#### FORUM 2017: Creating Connections Together



# Change Is In the Air With Surplus.

Presented by: Floyd Coburn, Director OSPM Serving Government, Serving Virginians

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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 evaluate federal property from **DRMO'S.** We take in property for example; end loaders, dump trucks, generators, airport tugs, small cranes and furniture. **The Federal Property inventory is** now available on the DGS website.





### 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.















# **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.



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.



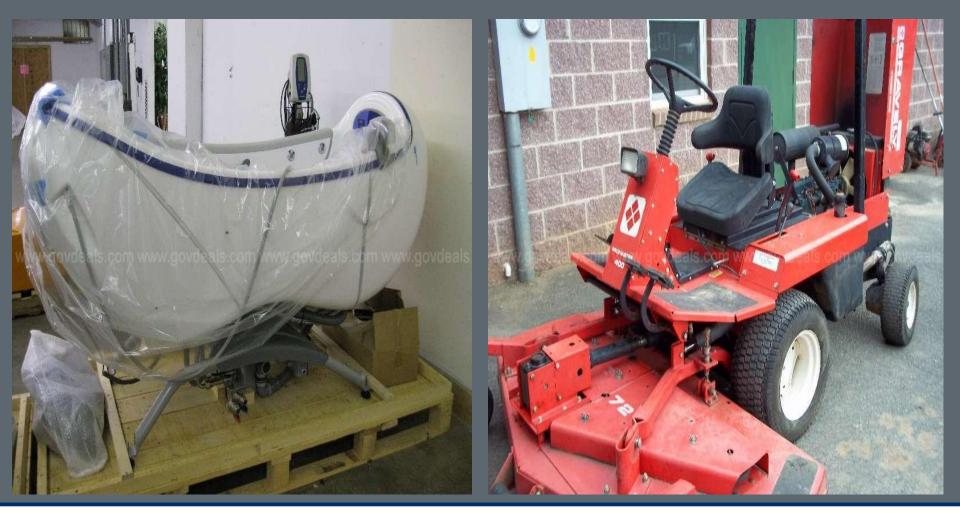


Surplus Property Photo's

- 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.

















## 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





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# Any Questions?