





State of Vermont

Department of Buildings & General Services

Surplus Property

SUBMITTING STATE SURPLUS PROPERTY A HOW-TO GUIDE

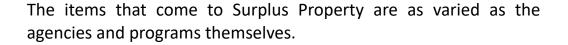
Managed by the BGS Surplus Property Program
434 US Rte 2
Waterbury, VT 05671-4210
1 (802) 241-3384

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 <u>SOV Digital Media and Hardware Disposal Policy</u>). We also receive less typical items such as breathing apparatuses, marketing displays, lockers, cabinets, and unused building maintenance supplies.





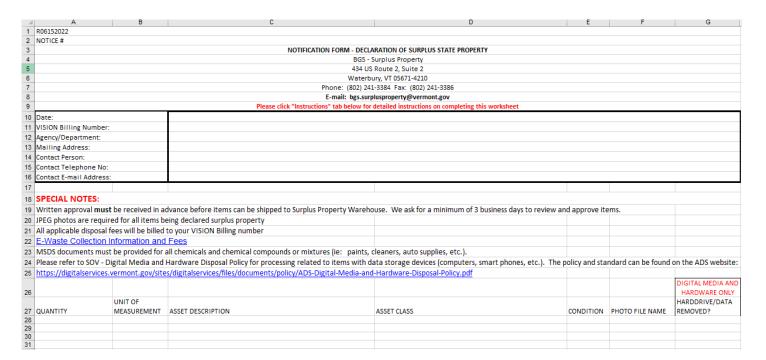
The Surplus program operates per <u>V.S.A. Title 29 Section 1556</u>:

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 <u>BGS Property Management</u> 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

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.).



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.

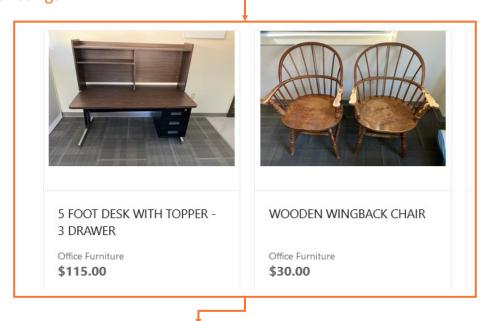
Accurate photos and descriptions are essential to the surplus process. In addition to helping staff decide disposition, asset descriptions become the "name" of the item on our showroom website and the photo submitted becomes the representative image.

For Example:

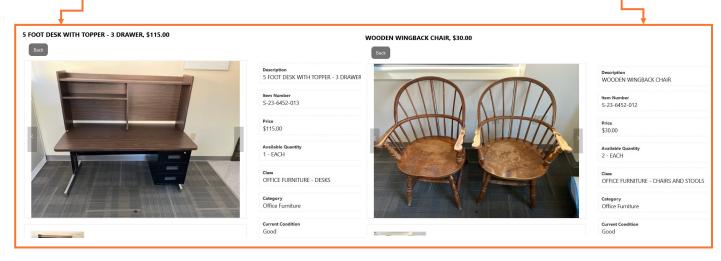
These line items:

7	QUANTITY	MEASUREMENT	ASSET DESCRIPTION	ASSET CLASS	CONDITION
В	1	ea	5 FOOT DESK WITH TOPPER - 3 DRAWER	OFFICE FURNITURE - DESKS	Good
9	2	ea	WOODEN WINGBACK CHAIR	OFFICE FURNITURE - CHAIRS AND STOOLS	Good
n					

→ Become these listings -



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



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:
<u>Customer</u> : Deliver items to Surplus Warehouse. It is not recommended that State employees move large or heavy items beyond what is allowed per their job specification.
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 oversite of the movers. PLEASE NOTE: Movers charge an average of \$125/hr from the time they leave their warehouse to the time they return.
<u>BGS Maintenance</u> : 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.