
THE PROPERTY Connection

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A Publication of the West Virginia State Agency for Surplus Property

The University of Charleston Capitalizes on Many Great Bargains at Surplus Property

The University of Charleston (UC) should include a segment in its business curriculum on the value of a dollar.

Several of the University's departments have gone to the head of their classes by utilizing the Surplus Property Program. By combining their resources and shopping at Surplus Property, the university has better met the needs of their students and the various programs offered.

Steve Ballard, the Director of Facility Services, offers a good example. His department handles all maintenance, housekeeping and grounds for the university. He first learned about the Surplus Property Program from his predecessor, who was always impressed with the selection of property available.

When the Student Affairs Department and the Athletic Department were in need of buses to transport students to activities but had limited funds, it was only natural for Ballard to turn to Surplus Property for help.

"When the University of Charleston started their football program, they asked me to find a way to get the athletes to Laidley Field (in Charleston) and, of course, we had very little money," Ballard said. "I called Surplus Property and

they took care of me. It was a tremendous relief to be able to find these buses. It's about time to take another trip to Surplus Property to see what else they have that we may need."

Cathleen Cunningham, an Administrative Assistant for Facility Services, agrees that dealing with Surplus Property is always a positive experience. "The staff at Surplus Property is so nice and helpful," she said. "They are a good resource for many different things."

The Athletic Department uses the buses to transport their football players and equipment to Laidley Field for practices and games, as well as to away games. In addition, the Student Life Department utilizes the buses for transporting students to ball games and other activities, such as homecoming.

"A significant portion of our residential students do not have automobiles on campus," said Doug Walters, Dean of Students. "We couldn't offer these services years ago for our students, but Surplus Property has made it affordable for



University of Charleston...

Several departments within the University of Charleston have utilized the Surplus Property Program. Recently, buses were acquired to assist the Athletic, Student Affairs and Facility Services departments. The UC staff has been very pleased with the property they have acquired for their students.

In Other News...

- ◆ Businessman Ken Mills Explains How State Public Auctions Are Worth Attending
 - ◆ Computers Become Available through State Surplus Property Program
 - ◆ Familiar Faces Take on New Roles at Surplus Property
 - ◆ Property Listing Available
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Recognizing Exemplary Performance Excellence Honored in Fixed Assets Program

It is important to recognize individuals who strive for excellence in their jobs by offering exemplary performance.

The West Virginia State Agency for Surplus Property is pleased to announce that Tammy Canterbury of the Department of Environmental Protection (DEP)



DEP's Tammy Canterbury was selected as the Purchasing Division's 2004 Partner in Purchasing. She is pictured with Ken Frye.

was chosen by the Purchasing Division as its "2004 Partner in Purchasing."

An aspect of the Surplus Property Program is overseeing the state's fixed assets, from the acquisition of property to its retirement.

Since 2000, the Purchasing Division has recognized an individual at the agency level each year who excels in one of the statewide programs administered by our division, including Fleet Management, Capitol Parking, Travel Management, Fixed Assets, Surplus Property and our automated purchasing system.

The criteria for this honor is based on tenure, performance, communication skills, internal training efforts, cooperation, and creating a positive image. Tammy demonstrates a true partnership with the Purchasing Division in relation to the Fixed Assets Program.

THE MANAGER'S PERSPECTIVE

KEN FRYE

For the past 10 years, Canterbury has worked in overseeing DEP's daily operations in the areas of inventory, safety, leases, insurance and mail. Her efforts enabled her agency to be into compliance with the division by combining inventory records from three systems into one.

She conducts in-house training on the WVFIMS Fixed Assets Program as well as the proper equipment retirement process in the agency. Described by her peers as 'one of the most dedicated and hardest working individuals in the agency,' Canterbury was named DEP's 2004 Employee of the Year.

Congratulations to Tammy for her dedication, exemplary performance and her cooperative spirit in partnering with the Purchasing Division!

Great Buys are Found in Retired Surplus Computers



Looking for a bargain on a good, used computer? Search no more!

Each year, the West Virginia State Agency for Surplus Property (WVSASP) acquires over 2,000 retired computers from the Department of Health and Human Resources (DHHR), the Department of Environmental Protection (DEP) and other state agencies. As new computers are ordered, the older models are retired to WVSASP for resale. The average age of the retired computers is three to four years.

"We process between 100 to 500 computers a week from agencies throughout the state," said State Surplus Property Supervisor Anthony Cooper. "Computers are a big seller. You can put a good, used Pentium III system together for about \$100, which includes a 17-inch monitor, CPU, mouse, and keyboard. We sell everything 'as is', but we try to help people

check them out to see if there are any apparent problems."

There is a process established when retiring state property. "You can't just load the computers on a truck and make the delivery to Surplus. Requirements must be met by each department," said Judy Taylor, an office assistant for DHHR. "Our Management Information System personnel identifies the eligible computers based on warranty expiration, then cleans the hard drive so all confidential

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University of Charleston
Continued from Page 1

us to do so today. Without the buses we acquired through Surplus Property, some of our activities would either not be taking place, or we would have to rent buses to ferry the students wherever the activity happens to be.”

Prior to purchasing the buses, the University of Charleston only had an eight-passenger van which obviously could not accommodate their needs. “Because of the Surplus Property Program, we can offer our students more options. This proves that there is always someone out there who can use what others no longer need,” said Walters.

In addition, to the Facility Services, Student Life and Athletic departments, the appeal to the Surplus Property Program has spread throughout other departments within the University of Charleston. The Food Services

Department has acquired several kitchen items, including ice-making machines, a dessert cabinet, an electric waffle iron, silverware, kettles and baking racks. All of these items have been purchased at a fraction of what they would cost new.

University President Dr. Edwin Welch is pleased with the relationship that the university has with the West Virginia State Agency for Surplus Property. “Having access to Surplus Property has been a great resource for the University—from office furniture to buses for our athletes to kitchen supplies for the cafeteria. We appreciate the opportunity for the University and our students to benefit from furnishings and equipment that are not needed elsewhere,” he said.

The next time you are going over your *wish list* for your organization and think there is no way you could possibly afford the items on it, consider making a trip to the West Virginia State Agency



Dean of Students Doug Walters of the University of Charleston expresses gratitude in the fact that UC's Athletic Department is willing to share the buses with the Student Affairs Department in order to transport residential students to school activities.

for Surplus Property in Dunbar. You might be pleasantly surprised at the bargains YOUR organization will find.



Prior to purchasing these buses, the University of Charleston only had an eight-passenger van to accommodate their transportation needs.

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

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Small Businesses Benefit from Bargains at Surplus

Helping out small businesses is an added benefit of the State Surplus Property Program. Ken Mills and his wife are prime examples on the vast savings that are awaiting businesses at the West Virginia State Agency for Surplus Property.

Mills has furnished his 10,000 square feet of office space almost completely with surplus property. "We greatly reduced our start-up costs by purchasing surplus computers, networking equipment, desks, chairs, light fixtures, even shelving for our displays and warehouse areas. I estimate that we've saved nearly \$100,000 from what it would have cost us had we purchased the merchandise brand new," he said.

The Mills have always enjoyed auctions, yard sales and flea markets and then reselling their *treasures*. Several years ago, when Mills' son went to the West Virginia State Agency for Surplus Property with a friend to buy networking equipment, he suggested to his dad that he explore this hidden gold mine.

"I began going to surplus public auctions and buying small quantities of items to resell. As time went on, I bought more and more property," said Mills. "My son suggested I turn my hobby into a business." Mills decided to start a company called Black Knight Trading Company.

Many people may not be aware of WVSASP's weekly sealed bid process. Mills indicated that he benefits from both the sealed bids and public auctions. Although he has acquired various surplus items, he has yet to purchase a vehicle from WVSASP, but admits he was once tempted to buy a box truck at a live auction event. Unfortunately, he did not have an immediate need and decided not to make the purchase. "Now I HAVE to have a box truck and I'm looking at paying \$12,000 as opposed to the \$3,100 that the one I had considered went for."

In addition to the great bargains at Surplus Property, Mills stresses about the helpfulness of the staff, who he describes as just 'good people'. "Once we bought as



The Black Knight Trading Company's storage capacity increased by using surplus shelving.

many as 30 pallet loads of stuff during an auction. When it came time to load it to leave, the staff was more than willing to help us. That was a big job."

The relationship between Mills and WVSASP has grown over the past few years. "I would just like to say that I believe the Surplus Property Program is a major, hidden asset for small businesses in this state, especially for those just starting up because a company's first year is their hardest. If they will just tap into the Surplus Property Program, they can offset their costs tremendously for pennies on the dollar from what it would cost them to buy the stuff new."

Surplus Property Manager Ken Frye is pleased with the ways the State Surplus Property Program assist small businesses. "We have the capability of making a difference in the operating costs of not only our eligible organizations, but also small businesses throughout our state," he said. "I hope people will learn from the savings experienced by Mr. Mills and take advantage of the opportunities we have to offer."



This training room was almost completely furnished from items at Surplus Property at a fraction of the cost of brand new.

Familiar Faces Take on New Roles

The West Virginia State Agency for Surplus Property has made changes to its staff...The faces will be familiar, but their roles have changed.

After the retirement of Administrative Services Manager Dave White in July, Gene Young has taken on the vehicle responsibilities. "Gene has worked for Surplus Property for 24 years in various capacities. I can't think of anyone better qualified to handle the transfer of vehicles," said Surplus Property Manager Ken Frye.

Throughout the years, Young has worked as a storekeeper, truck driver, property screener and dispatcher. "I used to travel extensively and loved it. What everyone else did once or twice a year for vacation, I did every week," he said. "But, a person does what he has to do and I'm needed here now." Young added that screening federal property is completely different than what he will be doing in his new role, but he is looking forward to the challenge.

"He's doing a good job. I have no doubt that Gene can handle this new assignment. Our customers



Gene Young



Anthony Cooper

are in good hands with him," said Frye.

Anthony Cooper was recently promoted from storekeeper in the state warehouse to state surplus property supervisor. He has worked for WVSASP for about six years and looks forward to his new role. "It's not a major difference from what I used to do, except I will have a better chance to get to know our customers, both our eligible organizations as well as those interested in our public sales, because I'll be working one-on-one with them," said Cooper.

In his role as supervisor, Cooper is responsible for receiving all state surplus property, including furniture, computers and other items. He then markets those items to other eligible state and public agencies and non-profit organizations as well as the general public. "We're very proud of Anthony and how far he has come within the organization," Frye said. "I know he will do a great job taking care of our customers."

Retired Computers Continued from Page 2

information is removed. At that time, we arrange for a private vendor with whom we have a contract to pick up the computers throughout the state and deliver them to Surplus." Taylor has dealt with WVSASP for more than 17 years. "They are outstanding and will do anything in their power to make the retirement process easy and quick."

Tammy Canterbury, an administrative service manager for DEP, indicated that her department has a similar process when scheduling their computers for *retirement*. "No parts are to be removed from retired computers. Once cleaned, the computers are gathered and an F-document is prepared in the WVFIMS system. We then call and schedule a delivery date with Surplus Property."

When the computers arrive at WVSASP, the staff ensures the paperwork matches the delivery of equipment for inventory purposes. A price, based on the current market value, is placed on each computer and the computers are then made available to the public.

Schools are most often the biggest customers for computers; however, many also are sold through public sales. "We just sold several computers to Clay County Schools for their classrooms, so that every child could have a chance on a computer," Cooper said.

He added that he recommends acquiring state retired computers to many of his customers. "They can get their hands on a good, usable computer for not much money," Cooper said. "It truly is a bargain for many of our eligible organizations or those individuals who participate in our public sales."

SURPLUS PROPERTY LISTING



28' CAMPING TRAILER

Item #46857
Cavalier/Morgan w/pop-out
\$3,700
Federal Property

HIGH VELOCITY HEATER/BLOWER (SALAMANDER)

Item #46852
15,000 watt, 480 volt, 3 phase
\$250
Federal Property

ANTI-FREEZE

Item #46832
1 gallon plastic container
\$1.50 each gallon
Federal Property

ALCO BEVERAGE DISPENSER (NEW)

Item #41015
\$300
Federal Property

ALTO-SHAM FOOD WARMER/ SERVING CABINET

Item # 46814
(1 door glass broken)
\$200
Federal Property

UNIVERSAL GYM BODYMASTER STANDING WEIGHT MACHINE

Item #46849
\$100
Federal Property

ARIDYNE 2000 MEDICAL AIR COMPRESSOR

Item #46713
Portable
\$500
Federal Property



TRAILER MOUNTED GENERATOR SET

Item #46835
Onan 8kw Diesel Generator
\$2,500
Federal Property

DEEP FAT FRYER

Item #42353
Wells type II, 208 volt, 3 phase
\$12,440
Federal Property

NEW HEAVY DUTY FLOOR FAN

Item #41838
\$50
Federal Property

COLD WEATHER BOOTS

Item #41165
Size 9-11
\$25 pair
Federal Property

HOBART MOBILE WELDER/ GENERATOR

Item #46670
Md. G-300, 300 amp, 40 volt,
1 kw., Gas
\$900
Federal Property

CASE FORKLIFT

Item #46834
Mdl. M6KN, Diesel/Articulating
\$3,500
Federal Property

EMERGENCY POWER GENERATOR

Item #46850
160 kw, Diesel w/enclosure
\$2,500
Federal Property



DUMP TRUCK

Item #46837
1988 IHC-S 1700 dual wheel,
single Axle, w/plow, spreader,
and cover
\$3,000
Federal Property

ALUMINUM FOIL

Item #40006
25-yd x 12"
24 rolls per case
\$10 per case
Federal Property

AIR COMPRESSOR, ON WHEELS

Item #46641
180 psi, gasoline
\$400

WOOD GRAIN STEREO CABINETS (NEW)

Item #41561
Unassembled
\$50
Federal Property

SMALL LABORATORY REFRIGERATOR (NEW)

Item #41391
Glass door w/alarms
\$1,000
Federal Property

FOLLETT COUNTER TOP ICE DISPENSER

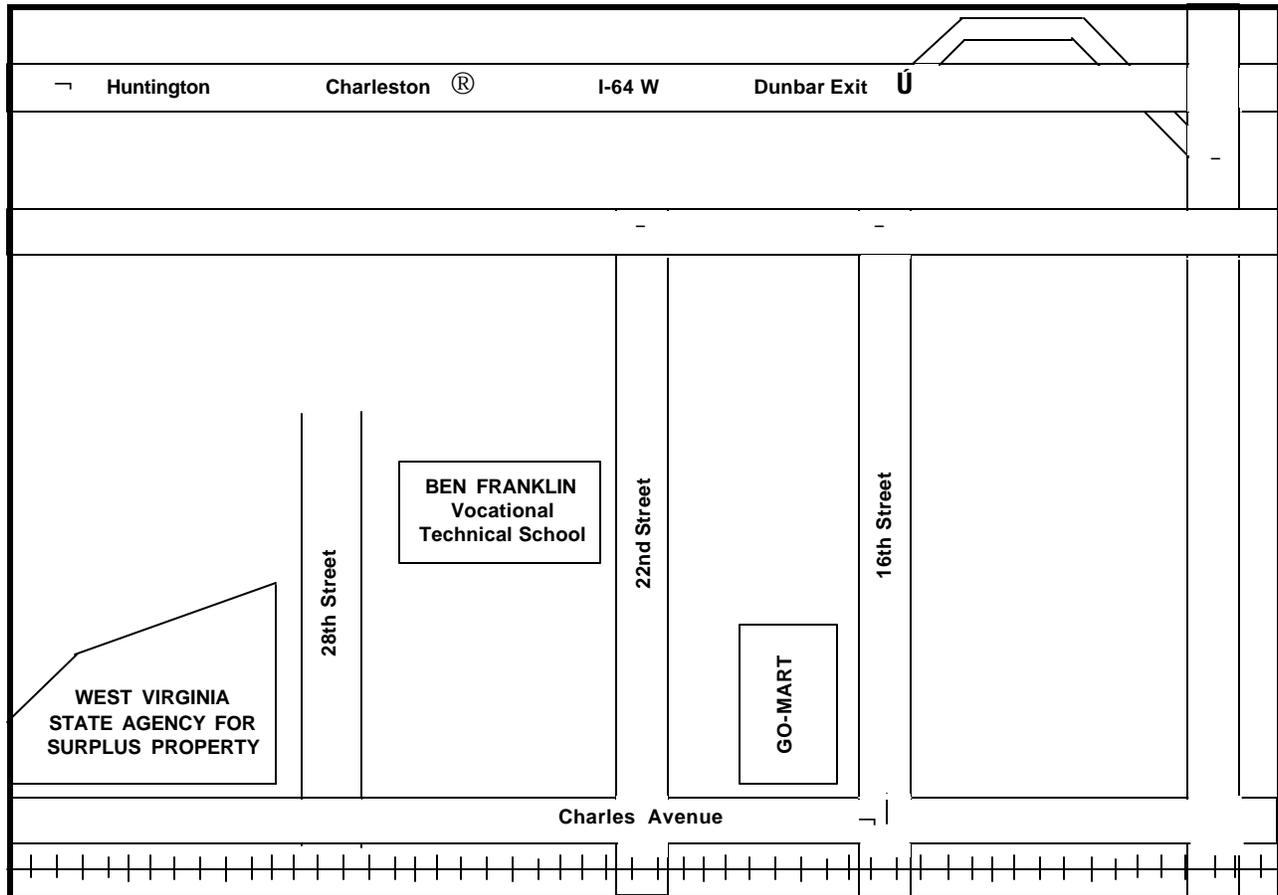
Item #42536
\$750

HARD HATS

Item #40141
Various colors
\$5

Contact Danny Layton, Federal Warehouse Supervisor, at (304) 766-2626 or Toll-free at 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, 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 _____ 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

2700 Charles Avenue
Dunbar, WV 25064

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 & 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

RETURN SERVICE REQUESTED

**PRSRT STD
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