

# Surplus-”It’s Not What You Think It Is”



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FORUM2013

# Surplus - Agenda

- Procurement Opportunities
  - Federal Property
  - State Property
  - Vehicles
- Surplus Guidelines
- Disposal Opportunities
  - Internet Sales
  - Electronics Data Destruction/Recycle
  - Major relocation projects



# Surplus-Procurement Opportunities

- Federal Property
  - We screen Federal Property from various DRMO's . We receive property such as End loaders, Dump Trucks, Generators, Airport Tugs and Small Cranes just to name a few of the items.



# Federal Property



# Surplus-Procurement Opportunities

## Surplus Property

- Office equipment i.e., desks, chairs, conference tables file cabinet, etc.
- Electronics such as computers, monitors, printers. (Copiers fall under recycling area)
- Visit our webpage at:  
<http://surplus.dgs.virginia.gov/>



# State Property



# Surplus-Procurement Opportunities

- Vehicles:
- Used GSA vehicles: cars, pick-up trucks, including 4 x 4, vans trucks, and others.
- Normally low mileage.



# Surplus Property Guidelines

- Chapter 12 of the APSPM
  - ✓ Transfer within the same Agency
  - ✓ Transport property to warehouses:
    - ❖ 1910 Darbytown Rd. Richmond, VA 23231 or
    - ❖ 800 E. Main St. Ste 220 Wytheville, VA 24382
  - ✓ Service charge to Political Subdivisions or qualified Non-profit organizations



# Surplus Property Locations

1910 Darbytown Rd  
Richmond



800 E Main St. Wytheville



# Surplus Guidelines

- Internet Sale Process



# Internet Sales

- Internet Sales

- Sell property in place (no transportation cost)
- Agency receives the majority of the revenue
- Buyers pick up the property
- DGS posts items, collects monies and deals with the buyers that have issues.
- Access DGS 44-001 form
- [http://www.dgs.virginia.gov/tabid/851/Default.aspx?udt\\_1673param\\_detail=685/](http://www.dgs.virginia.gov/tabid/851/Default.aspx?udt_1673param_detail=685/)



# Internet Sales

- Section 1:
  - Agency name, School name
  - Physical address of item
  - Contact person for questions and contact e-mail address next to name, contact's phone number
  - Hours contact available for bidders to schedule viewing and removal



# Internet Sales

- Section 2:
  - Describe property in a manner buyers know what is listed
    - Name of item, what you're offering
    - Make
    - Model number
    - Quantity



# Internet Sales

## Section 3:

### Remarks:

- Dimensions of item
- Approx. weight
- Any known defects
- The more information you advertise the less questions you receive once advertised.



## Internet Sales

- Take digital pictures of item(s) in a jpg format
- Take as many photos as you can
- Email Surplus Property Report and digital pictures for each lot to designated surplus warehouse.
- Upon completion of item, DGS will email a bill of sale and payment instruction to the winning bidder. When item is paid for DGS Fiscal will send payment receipt.
- DGS Fiscal will electronically transfer payments received throughout the month at the beginning of the following month



# Internet Sales



# What is for sale in this picture?



# Electronics Data Destruction/Recycle

- Go to website <http://www.crserecycling.com/>
- Click on Commonwealth of Virginia
- ID: virginia
- Password: va10crse
- Access Registered User link and enter inventory information.
- CRS will contact user for pickup schedule



# Electronics Data Destruction/Recycle

- Pick up Process
  - Before Arrival, driver will call the customer 20-30 minutes before arrival to confirm the location
  - Driver will assess the load to confirm it is similar to entered order
  - Driver will complete necessary paperwork and load
  - After load, the truck is sealed and locked securely



# Electronics Data Destruction/Recycle

- Pick ups may result in either a charge or payment
- Invoices/payments will be processed within 45-60 days of pickup
- Similar to previous contract-invoices/payments will go directly to the surplus agency



# Surplus Property-Disposal Opportunities

- Major Relocation Projects
  - Contact Surplus Property early in the planning stage
  - Prepare general list of expected property
  - Schedule meeting with Surplus Property on site to review potential surplus property
  - Include Surplus Property in timeline for move
  - Surplus Property will assist in communicating potential property to other Agencies and political subdivisions throughout the Commonwealth



# • Questions and Answers

