



*Trust • Excellence • Service*

## Department of Administrative Services

### Surplus Property Division

Steven R. Ekin, Director

Sonny Perdue  
Governor

Brad Douglas  
Commissioner

November 4, 2008

Dear Property Coordinators,

Thank you for your patience as we completed the inventory liquidation and closing of the Surplus Service Center Warehouses on October 31, 2008. The administrative staffs in Tucker, Swainsboro and Americus will continue to be located in their respective facilities until new locations are identified. Agencies will continue to work with the Surplus Property teams, however, now you will send information with pictures of the surplus items to be posted on the internet as a replacement for Surplus Property sending a truck to pick up the items.

Effective November 4, 2008, the new virtual disposal process described on the following pages will be implemented. The revised process is different and will require some adjustments by you and your staff. Please review the new process thoroughly. As you begin to utilize the new process, you will find you have more control of the timing of the disposal, at a lower cost to your agency.

To address several key questions:

- No, you will not be posting the surplus items on-line; the Surplus Property staff will manage the internet sales.
- Yes, you will need to provide to the Surplus Property staff digital photos with complete descriptions of the items.
- No, you will not collect any money; Surplus Property staff will manage the payment process.
- Any material that is not redistributed or sold will be removed from your facility utilizing the scrap or e-scrap vendor contract.

As with any new process, there may be steps that require modification once the process is vetted thoroughly. As you and your agency begin utilizing the new virtual disposal process, please share with the Surplus Property staff any issues or enhancements you think would be helpful or improve the surplus of items.



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The Department of Administrative Services welcomes your comments and suggestions as we move forward with the new Surplus Property business model. Please feel free to contact your regional service manager or me directly; Swainsboro, June Jones - 478-289-2623; Americus, Gary Parker - 229-931-2407; Tucker - Lisa Moghazy - 770-414-6468; Surplus Property Steve Ekin - 770-414-6468. Thank you in advance for your cooperation and we look forward to working with you.

Best regards,

A handwritten signature in blue ink, appearing to read "Steve Ekin". The signature is fluid and cursive, with a prominent initial "S" and "E".

Steve Ekin

### “Virtual” Surplus Disposal Process

Virtual property disposal simply means that the asset will remain in place at the agency site rather than being sent to a Surplus Property warehouse facility. The changes in the disposal process in no way affect governing surplus laws. All actions must be authorized prior to the disposal. All financial transactions will be conducted by DOAS, and all transfers and negotiated sales customers must meet the eligibility criteria.

While the warehouses are no longer accepting property, there is a surplus administration team in each region to manage the disposal process. Surplus Property contact information:

	Phone	Email	Fax
<b>Tucker</b>	770-414-6468	<a href="mailto:northstar@doas.ga.gov">northstar@doas.ga.gov</a>	404-463-2912
Lisa Moghazy	X201	<a href="mailto:lisa.moghazy@doas.ga.gov">lisa.moghazy@doas.ga.gov</a>	
Patricia Bebley	X200	<a href="mailto:patricia.bebley@doas.ga.gov">patricia.bebley@doas.ga.gov</a>	
Detra McKinney	X214	<a href="mailto:detra.mckinney@doas.ga.gov">detra.mckinney@doas.ga.gov</a>	
Tashika Cullins	X205	<a href="mailto:tashika.cullins@doas.ga.gov">tashika.cullins@doas.ga.gov</a>	
Larita Smith	X215	<a href="mailto:larita.smith@doas.ga.gov">larita.smith@doas.ga.gov</a>	
Brenda Thomas	X203	<a href="mailto:brenda.thomas@doas.ga.gov">brenda.thomas@doas.ga.gov</a>	
<b>Americus</b>	229-931-2407	<a href="mailto:weststar@doas.ga.gov">weststar@doas.ga.gov</a>	229-931-2408
Gary Parker	X11	<a href="mailto:gary.parker@doas.ga.gov">gary.parker@doas.ga.gov</a>	
Donna Howard	X10	<a href="mailto:donna.howard@doas.ga.gov">donna.howard@doas.ga.gov</a>	
Donnie Rushing	X13	<a href="mailto:donald.rushing@doas.ga.gov">donald.rushing@doas.ga.gov</a>	
<b>Swainsboro</b>		<a href="mailto:eaststar@doas.ga.gov">eaststar@doas.ga.gov</a>	404-463-1817
June Jones	478-289-2820	<a href="mailto:june.jones@doas.ga.gov">june.jones@doas.ga.gov</a>	
Stephanie Bailes	478-289-2623	<a href="mailto:stephanie.bailes@doas.ga.gov">stephanie.bailes@doas.ga.gov</a>	

Aside from not moving the property, the most significant process change is shortening the cycle time for each step in the process. While redistribution will always be a priority for the surplus process, it is just as important that agencies are able to move the asset as quickly as possible. The overall disposal cycle time has now been reduced from an average of 45 days to approximately 15 days.

All property transactions begin with the Transfer request forwarded to the appropriate regional Surplus Property office. There are three regions; Tucker (north), Swainsboro (east), and Americus (west). The Surplus Transfer Authorization Request (STAR) e-mail address has been revised to include boxes for each region to receive disposal requests:

- [northstar@doas.ga.gov](mailto:northstar@doas.ga.gov) Tucker region (this replaces the original “star” address)
- [eaststar@doas.ga.gov](mailto:eaststar@doas.ga.gov) Swainsboro region
- [weststar@doas.ga.gov](mailto:weststar@doas.ga.gov) Americus region

**With the new Surplus Property business model, it is important that requests and information are sent to these e-mail addresses. The emails have been developed to allow multiple surplus staff access to the in-box. This will ensure that requests are not detained if staff in one region is unavailable.**

Surplus Property is still responsible to direct the appropriate and equitable redistribution and disposal of assets. The process flow is attached but the basic steps are as follows:

1. Agency sends request to appropriate Surplus Property regional office
2. Region will direct transfer or negotiated sale based on known customer requests
3. If the Fair Market Value (FMV) is  $\leq$  \$20.00, issue Destruction Authorization
4. If it is electronic equipment, it will be removed by a vendor (is this true regardless of the FMV?) (See below.)
5. Property that has not immediately been redistributed, destroyed or picked-up will then be posted to the Surplus web site for five (5) days for redistribution offering. *This will require agencies to supply Surplus Property with digital photos and accurate descriptions for items being posted.*
6. If not redistributed and the FMV is between \$20 - \$50, Surplus Property will initiate "Buy it Now" fixed price on-line sale with 3-5 business day posting (this may require up to 7 calendar days depending on the starting day)
7. If not redistributed and the FMV  $>$ \$50, Surplus will initiate a regular Internet sale 3-5 business days (this may require up to 7 calendar days depending on the starting day)
8. Items that are not sold will be picked up by a scrap or e-scrap vendor

#### Electronics Disposal

- Electronics disposal poses special environmental and legal concerns to the state. In order to streamline the process, the following procedures are effective November 4, 2008: Agencies will complete the disposal request for electronics and send it to the appropriate Surplus Property region
- Item descriptions and counts must be accurate to the piece (i.e. Dell Optiplex 745, Qty: 25)
- Whenever possible, material should be palletized and wrapped for shipping
- Surplus Property regional office will notify the vendor of a pick-up
- Vendor will contact the agency within 2 business days and schedule a pick-up time
- Vendor will pick-up the material within 10 business days

The vendor is bonded for the removal and destruction of all hard drives. Agencies are not required to remove data storage devices from electronics unless the agency is "funded" and opts to conduct on-site sale of the material. If this is the case, all data storage devices must be removed and rendered unreadable. Agencies are encouraged to allow the vendor to remove and destroy the data storage devices from electronics.

**It is now particularly important that agencies not add or remove any property once the vendor has been notified.** The transaction would be voided since the counts would be different than what was reported by the agency initially. The assigned transaction number is the agency's authorization to remove the inventory from their records. If the final count returned to Surplus Property from the vendor is different than what the agency reported, the transaction will be voided. This process creates the same audit trail as the Affidavit of Destruction and it must be accurate. The count also provides the necessary information to the vendor in order to plan the pick-up efficiently.

### Vehicle Disposal

Surplus is in process of negotiating with several disposal vendors for vehicles. Surplus Property can dispose a vehicle just like any other asset. If an agency can no longer store a vehicle, please send the disposal request to their regional Surplus Property office. The staff will work with each agency to determine the best solution for disposal.



