



Surplus Property Embraces the Benefits of Change



WVSASP Manager Ken Frye shows renovations completed to the WVSASP conference room, including painting and new furniture. All items were obtained through the surplus property program.

A little change never hurt anyone. In fact, change can be beneficial and the workers at the West Virginia State Agency for Surplus Property (WVSASP) saw the possibilities and positive impact in revamping their facility and property.

The WVSASP team has been busy making a number of changes and updates to its facility. Some of those changes include painting, replacing carpet, new roofing, replacing office furniture and converting the bathrooms to be ADA-accessible.

As WVSASP Manager Ken Frye reflected on all the projects that have recently taken place, he quickly made reference to the increase in business as being the main motivation behind all the updates. Frye noted that business has increased following passage of legislation by the West Virginia Legislature during the 2008 Regular Session, which allowed daily retail sales to the public.

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Surplus Furniture Giveaway July 5 - 15

Following the success of December's event, the West Virginia State Agency for Surplus Property (WVSASP) will be conducting a second furniture giveaway. The event scheduled for July 5-15 allows eligible organizations and state agencies to receive office furniture free of charge; the organization or agency is only responsible to come to the WVSASP Dunbar warehouse

to pick up the furniture.

"When we held this event last December, the unexpectedly harsh winter weather might have hindered some agencies and eligible organizations from being able to utilize the opportunity," said WVSASP Manager Ken Frye. "By having the event at this time of

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WVSASP Helps Build the Dreams of Small Business

The small business is one of the cornerstones of the American economic system. For many, opening one's own business represents the culmination of years of sweat and hard work, mixed with long-held dreams and goals.

Of course, opening your own business can also be an expensive dream, and any small business owner knows that every penny counts when you are the one watching the books. The West Virginia State Agency for Surplus Property (WVSASP) is always more than happy to help with those small businesses needing to maximize their purchasing dollar.

A walk through the WVSASP warehouse in Dunbar demonstrates the vast variety of options available to a small business by purchasing through WVSASP. Offices may be filled inexpensively and stylishly with state surplus desks, chairs, couches, filing cabinets and other items.

Technological needs may be met with a WVSASP-purchased desktop computer or laptop, printer or fax machine, while also staying in touch while on the go with a Blackberry or other smartphone. And even more specialized needs, such as industrial kitchen equipment, can often be found in our warehouse.

WVSASP has gone even further by partnering with the U.S. Business Association (SBA) to help the dreams of hard-working West Virginians come true as part of an initiative designed to help businesses owned and controlled by "socially and economically disadvantaged individuals" as defined by the SBA. These businesses are commonly referred to as "8(a) organizations," referencing the section of the Small Business Act that provides the eli-

THE MANAGER'S PERSPECTIVE

KEN FRYE



gibility 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.

The businesses are granted the same status as eligible government

and non-profit organizations served by WVSASP. 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/>.

These represent but a few ways that WVSASP works with small businesses. As our economy continues to shift and we, as a nation, work to come out of recession, WVSASP will be here to help those on the front lines, building their dreams and our nation.

Screening Federal Property is Simple ... It's Just a Few Mouse Clicks Away

Eligible organizations are not strictly limited to items found at or processed through the West Virginia State Agency for Surplus Property (WVSASP). Eligible organizations may also screen available federal property through the U.S. General Services Administration's (GS) website at <http://gsaccess.gov>.

The site is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the U.S. General Services Administration. Eligible organizations may log into the site with the user ID "WVSASP" and the password "WVSASP". From there, users may screen federal surplus property available across the nation.

Property is organized into screening fields, such as "Agricultural Equip-

ment and Supplies" and "Food Preparation and Serving Equipment." There are also two search options available: a global search, akin to an Internet search engine if a user is looking for a specific item; and a search option where users may screen for items by location.

An eligible organization may not reserve items found on the site, said WVSASP Assistant Manager Elizabeth Perdue. "If an eligible

organization is interested in an item found on the GSA website, that organization must contact WVSASP, and we will make arrangements to procure the item," she said.

Federal restrictions require state agencies and public organizations to start using surplus property items within one year of acquisition and to use the



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Wayne County Commission Gets Organized with a Helping Hand from Surplus Property

County courthouses are havens for countless mounds of paper records, which are required to be kept on hand for many reasons.

Jack Wellman, the sole maintenance staffer for the Wayne County Commission, is quite familiar with this necessity.

"We have records that may not be needed but maybe once every few years, but you have to keep those records because they all contain important information of some sort," he said.

It is Wellman who has helped facilitate the storage of such important records for Wayne County the last six years by purchasing, by his count, more than 125 filing cabinets from the West Virginia State Agency for Surplus Property (WVSASP).

"I can remember seeing stacks of boxes where records were being stored. I told the various county officers I could help get that better organized by going to Surplus Property," he said. "And for the last six years, county officers have utilized me to do just that."

Wellman does not remember who exactly told him about WVSASP but his first memory was visiting the Dunbar warehouse during a public auction held on a Saturday morning.

"I did not know anything about Surplus Property at the time. I went to the auction to learn more about Surplus and did not realize how many good items I could get for such a good price," he said. "I signed us up and have been going there ever since."

Wellman estimates that about 85 percent of his purchases for the county commission have been for fil-

ing cabinets.

"The county administrator has been real pleased that I have made the trips. We can get a good filing cabinet for \$40 each and you can't get that good of a price from any store," Wellman said. "And what is convenient about Surplus Property is that you get to inspect and pick out the cabinet you want."

He added that he enjoys his visits to WVSASP. "I like coming to Surplus; everybody there treats me real nice. I have a running joke with the guys there where I buy so many filing cabinets that when I get there, they kid me about what I am going to buy. I tell them they get three guesses and the first two don't count."

In addition to filing cabinets for the Wayne County courthouse, Wellman has secured some office furniture and other related items for the other county agencies. He said fellow county employees have accompanied him to Dunbar to see first-hand the good, usable items for purchase at far-below retail price.

"I go up to Surplus Property when needed. Sometimes, that is once a month. Sometimes that is once every two or three months and then sometimes it is several times a month," Wellman said. "Whenever someone needs something, they give me a holler and I go."

And you can file that for the record!



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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CHANGE

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Shelving has been added to the warehouses to make the environment look more professional and make viewing the items a much easier process for customers.

The notice of new customer interest in WVSASP led Frye to decide after several years of watching the project list growing larger that it was “good timing” to start tackling the tasks.

Most of the offices inside the WVSASP building have been updated with office furniture that has been retired through its program. Being good stewards of public money, the staff has been able to reuse furniture that other offices no longer need, Frye said.

Frye and Assistant Director Elizabeth Perdue see all the changes being made and the ones to come in the future to be a positive and beneficial step for WVSASP business. Frye stated that “updates to the facility makes everything look more professional and gives the public a friendlier environment to conduct business.”

In the future, plans of reassigning a building connected to the

auction room will be dedicated to GovDeals.com. “The building space has a loading dock which will make the pick-up process easier on the customers,” Frye said. Along with providing space for the online auction items, Frye and Perdue said that future projects will most likely consist of making changes to the parking lot and painting the exterior of all the buildings. All will serve as part of WVSASP’s continuing efforts to better service eligible organizations and the public.

GIVEAWAY

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year, snow certainly will not be an issue or a hindrance.”

Office furniture will be available, ranging from chairs and desks to bookshelves and shelving units. The giveaway is in response to WVSASP having an excess of furniture at its Dunbar warehouse.

“The furniture we have available is all top-notch,” Frye said. “We simply have an excess of it, and we feel it would be better served given to eligible organizations than stored in our warehouse.”

For more information about the furniture giveaway, contact WVSASP at (304) 766-2626 or (800) 576-7587.

FEDERAL

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items for at least one year thereafter.

A new feature to the website is a carbon-footprint savings tool. The tool displays the carbon-equivalency savings of reusing an item, such as how many gallons of gas reusing an item will save. There are 23 different equivalencies in the drop down box for the tool.

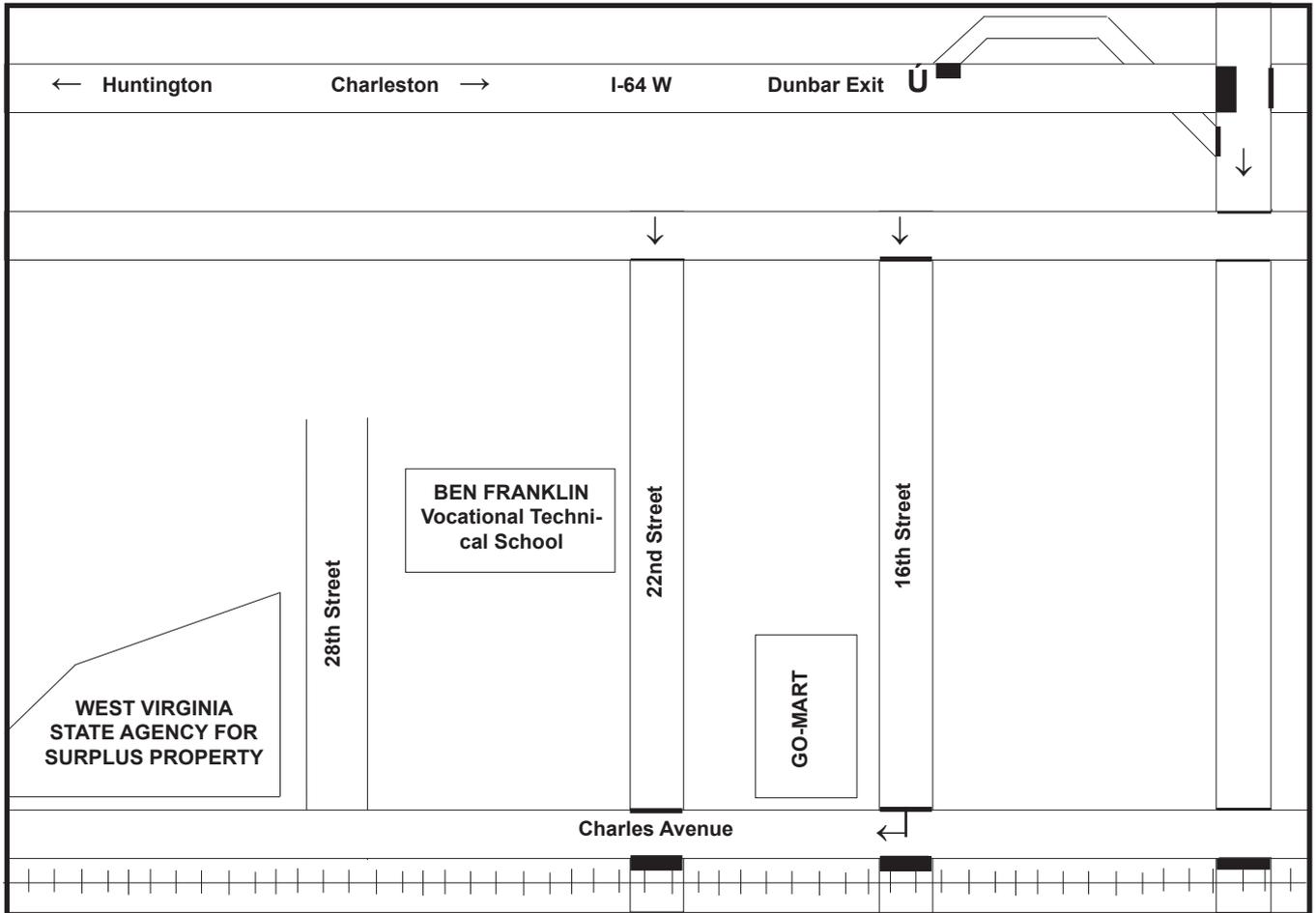
For more details on screening federal property through the GSA site, contact the GSAXcess HelpDesk at (866) 333-7472, or by email at GSAXcessHelp@gsa.gov.

Help Us Keep You Updated on Information

The West Virginia State Agency for Surplus Property (WVSASP) wants to make sure your eligible organization is staying in the know with the latest news. WVSASP staff will be compiling an email database of eligible organizations with the purpose of keeping the organizations up to date on WVSASP news and events.

Email WVSASP at pam.j.jarrell@wv.gov to be added to the eligible organization email list.

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

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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