



## West Virginia Surplus Property Program Eases Process to Screen and Obtain Federal Property

The West Virginia State Agency for Surplus Property (WVSASP) has an excellent way to assist eligible organizations wishing to screen and obtain federal surplus property.

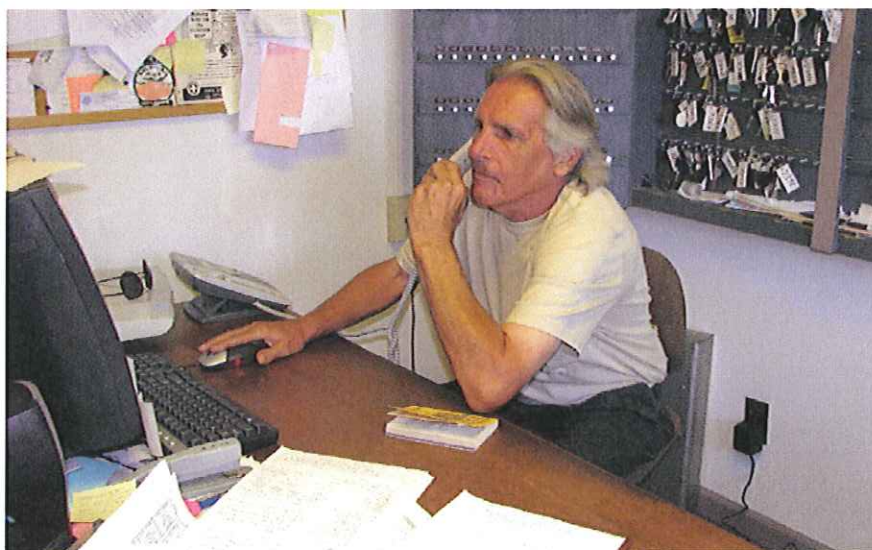
WVSASP can provide these organizations an access code to an Internet site maintained by the U.S. General Services Administration (GSA).

GSA serves as the online clearinghouse for federal surplus property, which is donated to states upon request. At the GSA Internet site, one can review thousands of federal property items posted nationwide.

Through WVSASP, an item can be obtained for any state eligible organization for a small service fee.

Gene Young, who serves as the Federal Surplus Property Program supervisor at the Surplus headquarters in Dunbar, spearheads the efforts to keep state organizations notified of the many aspects of the program.

"There are a multitude of federal agencies out there and when they retire items, it's up to the General Services Administration to dispose or re-allocate them. We have



Gene Young is supervisor of the Federal Surplus Property Program.

requests to look for certain items. If they become available, I work with the requesting organization to obtain the item.

"Also, if I find something in the state that has become available that I think a local or county organization would like, I'll notify eligible recipients in the closest counties to let them know about it," Young said

Surplus Property Manager Ken Frye said Surplus Property is a valuable medium for excellent bargains.

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*Continued on Page 2*

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### In Other News ...

- ◆ **Manager's Perspective:** Surplus Begins to Surf the Technological Wave
- ◆ Surplus Warehouse Crew Constantly Moving Its Inventory
- ◆ Learn How to Take Advantage of the Many Bargains at Surplus
- ◆ Where to Find Us?

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# Surplus Begins to Surf the Technological Wave

Change is constant for all of us involved with the West Virginia Agency for Surplus Property (WVSASP). It's simply expected. During my 25 years at WVSASP, nothing has brought about change faster than technology. Thanks to the Internet, the way we conduct business is much different from how things were done as little as 10 years ago.

Take the Federal Surplus Property Program, for example. Participating in this program used to mean some of our employees took many long trips up and down the east coast to review federal surplus property and take notes on the available items. Then, long return trips home were made to document the findings, followed by many correspondences to inform eligible organizations of what's available.

Thanks to the Internet, federal property can be reviewed within hours of its availability, not days. Many eligible organizations can be notified of its availability with a single e-mail. The savings are tremendous now that the

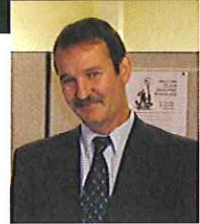
expenses of constant long road trips have been drastically reduced.

And, thanks to computer upgrades of just the last five years, an individual can click on high resolution photographs to view property, not waiting impatiently for them to slowly download [see story on page 1 for more about federal online screening].

For our Dunbar operations, the unlimited amount of cyberspace gives us the luxury of posting as much information as we want or need. In the past, putting together hard copies of advertisements, announcements and documents meant we either had a limited amount of space on what could be printed or it meant a voluminous amount of reading, sometimes in small print.

With the Internet, one can gain additional information in a more efficient manner. Instead of filtering through pages of information, a shopper can find a particular item with just one or two clicks of a mouse.

## THE MANAGER'S PERSPECTIVE KEN FRYE



One of the newest ways the Internet is changing things is the enormously popular online trading site, eBay. Though still in its infancy for our purposes, we have begun test marketing a variety of items on eBay.

There are many factors to weigh in using eBay and we have had some success. We will continue to monitor this avenue as a yet another potential selling medium.

Where technology will take us in the next 10 years is hard to predict considering how fast it evolves. I contend that technology will continue to make our operations more efficient, resulting in benefits for everyone, especially our customers in West Virginia.

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## Online Screening ... Continued from Page 1

"Many organizations eligible to participate in the Federal Surplus program don't have the time or knowledge to locate and request the property that they need and that's where we can help," he said. "An eligible organization can contact my office with their surplus property needs and we will attempt to locate an item on its behalf. Or if an organization finds something on the GSA web site, we will place the request with GSA and attempt

to obtain the item for them."

The Surplus Property agency charges a nominal service and handling fee to get the donated federal property to an eligible organization. If the organization makes its own transportation arrangement, Surplus Property will charge no more than 10 percent of the original cost of the item as its handling fee. If Surplus Property transports the item on behalf of an eligible organization, the fee may be higher.

"The fees we charge are the

sole source of revenue for this program. We do not receive any funding from any other source." Frye said. "We have saved many organizations in West Virginia millions of dollars through this program. I look forward to assisting our customers in meeting their needs throughout the Federal Surplus Property Program."

For additional information relating to the online screening program, contact Gene Young at [E.Gene.Young@wv.gov](mailto:E.Gene.Young@wv.gov) or 766-2626.

# Never a Dull Moment For the Surplus Crew

When the shelves start looking bare at the State Agency for Surplus Property warehouse in Dunbar, Anthony Cooper, the State Surplus Property Program Supervisor, doesn't get too excited. It's just a matter of time before those same shelves are full again.

"It's a never ending cycle," said Cooper. "I get at least two trucks in a day that need unloaded. It doesn't take long to go from full to empty and back again."

Cooper is one of several employees who keep the enormous amount of surplus property documented and ready for resale, whether it is to another state agency, eligible public or non-profit organization, or to the public at large. Cooper is constantly interacting with potential buyers.



Ronnie Phipps keeps inventory organized at the Surplus Property warehouse.

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"You get your regular customers who come here, but we also get new people who trickle in as well," he said. The 30-plus police uniform patches that adorn part of the wall of Cooper's office are reminders of some of those regulars. "I've met people from all levels, from state senators to your average Joe."

With nine years experience in maintaining inventories, Cooper and his staff have a system in place to keep the warehouse from getting too vacant or too crowded. One such measure is requiring at least 24 hours notice to deliver property to Surplus Property.

"I keep it scheduled to where we don't get overwhelmed all at once by the delivery trucks. You have to schedule deliveries. If not, it is a mad house," Cooper said.

Three other employees assist Cooper with the demands of

keeping the warehouse organized, handling multiple duties of driving delivery trucks, operating fork lifts and performing mechanical repairs to name a few.

"I'd put this [state] surplus crew against any other in the country. You want something done, these guys get it done," Cooper bragged of his warehouse co-workers.

Items not readily sold to eligible organizations usually find a home among the private citizens who come to the public auctions held at this Dunbar location throughout the year.

At the auction, Cooper states, "literally thousands" of items make their way out of the Dunbar facility, freeing up room for the next wave of surplus items. And the next round of unloading, documenting, assessing, fixing and storing ensues.

"It's never dull around here, that's for sure," Cooper said.

## Eligible Organizations and the Public Turn to Surplus Property for Bargains

One of the best places for state and public agencies as well as nonprofit, tax-exempt organizations to find excellent bargains is at the West Virginia State Agency for Surplus Property in Dunbar.

Thousands of quality items are available at prices that cannot be matched by private sector businesses, allowing for eligible organizations with limited dollars to purchase their items to suit their needs.

It is also a place for the public to find a gem or two. "It's a great chance for the general public to get some of their tax dollars back and a great chance for state agencies to save some money," said Anthony Cooper, State Surplus Property Program Supervisor.

In addition to state agencies, other organizations eligible to participate in the Surplus Property program include county commissions, county boards of education, municipalities, public service districts, parks and recreation commissions and nonprofit corporations qualified

as tax-exempt under Section 501 (c)(3) of the Internal Revenue Code.

The four-page *Application for Eligibility* may be downloaded from the Surplus Property web site at [www.state.wv.us/admin/purchase/surplus/](http://www.state.wv.us/admin/purchase/surplus/). Once Surplus officials determine an applicant is eligible, an account is created and the organization may begin its working relationship.

When surplus property is obtained, the organization is bound to specific terms and conditions. Special compliance requirements are in place for vehicles and other items. Organizations may review the compliance regulations on the Surplus Property web site.

Cooper said plenty of diverse items make their way to the surplus warehouse, but the two most frequent items are furniture and computers.

The general public has the opportunity to acquire surplus property through two avenues: sealed bids and public auctions. Unlike eligible organizations,



The many law enforcement patches adorning a wall at the West Virginia State Agency for Surplus Property shows how many diverse organizations take advantage of the program, particularly vehicles.

citizens cannot walk into the Dunbar warehouse, negotiate the price of an item and obtain it that same day.

The general public must make competitive sealed bids on items either at the Dunbar warehouse or on items available around the state.

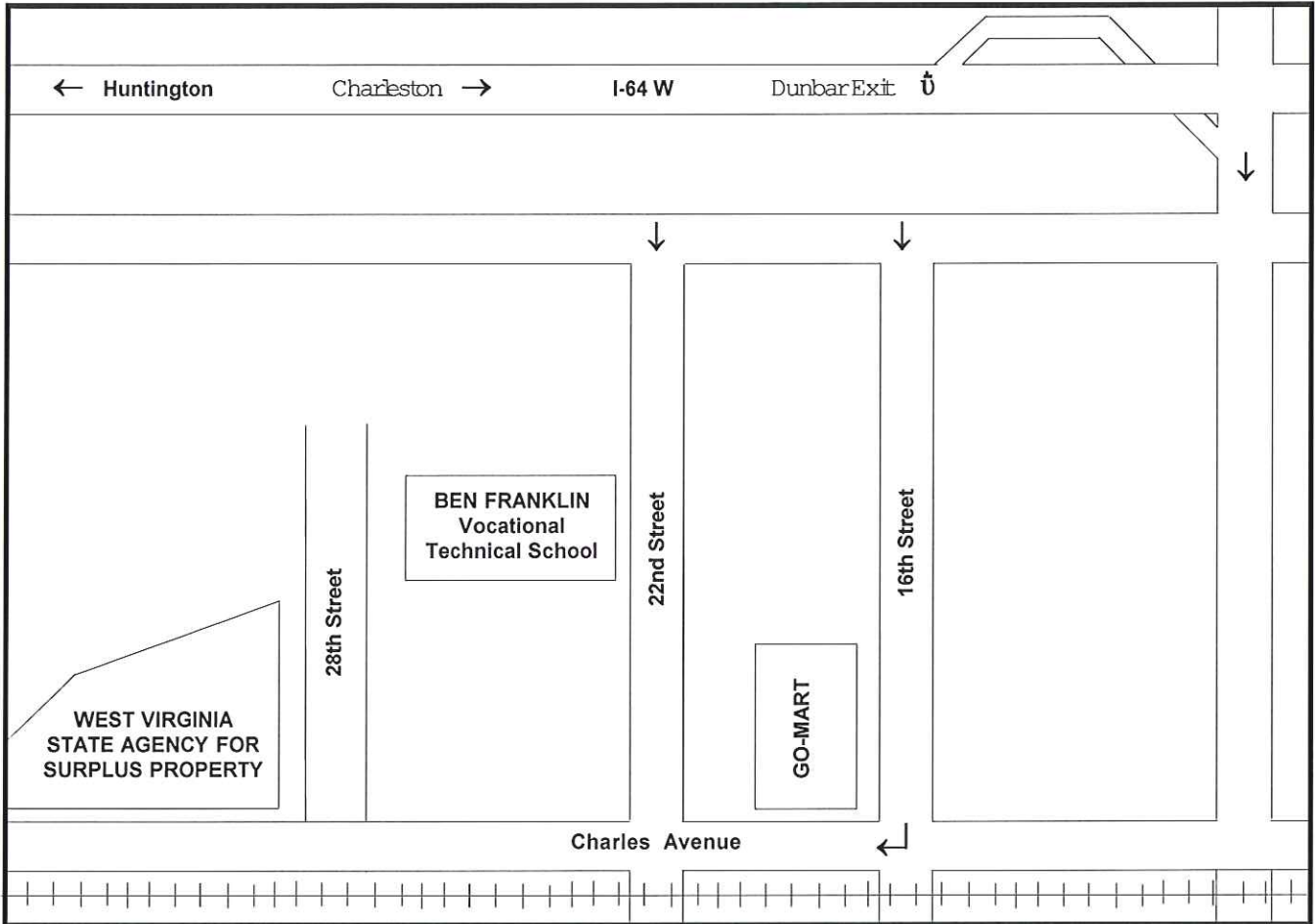
The general public can also obtain surplus property by attending public auctions held throughout they year at the Dunbar warehouse. When items are sold at auction, they are sold on an "as is / where is" basis.

For more information about the West Virginia State Agency for Surplus Property programs and contact information, visit the web site or call 304-766-2626.



Furniture and computers are nearly always in stock, ready for eligible organizations to select at Surplus Property.

# 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
- Shop Equipment
- Electronic Equipment
- Tires, Engines, 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 766-2626 or call toll free at 1-800-576-7587.

**Terms:** All organizations must present a check — no cash. Organizations may be billed if proper credentials are presented. State agencies will be billed.

**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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1-800-576-7587

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