



## Weekly Surplus Deal Proves to be Beneficial to Division of Forestry's Buckhannon Office



The Division of Forestry's Buckhannon field office (above) utilized weekly surplus deals to furnish its conference room (below) for less than \$100. Margaret Ingram, procurement officer for the Division of Forestry, noted that Surplus Property is a great option for organizations working on a tight budget.

The Purchasing Division encourages state agencies to utilize the West Virginia State Agency for Surplus Property (WVSASP) to meet their operational needs whenever possible. WVSASP offers good, usable property at an affordable price to eligible organizations throughout the state, including state agencies. One such agency is the Division of Forestry.

Margaret Ingram, procurement officer for the Division of Forestry, received a call from Travis Miller, a Forest Program Specialist in their Buckhannon field office, alerting her of their need for furniture to complete their conference room.

Ingram, who was previously employed by the Purchasing Division and was familiar with WVSASP, began to watch the Surplus Property weekly sales flyers for deals. Knowing that office chairs were on sale for \$5 each, she paid a visit to the warehouse in Dunbar to view firsthand the merchandise they had in stock.

"We were fortunate to have the Surplus Property warehouse available to us to obtain furniture for our conference room," Ingram said. "Our field offices work on such tight budgets, so it is important that we use every mean available to us. The Surplus warehouse offers equipment and furniture

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### In Other News...

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Business Continues Despite On-going Construction of New Warehouse
- Check Out What WVSASP Has to Offer Your Agency!
- Surplus Offers Benefits to Eligible Organizations with Current Application on File



# Business Continues as Usual at Surplus Property Despite On-going Construction of New Warehouse

The unusually mild December has construction at Surplus Property moving full steam ahead. With an expected completion date of August 2016, the Surplus Property grounds are currently in a slight state of disarray. The vehicle lot has been moved to the south side of the property, while construction of the new warehouse and administrative building continues on the old lot.

Despite this on-going work, public agencies, non-profit organizations, and the general public are reminded that the current warehouse is still open for business during its regular business hours, Monday to Friday from 8:30 a.m. to 4:30 p.m.

From computers and desks to chairs and filing cabinets, Surplus Property has everything you need to furnish your home or work office,

classroom, or other public space.

*Can't get out of the office or away from your desk to visit Surplus Property in Dunbar?* We have another solution! Surplus Property utilizes an auction site to sell large or unique commodities, from vehicles to commercial items, such as cafeteria and kitchen equipment. Visit [www.gov-deals.com](http://www.gov-deals.com) and click on Searches at the top of the page. You can search by zip code or by keyword or category. Simply register on the site and you can begin bidding today!

*Are you looking for something specific and you don't see it online?* Call Surplus to see if we have the item you're looking for in stock. If we don't have what you need, our warehouse staff would be happy to keep an eye out for the item. Just provide them with a phone number where you can

## THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



be reached and the item(s) you're looking for, and we'll take it from there.

Surplus Property values its customers and wants to do everything possible to ensure you have the best possible shopping experience. As the weather turns colder and construction continues, thank you for allowing us the opportunity to continue providing you with usable, good quality commodities at an affordable cost. Enjoy your holidays and we hope to see you very soon!

## Surplus Property Offers Benefits to Public Agencies and Non-Profit Organizations with Application for Eligibility on File

**APPLICATION FOR ELIGIBILITY**  
To Receive Federal Surplus Property (41CFR 101-44.207) and/or State Surplus Property (West Virginia Code §54-3)

I. **Legal name and mailing address of applicant or organization:**

Name of Organization \_\_\_\_\_

Name of Executive Officer of Organization \_\_\_\_\_ Telephone Number \_\_\_\_\_

Organization's Mailing Address (P.O. Box Number, Street, City & State) \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Street Address (London if different from Mailing Address) \_\_\_\_\_

Home Address for Receipt of Communication for Organization \_\_\_\_\_

II. **Applicant status (Check One):**

Public Agency, including Public School (evidence must be provided)

Non-profit, tax-exempt organization

III. **Type or purpose of organization:**

<input type="checkbox"/> State	<input type="checkbox"/> Programs for Older Individuals	<input type="checkbox"/> Medical Institution
<input type="checkbox"/> County	<input type="checkbox"/> Child Care Centers	<input type="checkbox"/> Hospital
<input type="checkbox"/> City	<input type="checkbox"/> School for the Handicapped	<input type="checkbox"/> Health Center
<input type="checkbox"/> School/District	<input type="checkbox"/> Museum	<input type="checkbox"/> Clinic
<input type="checkbox"/> College/University	<input type="checkbox"/> Training Center	<input type="checkbox"/> Sheltered Workshop
<input type="checkbox"/> Secondary School	<input type="checkbox"/> Radio/TV Station	<input type="checkbox"/> Library
<input type="checkbox"/> Elementary School	<input type="checkbox"/> Provider of Assistance to the Homeless or Impoverished	
<input type="checkbox"/> Preschool		

IV. **Provide a written description of programs or services offered, including a description of facilities operated. (This information is required for application approval)**

V. **Source of Funding (Attach supporting documentation; Required for application approval):**

Tax-Supported  Grant  Contributions  Other (specify): \_\_\_\_\_

VI. **Has the organization been determined to be tax-exempt under 501 of the Internal Revenue Code of 1986?**

Yes (copy required)  No

VII. **Has the organization been approved, accredited, or licensed?**

Yes (copy required)  No

VIII. **Certification regarding debarment, suspension, ineligibility and voluntary exclusion – lower tier covered transactions:** By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 41 CFR 105-68, certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

IX. **Provide a list of types of property needed. (Attach separately).**

Signature of Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

In a time when money is scarce and budgets are tight, the West Virginia State Agency for Surplus Property (WVSASP) offers its customers good, usable property at an affordable price. In addition to working directly with the public, WVSASP provides eligible organizations, including public agencies and non-profit organizations, the opportunity to furnish offices, meeting and living spaces, and recreation areas, dependent upon the property available at any given time, without breaking the bank.

To receive eligibility status, an organization must have an *Application for Eligibility* on file with WVSASP, along with a 501(3)c or some other evidence of the applicant's status. This eligibility status provides benefits to organizations not otherwise available to the public, including special item sales.

Typically, when property is retired to WVSASP, it is placed on a five-day hold for eligible organizations to inspect and request before it is made available to the public for purchase. When an item is purchased by an individual through WVSASP's public sales forum, that individual must pay for and remove the property that day.

Please see **ELIGIBILITY, Page 4**

# Surplus Weekly Deals Make Used Property Even More Affordable to Our Customers

The West Virginia State Agency for Surplus Property's (WVSASP) goal has always been to sell or redistribute retired state property that is still in good condition to organizations or individuals with a need. There have been many ways for WVSASP to achieve this endeavor.

In the past, WVSASP would conduct Saturday auctions periodically where the property would be available for inspection one week in advance of the sale. On the day of the auction, individuals could acquire everything from furniture and commercial equipment to automobiles and office supplies.



As technology has advanced, so has the West Virginia State Agency for Surplus Property. Utilizing social media, namely its Facebook page, and our website at [WVSurplus.gov](http://WVSurplus.gov), WVSASP began to market a weekly surplus deal. Whenever there is an abundance of the

same commodity, WVSASP typically marks it down for a week or two. Not only does this help WVSASP clear out its warehouse to make room for new property, but it also gives the public and eligible organizations the best possible deal on these used items.

Recent weekly deals have included half-off copiers, printers, and plotters; \$5 office chairs; up to 75 percent off filing cabinets; half-off furniture, including desks and credenzas; and more!

To view surplus weekly deals, visit us at [WVSurplus.gov](http://WVSurplus.gov) and click on the special offers link or visit us on Facebook by searching for "WV Surplus Property."

## Check Out What WVSASP Has to Offer You!



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# Progress Continues on the New Surplus Building



Crews began preparing the old vehicle lot (above) for construction in early fall. By late fall, they had begun to pour the footers and foundation (below). Surplus Property Manager Elizabeth Perdue said the project is expected to take one year, with a completion date set for August 2016.



## We Want to Hear From You!

What are your success stories using Surplus Property? E-mail [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) and let us know how our program has benefited you. We may highlight you in our next issue!

Winter may be a slow time for many businesses, but this year, the season is a busy one at the West Virginia State Agency for Surplus Property (WVSASP). Demolition began in August on its new warehouse and administrative building. In early fall, the site was prepared, and by late fall, crews began pouring the footers and foundation.

While the current facilities at Surplus Property have served the agency well for many years, they were in need of many upgrades and repairs. Among the issues experienced was poor storm drainage and excess water, resulting often in flooding of the warehouse. To mitigate any chance of these issues from re-occurring, the new building will be built above the flood plain.

Construction of the new building is expected to be completed in August of 2016. Following the completion of this project, WVSASP will be housed in a 19,237 sq. ft. building that consists of a warehouse and storage area, as well as an administrative office area.

“Our hope is that the new Surplus Property building will offer a pleasant shopping experience to our customers,” said Surplus Property Manager Elizabeth Perdue. “Customers will be able to shop in a climate-controlled building and will no longer have to walk across the Surplus lot to shop for furniture, IT equipment, or other items of interest.”

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## ELIGIBILITY

Continued from Page 2

However, an eligible organization may request that the item be placed on hold for an additional five days before payment and removal of the item must be made. This hold period may allow the eligible organization time to seek approval of the purchase from its Board of Directors, coordinate the transport of the item(s) from

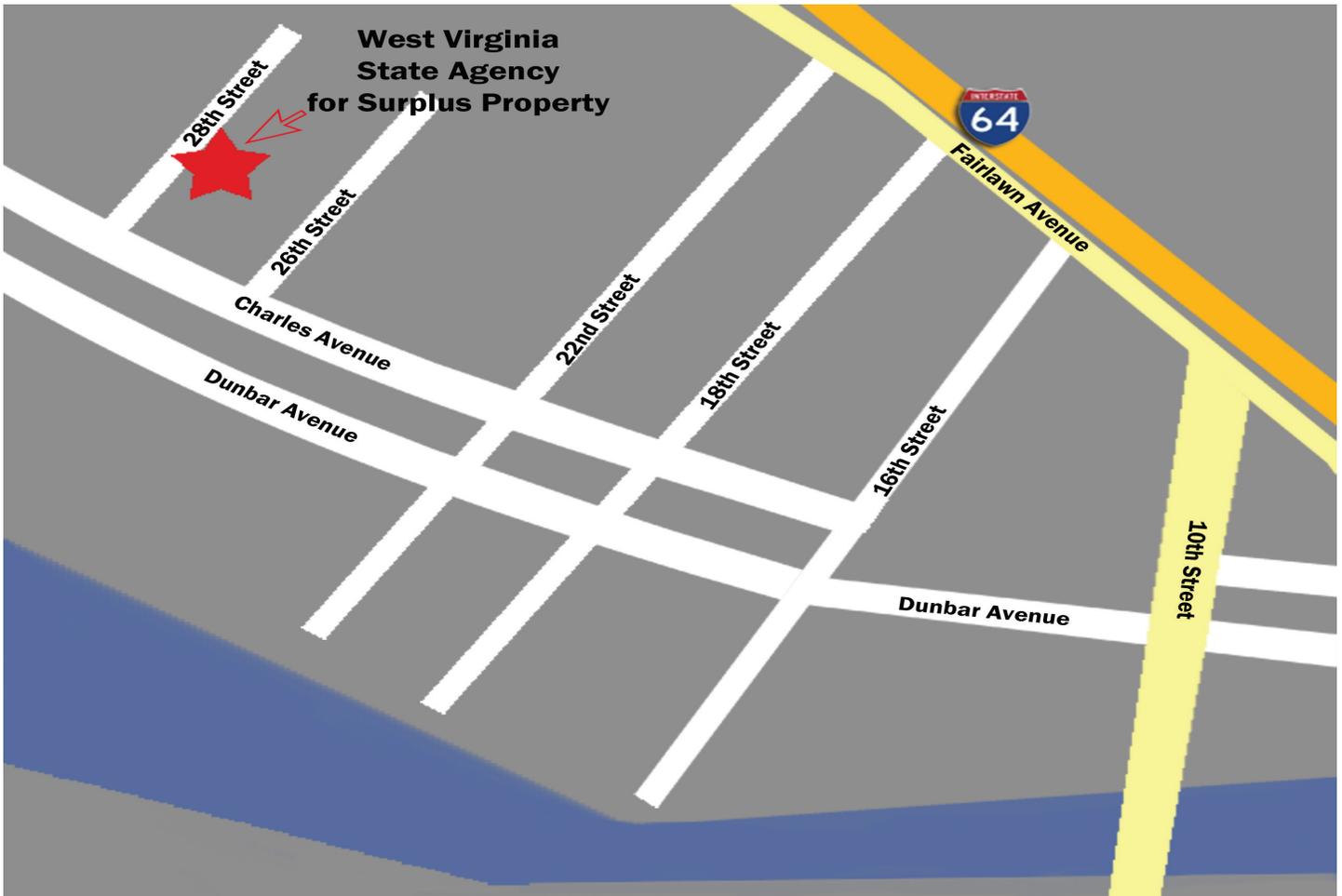
WVSASP to its place of business, or cut a check if the organization does not possess a credit card.

As part of the application, eligible organizations may also identify the types of property that the organization is interested in obtaining. WVSASP will periodically review this list and contact the organization should the

property become available.

A copy of the ***Application for Eligibility*** can be found online at ***WV-Surplus.gov*** and should be completed and submitted to Surplus Property at 2700 Charles Avenue, Dunbar, WV 25064. For questions regarding this application, please call 304.766.2626 or 1.800.576.7587.

# 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 \_\_\_\_\_

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## FORESTRY

Continued from Page 1

at prices that help us stay within our budget but also allow us to purchase what we need to operate,” continued Ingram.

In addition to the ten \$5 chairs that Ingram purchased, she also took advantage of a half-price sale in which she obtained a conference table for the

room. To be exact, Ingram spent just \$90 to furnish the conference room for the Buckhannon field office.

Ingram has worked with WVSASP on behalf of the Division of Forestry for the past two years. Although her purchases include primarily office supplies, she knows that WVSASP

has an ever-changing stock that could meet her agency’s need at any time. “The Surplus staff is great work with. They are very helpful,” added Ingram.

Agencies are encouraged to check WVSASP’s website often at **WVSurplus.gov** for the weekly deals that are posted.

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## 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
- Shop Equipment
- Electronic Equipment
- Tires, Engines, and 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 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.

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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.

## 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 information on becoming an eligible organization, call 304.766.2626 or complete an Application for Eligibility at:

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

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