
Surplus Sense

surplus property 2700 charles avenue, dunbar, wv 25064

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Spreading the Wealth

Surplus Auction Hits the Road to Hampshire County

The phrase, *spreading the wealth*, is appropriate when referring to the surplus property public auction which was packed up and moved four hours from its usual site. The West Virginia State Agency for Surplus Property (WVSASP) gathered unneeded property from state agencies in Hampshire County to offer area residents what others have come to expect from the state auctions: **great bargains!**

Kanawha County residents are fortunate to have the opportunity to frequently attend public auctions conducted by WVSASP, since most sales are held at the agency's Dunbar location. However, on July 17, the agency took their auction on the road to the West Virginia School for the Deaf and Blind at Romney in Hampshire County.

Aside from the school, several state agencies contributed property to the sale. "This was truly a group effort," said Surplus Property Manager Ken Frye. "The Hampshire County Sheltered Workshop in Romney provided the labor to unload trucks and helped set up for the auction."

Frye indicated that the benefits in traveling to Romney to conduct an auction were two-fold. "By taking our auction to Hampshire County, we were able to assist state agen-



Surplus Property Takes its Auction on the Road

Hampshire County residents attended the public auction offered by the West Virginia State Agency for Surplus Property in July. Area agencies contributed property and the Hampshire County Sheltered Workshop assisted in setting up for the sale.

cies in that region in disposing of unneeded property," he said. "Yet, another important benefit was the opportunity for area residents to experience similar savings as West Virginians from Kanawha County through the public auction process."

Conducting auctions throughout the state is not uncommon for the West Virginia State Agency for Surplus Property. Last year, a public auction was held at Hopemont State Hospital in Preston County.

In Other News...

- Surplus Property Manager Ken Frye Reflects on Last Year's Accomplishments
 - McDowell Mission Shares Surplus Success Stories
 - Program Eligibility Requirements Outlined
 - **Do You Know What You Signed?** Explanation of Terms and Conditions
-

A YEAR IN REVIEW..

Major Accomplishments for Fiscal Year Outlined

With the support of our customers, the West Virginia State Agency for Surplus Property ended the fiscal year with several accomplishments which we would like to share with our readers:

❖ **Reorganization:** The Surplus Property Unit reorganized its organizational structure by creating three sections: State Surplus Property Program, Federal Surplus Property Program and Administrative Services. The purpose of this change was to centralize activities within specific programs.

❖ **State Surplus Property Program:** Sales totaled \$2,747,642 for fiscal year 1999, which included a Division of Public Safety helicopter sold at \$1 million

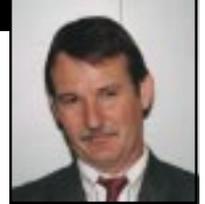
(\$990,000 was reimbursed to the agency). The total sales include negotiated sale (\$739,408), weekly sealed bids (\$358,041), statewide sealed bids (\$1,032,316) and public auctions (\$617,877).

❖ **Federal Surplus Property Program:** The total revenue acquired through negotiated sale was **\$270,856** with an original cost of **\$3,920,000**.

❖ **U.S. General Services Administration Bi-Annual Review:** In September of 1998, representatives of the mid-Atlantic region of the U.S. General Services Administration conducted a bi-annual review of the federal surplus property program in West Virginia, which is administered

THE MANAGER'S PERSPECTIVE

KEN FRYE



by WVSASP. Approximately 20 basic areas were studied, including inventory management, fiscal accounting, eligibility, compliance reviews, receiving and warehousing and distribution.

The review team's report concluded that the West Virginia operation "still remains one of the better managed programs for administering the federal surplus property program." Based on its findings, GSA recommended that WVSASP be reviewed every four years in lieu of every two. West Virginia is the only state in the mid-Atlantic region with this distinction.

❖ **Hopemont Public Auction:** A public auction was held at Hopemont State Hospital (Preston County) on August 8, 1998. Property was gathered from agency locations in the area to sell through competitive bid.

❖ **Expansion of Federal Storage Capacity:** A 24' x 260' canopy was erected on the northwest side of the federal property warehouse. This coverage increased the storage capacity for federal surplus property by 50%, while protecting property from weather damage. Much of the property was previously stored with no shelter.

Thank you for your support and business during last fiscal year. I hope to maintain our working relationship in future years!

HRDF Maintains a Positive Working Relationship with Surplus Property

West Virginians are well-served by the Human Resource Development Foundation (HRDF). The relationship between the foundation and the West Virginia State Agency for Surplus Property has made their services much easier to provide.

The foundation strives to assist residents within the state. "HRDF was incorporated in 1967 for the purpose of providing economically disadvantaged West Virginians an opportunity for self-sufficiency through education, training and employment," according to Homer Kincaid, the foundation's executive director. "HRDF continually meets its organizational mission by providing training and job placement for thousands of West Virginians."

Ever since the foundation's inception, the Surplus Property Program has assisted HRDF by providing property at discounted prices. "In 1967 when we first started the neighborhood youth program in Monongalia and Preston Counties, we were in need of transportation from Preston into Monongalia County. We contacted Surplus Property and they provided us

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McDowell Mission Accomplishes Goals with Help from WVSASP

The McDowell Mission in Gary, West Virginia completed 82 projects during 1998. These accomplishments would have been impossible without acquiring greatly needed

equipment through the West Virginia State Agency for Surplus Property (WVSASP).

"We wouldn't have had the ability to do that many projects if we could not acquire the vehicles at a low cost. This allowed us to reach

out to the community," said Jim Nance, director of the McDowell Mission. "We are a non-profit organization and do not have much funding, so being able to pick up surplus vehicles helps us do the volume of projects that we did last year."

The Mission was established in June of 1990 to provide various services and projects for the area of the Southern West Virginia coal fields, specifically McDowell County. The Mission's relationship with the WVSASP has been extremely beneficial for numerous reasons: by providing access to quality goods at competitive prices and by making it possible to operate the emergency assistance, youth programs, community activities and many other services.

"In the course of the three or more years that we have dealt with Surplus Property, we have been able to pick up between 10 to 12 federal vehicles that we've used in

different programs throughout the county. Some of them we've used for a (mobile) library in the past."

Surplus property has been used in a number of other projects

coordinated through the McDowell Mission in the past. For example, several drain ditches and retaining walls were completed using mattocks and a John Deere front end loader acquired from

the surplus agency. The end loader, purchased in March of 1998, has been particularly useful.

"I used the end loader last year to work on the parking areas around

the warehouse. It has saved us from having to hire a contractor to do the work." The end loader was also used in the construction of a picnic area and shelter.

The Mission has also used surplus backpacks and other camping equipment to take the local youth hiking. These backpacks are only one of the many types of items ranging from tents to stools purchased from WVSASP for such outings. From assisting with youth activities to clearing land for facilities to be built, the surplus items acquired by McDowell Mission have provided much needed utility at a cheap price.

"Because of the availability of surplus property, we have been allowed to work on projects without spending a lot of money," said Nance. "I don't know what we'll be able to accomplish as the years go by, but I do know that our accomplishment will be enhanced by our working relationship with the West Virginia State Agency for Surplus Property."

In the course of the three or more years that we have dealt with Surplus Property, we have been able to pick up between 10 to 12 federal vehicles that we've put in different programs throughout the county.

**Jim Nance, Director
McDowell Mission**



Jim Nance, Director of the McDowell Mission, is pictured with two storage buildings which were acquired through the West Virginia State Agency for Surplus Property.

Chesapeake Senior Citizens Director Applauds Personal Service Offered by WVSASP Staff

Emory Peters, director of the Chesapeake Senior Citizens Center, has been involved in activities related to the city of Chesapeake for more than 25 years. During this time, he recalls making many purchases at the West Virginia State Agency for Surplus Property. These range from cars and trucks to freezers and computers. All of these purchases have made a difference to the residents of Chesapeake.

"There are many things you can purchase from Surplus," said Peters. "You can find big savings on things that you need. It helps little towns like ours to keep going." He explains that the key to shopping at WVSASP is to just go to the warehouses and start looking. Savings will soon follow.

"By getting our vehicles through the State Surplus Program and getting vehicles, we've been able

to keep our sanitation department going as well as our street department." Peters has also purchased cars and computers for the city's police department.

With Peters' new focus, the Senior Citizen's Center is following the same path as the city. Used surplus kitchen equipment and vehicles bought at rock bottom prices may have been overlooked by others; however, after some work, they are serving the city senior citizens.

"It's a really great thing to see what you can get out of what some people may call nothing. What you come out with is a good product that can be used for years," he said.

During his years of dealing with WVSASP, Peters has made some good friends and offers praise to them for their caring service. The



Emory Peters (pictured) has experienced great savings by making purchases through WVSASP.

employees of the agency always try to make themselves accessible to those with which they do business. "All of the personnel down there have been great. It doesn't matter whether they are out there running the forklift, a supervisor or even the director...all of them are eager to help you find what you need and answer questions you may have. I appreciate them very much for being that way."

Surplus Sense is published quarterly by the West Virginia State Agency for Surplus Property and distributed to all active customers.

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HRDF

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with two 36-passenger buses." Since then, Kincaid has worked closely with Federal Surplus Property to acquire classroom supplies, office equipment, heavy machinery and vehicles for its many services offered statewide.

This enduring relationship between WVSASP and the Human Resource Development Foundation has been beneficial for both organizations. While the state offers

property for extended use, organizations such as HRDF acquire affordable equipment essential to providing useful services to West Virginians.

"Over the years, the cost savings that we have received through the purchase of surplus equipment has been enormous," Kincaid added. "From a management's viewpoint, we could not have expanded as rapidly as we have without Surplus Property and the cost savings received as a result of this relationship."

Sign on the Dotted Line...

Program Eligibility Requirements Outlined to Ensure Compliance

In order to purchase property through the West Virginia State Agency for Surplus Property, organizations must meet certain eligibility requirements outlined for both State and Federal Surplus Property Programs.

Although these guidelines may appear clear cut, some organizations may be confused as to whether they are eligible to participate and, if so, through which programs they can acquire property.

Aside from the initial prerequisite that the organization be a public agency or a qualified non-profit institution, other guidelines must be followed before government surplus property can be purchased. Conditions for eligibility also vary between the state and federal surplus property programs.

The State Surplus Property Program requires that eligible participants be public agencies (such as state and county governmental units, public service districts, and municipalities) or non-profit organizations qualified as tax exempt under section 501(c) of the Internal Revenue Code of 1986.

For the Federal Surplus property Program, the main categories of organizations eligible to participate are public agencies and non-profit institutions; however, eligibility requirements are more stringent. Non-profit organizations eligible for the federal program include educational and health activities, including programs for the homeless; non-profit and public programs for the elderly; and public airports.

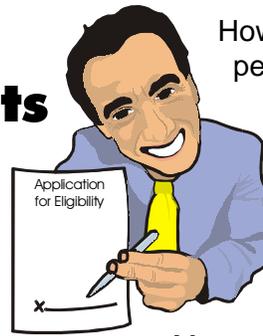
Both programs require that

Applications for Eligibility be completed every three years. If the application is not completed within the three year time period, the organization is no longer authorized to participate in the Surplus Property Program until the application is updated and signed by the chief executive officer.

It is also important to note that organizations which are licensed by a state or federal agency must provide a copy of the license to WVSASP upon issuance or renewal which will be included in their file. This is a federal guideline which WVSASP must follow. Also, if the executive officer of the organization changes, an updated **Application for Eligibility** must be completed and signed by the new chief executive officer.

Another issue relating to eligibility is delegating individuals to acquire surplus property at WVSASP on behalf of the agency. By authorizing certain individuals, the agency is designating them the power to obligate the necessary funds to acquire property on behalf of the agency. They are also agreeing to the terms, conditions, reservations, and restrictions on the distribution document/invoice.

On the **Application for Eligibility**, an entire page is dedicated to the designation of representatives eligible to sign for property. According to eligibility requirements, when acquiring items at the West Virginia State Agency for Surplus Property, only those individuals authorized on the **Application for Eligibility** may sign the distribution document.



However, if an authorized person cannot physically be present at the time property is acquired, another representative may be authorized to sign for that one-time transaction. Surplus Property

Manager Ken Frye cautions agencies that proper authorization must be present at the time the transaction is made.

When authorizing another person who is not listed on the **Application for Eligibility** to sign for property, a letter must be provided on your agency's letterhead. See the template letter below which offers the pertinent information necessary for signature authority:

To Whom It May Concern:

Consider this letter as authorization for _____, a representative of _____, to acquire property from the West Virginia State Agency for Surplus Property on _____, 1999 and to sign necessary documentation to obligate funds for said property and to commit the organization to all terms, reservations, and restrictions applying to property obtained through WV Surplus Property.

Signature

By following the requirements for eligibility, the process can be completed with no complications. If you have any questions about organizational eligibility, please refer to the **West Virginia Surplus Property Program Reference Manual**, or contact Jennifer Lovejoy, eligibility clerk for the West Virginia Agency for Surplus Property, at (304) 766-2626.

SURPLUS PROPERTY LISTING



1987 HEAVY DUTY WRECKER

Item #36998

\$15,000

Federal Property

TIN ALLOY SOLDER

Item #36358

\$1.50 per roll

Federal Property

SANDER BELT

Item #36885

\$250

Federal Property

25 H.P. BOAT MOTORS

Item #36349

\$125 each

Federal Property

HYDRAULIC JACK (7 TON)

Item #3036

\$800

Federal Property

BRIDGEPORT MILLING MACHINE

Item #37008

\$2,000

Federal Property

ROCKWELL SAW

Item #37323

\$300

Federal Property

RADIAL ARM SAW

Item #35544

\$250

Federal Property

MILLING MACHINE

Item #36305

\$1,000

Federal Property



TCM 6,000 LB. FORKLIFT

Item #37006

\$5,000

Federal Property

SMALL LOT SWEEPER

Item #37063

\$3,000

Federal Property

PRESSURE WASHER

Item #36867

\$1,500

Federal Property

FLOOR POLISHER

Item #37227

\$1,200

Federal Property

HOBART OVEN

Item #35336

\$1,500

Federal Property

GARAGE DOORS

Item #37272

\$250

Federal Property

WATER BUFFALO

Item #35508

\$700

Federal Property

JACOBSEN MOWER

Item #32730

\$3,500

Federal Property

FARM TRAILER

Item #36494

\$900

Federal Property



LEATHER CONFERENCE CHAIRS

Item #37333

\$50 each

Federal Property

SEWER FLUSHER

Item #37065

\$4,000

Federal Property

BOAT AND TRAILER

Item #35067

\$3,000

Federal Property

BACK BOARDS

Item #36851

\$50 each

Federal Property

FLOURESCENT LIGHTS

Item #36277

\$20 each

Federal Property

FIELD RANGE OUTFIT

Item #36804

\$600 each

Federal Property

WOOD LATHE

Item #36931

\$1,000

Federal Property

MEDICAL DESKS

Item #37090

\$50 each

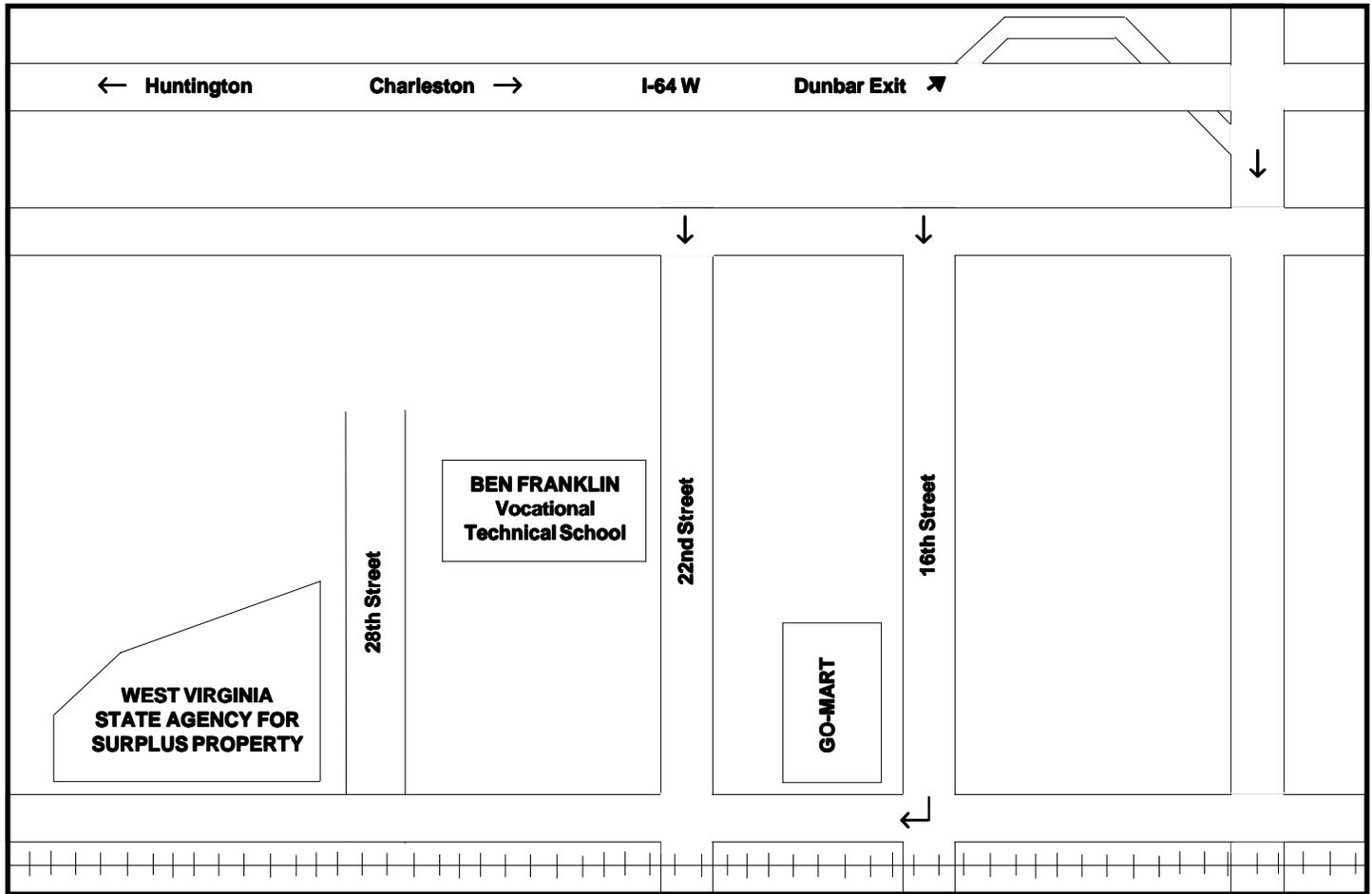
Federal Property

10-6X6 TRUCKS

\$3,000 each

Federal 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

- 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

2700 Charles Avenue
Dunbar, WV 25064

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 check — no cash. Organizations may be billed if proper credentials are presented. State agencies will be billed.

Terms and Conditions of Sale

FEDERAL & 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.

RETURN TO SENDER

**BULK RATE
U.S. Postage
PAID
Charleston, WV
Permit #78**

West Virginia State Agency for Surplus Property



2700 Charles Avenue
Dunbar, WV 25064
(304) 766-2626
1-800-576-7587

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