

Best Practices...For your surplus



FORUM 2015

*The best practices to use
when it comes to
Surplus Property.*

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Surplus Agenda

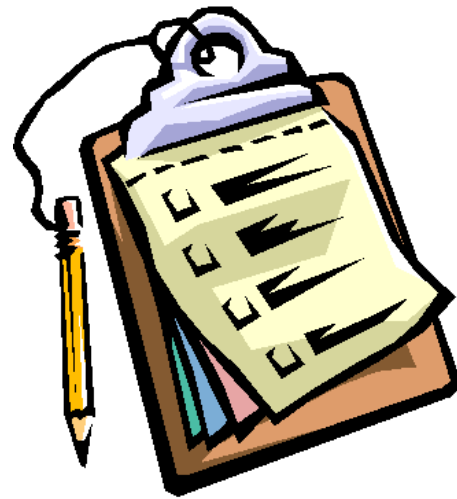


• Procurement Opportunities

- Federal Property
- State Property
- Vehicles


Surplus Guidelines

- Disposal Opportunities
- Internet Sales
- Electronic 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 Items that have been screened.



Surplus Procurement Opportunities

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



State Surplus



GSA Vehicles



- 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
 - ❖800 E Main St, Ste 220 Wytheville, VA 24382
- Service charge to political subdivisions or qualified non-profit organizations.



Locations

- Darbytown(Richmond)
- 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_1673 param_detail=685/



Internet Sales

Section 2:

Describe property in a manner buyers know what is listed:

Name of item, what you're offering,
Make, Model Number, and 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 items 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?



Surplus Property Disposal

- 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.



Recycling

PRINTER CARTRIDGE RECYCLING:

You can now recycle printer cartridges through the Surplus Property Office of the Virginia Department of General Services. And the effort is easy and free!

For Statewide Surplus Scrap Metal Contracts, please visit:

<http://dgs.virginia.gov/FederalStateSurplusProperty/tabid/136/Default.aspx>





Questions and Answers

