



## City of Dunbar Discovers Great Bargains Just Down the Street at Surplus Property

When Jo Ann Cornell became the administrative assistant for the new mayor of Dunbar approximately 18 months ago, she knew an excellent resource for the city to obtain quality items at incredibly reasonable prices. It was right down the street at the West Virginia State Agency for Surplus Property.

“I worked for the state for 25 years before retiring and I knew the items sent to Surplus still had a lot of quality to them,” Cornell said. “For what we need here for the city, I knew we could get many of those items at Surplus.”

Cornell said the city of Dunbar had occasionally obtained items from Surplus Property for years but the city has become quite an active shopper since she joined the mayor’s staff. Cornell said the city has purchased items ranging from safety equipment to office furniture to personal computers during her tenure.

“It is totally unreal the type of bargains we have been able to secure at Surplus,” she said.

In the last two years, the Dunbar Board of Public Works Department has obtained a trailer for its lawn crew, a one-ton truck and some office chairs. The Dunbar Sanitary Board has purchased vehicles, computers and accessories, lab equip-



Jo Ann Cornell, administrative assistant for the city of Dunbar’s mayor, stands next to a conference table and chairs bought at the West Virginia Agency for Surplus Property that are set in the city council room. City officials turn to Surplus Property for a variety of quality equipment and low prices.

ment for its plant, safety items, office furniture and more.

Not long after being hired, Cornell had a large, heavy table used in the city council room replaced by a lighter, less cumbersome table and chairs obtained from Surplus.

“We got a nice conference room table in the council chambers now which is much easier to move around as we use that room for many func-

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### In Other News...

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# Help Us Help YOU by Keeping Up Your Eligibility

Regular readers of this newsletter know we often discuss eligibility compliance. It is a topic repeated frequently within these pages, and one I do not believe we can talk about too often.

The West Virginia State Agency for Surplus Property (WVSASP) is tasked with managing retired state agency equipment in an effort to maximize the value of each taxpayer dollar. Eligible organizations, such as schools, county or city governments, libraries, and countless other non-profit organizations remain the focus of WVSASP. Through the hard work and constant diligence of the staff of WVSASP, these eligible organizations are able to purchase much-needed equipment which they may have otherwise gone without due to ever-tightening budgets and the constraints of the current economy.

WVSASP is always ready to help

## THE MANAGER'S PERSPECTIVE KEN FRYE



you, the eligible organization, work toward fulfilling your mission. However, we cannot do it alone.

We also depend on you to help us by keeping your eligibility forms up to date.

Most organizations that do business with WVSASP must renew their eligibility every three years, though time limits may be different for some. The expiration date is noted on the back of the Surplus Authorized Representative card issued to the organization, and a renewal reminder is sent one month before expiration. Non-profit education organizations and health agencies

which require licensed accreditation to operate are eligible to purchase from Surplus until their license expires.

Other requirements for eligibility are discussed in a separate article in **The Property Connection**.

WVSASP is always more than ready to assist eligible organizations in any way possible; however, we need those organizations to be mindful of the requirements to purchase from us.

Keeping up with eligibility requirements and deadlines help us expedite sales and help the organizations continue their mission without interruption.

To maintain eligibility, organizations are required to submit the *Application for Eligibility* which may be downloaded from the Surplus Property Web site at <http://www.state.wv.us/admin/purchase/surplus/eligibil.htm>.

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## Sale on Site Offers Benefits for Both Agencies and Organizations

Eligible organizations looking to purchase surplus property through the West Virginia State Agency for Surplus Property (WVSASP) may be able to take advantage of special opportunities when local state agencies retire equipment.

A "sale on site" is when an agency sells retired equipment to a local eligible organization without the items being brought to the WVSASP warehouse, said Elizabeth Perdue, assistant director for WVSASP. "What this means is that the equipment still follows the retirement process, but it does not have to be transported to the WVSASP warehouse."

A sale on site occurs when an eligible organization, aware that an agency is retiring equipment, steps forward with an interest to purchase it. The information is included on the retirement form and the eligible organization is contacted to confirm its interest.

After making sure that the organization's eligibility application is current, an invoice is sent, the organization's authorized buyer signs and returns the invoice,

and the equipment is paid for.

Perdue emphasized the importance of maintaining an up-to-date eligibility application. If the form is expired, the organization must re-apply and be approved. Such delays ultimately mean a delay in purchasing the equipment, and may mean that the organization may not buy it at all.

"We are not able to send out an invoice if an organization is not up-to-date on its application," Perdue said. "It can sometimes take several weeks for the application to be sent out, returned and approved."

And because all sales on site must be completed within 30 days, an out-of-date application may leave the organization out of the picture for the purchase. "Once the retirement process begins, if the sale on site is not completed within 30 days, it is rejected, so the importance of maintaining eligibility cannot be overemphasized," Perdue said.

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# Summer Season Brings an Influx of Retired Vehicles and ‘Good Deals’ at Surplus Property

The beginning of summer annually marks the time when the West Virginia State Agency for Surplus Property sees a large influx of vehicles retired which are then available to eligible organizations or public sale.

Gene Young, Surplus Property supervisor, said there are many of variables that creates this trend but he said the bottom line remains that this time of year is when Surplus Property has the most vehicles for sale on its lot.

Young said nearly three dozen vehicles were sold at the most recent public auction but close to 200 vehicles are still available at Surplus Property in Dunbar throughout the summer.

“We get a lot of mini-vans, four-wheel drive vehicles and mid-sized sedans. This time of year, the mini-vans and sedans are most popular,”



The West Virginia State Agency for Surplus Property receives a large influx of vehicles beginning in the summertime. Surplus officials note that mini-vans, mid-sized sedans and four-wheel drive vehicles are the most common vehicles retired by state agencies that become available for public sale.

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said Young, who is the primary contact for vehicles at Surplus Property. “The soccer moms go for the mini-vans and the parents like the sedans for their kids who are graduating from high school or college.”

Last year’s harsh winter made for excellent sales at Surplus Property as many customers bought the available four-wheel drive vehicles, Young said.

He added that since the standard for retiring was reduced from five years and 125,000 miles to four years and 100,000 miles, the quality of vehicle for public sale has noticeably increased, making them more

appealing to potential general public customers.

“These vehicles are in very good shape for their amount of mileage and age,” he said. “There are some very good deals sitting here.”

All vehicles are sold “as is” and the public can view them during Surplus Property’s regular business hours, which is Monday through Friday from 8:30 a.m. to 4:30 p.m. Potential consumers can sit in the vehicles and start the ignition but cannot take them for a test drive. For more information, contact the West Virginia Agency for Surplus Property at 304-766-2626 or toll-free at 800-576-7587.

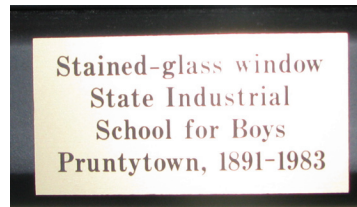
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# Window Offers Clear View of Surplus' Attention to the Historical Value of State of West Virginia

The West Virginia State Museum at the Culture Center in Charleston offers many beautiful exhibits, chronicling the state's long and rich history. However, one item might have been otherwise lost if not for the work of the West Virginia State Agency for Surplus Property (WVSASP).

A stained glass window on display in the museum is a reminder of renovation work from the State Industrial School for Boys near Grafton. According to Charles Morris III, director of the West Virginia State Museum, the window belonged to a church located on the site that was torn down some years ago. The window found its way to WVSASP's Dunbar location, where it was spotted by Surplus Property Manager Ken Frye.



A stained glass window from the State Industrial School for Boys in Pruntytown was obtained by the WVSASP for the state museum.

"Once I saw the window, I thought 'This looks like it has historical value,'" Frye said. "I contacted the Division of Culture and History and they were happy to obtain the window for the museum."

Morris said the window, outside of just its historical value, would have been valuable to collectors. "A piece like this could have been lost if not for Surplus Property and Mr. Frye noticing it," Morris said. "We are very grateful for their attentiveness and consideration for the history of the state."

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## DUNBAR

Continued from Page 1

tions and meetings," she said. "We are making a second conference room here to make city hall more useable for community groups. We have purchased the chairs from Surplus Property for that room.

"We have saved a lot of money by going through Surplus Property. We can upgrade our equipment without costing our taxpayers extra because we stay within our budget."

Cornell visits the State Agency for Surplus Property once a month, "just to see what they have," and a visit alone is worth the trip.

"The best part about visiting Surplus is the friendliness of everyone there," she said. "I like being recognized right away by [Surplus supervisor] Tony Cooper when I walk through the door. It is great to have a positive relationship with the people you deal with."

Especially when they are also your neighbors.

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## SITE

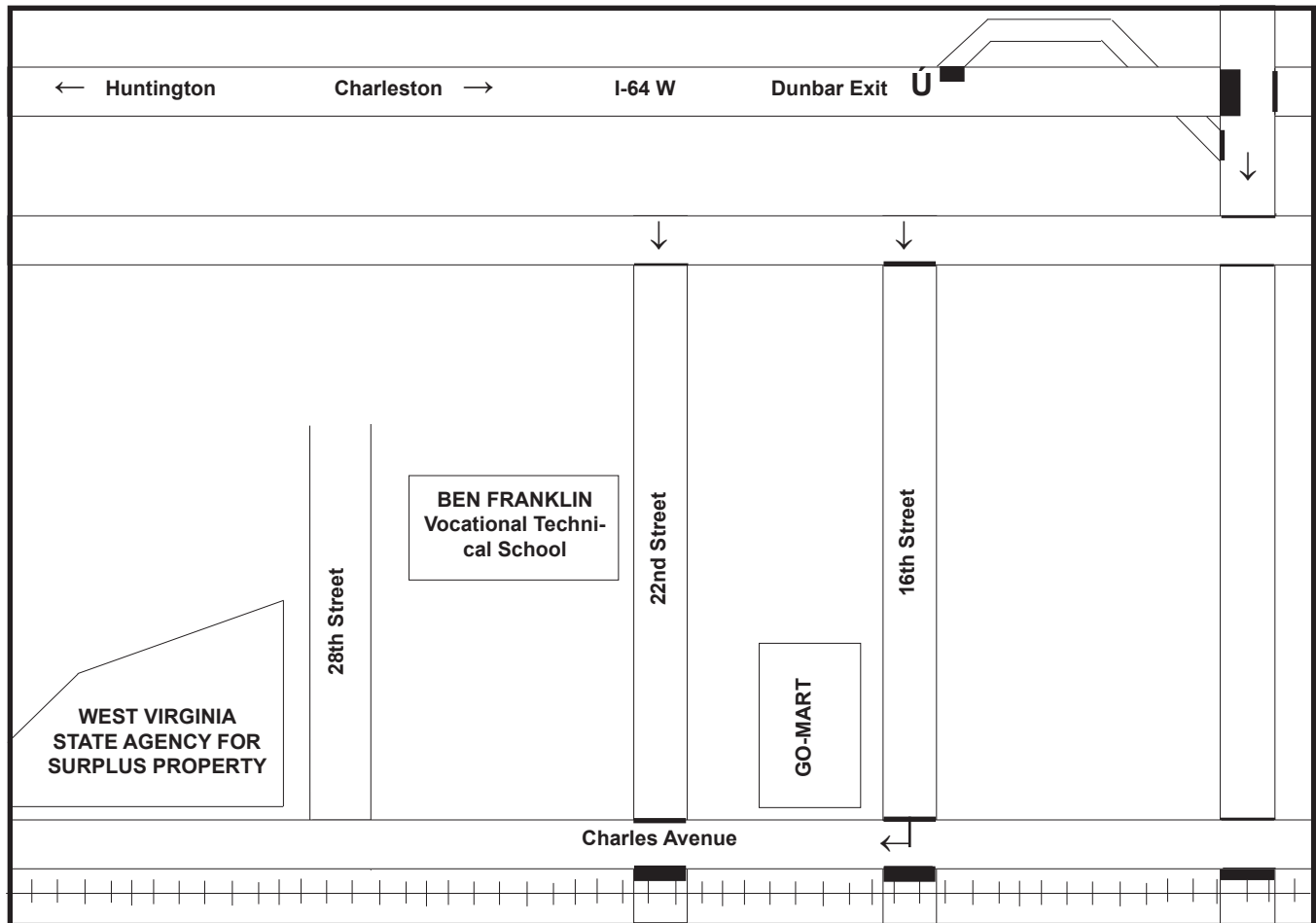
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While the sale on site process is common, there is no mechanism for announcing or advertising the possibility of the transaction other than through an eligible organization's "want list". Rather, it is typically the agency contacting another agency or an eligible organization with the proposal. Purdue said a sale on site typically saves money for the organization that is purchasing the retired equipment, since there is no cost of transportation to the WVSASP warehouse and pricing.

For more information about sales on site, contact WVSASP at (304) 766-2626.

Visit our web site 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, W 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  WV  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
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**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:** Net 30 days to all users unless previous arrangements have been made. Payment must be by check 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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