceptional customer service will be avail-

THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



able. WVSASP's normal business hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

We encourage eligible organizations and the general public to take advantage of our extended hours and see just what WVSASP has to offer.

WVSASP Marks Milestone with Online Auction Sales

The West Virginia State Agency for Surplus Property (WVSASP) continues to find success through the world of online auctions, having recently crossed the threshold of 1,000 items sold through the online auction website, GovDeals.

Administrative Services Manager Jordan Kirk said online auctions through the site have generated more than \$1.3 million in income. "Using online auctions works for Surplus as a method of disposing of items which may otherwise be difficult to sell through traditional means," he said.

Online auctions are often used to dispose of property which would be logistically difficult to transport to WVSASP's Dunbar warehouse. "We have had success selling large items, such as farm equipment, or vehicles that have been on the lot for a long period of time," Kirk said. The result has been fewer absolute auctions for the agency, as online sales have steadily increased, he said.

Kirk said buyers are responsible

for the shipping of items or having the manpower and equipment to remove an item from the location. "Buyers who purchase from WVSASP through an online auction know what they are bidding on and what they need to do to get the item," he said.

For more information on items sold through online auctions by WVSASP, please visit *WVSurplus.gov*.

E-Cycling Event Scheduled for June 4

The U.S. General Services Administration, the West Virginia State Agency for Surplus Property, and Federal Prison Industries (UNICOR) will be conducting an electronics recycling event on Wednesday, June 4. The event will run from 9 a.m. to 3 p.m. and is open to all federal, state and local government agencies. During the day of the event, agencies will be welcome to drop off eligible eScrap items for recycling by UNICOR at no cost to the agency. The collection point is the West Virginia State Agency for Surplus Property located at 2700 Charles Avenue, Dunbar.

To register for the training class, which is being held in preparation for the eScrap event, please visit: <https://interact.gsa.gov/gsa-event/virtual-personal-property-training-ad-and-escrap-recycling>

Registration for the event is required at <https://interact.gsa.gov/gsa-event/west-virginia-escrap-recycling-event-june-4th-2014>. The deadline to register is Wednesday, May 28.

For questions, please contact Christina Shaw at christina.shaw@gsa.gov or (215) 446-5083.

Jim Farmer Has Seen Plenty in 35 Years of Service with West Virginia State Agency for Surplus Property



Jim Farmer has marked 35 years with the West Virginia State Agency for Surplus Property. He said the agency has changed substantially, including the addition of new offices and paving throughout the grounds.

With all the changes he has seen at the West Virginia State Agency for Surplus Property (WVSASP), Jim Farmer could possibly qualify as the agency's historian.

Farmer began working at WVSASP in 1979 as the janitor and night watchman. Today, he is a Storekeeper I and he frequently says, "I can remember when" upon recalling the many changes that have occurred at WVSASP and the many co-workers he has worked with during the last 35 years.

"This place has improved a whole lot since I have been here. When I first started, the parking lot was gravel and when it rained, it was nothing but mud out there. Our office building wasn't here. We were in the [noticeably smaller] auction building," Farmer said, noting he was a night watchman in part because the perimeter fencing at the Dunbar property was minimal.

Property Connection

"I see a lot of vehicles all year long. Starting in April and going until the end of October, we are super busy with all the cars that come through here (at WVSASP)."

Jim Farmer
West Virginia State Agency
for Surplus Property

Now, Farmer does not have to worry about mud puddles as the lot is paved and security cameras and upgraded fencing dot the property. He, like all the WVSASP employees, wears many hats.

His primary duties of the past seven years have been assisting with the numerous new and used state-owned and leased vehicles that must first be inspected at WVSASP. Farmer also assists with the auctions and occasionally accompanies staff when vehicles have to be brought to

WVSASP lot.

"There is a checklist of items we go over when vehicles come here. For the new vehicles, we are making sure things like there are no dents or dings on them. I help get them ready to go out of here. For the vehicles sent

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VEHICLES

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When retiring a vehicle, agencies should make sure that the vehicle is clean and has been inspected for possible body damage, said Vehicle Coordinator Doug Elkins.

ry Fewell handles WVFIMS and retirement forms, and the retirement must be approved by WVSASP.”

Elkins said an agency should notify WVSASP when it wishes to retire property so a date and time can be set to bring the vehicle in. Vehicle retirement typically has two scenarios: an agency may simply retire the vehicle or the vehicle may be brought in for replacement with a new vehicle.

When retiring a vehicle, an agency should be mindful of its condition when bringing it into WVSASP. “We recommend that the vehicle be cleaned before being brought to WVSASP and all trash and personal items removed,” Elkins said. Also, the vehicle should have all hubcaps, no cracks in the windshields and at least one-eighth of a tank of gas.

He added that any major body damage should be repaired. “Small dents and scratches are OK, but anything in excess deters from selling the vehicle for a better price,” he said.

By adhering to these rules, Elkins said vehicle retirement and replacement can be a quicker and smoother process. “We want to make the process as efficient as possible for agencies,” he said.

For more information on vehicle retirement, call Elkins at (304) 766-2626 or e-mail Doug.J.Elkins@wv.gov.

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:

WVSurplus.gov

Find WVSASP on Facebook!

The West Virginia State Agency for Surplus Property’s Facebook page features information on new items that are received as well as special events planned.

This page can be viewed by visiting www.facebook.com and searching for “WV Surplus Property.” Or simply visit WVSurplus.gov and click on the Facebook link. If you or your organization are also on Facebook, be sure to “Like” our page so you are always up-to-date on the latest sales and events at WVSASP.

Help Us Keep YOU Updated!

The West Virginia State Agency for Surplus Property (WVSASP) wants to make sure your eligible organization is staying in the know.

WVSASP maintains an e-mail database of eligible organizations. Please e-mail WVSASP at sherry.l.fewell@wv.gov to be added to this list.

Earl Ray Tomblin
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Department of Administration

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Surplus Property Manager

Diane Holley-Brown
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Tony O’Leary
Chad Williamson
Writers

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 _____

FARMER

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here by other state agencies, we check things like the engine, transmission, windshield wipers and things like that to make sure everything is working before we put them up for sale," Farmer said. "I see a lot of vehicles all year long. Starting in April and going until the end of October, we are super busy with all the cars that come through here."

Farmer was born and raised just outside of Beckley and moved to Charleston to find work outside of the coal mines. He said working at WVSASP has been a worthy career though weather occasionally puts a damper on his predominately outside duties.

"It has been good here but when it gets real cold, rains or snows, it is not so much fun," he said. "Once, back when I was the night watchman, we got a huge snowstorm that started about midnight and the governor declared a state of emergency and the buses didn't run the next day. I had to walk home. It was probably about 10 miles. I hope to never have to do that again."

WVSASP SHORT TAKES

Free Wood Chips for Eligible Organizations

The West Virginia State Agency for Surplus Property has wood chips available for **free** to eligible organizations. The wood chips would be suitable for composting or mulching.

The wood chips are located at the Clements State Tree Nursery, 624 Forestry Drive, West Columbia. Eligible organizations must be able to pick up the wood chips at the location. Eligible organizations must contact WVSASP and do a zero dollar invoice to receive the wood chips.

For more information, please contact Jason Huffman at (304) 675-1820.

Federal Travel Trailers Available

Federal travel trailers are now available for eligible organizations through the West Virginia State Agency for Surplus Property (WVSASP).

If you are interested, please contact WVSASP at (304) 766-2626 for more details.

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

Specializing in:

- Office Furniture and Equipment
- Tires, Engines, and 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 (304) 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.