



## Private School Makes Most of its Financial Resources ... Thanks to Surplus Property!

When Cross Lanes Christian School officials decided to build a new computer lab, there were not many options to find extra money needed to pay for the expensive arrangement. As a private school, it does not have the same access to monies set aside for public schools from state and federal governments.

The Kanawha County school had one sufficient option to make the vision a reality – the West Virginia Agency for Surplus Property.

“We were looking at tens of thousands of dollars to start a whole new computer lab with new furniture and in our situation, we have to be good stewards of our financial resources and expand our dollars as best as possible,” recalled Steve Adams, Cross Lanes Christian School principal. “We went down to Surplus Property and were shown a whole pallet of computers. We got what we needed at a fraction of the cost of what we would have spent anywhere else.”

Adams said the computers were purchased primarily for a new foreign language program which requires the students to listen and speak aloud. That meant a need for new work stations, preferably cubicle-designed desks to help reduce distractions.



Cross Lanes Christian School was able to meet its need for a computer lab by purchasing computers at the West Virginia Agency for Surplus Property. In addition to the computers, the school also purchased desks not only for the computer lab but for its art room.

“We were fortunate in that we also got the desks we wanted at Surplus as well,” he said. “Between the desks and computers alone, we have saved thousands and thousands of dollars by going to Surplus.”

After the initial buy of 20 computers and desks, Adams said the school purchased another 11 computers to complete the lab. There was one snag, however.

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# Eligible Organizations Remain the Focus in 2010

The passage of each year always brings promise. Recent years have been especially good to the West Virginia State Agency for Surplus Property (WVSASP), as a series of changes altered the way WVSASP operates. Legislation passed by the West Virginia Legislature during the 2008 Regular Session. In essence, the legislation allowed WVSASP to operate similar to a retail business, eliminating the previous process of sealed bids for items to the public, and instead allowing the public to purchase items from the Dunbar location the day of their visit.

Also among recent changes has been the introduction of Internet sales for WVSASP. Through this, WVSASP has become able to expand its sales outside of the state of West Virginia to the very ends of the World Wide Web, auctioning items through the Web site Govdeals.com. This change means anyone with an Internet connection and a browser may purchase selected items from WVSASP.

Despite all of these changes affecting public sales, the backbone

## THE MANAGER'S PERSPECTIVE

KEN FRYE



of WVSASP has always been and remains the eligible organization. Schools, municipalities, fire departments, police departments, libraries, child care centers and countless other organizations all benefit from the ability to inexpensively purchase much-needed equipment to meet the needs of their business organization. It is through this that WVSASP always feels it can provide the greatest service to society, and these eligible organizations are always the highest priority for this agency.

Among ways WVSASP works to help its eligible organizations include:

- **Property holds for five days.** Property that is received by WVSASP is held for five days before being made available for pur-

chase to the general public. This time gives eligible organizations the opportunity to purchase the property for use.

- **Request lists.** Sometimes an eligible organization may need an item that is not currently available through WVSASP. By contacting us at 1-800-576-7587, the eligible organization may be placed on a request list. When the item becomes available, the organization will be contacted.

In addition, we have worked to make forms needed by organizations available on our Web site at <http://www.state.wv.us/admin/purchase/surplus/>. And as always, any further help you might need is just a phone call away. We at WVSASP are always happy to answer any questions you might have.

So as we move forward through 2010, WVSASP would like to take this opportunity to say "thank you" to all of the eligible organizations who have worked with this agency in the past, and to wish the best as we all work together in this new year.

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## SCHOOL

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"All the computers were hooked up on the same breaker and when we turned them on, it threw the breaker. We have since re-wired the lab. The parents are very happy. We have a first-class computer lab," he said. "We have all the computers from the lab on one server, which we got from Surplus Property, along with some server racks."

The art lab at Cross Lanes Christian School got an unexpected boost from Surplus as well.

"We needed new desks for our art room. There were these desks at Surplus in these wild green and orange colors. It looked like something from the 70s," Adams said. "It was something that could only be for an art room. Our kids were real excited to see them, they

said, 'this is like 'old school' which is something we were looking for in our art room. The desks are real attention-getters."

Adams said a school representative makes a visit to the West Virginia State Agency for Surplus Property approximately every two weeks in order to keep watch for potential purchases. He also praises the Surplus staff for frequently contacting him with items that may be of interest.

"We have purchased overhead projectors, battery backups, shelves and other items from Surplus in addition to computers and desks," Adams said. "We offer a quality education to our kids and we are very grateful for how Surplus Property helps us achieve that."

# Pam Jarrell Keeps her Finger on the Pulse of the State's Inventory through Fixed Assets Program

Pam Jarrell could be seen to be almost unflappable. With a calm demeanor and a smile, in her role as coordinator for the State's Fixed Assets Program, Jarrell sees on a daily basis stacks of paperwork, which translate to the various items that state agencies are retiring to Surplus Property. Along with the paperwork comes the questions.

"I get a ton of questions and paperwork," Jarrell said. "I am always busy with questions."

Those questions tend to revolve around the procedures for property retirement. As the fixed assets coordinator, it is Jarrell's responsibility to review every proposed retirement. "I look at every retirement that comes through Surplus Property, to see if it can be approved or not," she said. "There



Among Pam Jarrell's responsibilities includes overseeing all paperwork for the retirement of property through the West Virginia State Agency for Surplus Property.

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are a set of parameters for retirement, and if an item falls outside those parameters, then I meet with Surplus Property Manager Ken Frye, to discuss how it can be retired." Jarrell said items are not accepted that cannot be sold or are broken.

Jarrell said some agencies, such as the Department of Health and Human Resources or the State Police, retire property every week, be it computers or police cruisers. "The larger the agency, the more it tends to retire," she said.

Sometimes, however, all of this means Jarrell having to revisit the same paperwork several times over, to ensure all of the forms for retirement have been completed properly.

"I might have to review the

same paperwork multiple times, working with the agency in question, to ensure everything is correct and up to date," she said.

Jarrell came to WVSASP seven years ago after working in the private sector. She started as a receptionist, eventually becoming Frye's secretary and taking over as the inventory coordinator in the past year.

In addition to her other responsibilities, Jarrell also maintains personnel records for the agency and acts as the cashier for auctions.

While the work is often demanding, Jarrell said there is a strong sense of teamwork throughout the agency. "It is interesting and busy, but we work together to complete whatever needs done," she said.

# Eligible Organizations Need to Stay Apprised of the Expiration Date of their Eligibility Status

Organizations registered with the West Virginia Agency for Surplus Property are reminded to keep apprised of their expiration date. Organizations are required to renew their eligibility status once it expires and the time frame in which an organization remains eligible varies.

Most organizations are eligible to do business with Surplus Property for three years upon becoming eligible but others have different time limits. Fire departments are eligible to purchase items from Surplus for one year before they are required to renew.

Non-profit education organizations and health agencies which require licensed accreditation to operate are eligible to purchase from Surplus until their license expires. To maintain eligibility, organizations are required to submit the four-page Application for Eligibility which may be downloaded from the Surplus Property Web site at [www.state.wv.us/admin/purchase/surplus/](http://www.state.wv.us/admin/purchase/surplus/).



Eligible organizations are advised to keep up with the expiration date of its eligible status. Eligible organizations are also able to be placed on "wish lists" for particular items available through WVSASP.

Individuals who work directly with Surplus Property should note the expiration date on the back of the Surplus Authorized Representative card issued to the organization. Another reminder comes from Surplus Property officials who send out expiration letters with a blank application one month before an organization's membership is set to expire.

Organizations eligible to participate in the Surplus Property Program include state agencies, county commissions, county boards of education, municipalities, public service districts, parks and recreation commissions and nonprofit corporations qualified as tax-exempt under Section 501 (c)(3) of the Internal Revenue Code.

When surplus property is obtained, the organization is bound to specific terms and conditions. Special compliance requirements are in place for vehicles and other items. Organizations may review the compliance regulations on the Surplus Property Web site.

Organization representatives are reminded that Surplus Property staff maintains "wish lists" and, when desired surplus property is received at the Dunbar location, Surplus officials can notify organizations before the items are made available for public sales.

For more information, contact Surplus Property at 304-766-2626 or 1-800-576-7587.

## Surplus Property Returns to World Wide Web Auctioning

The West Virginia State Agency for Surplus Property (WVSASP) has re-entered the world of online retail sales. Starting in mid-October, WVSASP began selling items through [www.GovDeals.com](http://www.GovDeals.com), an online auction site specializing in selling surplus government property.

Similar to eBay, the popular online auction site, GovDeals.com al-

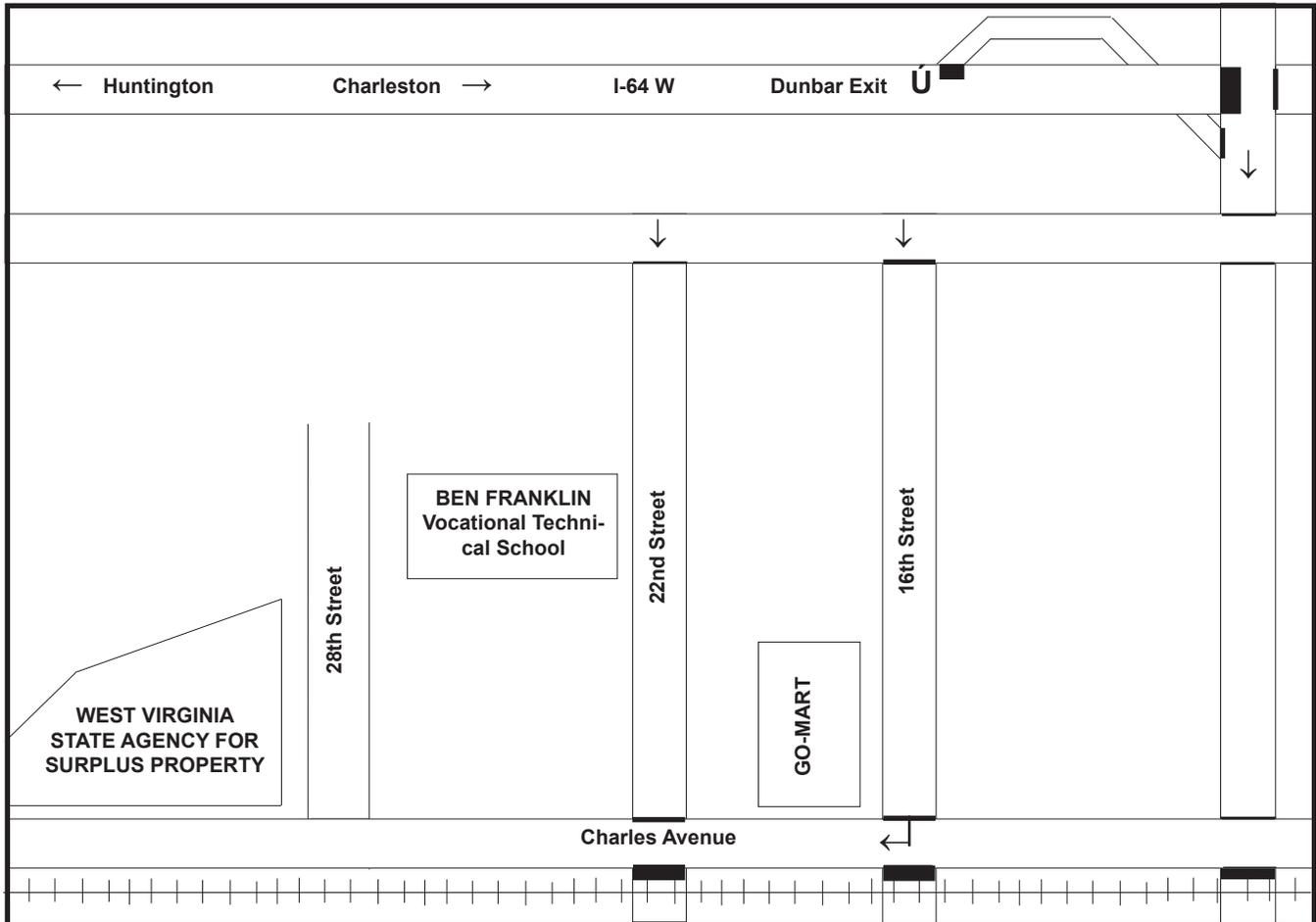
lows users to browse its site based on item category, auction closing time and state. However, the site is designed specifically for government sellers, and Surplus Property Manager Ken Frye said the differences allow greater accountability for WVSASP, which previously sold items through eBay.

According to GovDeals.com,

more than 1.1 million bidders can access surplus items that are available for bid on the site, either through Govdeals.com or via links on its sister sites, [www.govliquidation.com](http://www.govliquidation.com) and [www.liquidation.com](http://www.liquidation.com). GovDeals.com has more than 2,550 government clients of all sizes and has worked with 12 state-level governments.

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>.

# 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 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:** 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  
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1-800-576-7587

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