



“Saving Budget Dollars With Surplus.”

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Serving Government,
Serving Virginians.



FORUM2016

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 evaluate federal property from DRMO'S. We take in property for example; end loaders, dump trucks, generators, airport tugs, small cranes and furniture.

Federal items that have been evaluated



Federal items



Surplus- Procurement Opportunities

- Surplus Property
- Office equipment for example desks, chairs, conference tables, file cabinets, etc.
- Electronics such as computers, monitors, printer. (copiers fall under recycling area)
- Visit our website at www.surplus.dgs.virginia.gov

State Surplus



State Surplus



GSA Vehicles

Surplus Procurement Opportunities.

Vehicles used in GSA:
Normally low mileage.
Cars, pickup trucks
(4x4) and vans.



GSA Vehicles



Surplus property guidelines

Chapter 12 of the APSPM

Transfer within the same agency.

Transport property to a warehouse .

- ❖ 1910 Darbytown Rd Richmond, VA 23231

- ❖ 800 E Main St. Ste. 220 Wytheville, VA 2438

Service charge to other agencies, localities or qualified non-profit organizations.

Locations

Darbytown(Richmond)



Wytheville





Surplus Guidelines

Internet Sale Process



Internet Sales

Surplus Property Report

- Give a full description of the item for example : color, model, year, condition and quantity. Also any remarks such as dimensions and weight.
- The more information you provide the less questions you will receive once advertised.



Internet Sales

- Sell property in place (no transportation cost)
- Agencies will receive a percentage of the revenue.
- Access DGS 44-001 form (Netsales (DGS) NetSales@dgs.virginia.gov)
- DGS posts items, collects transactions and answers any concerns or questions.
- Buyers makes arrangements to collect the item.



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Internet Sales

Surplus Property Photo's

- Take as many digital photo's as you can of the item and save to a jpg format.
- Email Surplus Property Report with the photos of the items being sold.
- When a bidder has won the item DGS has a new payment portal in which we will send payment instructions along with a payment receipt.
- DGS Fiscal will electronically transfer payments received throughout the month.

Internet Sales



Internet Sales



What is for sale in this photo?



What is for sale in this photo?



What is for sale in this photo?



What's wrong with this item?





Surplus Property Disposal

Major Relocation Projects

- Contact Surplus Property early in the planning stage of your relocation (3-6 months in advance)
- Prepare a general list of expected property
- Schedule a meeting with the surplus property on site.
- Be sure to include a timeline upon removal.
- Surplus Property will assist in answering any questions or concerns about the items.



Recycling

- Printer Cartridge Recycling

You can now recycle printer cartridges through the Surplus Property Office of the Virginia Department of General Services.

For Statewide Surplus Scrap Metal Contracts, please

visit: <https://www.dgs.virginia.gov>



Any Questions?