

State of Vermont

Department of Buildings & General Services

Surplus Property

SUBMITTING STATE SURPLUS PROPERTY

A HOW-TO GUIDE

Managed by the BGS Surplus Property Program

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1 (802) 241-3384

bgs.surplusproperty@vermont.gov

bgs.vermont.gov/gbs/surplus

WHAT IS SURPLUS PROPERTY?

Surplus property is considered items and assets that State agencies and departments have determined they no longer use or need. This process covers all durable goods that are too large and/or valuable to be disposed of in the office provided trash or recycling receptacles.

Some typical items include desks, chairs, tables, file cabinets, new office supplies, vehicles, heavy equipment, working office equipment, and electronics*, such as laptops and desktop computers (with hard drives removed —see [SOV Digital Media and Hardware Disposal Policy](#)). We also receive less typical items such as breathing apparatuses, marketing displays, lockers, cabinets, and unused building maintenance supplies.

The items that come to Surplus Property are as varied as the agencies and programs themselves.



The Surplus program operates per V.S.A. Title 29 Section 1556:

Surplus Property will review all state property designated “surplus” by state agencies/ departments and determine the appropriate method for disposition.

Disposition may be any of the following for each item:

- Transported to the Surplus Property warehouse
- Trash/Recycle (surplus can take metal recycling, surplus does **NOT** take trash—contact [BGS Property Management](#) for assistance with trash)
- *E-Cycle ([collection information and fees](#))
- Auction (physical or online)
- Direct sale (sold direct from agency/department location)
- Trade-In
- Donation

1. Once your agency or department has given its approval to relinquish its property, you will need to fill out a Surplus Property Notification Form (shown below). The Notification Form can be found at bgs.vermont.gov/gbs/surplus/forms. Use the Surplus Property Notification form for all items/asset that DO NOT require a title and/or registration (ie: vehicles, trailers, boats, etc.).

1	R0121624								
2	NOTICE #								
4	State of Vermont - BGS State Surplus Property								
5	Surplus Property - Notification File								
7	Date:								
8	VISION Billing Number:								
9	Agency/Department:								
10	Mailing Address:								
11	Contact Person:								
12	Contact Telephone No:								
13	Contact E-mail Address:								
15	<i>Please click "Instructions" tab below for detailed instructions on completing this worksheet</i>								
16	SPECIAL NOTES:								
17	Written approval must be received in advance before items can be shipped to Surplus Property Warehouse. <i>We ask for a minimum of 3 business days to review and approve items.</i>								
18	JPEG photos are required for all items being declared surplus property								
19	All applicable disposal fees will be billed to your VISION Billing number								
20	E-Waste Collection Information and Fees								
21	MSDS documents must be provided for all chemicals and chemical compounds or mixtures (ie: paints, cleaners, auto supplies, etc.).								
22	Please refer to SOV - Digital Media and Hardware Disposal Policy for processing related to items with data storage devices (computers, smart phones, etc.). The policy and standard can be found on the ADS website:								
23	https://digitalservices.vermont.gov/sites/digitalservices/files/documents/policy/ADS-Digital-Media-and-Hardware-Disposal-Policy.pdf								DIGITAL MEDIA AND HARDWARE ONLY
25	VISION Billing Number	Quantity	UoM	Description	Class	Condition	Photo File Name	Harddrive /Date Removed?	
26									
27									
28									
29									

Required Information:

Header: Date, Vision Billing Number (example: DVHAXX, DMVXXX, BGSXX, etc), Agency/ Department, Contact Person, Contact Telephone, Contact Email

- A line item for each unique item. A unique item is defined as something that is the same in look and condition.

◇ Example: 5 identical blue chairs in good condition, 1 blue chair in poor condition—this is two line items.

- Each line item will need an accompanying photo (unless Surplus Property staff waives photo requirement). Photo should be clear, have the item centered in the photo, and be representative of the look and condition of the item(s)

◇ Exception: General office equipment/supplies valued under \$20.00 new
 ◇ Exception: Laptops, Desktops (with hard drive removed)


2. Accurate photos and descriptions are essential to the surplus process. In addition to helping staff decide disposition, asset descriptions become the “name” of the item on our showroom website and the photo submitted becomes the representative image.

For Example:

These line items:


Quantity	UoM	Description	Class	Condition	F
1	EA	5 FOOT DESK WITH TOPPER - 3 DRAWER	OFFICE FURNITURE - DESKS	GOOD	
1	EA	WOODEN WINGBACK CHAIR	OFFICE FURNITURE - CHAIRS AND STOOLS	GOOD	

↳ Become these listings



5 FOOT DESK WITH TOPPER - 3 DRAWER

Office Furniture
\$115.00




WOODEN WINGBACK CHAIR

Office Furniture
\$30.00

Selecting the listing shows details: (including quantity, condition, class, etc.)

5 FOOT DESK WITH TOPPER - 3 DRAWER, \$115.00

[Back](#)



Description
5 FOOT DESK WITH TOPPER - 3 DRAWER

Item Number
S-23-6452-013

Price
\$115.00

Available Quantity
1 - EACH


Class
OFFICE FURNITURE - DESKS

Category
Office Furniture

Current Condition
Good

WOODEN WINGBACK CHAIR, \$30.00

[Back](#)



Description
WOODEN WINGBACK CHAIR

Item Number
S-23-6452-012

Price
\$30.00

Available Quantity
2 - EACH

Class
OFFICE FURNITURE - CHAIRS AND STOOLS

Category
Office Furniture

Current Condition
Good

3. Communication is essential. Below are some dos and don'ts with regard to the surplus property submission process.

DO

- **DO** take clear individual photos of each unique item



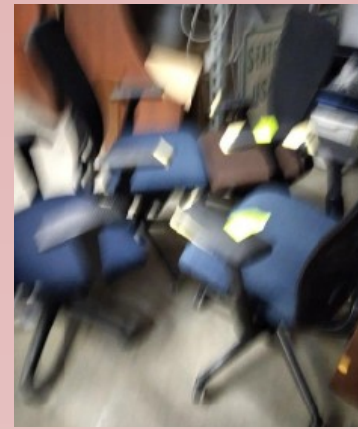
- **DO** describe the item with material, color, utility, measurements, etc.

5 FT DESK WITH TOPPER - 3 DRAWER
 WOODEN WINGBACK CHAIR
 5 DRAWER LATERAL FILING CABINET - TAN
 STANDING HEIGHT RECEPTION DESK - BLUE/WOOD

- **Do** e-mail photos and notification form to bgs.surplusproperty@vermont.gov
- **DO** make sure all drawers are empty and unlocked
- After approval by Surplus, **DO** plan transport of items to final disposition location (need assistance? Fill out a [move request](#))
- **DO** call or e-mail us with any questions.

DON'T

- **DON'T** send a non-specific or blurry photo



- **DON'T** use one word or one color to describe and define an item

DESK
 CHAIR
 FILING—TAN
 BLUE TOP

- **DON'T** e-mail a quick note that a few items are on their way (without getting approval or submitting a NF or photos)
- **DON'T** send your trash to surplus. Drawers should be cleaned out.
- **DON'T** send items to surplus without approval from Surplus Property

Note: This could result in the return of the items at your expense.

Surplus Submission Checklist

- Agency or department (the customer) determines it has surplus property
- Agency or department completes the Surplus Property Notification Form.xls
- Agency or department takes .jpeg photos to represent each line item
- Agency or department sends email with Notification Form and photos to bgs.surplusproperty@vermont.gov
- Surplus Property reviews submission and responds (minimum 3 day turn time) to the customer with the disposition of each item
- After receiving approval from Surplus, customer coordinates asset transportation, recycling, and/or disposal. Removal can be done by:

Customer: Deliver items to Surplus Warehouse. Consider State employee job specifications when moving large or heavy items. Deliveries to Surplus Property are to be made by 3:00 pm.

Moving Contractor: You will need to enter a move request (see quick links below). Upon receipt of the request, BGS Property Management will work with you and a moving contractor to coordinate pickup. Someone from your department will need to be onsite on the pickup date to provide access and oversight of the movers. PLEASE NOTE: Movers charge an average of \$125/hr. from the time they leave their warehouse to the time they return.

BGS Maintenance: Maintenance will not deliver items to Surplus. Occasionally they may be willing to move items to onsite dumpsters. Discuss with your buildings maintenance staff or enter a move request indicating your preference that BGS Maintenance do the work.

Quick Links:

[Surplus Property Notification Form](#)

[Surplus Property Notification Form for Vehicles and Heavy Equipment](#)

[Property Management \(Move Requests\) and Maintenance Requests](#)

[SOV Digital Media and Hardware Disposal Policy](#)

Contact Information:

Surplus Property: (802) 241-3384 : bgs.surplusproperty@vermont.gov

Property Management: (802) 272-2104 : bgs.propertymanagement@vermont.gov

We understand that this may be a rarely used or new process for many people. Please know that we are happy to answer any and all questions you may have about the program and process.