



Print Shop, Postal Services & Surplus Property

January 30, 2009

January 2009 Coffee Break Primer

CONTACTS

The Print Shop Can...

Handle small or large print and/or mail jobs

Produce most jobs within three working days

Offer delivery to your desk within the Waterbury and Montpelier area — FedEx delivery outside of that area.

Setup Specialists — To Develop & Understand Your Needs

The Print Shop has two experienced print setup specialists — Tim Flinn and Jim Carrier — who will work with you to ensure your job is set up to look the way you want it to.

Tim (828-3276)

Jim (828-1024)

Email to: bgs-printshop@state.vt.us

Tim Flinn



Print Shop — Let Us Help with Your Mailings

Next time you have a large mailing, contact Tim or Jim to see how the Print Shop can assist you to save both time and money. The Print Shop is prepared to:

1. Receive your job electronically.
2. Collaborate with you before printing to ensure the finished product meets your needs.
3. Print the material
4. Fold the material
5. Use your database file to address the mailing. (We prefer Microsoft Excel formatted files.)
6. Coordinate with the Postal Center (right next door) to ensure your mailing is the right size and weight to be able to use the most cost effective postage rate.
7. Insert the material into most any size envelope. We have a new folder/insert for mailings.
8. Transfer the finished product to the Postal Center to ensure it is mailed within your timeframe.

Print Shop

Main Number: 828-2830

Kevin Moore, Sr. 828-3702
Print Supervisor
Kevin.Moore@state.vt.us

John Purdy 828-1023
Assistant Supervisor
John.Purdy@state.vt.us

Tim Flinn 828-3274
bgs-printshop@state.vt.us

Jim Carrier 828-1024
bgs-printshop@state.vt.us

Postal Service

Main Number: 828-2203

Tim Plastridge 828-1016
Supervisor
Timothy.Plastridge@state.vt.us

Karl Schraut 828-2203
Assistant Supervisor
Karl.Schraut@state.vt.us

Todd Baldwin 828-2203
Todd.Baldwin@state.vt.us

Surplus Property

Main Number: 828-3394

Terry Lamos 828-1006
Terry.Lamos@state.vt.us

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Gerald J. Myers, Commissioner
Department of Buildings &
General Services

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Government Business Services
Division

Ed vonTurkovich, Director
828-3648
Ed.vonturkovich@state.vt.us

Deborah Ferrell, Assistant Director
828-1053
Deb.Ferrell@state.vt.us



Do Mailing Deadlines Have You Panicked?

BGS- Print & Mail Can Help

We Can Print, Label, Insert and Prepare Your Project for Mailing all in Record Time!

Saving You Time and Money!

Please Contact us at

bgs-printshop@state.vt.us or call 802-828-2830

for More Information



Ship FedEx — The Easy Way **Thru the Middlesex Postal Center**



There are different options for shipping through the existing FedEx contract. The choice is yours. Postal Center staff is here to answer any questions you may have.

Option #1 — Let The Postal Center Do It For You:

- Our mail couriers would pick up your items and bring them to the Postal Center (on regular Waterbury and Montpelier mail runs).
- You could also bring your packages to the Postal Center.
- We ship the same day, provided we get them before 1:30 PM (FedEx picks up between 2:00 and 2:15 PM).
- We already have the account set up and the program in place to make it as easy as possible for State departments/agencies.
- We would charge back the cost of shipping plus a 28% surcharge to cover operating expenses.

Option #2 — Set Up Your Own Account:

- Postal Center can give you the contact information to set up your own account.
- You should contact Purchasing to make sure you get the contract price.
- Contract pricing: Saves 17% on ground packages and 45% on overnight express
- You would need to download and install the shipping program, FedEx Ship Manager.
 - Kyle Schorman is the Government Sales representative for this area. His number is 800-448-9961 ext 8201 or via e-mail at Kyle.schorman@fedex.com
- You would be charged a weekly fee for pickup of \$8 per week for a weekly invoiced total of over \$60 and if under \$60 then you will be charged \$12 per week. (By going with option #1, you save that fee.)
- You would need to call in the pickups when you have them, unless you plan on having pickups everyday in which case other arrangements could probably be made.
 - If you have express packages or international packages, those will have to be called in separately and additional pickup fees could be assessed to your account.
- There are additional fees that could be tacked on to your invoice that may prove to be more costly than paying the Postal Center surcharge.
- The Postal Center can provide names, phone numbers and e-mails for most of the people you will need to contact from account setup to IT support



Note: Option #1 is available to the individual state employee at the same rate/savings. Call the Postal Center (802-828-2203); staff can explain how this works.

How To — Disposing of Surplus Property

PROCESSING SURPLUS PROPERTY

1. The agency/department determines that they have property that is no longer used and/or needed.
2. The agency/department submits electronic notice to Surplus Property (at e-mail address: bgs-surplus@state.vt.us) detailing items that have been determined to be surplus. This electronic form (Surplus Property Notification Form) is currently available on our website at URL address: http://bgs.vermont.gov/business_services/surplus/forms
3. Surplus Property (SP) reviews list and determines screening requirements:
 - It is often possible to determine appropriate disposition based on detail submitted by the agency/department on the Notification Form.
 - SP may call department/agency contact with questions on items to assist with determining disposition. Typically, a few simple questions will help determine the appropriate disposition. In some cases, the customer is able to provide a digital picture via e-mail to assist this process. We make every attempt to avoid costs and environmental impact of traveling to your site to screen items in person.
 - SP may e-mail or call department/agency contact to schedule on-site screening to assist with determining disposition.
4. Inform agency/department of disposition applicable for each item. When we do a physical screening we typically tag each item indicating the approved disposition (deliver to warehouse, e-waste, metal recycle, trash).
 - **Approve for delivery to the East Montpelier warehouse:** The agency/department is responsible for coordinating and paying for transportation costs. Requests for moves can be submitted via web Move Request form located at URL address: <http://bgs.vermont.gov/facilities/propman/moverquest>
 - **Approve for e-waste and recommend appropriate vendor:** Agency/department is responsible for coordinating and paying for transportation and disposal costs.
 - **Approve for metal recycling or trash:**
 - State-owned buildings - Agency/department is responsible for coordinating disposal with BGS District Facilities Manager. Costs are covered as part of agency/department annual fee-for-space costs
 - Lease buildings - Agency/department is responsible for coordinating and paying transportation and disposal costs
 - **Coordinate on-site auction/sale:** Surplus Property attempts to coordinate with agency/department in order to minimize their transportation costs.

SEE WHAT SURPLUS PROPERTY OFFERS FOR SALE



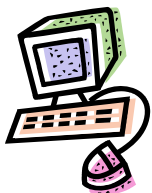
AS BUDGETS SHRINK, CONSIDER SURPLUS PROPERTY FOR YOUR OFFICE FURNITURE NEEDS.

Visit us online or at the warehouse.



Check out the Surplus Property website (link below) to see the vehicles, office furniture, computers, etc. currently available. The site is updated as items become available.

<http://www.bgs.state.vt.us/gsc/surplus/auto%20sale/index.html>



Also check out our postings on Craig's List by searching "State Surplus Property: at <http://Burlington.craigslist.org/>



For any information about this program please contact Surplus Property (828-3394).

Breaking News!

**THE BGS-PRINTSHOP
IS ALWAYS LOOKING FOR NEW WAYS TO
SAVE YOUR DEPARTMENT MONEY!**

Recently we have been looking at the most cost effective ways to produce your Print and Mail projects such as Postcards, Self-Mailers and Stuffed Mail Pieces.



We can print Post Cards for you for as little as \$164.00 for 5,000 Cards with addresses.

No more applying labels by hand!

Call Tim or Jim at 828-2830 to find out how we can help with your project.

Poster Maker

The Print Shop has a new poster maker. We can:

1. Print posters up to 42 inches wide and almost any length
2. Mount the poster on foam-core board — We carry in-house 24 x 36 board and can custom order for larger sizes.
3. Laminate the poster — up to 42" wide, almost any length

Prices:

- 24" wide poster — \$6.48 per foot in length
- 36" wide poster — \$9.72per foot in length
- Laminating — add \$1.08 per foot in length

Do you have questions you would like answered in the next newsletter? If so, send your questions to the following email address and indicate that it is a Newsletter question:

bgs-printshop@state.vt.us
bgs-postalcenter@state.vt.us
bgs-surplus@state.vt.us

**SURPLUS PROPERTY WAREHOUSE
HOURS**

**The Surplus Property warehouse is
open Monday through Friday
7:45 AM to 4:30 PM**

Print Shop & Postal Center
 1078 US Route 2
 Middlesex, VT 05633-7601

Surplus Property
 50 Packard Road
 East Montpelier, VT 05651