



# THE PROPERTY CONNECTION

News from the West Virginia State Agency for Surplus Property • [WVSurplus.gov](http://WVSurplus.gov)

## WV Surplus to Host Open House for Eligible Organizations



WV Surplus is inviting organizations from across the state to attend its in-person Open House for Eligible Organizations, scheduled for May 22, 2024. This event is open to nonprofits, local municipalities, state agencies and other eligible organizations, such as churches, school boards, and volunteer fire departments.

“WV Surplus has the unique ability to help connect eligible organizations with assets they need at a great price,” said Manager Tina Desmond. “From office furniture and cleaning supplies to planes and vehicles, the state and federal property programs are a great resource for eligible organizations looking to make the most of their budget.”

During the open house event, organizations will have the opportunity to tour the warehouse, meet the staff, and learn about the programs and services WV Surplus offers. An “Orientation to State and Federal Surplus Property Programs”

Please see **OPEN HOUSE ORGS**, Page 5

### In Other News...

- **A Message from WV Surplus:**  
New Faces and New Goals  
—Better Customer Service
- 2023 Customer Satisfaction Survey Results
- WV Surplus Welcomes its First Veteran Service Organization
- Immediately Available Federal Property at WV Surplus

## Tina Desmond Welcomed as New WV Surplus Manager

WV Surplus is pleased to welcome Tina Desmond as its new manager. Desmond will also serve as the new assistant director for the Program Services section of the Purchasing Division, which oversees WV Surplus.

After working in Florida as a private sector paralegal for 17 years, Desmond relocated to West Virginia and started a career in state government in January 2015. She first joined the former Department of Health and Human Resources before moving to the Division of Corrections and finally the Department of Homeland Security’s Division of Administrative Services (DAS) in September 2019. At DAS, Desmond worked as the assistant director of the Purchasing Section. Desmond has an associate degree in business administration and earned

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# New Faces and New Goals—Better Customer Service

You don't always get to start a new year and a new job at the same time. But shortly after the start of 2024, I was lucky enough to be chosen as the next manager for WV Surplus. Being here for the first quarter has helped me kick the year off with some new goals that I'm excited to see come into place this year.

In 2024, WV Surplus is going to be working hard to expand our federal programs. One program that has been very successful is the acquisition of police vehicles for cities and counties across the state. While we have several of these vehicles at our location in Dunbar, we are asking that local entities share what types of vehicles they are looking forward to. Those requests can be sent to [wvsasp@wv.gov](mailto:wvsasp@wv.gov). You can also check out the 2023 third quarter issue of *The Property Connection*, which recaps the one year anniversary of the program.

We are also excited to bring back our in-person Open House for Eligible Organizations! While you

can learn more about this event on page 1, I would like to personally invite organizations to this event. Whether you are a long time customer or are just learning about us, we would love this chance to connect and discuss how we can assist you.

Speaking of events... While I have had the chance to meet many of our regular customers, I look forward to getting to thank and celebrate everyone at our annual Customer Appreciation Day in June! Mark your calendars and save the date for June 11, 2024. As many of you know, this is the ONLY day of the year that WV Surplus offers "after hours" shopping. We'll have more information on this event in the next month.

One of our 2024 goals kicked off early in January with the launch of our GovDeals email campaign. Each week WV Surplus sends an email highlighting the items being sold through our online auction site, GovDeals. If you are interested in signing up for the emails, visit <https://shorturl.at/byFL3>.

## THE MANAGER'S PERSPECTIVE

TINA  
DESMOND



In the coming months, WV Surplus will also be launching a LinkedIn page. We want to be more accessible to eligible organizations and businesses in our area. We hope you will take time to connect with us when the time comes. Keep an eye out for this upcoming announcement.

If you have an idea on what would make WV Surplus even better, please let us know by emailing [wvsasp@wv.gov](mailto:wvsasp@wv.gov). It is our commitment to always be improving and growing that makes WV Surplus a special place. And we want to keep growing with you by our side.

We hope to see you soon!

## 2023 CUSTOMER SATISFACTION SURVEY RESULTS

### *Most common ways people learned about WV Surplus:*

- Word-of-mouth through friends, family, and coworkers
- As a state government worker

### *Top benefits reported by utilizing WV Surplus:*

- Good Prices
- Variety of Items
- Quality Products

### *Favorite things about WV Surplus:*

- Helping us find items we need
- The people that work there
- Interesting & exotic items
- Good Deals
- Good people good selection and prices

### *How would you describe WV Surplus to a friend or co-worker?*

"Good selection of office furniture at decent prices. I've bought 2 vehicles, and bid on a third. It is a very budget-friendly way to get a dependable vehicle... just understand what you're looking at."

"Great to work with, always willing to help. Friendly and want to help."

"Available resource"

"Best place to go for office furniture"



West Virginia State Agency  
for Surplus Property

[WVSurplus.gov](http://WVSurplus.gov)

# WV Surplus Welcomes its First Veteran Service Organization

Through its state and federal surplus property programs, WV Surplus works with a wide array of eligible organizations. While it has a history of working with veterans who own small businesses, WV Surplus is pleased to welcome its first veteran service organization—the American Legion of Parkersburg.

“When people think of our eligible organizations, they do not always realize the full scope of who that includes,” said WV Surplus Manager Tina Desmond. “I am excited to welcome the American Legion of Parkersburg as our first veteran service organization and hope we can continue to connect with similar organizations.”

WV Surplus is given the authority by the Federal Property and Administrative Services Act of 1949, as amended, to administer the transfer of donated federal surplus property through the U.S. General Services Administration at a low service charge to state and local public entities and non-profit organizations.

Some frequently asked questions are outlined within this article to inform you about this program and how your eligible organization can obtain federal property through WV Surplus.

## Who is eligible and how do I apply?

Any state or local public entity is eligible, as well as many non-profit, tax-exempt organizations. However, before requesting federal property, the public entity or eligible organization must have an *Application for Eligibility* on file with WV Surplus. The form can be found at [www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf) and must be completed and submitted to WV Surplus once every three years. *(Please note that volunteer fire departments are required to complete this form every year.)*

Organizations that qualify for the state surplus property program do not always qualify for federal property. Please contact WV Surplus to confirm your eligibility.

## How do I screen federal property?

Eligible organizations interested in obtaining federal property may screen the property at [www.ppms.gov](http://www.ppms.gov). Organizations must contact WV Surplus to help obtain a unique User ID and password if they do not already have one. A user guide on this system is available at [www.ppms.gov/user-guides](http://www.ppms.gov/user-guides).

## How do I get the property once I find something my organization can use?

Once an eligible organization finds property that it is interested in obtaining, the organization must contact WV Surplus to make arrangements to secure the property. The property is offered on an “as is, where is” basis, and the eligible organization is responsible for the pick-up and transport of the property from its current location to the eligible organization’s location.

## What type of property is available?

- A/C Equipment
- Bicycles
- Boats
- Computers
- Construction Equipment
- Fire Trucks
- Food Preparation
- Household
- Industrial/Trade Machinery
- Lab Equipment
- Lighting
- Medical, Dental, and Veterinary Equipment and Supplies
- Musical Instruments
- Mobile Homes
- Office Equipment
- Photography Equipment
- Recording Equipment
- Recreation
- Recycling, Reclamation and Disposal Equipment
- Refrigeration
- Tires
- Tools
- Trailers
- Tractors
- And more!

## What else should I know about obtaining federal surplus property?

Entities which obtain federal property must put the property into use within one year and use it for at least one year (or 18 months in some instances) and may not sell the property, loan it, or trade it until the use period is over. Tearing down for parts is prohibited unless prior authorization is given by WV Surplus. Personal and non-use of surplus property is strictly prohibited.

## How can I learn more?

Join WV Surplus at our upcoming Open House on May 22, 2024 which you can learn more about on page 1. You can also contact WV Surplus for additional assistance at 304-766-2626 or [wvsasp@wv.gov](mailto:wvsasp@wv.gov).

**We Want to Hear From You! Click to Contact WV Surplus!**

# Immediately Available Federal Property at WV Surplus

WV Surplus currently has a limited amount of federal property immediately available at its warehouse in Dunbar. This property is available to all eligible organizations that qualify for the Federal Donation Program.

Prices for these items can be seen to the right.

To learn more about this program, see the Q&A found on page 3 of this newsletter. For more information on these items or this program, please call WV Surplus at 304-766-2626.

1. Hoses—\$20 each
2. Filing Cabinets—\$1 each
3. Clothing (socks, shirts, sweaters)—\$151.81 for the lot
4. Generator—\$750
5. Work Boots— \$150 for the lot
6. Concrete Scarifiers—\$900 for both



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## OPEN HOUSE

Continued from Page 1

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will be presented at 10:30 a.m. and 12:30 p.m. WV Surplus staff members will also be available to answer questions regarding eligibility, accessing federal property and how to create a “want” list of items. If anyone is not sure if their organization qualifies for WV Surplus programs, please contact [wvsasp@wv.gov](mailto:wvsasp@wv.gov).

“It has been several years since WV Surplus has hosted this as an in-person event and we are looking forward to being able to connect face-to-face with eligible organizations,” added Desmond. “Whether they are familiar with WV Surplus or just learning about us for the first time, I invite all interested organizations to come see what we are all about.”

While organizations are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at <https://forms.gle/vMYK2u7hjVLydpK17>. Please contact Jessica L. Chambers with any registration questions at 304-558-2315 or [Jessica.L.Chambers@wv.gov](mailto:Jessica.L.Chambers@wv.gov).

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## NEW MANAGER

Continued from Page 1

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**Tina Desmond**

her basic certification through the Purchasing Division’s certification program.

“I am looking forward to getting to work at WV Surplus and continuing to be a public servant through state government,” said Desmond. “I’m excited to meet with our public sales customers, support our various state agencies, and work in our many programs for eligible organizations.”

When she’s not working, Desmond enjoys spending time with her family, traveling, and bowling. When the weather is nice, she and her husband also enjoy outdoor activities.

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## West Virginia State Agency for Surplus Property

**Hours:** 9:00 a.m.-4:00 p.m., Monday through Friday, excluding state holidays

### Specializing in:

- Office furniture and equipment
- Shop equipment
- Electronic equipment
- Tires, engines, and 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 304-766-2626 or toll-free at 800-576-7587.

**Terms:** All organizations must pay by check or credit card. No cash transactions permitted.

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# The Property Connection

This online publication is made available to all eligible participants of the West Virginia State Agency for Surplus Property on a quarterly basis.

For additional information on becoming an eligible organization, please call 304-766-2626 or complete an *Application for Eligibility* at:

[WVSurplus.gov](http://WVSurplus.gov)

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**Jim Justice**  
Governor  
State of West Virginia

**Samantha Willis**  
Director  
Purchasing Division

**Tina Desmond**  
Surplus Property Manager

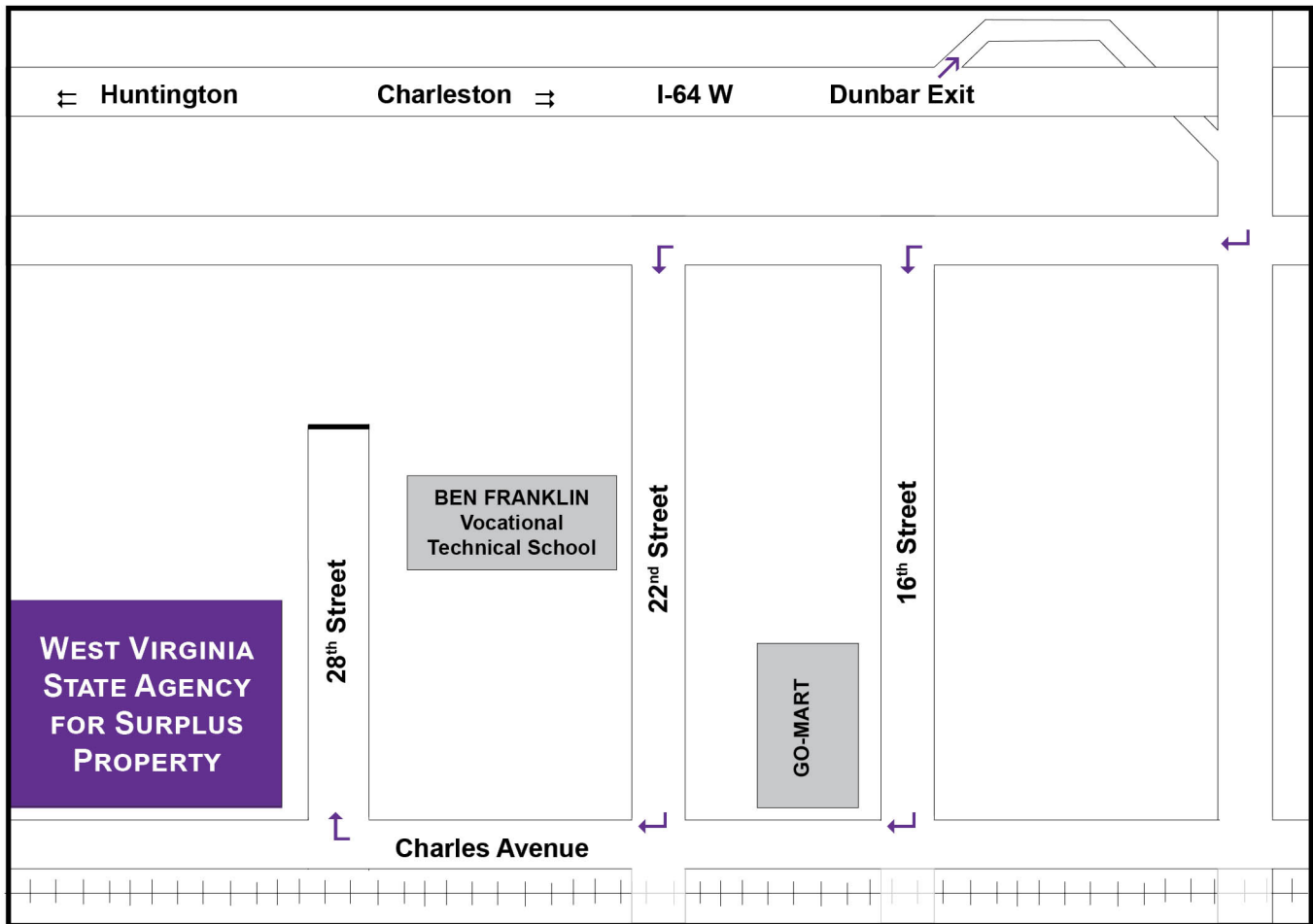
**Samantha Knapp**  
**Courtney Johnson**  
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**Jessica Chambers**  
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# Surplus Property Warehouse Location



**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.

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## Terms and Conditions of Sale

**FEDERAL AND STATE REGULATIONS:** Acceptance of Federal equipment and supplies by users who have established eligibility to participate in WV Surplus 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 WV Surplus. The recipients of Federal property are urged to contact WV Surplus 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.