



# THE PROPERTY CONNECTION

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News from the West Virginia State Agency for Surplus Property • [WVSurplus.gov](http://WVSurplus.gov)

## Federal Property Available to Eligible Organizations

The screenshot shows the GSAXcess website interface. At the top, it says "GSA U.S. General Services Administration". Below that are navigation links for "User Guides" and "FAQ". A red banner contains links for "Agency Asset Management System (AAMS)" and "Energy Asset Disposal System". The main content area shows a breadcrumb trail: "All Categories > All Items Available - Worldwide > West Virginia". Below this, it states "Total items available with photos: 73 / All items: 74" and a "Search in" field. A table lists items with columns for "Select", "Item Control Number", and "Reimb". Two items are visible, both labeled "GENERATOR SET" with "Add to cart" buttons and item numbers W81F8E-8130-0001 and W81F8E-8130-0002. Small images of the generator sets are shown next to each item.

WV Surplus can assist eligible organizations with locating federal surplus property through the GSAXcess website.

Thanks to the authority given by the Federal Property and Administrative Services Act of 1949, WV Surplus has the authority to administer the transfer of donated federal surplus property to state and local public entities and non-profit organizations. This property is obtained through the U.S. General Services Administration and offered at a low service charge.

Curious how your eligible organization can obtain federal property? WV Surplus has included a guide of frequently asked questions below to help inform you about this program and the benefits available to your eligible organization.

### *Who is eligible and how do I apply?*

Any state or local public entity is eligible, as well as many non-profit, tax-exempt organizations. However, before requesting federal property, the public entity or eligible organization must have an *Application for Eligi-*

**Please see FEDERAL PROPERTY, Page 4**

## In Other News...

- **Manager's Perspective:** No Matter the Challenge, WV Surplus Staff Shows Customer Service and Appreciation
- New Federal Law Will Bring New Opportunities to West Virginia Veteran Small Business Owners
- WV Surplus Prepares for Annual 2019 Events

## WV Surplus Offers Generators to West Virginia Eligible Organizations

During March 2019, WV Surplus offered eligible organizations an exclusive opportunity to purchase generators prior to making them available to the general public. These generators ranged from 5 kw to 60 kw and prices ranged from \$1,000 to \$3,000. Generators become available to the public on April 1, 2019.

Generators are still available and can be purchased at the warehouse in Dunbar. Questions regarding these generators should be directed to the Warehouse Supervisor at 304.356.2423.



# No Matter the Challenge, WV Surplus Staff Shows Customer Service and Appreciation

When individuals visit WV Surplus for the first time, they are often surprised at the size of our staff. How can such a small group handle the challenges and needs that come with managing the surplus property for the entire state? I won't say that the task is always easy. But with the right group of employees, anything is possible.

Have a question about a vehicle? Let me introduce you to Scott Brown. Need help with federal property? You'll want to chat with Doug Elkins. Curious about one of our online auctions? Sherry Fewell would be happy to help you with that. Wondering what new items we have in stock? Our Warehouse Supervisor would be happy to help! From the individuals greeting you at reception to the individuals unloading new furniture in the warehouse, WV Surplus is ready to help.

Since we began working in our new warehouse, WV Surplus has continued to improve its customer service. We were able to introduce our now annual Open House for Eligible Organizations. 2019 will be the third year we have held this event and it grows in reach each year. Prior to 2016, we did not have the space to host such an educational event. Having this opportunity to educate and assist eligible organizations in West Virginia is a point of pride for WV Surplus. You can learn more about this event, scheduled for May 16, 2019, on page 3.

In addition to hosting new events, WV Surplus staff has also been able to show its appreciation by hosting its popular Customer Appreciation Day. Scheduled for June 6, 2019, this is a favorite event of customers and features special extended hours at the warehouse. (Please note that this event date was changed since our original announcement in the last issue of *The Property Connection*.)

Doug Elkins and I will also be making special trips around the state to meet with local government representatives as part of an outreach program conducted by the West Virginia Purchasing Division. If you

## THE MANAGER'S PERSPECTIVE

ELIZABETH  
PERDUE



are near Moorefield, Beckley and Fairmont, consider coming to see us at one of these events. While these presentations are focused on local governments, eligible organizations are able to attend. To learn more or register for one of these events, visit <http://WVPurchasing.eventbrite.com>.

While these events will keep us busy in 2019, I know that the staff at WV Surplus can handle it. So each time I hear someone ask, "You serve the entire state of West Virginia?!" I can smile. We are small in numbers but mighty in what we can accomplish.



**WV Surplus has a small but caring staff at its disposal. From its daily sales section and online auctions to working with state agency asset managers, the WV Surplus staff is always busy and ready to help.**

**Front Row (left to right): Matt Harper, Sherry Fewell, Elizabeth Perdue, Paula Lowe, Cheryl Cohen**

**Second Row (left to right): Doug Elkins, Dana Hoffman, Scott Brown, Tim Miller, Cody Rose**

**Third Row: Doug Fuller, James Farmer**

# New Federal Law Will Bring New Opportunities to West Virginia Veteran Small Business Owners

WV Surplus will soon be able to distribute federal property to veterans. Signed into law in January 2019, Public Law 15-416, also known as the “Veterans Small Business Enhancement Act,” will pro-



vide veterans who own small businesses a unique economic opportunity by allowing them to acquire equipment and property through the Federal Surplus Property Program.

“We are excited for the new possibilities this bill provides,” said WV Surplus Manager Elizabeth Perdue. “Instead of only being able to provide Federal Surplus Property Program assets to state agencies, local municipalities and other eligible organization, WV Surplus will be able to provide our brave service members a resource for their new careers.”

At this time, policies and procedures are not in place to distrib-

ute federal surplus property. The Small Business Administration, General Services Administration, the National Association of State Agencies for Surplus Property, and state surplus property agencies are working together to develop these policies and put in place Memoranda of Agreements (MOA). Once the MOA has been finalized and signed, WV Surplus will be able to begin the process of getting good, usable federal property in the hands of veteran-owned businesses.

For information on how your eligible organizations can access federal surplus property, see our helpful guide on page one of this newsletter or visit [WVSurplus.gov](http://WVSurplus.gov).

## WV Surplus Prepares for Annual 2019 Events

WV Surplus is hard at work preparing for its upcoming spring and summer events: its 3<sup>rd</sup> Annual Open House for Eligible Organizations and its 2019 Customer Appreciation Day.

On May 16, 2019, WV Surplus invites eligible organizations (e.g. municipalities, churches, schools, non-profits, etc.) to take a tour of its facility and learn about WV Surplus’s services. An “Orientation to State and Federal Surplus Property Programs” will be offered at

10:30 a.m. and 12:30 p.m. WV Surplus staff members will be available to answer questions regarding eligibility, accessing federal property and how to create a “want” list of items.

While you are not required to RSVP to the Open House, it is encouraged. Please contact Jessica L. Chambers at 304.558.2315 or [jessica.l.chambers@wv.gov](mailto:jessica.l.chambers@wv.gov) to register or with any additional questions.

On June 6, 2019, members of the general public are invited to WV Surplus’s Customer Appreciation Day. This annual event allows WV Surplus to say “thank you” to its customers. Along with light refreshments, this event provides extended hours which gives customers the rare chance to shop until 6 p.m. Please note that this event was originally scheduled for a later date but was moved to June 6, 2019, due to a scheduling conflict.

Whether you are a long-time customer or have just learned about WV Surplus, we hope your organization will join us for one of these events. Additional information will be posted to the WV Surplus Facebook page at [www.facebook.com/WVSurplus](http://www.facebook.com/WVSurplus) as it becomes available.

**3<sup>rd</sup> Annual Open House for  
Eligible Organizations  
May 16, 2019**

**Customer Appreciation Day  
June 6, 2019**

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## FEDERAL PROPERTY

Continued from Page 1

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bility on file with WV Surplus. The form can be found online at [www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf).

A standard *Application for Eligibility* is valid for three years. Please note that volunteer fire departments are required to resubmit this form to WV Surplus every year.

### *How do I screen federal property?*

Eligible organizations interested in obtaining federal property may screen the property at [GSAXcess.gov](http://GSAXcess.gov) using their unique User ID and Password. WV Surplus is no longer able to provide a generic account for browsing purposes. Interested eligible organizations must contact WV Surplus at 304.766.2626 to obtain a unique User ID and Password.

### *How do I get the property once I find something my organization can use?*

Once an eligible organization finds property that it is interested in obtaining, the organization must contact WV Surplus to make arrangements to secure the property. The property is offered on an “as is, where is” basis, and the eligible organization is responsible for the pick-up and transport of the property from its current location to the eligible organization’s location.

### *What else should I know about obtaining federal surplus property?*

Entities which obtain federal property must put the property into use within one year and use it for at least one year (or 18 months in some instances) and may not sell the property, loan it, or trade it until the use period is over. Tearing down for parts is prohibited unless prior authorization is given by WV Surplus. Personal and non-use of surplus property is strictly prohibited.

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We hope you consider participating in the Federal Surplus Property Program. For more information or further assistance, please contact WV Surplus at 304.766.2626. Our business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.



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## What Types of Federal Property are Available?

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- Bicycles
- Boats
- Computers
- Construction Equipment
- Fire Trucks
- Food Preparation
- Household
- Industrial/Trade Machinery
- Lab Equipment
- Lighting
- Medical, Dental, and Veterinary Equipment
- Musical Instruments
- Mobile Homes
- Office Equipment
- Photography Equipment
- Recording Equipment
- Recreation
- Recycling, Reclamation and Disposal Equipment
- Refrigeration/A/C Equipment
- Tires
- Tools
- Trailers
- Tractors
- And more!

## We Want to Hear From You!

What are some of your success stories with using items acquired through the West Virginia State Agency for Surplus Property? Please email [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) so we can know how our program has benefited your agency. In a future issue of *The Property Connection*, we may highlight YOUR organization!

## Customer Spotlight

# Refurbished Rocking Chairs Provide Holiday Surprise for Kids

WV Surplus asked for “Before and After” pictures on our Facebook and you delivered! We received several photos and stories of items purchased from our warehouse and updated. Check out these pictures to see one great project!

With a new set of paint and seat cover, Roger, who retired from the General Services Division, and Donna Haynes, brought new life to two child-sized rocking chairs. Gifted during the holidays for children aged 8 and 5, this special gift from the grandparents won't be forgotten.



## West Virginia State Agency for Surplus Property

**Hours:** 8:30 a.m. to 4:30 p.m., Monday through Friday

**Information:** For property information and availability, contact the Federal or State Warehouse Supervisors at 304.766.2626 or call toll free at 800.576.7587.

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

## The Property Connection

This online publication is made available to all eligible participants of the West Virginia State Agency for Surplus Property on a quarterly basis.

For additional information on becoming an eligible organization, please call 304.766.2626 or complete an *Application for Eligibility* at:

[WVSurplus.gov](http://WVSurplus.gov)

**Jim Justice**  
Governor  
State of West Virginia

**Mike Sheets**  
Director  
Purchasing Division

**Elizabeth Perdue**  
Surplus Property Manager

**Samantha Knapp**  
Editor

**Jessica Chambers**  
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# 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.

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## Terms and Conditions of Sale

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