



A Publication of the West Virginia State Agency for Surplus Property

Municipalities Find Cost-Cutting Vehicle Options Through Surplus Property Program

With budgets constantly tightening for cities and municipalities both large and small, the West Virginia State Agency for Surplus Property (WVSASP) has increasingly found itself as a valuable resource for cities and towns across the state when in need of vehicles to fulfill its fleet.

That was the circumstance the town of Man, in Logan County, found itself in when it came to the WVSASP warehouse in Dunbar searching for a new town police cruiser. Man Mayor Jim Blevins said the town's budget was unable to cover the cost of a new police cruiser.

"We realized we needed to buy a less expensive vehicle, and Surplus Property certainly allowed that," Blevins said. The Chevy Impala the town purchased cost \$3,500, Blevins said, far less than what a similarly equipped vehicle would have cost new off the lot. "It is an excellent vehicle," Blevins said.

Williamson Mayor A. Darrin McCormick said his municipality was also in need of an additional police vehicle when the town bought a Ford Crown Victoria from WVSASP.

"We knew that we could not buy a vehicle new, and certainly not as



The West Virginia State Agency for Surplus Property stocks a variety of retired state vehicles which often find new homes as vehicles for use by municipalities throughout the state.

comparably equipped as what was available through Surplus Property," he said. "Plus, we did not have to modify it greatly."

McCormick said little was added to the car outside of marking it as a Williamson police vehicle. Unfortunately, the car was totaled in an accident where the cruiser was struck by another driver.

Please see VEHICLES, Page 2

In Other News...

- **Manager's Perspective:** Surplus Property Greatly Values Friends
- Alice Thibodeaux Witnesses Many Changes Over Time with Surplus Property
- Surplus Property Teams Up with PC Renewal

Surplus Property Values Friends...Both New and Old

Legislation passed during the 2008 Regular Session of the State Legislature changed the manner in which the West Virginia Agency for Surplus Property (Surplus Property) may sell property to the general public.

Beginning last summer, Surplus Property was authorized to sell items to walk-in customers the day of their visit rather than through the sealed bid process. Previously, the general public would have to place a bid on an item and then wait five business days to see if their submitted bid was successful.

Because our retail customers no longer have to make a return trip to complete the transaction, this convenience has enhanced doing business with our agency, making it more appealing for the general public to shop at our Surplus Property location in Dunbar.

Needless to say, the increase in our retail sales has strengthened our agency, since Surplus Property is solely funded through the revenue collected through our negotiated and public sales.

I'm pleased to state that one of the primary attributes of our agency is our customer service. Our customers, which some we have known for many decades, include the general public and our eligible organizations, such as public agencies, counties, municipalities, boards of education, public service districts, volunteer fire departments and certain non-profit entities qualified as tax-exempt under Section 501 (c) (3) of the Internal Revenue Code.

Our eligible organizations are re-

THE MANAGER'S PERSPECTIVE

KEN FRYE



quired to complete an *Application for Eligibility*. Upon approval, these valued eligible customers have first access to the surplus property brought to our agency prior to its availability to the general public.

This creates a win-win situation for organizations with limited budgets to obtain excellent property for a fraction of its retail costs. To date, we have 975 organizations registered with Surplus Property.

To ensure that we best serve our eligible organizations, Surplus Property maintains a want list of desired items provided to us by our eligible customers. If and when those desired items become available at Surplus Property, our staff contacts the eligible organizations which have expressed an interest.

As stated earlier, because it is our practice to make surplus property available to our eligible customers for five working days prior to the general public, it is vital that our eligible organizations update their 'wants lists' with our agency frequently to ensure that we have accurate information to meet their needs. It is our goal to meet the needs of our eligible organizations which in turn saves taxpayers' money.

Our new retail customers are

also valuable to us. We are seeing an increased awareness from the public of these daily sales.

Although we cherish our existing customers, we always look forward to making new business relationships with eligible organizations as well as with the general public.

For more details on how your organization may become eligible with the West Virginia State Agency for Surplus Property or if you would like information on our retail public sales, call us toll-free at **800-576-7587**.

VEHICLES

Continued from Page 1

Sheriff T.W. McComas of Cabell County had nothing but praise for the vehicles his department had bought through WVSASP. Though the Ford Crown Victoria the department uses was bought during the previous sheriff's administration, McComas said the vehicle has been an excellent addition to the department's fleet and is driven regularly by a department detective.

McComas said his department is a frequent customer at WVSASP for a variety of items, from vehicles to targets used in a firearms safety class. "I believe firmly you need to make sound fiduciary decisions through any means you can," he said. "And this department utilizes Surplus Property as much as possible. It is like *Big Lots* for cops."

"We realized we needed to buy a less expensive vehicle, and Surplus Property certainly allowed that."

Mayor Jim Blevins
Town of Man

Interested in learning more about the West Virginia State Agency for Surplus Property? Visit our web site at <http://www.state.wv.us/admin/purchase/surplus>.

Alice Thibodeaux Witnesses Many Changes During Her Tenure With Surplus Property

When Alice Thibodeaux retires from the West Virginia State Agency for Surplus Property (WVSASP) at the end of October, it will mark more than 30 years working for the Department of Administration with nearly 25 of those years at WVSASP, watching as many changes come to the agency as furniture and vehicles.

Born in Charleston, Thibodeaux graduated from Dunbar High School and moved to Atlanta, Georgia, for more than seven years before returning to West Virginia and beginning work with the Department of Administration. She eventually moved to WVSASP, where her responsibilities ranged from inspecting automobiles and maintaining inventory to making bank deposits and purchases for the agency.

“Through the years I have been at Surplus Property, I have been in and



Alice Thibodeaux said changes made to the West Virginia Agency for Surplus Property have improved how the agency operates.

The Property Connection, published quarterly by the West Virginia State Agency for Surplus Property, is distributed to all eligible customers.

Joe Manchin III
Governor, State of West Virginia

Robert W. Ferguson, Jr.
Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Ken Frye
WVSASP Manager

Diane Holley
Editor

Tony O'Leary
Writer

Chad Williamson
Writer

out and around,” she said “I have done just about whatever needed to be done.”

And that flexibility has allowed her to have a broad view of WVSASP. She has seen the agency move from strictly auctions and sealed bids to changes in law that allow daily retail sales direct to the public. “When I first came here, public auctions sales were the method to the public,” she said. The change to public sales has resulted to more traffic at the Dunbar location, and increased attention that has served the agency in a positive way, she said. “I think we have been doing very well.”

Thibodeaux said public auctions would routinely deplete property from the agency. But now with daily public sales, the agency is more selective about what is sold at auction, where price is based on highest bid, as opposed to daily sales, where there is a fixed value on merchandise.

“The daily public sales attract

more customers,” she said. “And we have regular auction patrons who come in now during regular business hours to look, and not just wait for the auctions.”

But Thibodeaux says those public auctions have brought in a variety of interesting and unique items through the years, ranging from antique furniture to bear skins. In her office sits a nightstand, a piece from the Rockefeller administration which had sat in the children’s playroom at the Governor’s Mansion.

Married to Andrew Thibodeaux, with a daughter Mikki and two grandsons (Levi and Gage), Thibodeaux said she plans to relax in her retirement. “First I think I will do nothing,” she said with a laugh. She plans on sewing and doing volunteer work, and maybe taking a cruise to Alaska. She said she plans to continue staying busy. “There is only so much house that you can clean,” she said.

Surplus Property Teams Up with PC Renewal to Recycle Electronic Items for the State

The West Virginia Agency for Surplus Property (WVSASP) plays a pivotal role in ensuring items detrimental to the environment are properly disposed of when they are no longer of use.

WVSASP works closely with PC Renewal of Morgantown, which specializes in recycling and disposing of computers and other related equipment along with items, such as cellular telephones, camcorders, copiers, digital cameras, and telecommunication equipment.

The proper disposal of such items, which also includes some office furniture and fixtures as dictated by PC Renewal's state contract for electronic recycling services, **ERCYCL07**, begins with WVSASP.

"State agencies must first secure an approved Surplus Property Retirement Form (**WV-103**) for any items that are to be recycled through PC Renewal," said Ken Frye, Surplus Property manager. "Once we determine



PC Renewal of Morgantown works with Surplus Property to help with the recycling and disposing of computers and related items.

that recycling is the proper disposition method, our agency will send the Surplus Property Retirement Form back to the agency, who will in turn use as a release order to PC Renewal. The company will then schedule a time to remove the items listed on the form. A certificate of destruction/recycling is issued to the agency, along with the total weight."

PC Renewal offers a secure and cost-effective way for state agencies to dispose of retired computers and other office equipment safely while

conforming to EPA standards. Once PC Renewal collects the material, the company evaluates it through a pass/fail test. If the equipment passes the test, it is then refurbished and either remarketed or donated. If the equipment fails the test, it is shipped to an EPA regulated facility in the United States for further de-construction and recycling.

For more details or questions regarding this contract, contact WVSASP at 800-576-7587 or PC Renewal at 304-291-8550 / PCRenewal@comcast.net.

Eligible Organizations Adhere to Compliance Terms

When an eligible organization obtains property from the West Virginia Agency for Surplus Property (Surplus Property), the organization is bound to use such item(s) as outlined in the terms, conditions, reservations and restrictions noted in the **Application for Eligibility** to remain in compliance.

Whether an eligible organization receives items through the state or federal property program administered by Surplus Property, the organization must use said items for official use for the organization which the purchase

or transfer was made. Personal or non-use of surplus property is strictly prohibited.

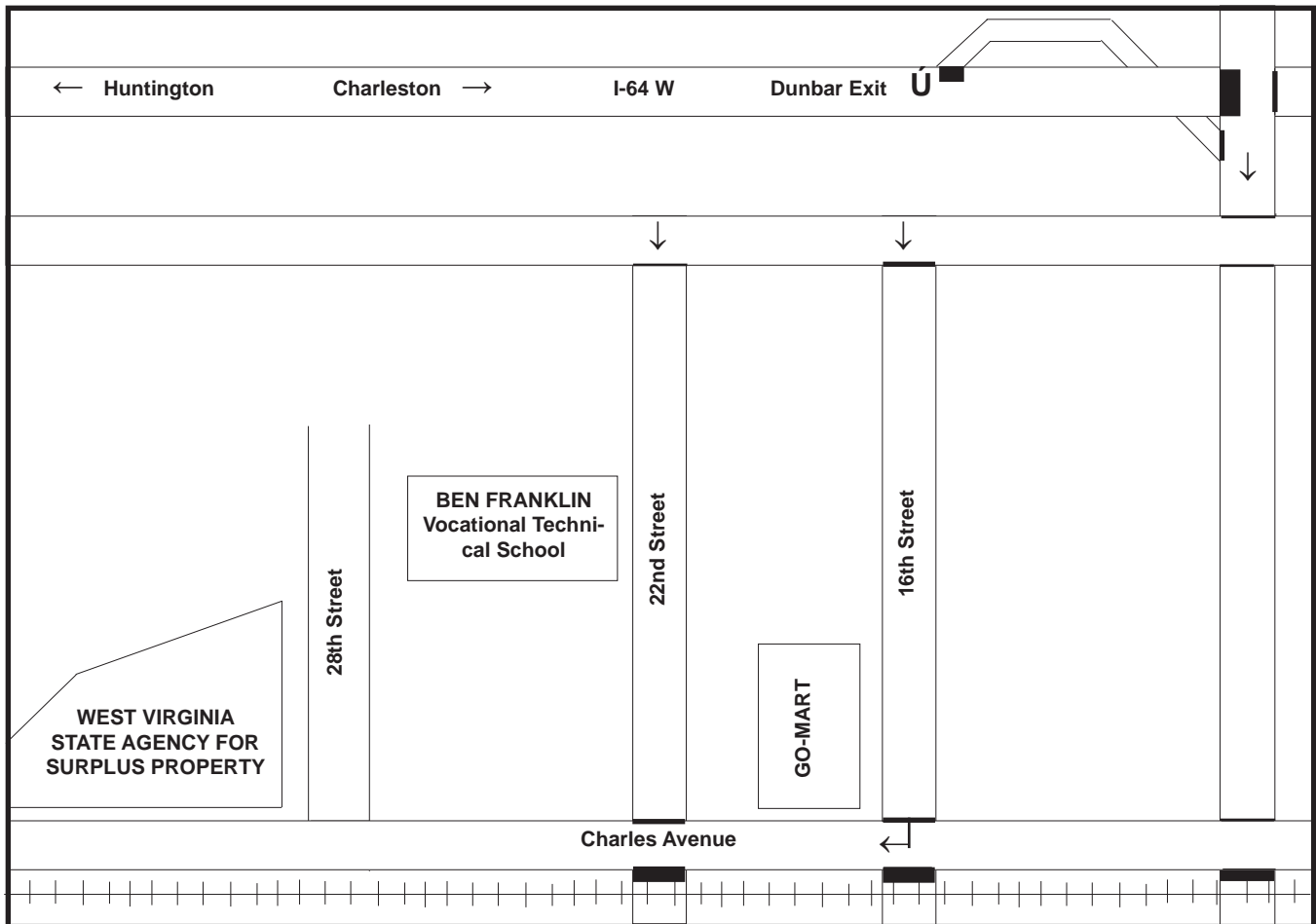
Other conditions for state property obtained dictate that once an eligible organization takes title and/or possession, the item shall remain in the possession of the governing body and be nontransferable for a period of not less than one year from the date of such purchase or transfer of ownership. The only exception to this would be if the item was certified to be unserviceable.

For federal surplus, the eligible organization agrees to put the surplus

property into use within one year and to use it for at least one year; not sell the property, loan it, trade it or tear it down for parts unless given prior permission from the Surplus Property Unit; and to pay the U.S. Government if the organization does not use the federal property in accordance with the terms and conditions of sale. Certain federal property has a requirement of 18 months of use.

For questions regarding compliance with state or federal surplus property, please contact Surplus Property at 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, 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
Dunbar, WV 25064
(304) 766-2626
1-800-576-7587

**Governor Joe Manchin III
Cabinet Secretary Robert W. Ferguson, Jr.**

Manager: Ken Frye
Editor: Diane Holley
Contributing Reporters:
Tony O'Leary
Chad Williamson

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