



## State Agency for Surplus Property Prepares for Its Customer Appreciation Day on July 26

The West Virginia State Agency for Surplus Property (WVSASP) is going to offer new and existing customers a chance to shop extended hours on Thursday, July 26, when it offers its Customer Appreciation Day. WVSASP will be open 8:30 a.m.-7:30 p.m., three hours past its typical closing time.

WVSASP Manager Elizabeth Perdue said the event is an opportunity to say “thank you” to loyal customers while also hopefully encouraging others who might normally not be able to get to the Dunbar warehouse. “We always hear from individuals ‘I would love to come by and shop but the hours are not good for me,’” Perdue said. “We hope the later hours that day lets them come by and see exactly what it is we have to offer.”

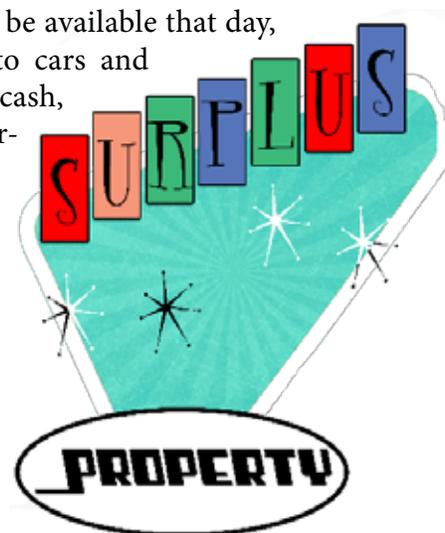
Perdue said the full inventory will be available that day, ranging from office furniture and to cars and trucks. Payment will be accepted in cash, personal checks, and Visa and MasterCard credit cards that day, Perdue said.

In addition, refreshments will be served throughout the day. Perdue said that while the gates at WVSASP will not close until 7:30 p.m., invoicing will end at 7 p.m.

For more information, please call (304) 766-2626 or toll-free at (800) 576-7587, or go to <http://www.state.wv.us/admin/purchase/surplus>.



The West Virginia State Agency for Surplus Property will conduct its Customer Appreciation Day on July 26, with extended hours, special sales and refreshments available to agencies and the general public.



### In Other News...

- **Manager's Perspective:** Never Be Afraid to Dream the Impossible Dream
- Charleston Civic Center Looks to WVSASP to Find Solutions to Different Challenges
- There is Never a Dull Moment for WVSASP Driver Ron Phipps

# Never Be Afraid to Dream the Impossible Dream

We each have a dream. In the musical *Man of La Mancha*, the character Don Quixote implores us to “dream the impossible dream.” Here we are at the midpoint of 2012, and what better time to stop and evaluate our dreams, and their very value and importance to us, by taking a long look at where we are and where we eventually hope to be. The question always comes back to this: Are you living your dream?

For many, becoming their own boss is their dream, a goal to break the bonds of the day-to-day and to open their own business. Certainly even in the current economic climate, this is still the dream, though it may indeed feel like an “impossible dream.”

The West Virginia State Agency for Surplus Property (WVSASP) would like to take part in helping to fulfill the visions of the numerous dreamers and entrepreneurs that fill the state. Our warehouse in Dunbar offers a myriad of ways to help the small business owner in creating the framework for his or her dream.

Office furniture, computer systems, printers, cars, trucks, industrial kitchen equipment – these may not seem like the building blocks to a dream; they are definitely not the distant castle or the winning lottery ticket that may constitute a dream for many, but they are the practical, hands-on tools needed for others.

These components are among the numerous items available from WVSASP, all surplused property now available for purchase at a fraction of the original cost or the purchase price of new equipment, to assist in the construction of that dream which sometimes needs a

## THE MANAGER'S PERSPECTIVE

ELIZABETH PERDUE



helping hand.

WVSASP works with the U.S. Small Business Association (SBA) to assist those businesses within the state owned by “socially and economically disadvantaged individuals” as defined by the SBA. Commonly referred to as “8(a) organizations,” it reference the section of the Small Business Act that provides the eligibility guidelines for private sector participants to receive federal surplus property.

The SBA screens organizations for eligibility and provides a list of eligible private sector 8(a) organizations, and WVSASP maintains a list of preferred items for the organization.

Organizations are contractually obligated to use the property as outlined by the SBA for three years, and may gain clear title of the item after one year following graduation from the program.

More information on the program can be found at <http://www.sba.gov/aboutsba/sbaprograms/8abd/>.

As we move through the second half of 2012, we must work to maintain the power and vividness of our dreams. WVSASP wants to be a part of building on the dreams to fulfill their organizational dreams.

## Eligible Organizations Must Take Note to Important Requirements for Payment

Eligible organizations purchasing from the West Virginia State Agency for Surplus Property (WVSASP) should be aware of requirements for payment.

At the time of purchase, authorized representatives are given a Federal Distribution Document which they must sign. This document lists all items procured by the eligible organization at the time of property acquisition. It is important to retain this copy for your organization's record.

Payments must be made at the time of purchase using an organizational check or credit card, such as the State Purchasing Card, which is issued to authorized state employees on behalf of their agencies.

Personal credit cards, personal checks or cash will not be accepted. The eligible organization must have proof that payment for the property is coming from the eligible organization itself.

Parent organizations can pay for any of its subordinate organization; however, subordinate organizations cannot pay for items purchased by the parent organization.

For more information on requirements for payment, please call WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587 or go to <http://www.state.wv.us/admin/purchase/surplus/referenc.html>.

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# Charleston Civic Center Looks to WVSASP to Find the Solutions to Its Different Challenges

Operating a consistently busy facility like the Charleston Civic Center means meeting a variety of needs, which means the Civic Center management often looks to the West Virginia State Agency for Surplus Property (WVSASP) for a solution.

“If we have had a need, we have filled it through Surplus Property,” said Jim Smith, assistant manager and director of operations for the Civic Center. “Typically what works for us is that we look at the problem and then look to Surplus Property for a solution.”

Smith said in his 12 years with the Civic Center he has purchased numerous items from WVSASP, ranging from projection screens to portable radios. The wide range of purchases is related to the Civic Center’s primary function.

“We are a multipurpose facility, so there are a lot of different things involved in meeting the needs of our customers,” he said. “We have purchased LCD screens for our meeting rooms. We buy tool assets, which is anything that can be used by our in-house staff, like secretarial chairs, desks and shredders. You name it and we have bought it down there.” The Civic Center has even purchased a refrigerant reclaiming so that a newly-hired HVAC technician could practice to get his license.

Events at the Civic Center can range from Rotary Club and Lions Club luncheons to national religious conventions to serving as a staging area for emergency supplies following the recent storms that left much of the state without power for days.



**Charleston Civic Center Assistant Manager Jim Smith said the municipal facility frequently goes to WVSASP to find items needed to meet particular needs, ranging from LCD screens to shredders.**

“We are a 365 day-a-week facility, and we run staff through three shifts a day,” Smith said. “Our event cycle allows our 19 meeting rooms to be used throughout the week, sometimes twice in the same day, and on

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**Please see CIVIC CENTER, Page 4**

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## **The Property Connection**

This 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:

**<http://www.state.wv.us/admin/purchase/surplus/eligibil.html>**

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## Never a Dull Moment for WVSASP Driver Ron Phipps

Traveling around the state hauling retired property in box trucks, tractor trailers, and semi-trailer trucks is all in a days' work for Ron Phipps, a driver for the West Virginia State Agency for Surplus Property (WVSASP). Phipps is responsible for providing delivery services and transporting retired goods from different agencies to the Surplus Property.

Several days a week, Phipps is on the road picking up retired surplus property, but when back at the WVSASP warehouse and office facility, he stays busy as well. "I do a lot of tasks," he says. "A little bit of everything really."

This "little bit of everything" varies each day to include loading and unloading surplus items, working in the WVSASP State and Federal warehouses, tagging items for sale, and helping customers. Regardless of what is on the schedule, one thing is for sure, "there's never a dull moment around here," Phipps said.

Having worked at the WVSASP since 1982, Phipps noted how things are always changing. He recalled back in time when the Federal Surplus Property Program required trav-



**Ron Phipps, a driver for the West Virginia State Agency for Surplus Property, said the variety of the job, from picking up surplus items to working with customers, is one of the best things about the job.**

eling through nine different states. Travel is generally rooted closer to the Charleston area now, but there is still much going on. "We are always busy, doing property pick-ups and such," he said.

When asked about what he enjoys most about his job, it comes down to the people. "I like meeting new people," Phipps said. "There are a lot

of good people when I go around to agencies and when customers come in to purchase property." Phipps enjoys working at the WVSASP, noting, "This is a good place to work."

When he is not working, the Lincoln county resident enjoys spending his free time outdoors. Some of his favorite activities include hunting, fishing, and camping.

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### CIVIC CENTER

Continued from Page 3

Wednesday through Sunday our other facilities, such as the Municipal Auditorium, the Little Theater, and the Grand Hall are all used. You may not think about it until you hear something is taking place, but we do have something going on

almost every day."

The Civic Center is a city-owned facility, which sets it apart from other similar facilities. "Many facilities in our industry are privately owned and others are publicly owned, but since we are city owned, we are all

employees of the city of Charleston."

Smith said he is grateful to have a resource like WVSASP nearby. "It is a pretty happening place for us, and we have always had a great experience working with everyone at Surplus Property," he said.

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

# 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

**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 pay by check or credit card —no cash transactions permitted.

**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:** 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.

**West Virginia  
State Agency for  
Surplus Property**



2700 Charles Avenue  
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