





# Agenda

- Overview
- Inventory Standards
- GovDeals Site Usage/Best Practices
- Wrap-up/ Q & A





# Goals

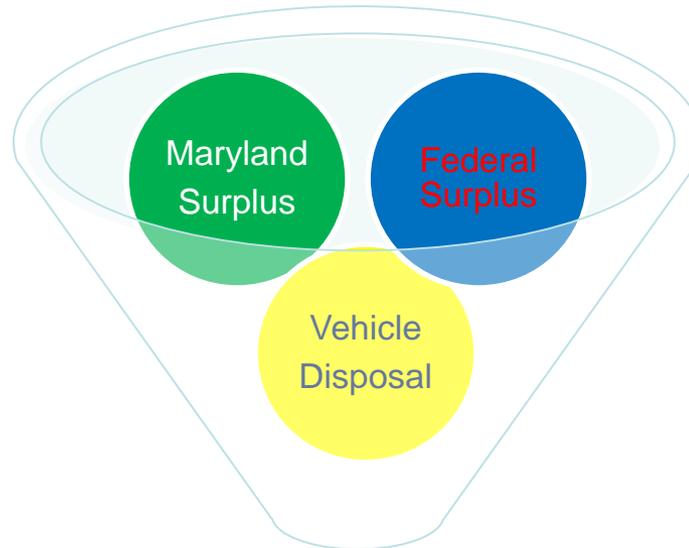


- Provide an overview and highlight some enhancements
- Ensure we are maximizing GovDeals as a resource
- Focus on areas and process improvements
- Get feedback from you





# Surplus Property Division (MSPD)

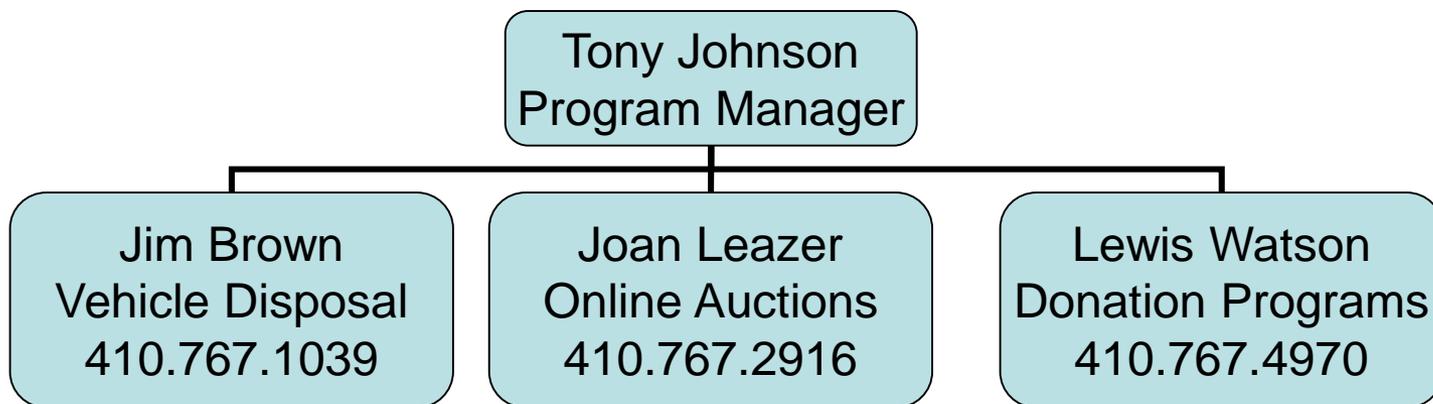


State Agency for  
Surplus Property





# Our Team





# Overview



- **Begin With The End in Mind**
  - Faster disposal
  - Largest possible recovery
- **Be Proactive**
  - More is better than Less
  - U.P.O.D

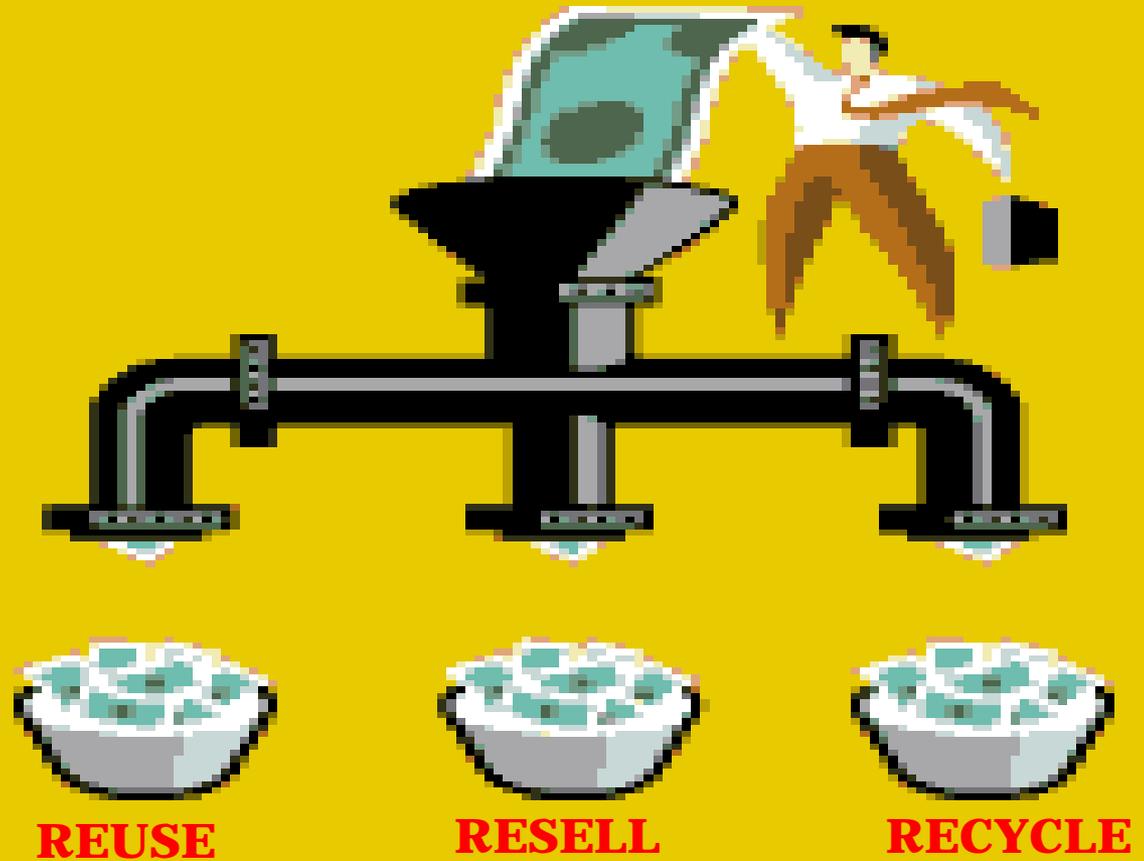


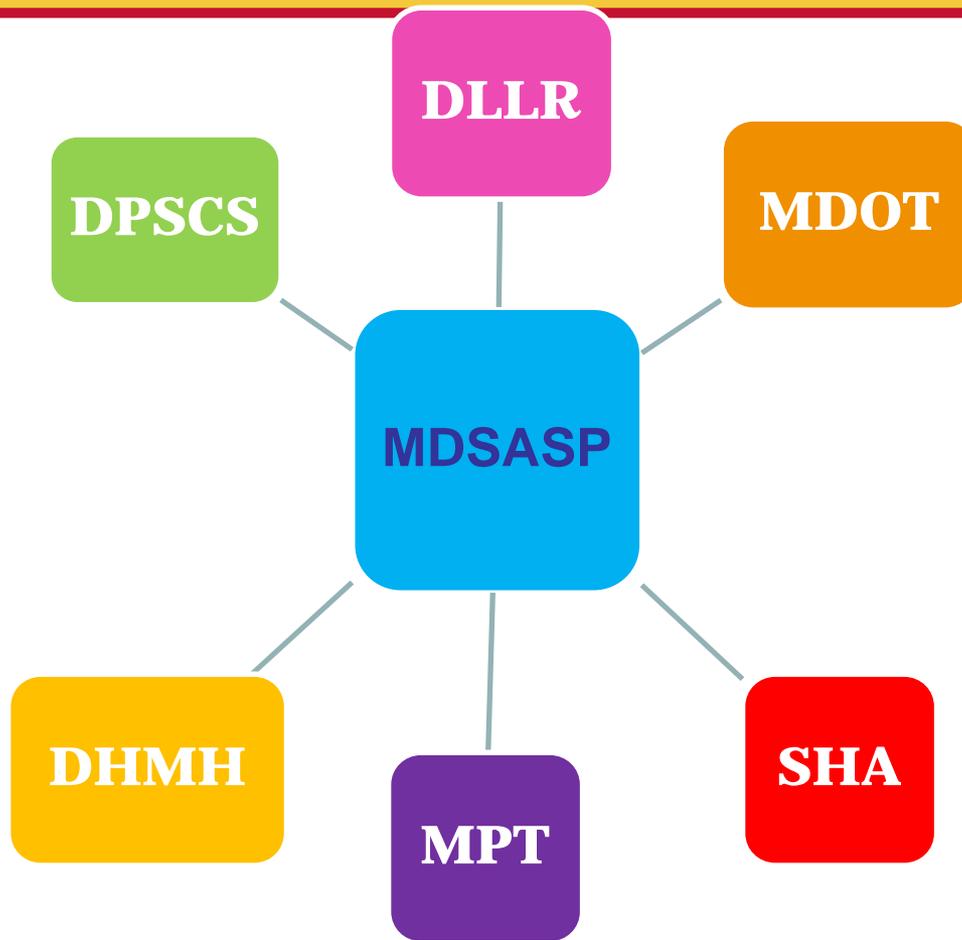


# It's Not Junk



- Reverse Logistics Cycle
- You're at the beginning







# Interesting Disposals

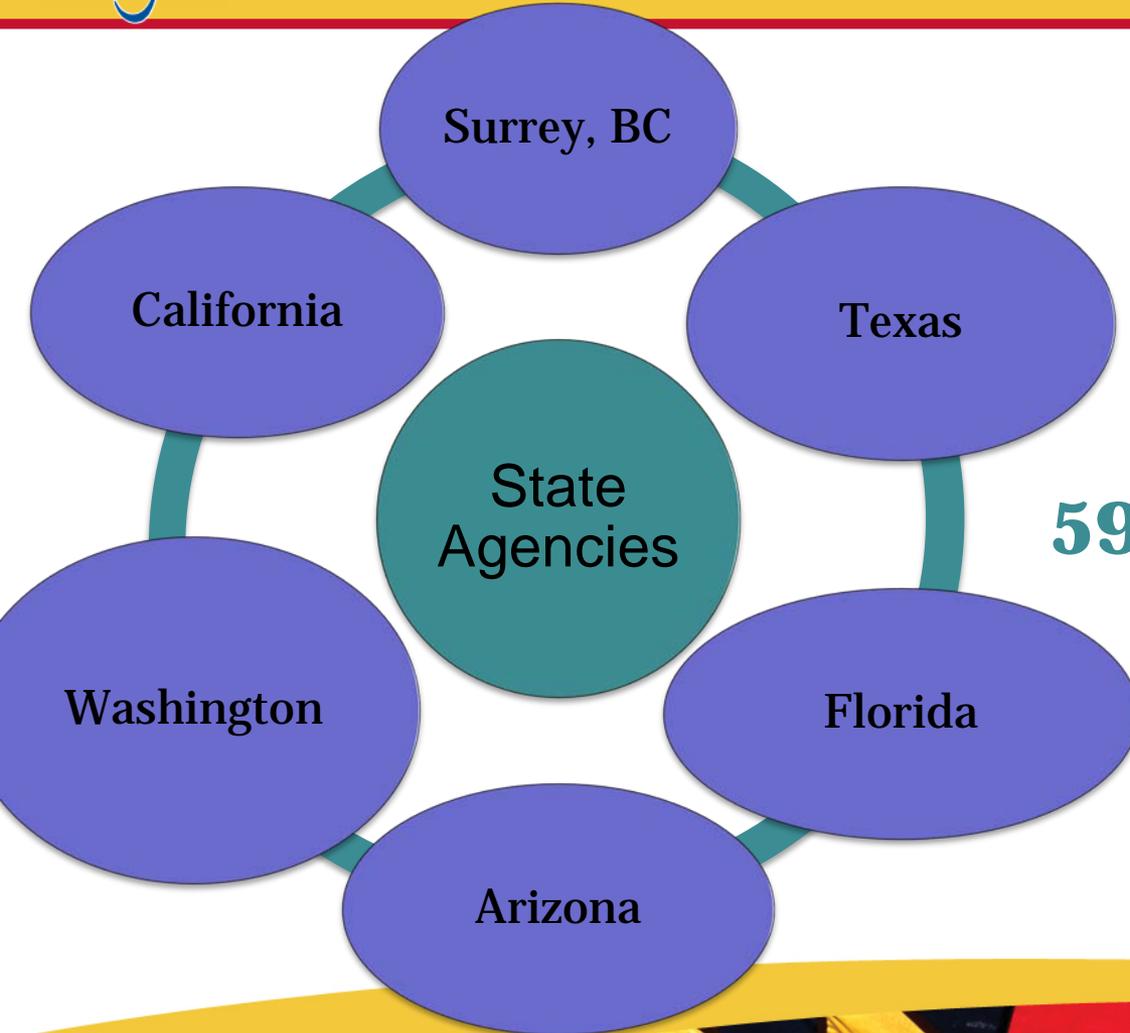


- Hydraulic Excavator
- 13 Reels of Wire
- Luxury Suite Furniture
- Walk-In Coolers
- Bus Lifts
- Truck Trailers
- Shives
- Digital Punch
- Diesel Sweeper
- Aluminum Light Poles
- Jewelry
- Salt Spreaders
- Greenhouse
- Gyrotor Compactor
- Surveillance Equip
- Dental Chairs/Lamps





# Our Clientele



**59% are Marylanders**

**76% are DMV**





# Highlights



- GovDeals – Maryland took flight 2008
- Over 6,300 auctions sold
- Over 102,000 bids placed





# Highlights



- 1.8 million visitors
- 3.14 million hits
- 145,000 items reutilized





# Inventory Standards





# EPD FORM



A	B	C	D	E	F	G	H	I	J	K	
<p align="center"><b>EXCESS PROPERTY DECLARATION</b>            STATE OF MARYLAND            DEPARTMENT OF GENERAL SERVICES            301 W. PRESTON STREET, ROOM 703            BALTIMORE, MARYLAND 21201            410-767-0587</p>					<p>Instructions:            1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.</p>						<p align="right">DGS Control No.</p>
1	Agency:				Forwarded By:						
2	Sub-Unit:				Property Officer:						
3	Sub-Unit Code:				Signature:						
4	Address:				E-mail Address:						
5	Contact Person:				Agency Head:						
6	E-mail Address:				Signature:						
7	Phone No.:				Date:						
8					Date:						
9											
10											
<p align="center">Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.</p>											
11	Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs
					Cost	Mo./yr.					
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33					TOTAL:	-					





# The Excess Property Declaration (EPD) 950-9

is available on the DGS Website at:

<http://www.dgs.maryland.gov/State/index.html>

**There are currently two versions: Word and Excel**

**It is recommended that agencies utilize these forms instead of creating their own to insure that DGS receives all of the required information.**





# EPD Options



- Excel version of EPD
- List where its located on the dgs web page include link
- By utilizing this form it can save time





# Excess Property Declaration (EPD) Instructions



- The left hand top section of the EPD should be filled out with the following information:
  - Agency
  - Sub-unit
  - Sub-unit code
  - Address
  - Contact Person
  - E-mail Address
  - Phone number
  - Date
- The right hand top section of the EPD shall be filled out with the following information:
  - Forwarded by
  - Property Officer's Name
  - Property Officer's signature and date
  - Email address of the Property Officer
  - Agency Head's Name
  - Signature of the Agency Head and date
  - **The Property Officer and the Agency Head shall be the same names that they agency has submitted on their Agency Signature Authorization Form**





# Instructions for completing the bottom section of the EPD – DGS - 950-9



1. Item Number – Number items on each declaration consecutively starting with Number 1.
2. Quantity – List the number of items under a single description (i.e classroom chairs) that do not have individual equipment I.D. #s
3. Property Tag Number – List the property identification number that identifies that particular piece of property.
4. Description – Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make model and serial number.
5. Acquisition Cost and Date – List the total purchase cost of all units and month and year acquired.
6. Condition- Check the column marked “Good” , “Fair”, or “Poor” to indicate that an item can be used “as is” without repairs or refurbishing, even though it may be old worn or obsolete. “Good” means an item is serviceable and both appearance and operation are completely satisfactory. “Fair” means an item is serviceable and the appearance or operation does not show signs of abuse or hardware .”Poor” means an item is serviceable but abuse or hard wear is obvious in the appearance or operation. Check the column marked “Unserviceable” to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.
7. Description of needed repairs- If the unserviceable column is checked describe repairs necessary to restore to “Good” condition.
8. Trade-In-Items- Refer to the Excess Property Disposal procedures in the DGS Inventory Control Manual.
9. Location of Property- If the property is located somewhere different than indicated on the Excess Property Declaration it should be noted on the paperwork.
10. Motor Vehicles-Refer to Appendix 1 –Stale Motor Vehicle Disposition in the DGS Inventory Control Manual.





# Excess Property Disposal Order (EPDO)



- Once an EPD is received by DGS it is reviewed to determine the disposition. It may be any of the following:
- GovDeals
- Junk or Scrap
- Transfer
- Recycle

Just remember DGS's decision is based on the information that is provided on the Excess Property Declaration





# EPDO



## EXCESS PROPERTY DISPOSAL ORDER

STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION  
301 W. PRESTON STREET  
BALTIMORE, MARYLAND 21201  
410-767-0587

DGS CONTROL NO. \_\_\_\_\_

## INSTRUCTIONS:

- SECTION A.** Completed by Custodial Agency and returned to Inventory Standards and Support Services Division
- SECTION B.** Completed by DGS and returned to Agency for record retention.

Department or Agency: \_\_\_\_\_

Sub-Unit: \_\_\_\_\_

Property Officer: \_\_\_\_\_

The following instructions pertain to your Excess Property Declaration dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION A:** Custodial Agency shall complete this section and return two (2) copies of this disposal order to the Inventory Standards and Support Services Division.

I certify that the disposal action indicated above has been completed.

\_\_\_\_\_  
Signature of the Property Officer Date: \_\_\_\_\_

**SECTION B:** Removal of the above referenced items from your inventory records is hereby authorized.

\_\_\_\_\_  
Inventory Standards and Support Services Division Date: \_\_\_\_\_





# Signing Section A of the Excess Property Disposal Order (EPDO)

- Do not certify that all of items have been disposed of as instructed unless it has truly been done.
- DGS will be reconciling the supporting documentation to make sure that all of the items that were authorized for disposal have been accounted for.
- If the paperwork does not reconcile it is up to the agency to provide explanations for the discrepancies.
- Once the paperwork is reconciled, DGS will sign Section B of the disposal order authorizing the agency to remove the items from their inventory .





# Site Usage/Best Practices





# Disposal Decision

- **Property Contacts should post surplus assets *AS SOON* as a decision & direction have been provided by ISD**





# Template



- Please use Template for EVERY new auction.
- Template insure that all latest info is being conveyed correctly on Every auction
- Template expedites the ready for review process.
- All instructions for bidders are located on the template.
- You may add instructions.





# Template



HOME

ASSETS

MAINTENANCE

TIERS

SECURITY

REPORTS

INFORMATION

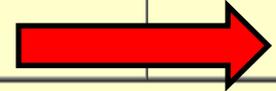
Blank Asset

## Asset Search Results

Asset Status is 'Template'

Item 1 of 1

ID ▼	INV#	Photo	Short Desc	Status	Start Date	End Date	Shortcuts
1		none	Template	Template			Duplicate ▼



Item 1 of 1





# Long Description

\*Short Description:

Long Description: Max description 3000 characters

```
<p style="color:green; font-weight: bold">ENTER CONTACT INFORMATION HERE </P></U></BR>
```





# Long Description

**\*Short Description:**

**Long Description:** Max description 3000 characters

```
<p style="color:green; font-weight: bold">Please contact John Doe at 123-456-7890 with questions concerning this lot. Please note there in no available assistance to aid in the removal of this property</P></U></BR>
```





# Long Description



**Please Contact John Doe @ 123-456-7890 with questions concerning this lot. Please note there is no available assistance to aid in the removal of this property**

**PLEASE READ ALL INSTRUCTIONS BELOW FOR PAYMENT AND OTHER INFO. FAILURE TO MAKE TIMELY PAYMENT OR REMOVE ALL PROPERTY WILL RESULT IN BIDDER DEFAULT**

**NOTE: ONLY WHAT IS LISTED IS FOR SALE!!!**

**\*\*\*IN-PERSON PAYMENTS ARE NOT ALLOWED OR ACCEPTED!\*\*\***

***Guaranty Waiver: All property is offered for sale "AS IS, WHERE IS." The State of Maryland makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale.***





# Help Us, Help You



- **The more details you provide, the less time we invest reviewing & refining**
- Important information on all assets are the known operating condition, brand, model &, serial#
- Providing more detailed information in the long description results in higher auction returns





# Item Condition



- PLEASE describe on the EPD & GovDeals template the **known condition of the item**
- When an item needs repairs or is broken, the more a potential bidder can know, will enhance their comfort with bidding up an asset.
- Describe from a buyer's standpoint





# Item Descriptions

- Descriptions help motivate positive bidder behavior
- Can produce negative behavior, due to lack of info, unknown condition, etc.
- Can also contribute to loss production and duplication of effort





# Item Photos



- Perhaps the single most important factor in whether a bidder takes action
- Brings the item to life
- Validates the item description
- ***Provide a Minimum of THREE (3) Pictures***





# Item Photos

(Begin with the end in mind)



- Strategically snap photos channeling as though you are a potential buyer.
- Capture Serial Number Plates
- Upload photos **RIGHT SIDE UP**
- More is better than less.





# Pictures

#1





# Pictures

#2



eMary





Auction Ends: **5/30/14 7:25**  
Starting Bid:  
Bid Increment:  
Minimum Bid:  
[Terms and Conditions](#)

0 visitors

## Assorted Blackberry, Sprint, & Nextel Mobile Phones: 7 Items



Make/Brand	Quantity	Condition	Category	Inventory ID
Sprint, Nextel Blackberry	1 Lot	See Description	Communication/Electronic Equipment	142250

One (1) Lot Consisting of 7 Pieces of Communication Equipment:

- (2) Blackberry 8830 Smartphones
- (1) Blackberry 8520 Smartphones
- (2) Sprint DC Dura XT
- (2) Nextel I576

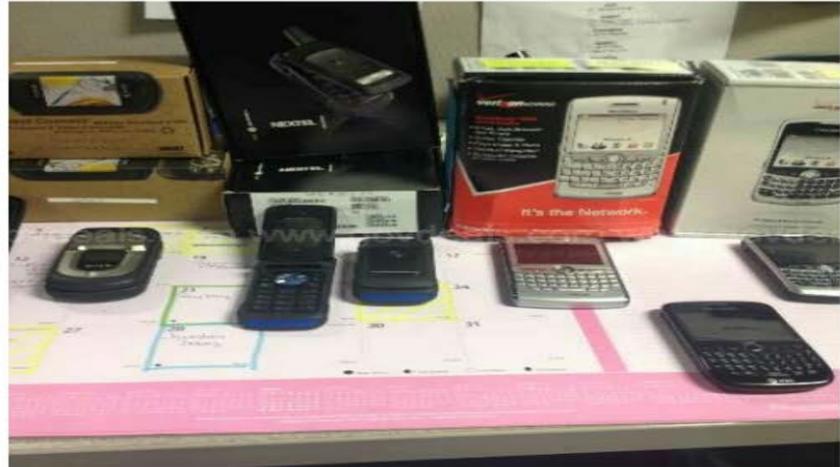
**All phones have the basic features. Keyboard is on the face of the phone. Phones may have minor scratches on the face. The phones do not come with any chargers. All sales are final and sold as is.**

**Please contact [redacted] for any information or to schedule an inspection or schedule purchased removal. Inspection/Pick-Up hours are 9:00 am - 3:00 pm Monday through Friday, Excluding Holidays**





# Pictures





# Pictures



## Assorted Blackberry/Sprint/Nokia Mobile Phones: 27 Items



[More media](#)

Make/Brand	Quantity	Condition	Category	Inventory ID
Sprint/Blackberry/Nokia	1 Lot	See Description	<a href="#">Communication/Electronic Equipment</a>	142249

One (1) Lot Consisting of 27 Pieces of Communication Equipment:

- (2) Blackberry 9650 Bold
- (1) Blackberry 9370 Curve
- (3) Blackberry 9360 Curve
- (1) Blackberry 9330 Curve
- (1) Blackberry 8520 Curve
- (1) Blackberry 9300 Curve
- (1) Blackberry 8310 Curve
- (10) Nokia 6085
- (7) Sprint Direct Connect DuraXT

**All phones have the basic features. The phones do not come with any chargers. Service was provided by ATT or Sprint, depending on the device. All sales are final and sold as is.**

Auction Ends:	5/29/14 7:50 PM
Remaining:	7 Days 4
	<a href="#">Refresh Bid &amp; Time</a>
Tax:	6.00
Starting Bid:	\$7
Bid Increment:	\$
Minimum Bid:	\$7
	<a href="#">Terms and Conditions</a>

2 visitors



# Pictures



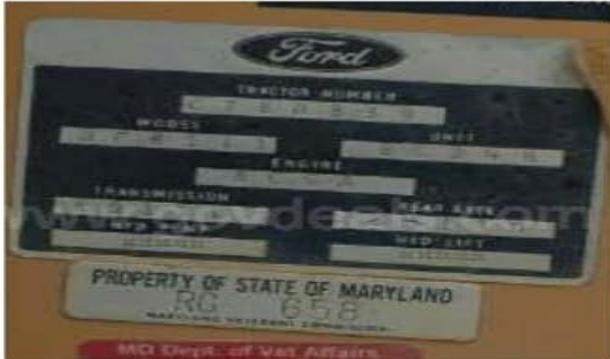


# Good Photos



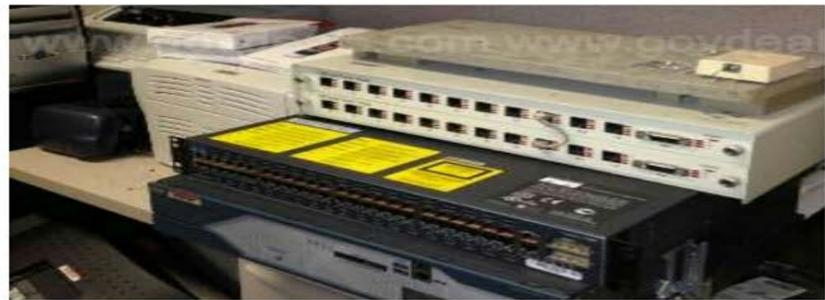


# Good Photos





# Bad Photos





# Bad Photos



eMaryl





# Bad Photos





# Like Items (Be Proactive)



- When like items are grouped in a Lot, more bidders participate.
- Less bidders = lower price
- We are engaging in splitting auctions to increase bidder activity
- Allow items of high acquisition cost to stand alone





# Lot Size

The drawbacks are:

- Reduced # of bidder's
- Minimize general public participation
- Lower average prices





# Coverage/Backup

- Buyers sometimes need to get information, inspect, pick-up, coordinate
- Train at least one additional person on GovDeals and the pickup process





# Auctions



- Auctions are released for sale, after review and edit of your postings for content & accuracy.
- Assets are auctioned for **7 Days**
- **Closed No Bids**: DGS will **automatically** auction every item a minimum of 2-times. There is **NO action required** by agency personnel, unless requested by DGS.





# SOLD



- Buyers Certificate and Seller's Certificate are issued moments after auction closes
- Seller Certificate confirms which Buyer won the winning bid
- **It is NOT** the Payment Confirmation.





# Payments

- Payment Confirmation is sent to the Agency POC, the Bid Winner & DGS
- Effective June 1<sup>st</sup> credit/debit card payments are accepted
- Effective July 1<sup>st</sup> we will reduce the payment window to 5 days
- Payment reminder sent to bidders after 3 business days of auction closing.





# Payments



## Payment Receipt Confirmation

Your payment was successfully processed.

Note: Your bank statement will reflect a charge from MARYLAND GOWPAY

### Transaction Summary

#### Receipt Contact Information

Contact Name: NIC Maryland, eGov Services Partner of Maryland.gov  
Contact Phone: 410-990-1090  
Contact Email: mdhelp@egov.com  
Contact Url: <http://www.maryland.gov/pages/support.aspx>

Description	Order ID	Amount
State of Maryland Auction Payments		\$419.69
State of Maryland Auction Payment Summary	2947378	\$419.69
Description	Order ID	Amount
TOTAL Non-refundable NIC Maryland Service fee	2947380	\$12.59

This service is provided by NIC Maryland, a third party working under a contract administered by the Maryland Dept. of Information Technology (DoIT). The service fee is used to develop, maintain, and expand offerings of the state.

#### Customer Information

Customer Name: john moore  
Local Reference ID: 141137  
Auction Lot Invoice Number:  
Receipt Date: 5/27/2014  
Receipt Time: 12:39:08 AM EDT

#### Payment Information

Payment Type: Credit Card  
Credit Card Type: VISA  
Credit Card Number: [REDACTED]  
Billing Name: [REDACTED]

#### Billing Information

Billing Address: [REDACTED] Phone Number: 972-[REDACTED]



# Enhancements



- Payment Reminders
- Bidder Accounts
- Pick-up Reminders
- ~~Start New Asset Feature~~
- State Tier/Fav Notifications
- More
- Auction Notification





# Payment Reminder Notice



We are contacting you on behalf of State of Maryland in regards to the [Office Equipment/Supplies:Items 86](#) that you purchased on [GovDeals](#) on 8/15/2014. As per the Terms & Conditions of the sale ([Terms and Conditions](#)), the payment deadline has now passed.

Please see the payment instructions below or refer to the Buyer's Certificate for the complete instructions.

**READ CAREFULLY \*\*\*\*\*Please make PAYMENT no later than 7 business days from the Auction Close Date\*\*\*\*\* \*\*\*\*\*IN-PERSON PAYMENTS ARE NOT ALLOWED OR ACCEPTED!\*\*\*\*\* PAYMENTS ACCEPTED:"CASHIER'S CHECK, MONEY ORDER or CREDIT/DEBIT CARD" MADE PAYABLE TO : "STATE OF MARYLAND" \*\*\*\*\*SIGN THE PAYMENT INSTRUMENT AND INCLUDE YOUR 6 DIGIT INVENTORY ID #\*\*\*\*\* MAILING ADDRESS: DEPARTMENT OF GENERAL SERVICES FISCAL SERVICES DIVISION 301 WEST PRESTON ST ROOM 1309 BALTIMORE, MARYLAND 21201. Credit/Debit card payments can now be made after 12:00pm (noon) the business day following the winning bid. Go to the following weblink: <https://egov.maryland.gov/dgs/GovPay/Auction/Search> Enter your Inventory ID# Click Search Verify the asset Click Continue to Pay Click Proceed to Pay Enter Payment Info DIRECT YOUR QUESTIONS ABOUT PAYMENTS TO: Email:[dgs.govdealsmailbox@maryland.gov](mailto:dgs.govdealsmailbox@maryland.gov) Phone: 410-767-2916 or 410-767-1039**

If payment is not received promptly, you will be held in default on the auction. You will be blocked from any further bidding on [www.govdeals.com](http://www.govdeals.com) and you will be charged a defaulting fee of 40% of the final auction price.

If you have any questions or problems making payment, please contact GovDeals Bidder Services at [1-800-613-0156 x1](tel:1-800-613-0156).

Thank you,



# Pick-up Reminders



Hello Roosevelt George

We are contacting you on behalf of State of Maryland in regards to the [Lenovo ThinkPad/ApplePads/Nook: 4 items](#) that you purchased on [GovDeals](#) on 5/17/2014. As per the Terms & Conditions of the sale ([Terms and Conditions](#)), the removal deadline has now passed. Please make immediate arrangements with the contact below for removal of this item.

Anthony Johnson  
410-767-4993  
[Anthonyj.johnson@maryland.gov](mailto:Anthonyj.johnson@maryland.gov)

If removal is not completed promptly, you will be held in default on the auction. You will be blocked from any further [bidding](#) on [www.govdeals.com](http://www.govdeals.com) and you will be charged a defaulting fee of 40% of the final auction price.





# State Agency Notification



This is an automated email from GovDeals.com

The results below are based on the time this email was generated. Results could change when using your favorites from GovDeals.com at a later time.

Below are your favorites that opened at auction from 04/01/2014 4:17 AM to 04/02/2014 4:17 AM.

## State Agencies \*

Description	Make/Brand	Model Year	Asset Location	End Date/Time ET	Start/Current Bid
 <a href="#">Assorted Office Chairs:16 Items</a>			Baltimore, MD	04/07/14 11:30 AM	0.00
 <a href="#">Base stations/Test Set/Repeater/Antenna/Misc Communication equipme:44 Items</a>			Jessup, MD	04/07/14 11:35 AM	0.00

\* Login may be required to view assets in tiers.

You can log into GovDeals.com to bid on these items.

Thank you.





# Auction Notification

GovDeals - Your New Live Auctions



Inbox x



**no-reply@govdeals.com**

to me ▾

The following auctions went live on GovDeals.com in the past 24 hours:

[Assorted Blackberry's+Assorted Mobile Phone+Mobile Accessories: 207 Items](#)

[Assorted CPU's/Monitor/ Printers/Misc Computer Equipment:23 Items](#)

[Assorted VHS Tapes and Books:889 Items](#)

[Assorted Wooden Bookcases , 3 items](#)

[Generator/Pressure Washer/Compressor/Air Pac:4 Items](#)

[Hypercom Signature Pad :7 Items](#)

[Metal Cabinets:2 Items](#)

[Mobile Industries-All-Purpose Electric Stacker : 1 Item](#)

[Sleeper Sofa \(King Sized\):1 Items](#)

Thank you for using GovDeals!





# Shipping

- Shipping is at the discretion of the agency.
- State of Maryland discounts responsibility for packing, handling, loading, and shipping.
- **Buyer is 100% Responsible**





# Property Pick-up Procedures



The procedure are as follows:

1. \*\*\*\*\*BUYER MUST REMOVE ALL PROPERTY WITHIN 7 BUSINESS DAYS OF THE DATE OF THE PAYMENT CONFIRMATION\*\*\*\*\*
2. \*\*\*\*\*FAILURE TO MAKE TIMELY REMOVAL OF ALL WON PROPERTY WILL RESULT IN THE AUCTION BEING DEFAULTED AND THE BIDDER BLOCKED FROM FUTURE BIDDING. \*\*\*\*\*
3. \*\*\*\*\***BID WINNERS "MUST" MAKE PRIOR ARRANGEMENTS WITH THE POINT OF CONTACT LISTED IN THE ITEM DESCRIPTION FOR PICK-UP**\*\*\*\*\*
4. \*\*\*\*\*BID WINNERS MUST PROVIDE A COPY OF THE PAYMENT CONFIRMATION CERTIFICATE AND A PICTURE ID BEFORE PROPERTY WILL BE RELEASED\*\*\*\*\*
5. \*\*\*\*\*IF SOMEONE, OTHER THAN THE BID WINNER IS INVOLVED IN PROPERTY REMOVAL, PLEASE NOTIFY P.O.C. PRIOR TO PICK-UP, **A COPY OF THE BID WINNERS ID MUST PRESENTED ALONG WITH THE ID OF THE PICK-UP AGENT**\*\*\*\*\*
6. \*\*\*\*\*BID WINNERS ARE RESPONSIBLE FOR PACKING, LOADING AND, REMOVAL OF 100% OF WON PROPERTY\*\*\*\*\*
7. \*\*\*\*\*ALL REMOVAL OF PROPERTY IS MONDAY THRU FRIDAY\*\*\*\*\*

Please insure that all staff involved with facilitating property pick-ups, are provided these procedures and, apply them in every pick-up of State of Maryland assets. You'll find them on the attached document.

The bidder and pick-up agent ID's must be included with the final disposition documentation to Inventory Standards Division.

Direct all inquiries to the DGS Surplus Property Division team by email @ [dgs.govdealsmailbox@maryland.gov](mailto:dgs.govdealsmailbox@maryland.gov) or, at:

[410.767.2916](tel:410.767.2916)





# Removal/Shipping



Pick-up, shipping and removal of the assets are 100% the bid winners responsibility.

No State Agency is under obligation to ship or to research shipping options for a Bid Winner. You should only ship, if you feel compelled to do so.





# Removal/Shipping



- Bidders who understand and comply with the Rules, Regulations, Terms &, Conditions.
- DGS **“Must Rely”** upon you to make us aware when a Bid Winner fails to comply.
- Please direct the Bid Winners to the removal instructions section of the Auction, the Buyers Certificate & the Seller's Certificate





# Marketing Support



Good morning! Below is an E-Flyer that was just sent to 13,479 previous bidders and buyers of Cafeteria & Kitchen Equipment and Scrap Metal.

**From:** Marketing [mailto:[no-reply@GovDeals.com](mailto:no-reply@GovDeals.com)]  
**Sent:** Monday, May 05, 2014 10:12 AM  
**To:** [marketing@govdeals.com](mailto:marketing@govdeals.com)  
**Subject:** GovDeals - 113 Stainless Steel Appliances



Description	Asset Location	End Date/Time ET
 <a href="#">Assorted Stainless Steel Commercial Kitchen Appliances</a>	Baltimore MD	5/12/14 3:30 PM ET



# Marketing Support



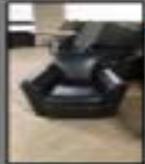
Good Afternoon!

Below is an EFlyer that was just sent to 20,231 GovDeals' bidders and buyers in support of your currently listed asset.

We appreciate your business!

**From:** Marketing <[no-reply@GovDeals.com](mailto:no-reply@GovDeals.com)>  
**Date:** Thursday, May 1, 2014 11:43 AM  
**To:** "[marketing@govdeals.com](mailto:marketing@govdeals.com)" <[marketing@govdeals.com](mailto:marketing@govdeals.com)>  
**Subject:** GovDeals - Large Lot of Luxury Furniture!

**GovDeals**<sup>®</sup>  
A LIQUIDITY SERVICES MARKETPLACE

Description	Asset Location	End Date/Time ET
 <a href="#">Cello Black Chairs/Dakota Jackson Bar Stools/Coffee Tables: 269</a>	Baltimore, MD	5/5/14 4:30 PM ET

This message is brought to you by [www.GovDeals.com](http://www.GovDeals.com) and you have elected to receive emails from us.





# State Agency Tier

- Assets are posted for 5 days
- Most assets are never requested
- Notifications should be forwarded to appropriate agency procurement personnel





# Donations

- Some of you have experienced these
- The Governor & the Secretary approve each one
- Assets are posted to Tier #2 on GovDeals
- It's available to Non-profit organizations & Local Jurisdictions





# Donations

- Assets are posted for 5 days
- When claimed/requested it produces a “Zero” price Seller Certificate
- DGS communicates with organization & administrates proper documentation
- Adds time to disposal removal





# Employee Eligibility



Employees of the State of Maryland **May Bid** on State surplus personal property listed for auction, as long as they **Do Not** bid while on duty and, they are bidding with their own independent and private email address.





# Employee Eligibility



The DGS Inventory Manual Section IV 07 .B states:

“ State Ethics Commission Opinion Number 24 prohibits State officials and employees from purchasing surplus personal property **if their official duties are directly connected with the disposal process**”





# Help Your Agency **\$**ave Big Green



- State & Local government agencies can save money by making Federal Surplus Property a source of supply for their procurement needs
- Some Federal Surplus personal property includes assets that are gently used.
- Reuse is Recycling.





# Sources of Property

- Property from DoD, Homeland Security, NASA, Executive Branch, Legislative Branch, Judicial Branch, Social Security, Science, Technology, Agriculture.....virtually every civilian Federal agency
- [www.gsaccess.gov](http://www.gsaccess.gov)
- [www.autoauctions.gsa.gov](http://www.autoauctions.gsa.gov)
- [www.gsaauctions.gov](http://www.gsaauctions.gov)





# GSA Property Website (sample)



**GSA** **GSAXcess®**  
U.S. General Services Administration

User Guides

FAQ

Program Links

• Agency Asset Management System (AAMS)

• Energy Asset Disposal System (EADS)

• Interior Asset Disposal System (IADS)

• Report Proc

Global Search

Exact Phrase

Go!

Basic

Worldwide Property Items by Category

All Items Available - All Categories

[View Cart \( 0 \)](#) [Checkout](#)

Total number of items available: [23,991](#) / Total items available with Photos: [3,922](#)

- [Agricultural Equipment and Supplies](#) (62/28)
- [Aircraft](#) (60/10)
- [Aircraft Parts and Tires](#) (288/4)
- [Automobiles](#) (31/24)
- [Boats](#) (7/6)
- [Clothing and Personal](#) (789/56)
- [Communication and Detection Equipment](#) (444/61)
- [Computer Equipment](#) (2,148/274)
- [Computer Software and Accessories](#) (365/81)
- [Construction Equipment](#) (85/55)
- [Electrical and Electronic Equipment and Components](#) (3,298/155)
- [Electrical and Electronic Measuring and Testing Equipment](#) (579/39)
- [Fire Trucks and Fire Fighting Equipment](#) (148/37)
- [Food Preparation and Serving Equipment](#) (211/54)
- [Furniture](#) (976/556)
- [Hardware](#) (1,840/55)
- [Household](#) (219/61)
- [Industrial Service and Trade Machinery](#) (93/34)
- [Industrial Special Machinery](#) (188/69)
- [Jewelry and Collectibles](#) (0/0)
- [Lab Equipment](#) (569/141)
- [Lighting](#) (232/21)
- [Marine Equipment](#) (29/6)
- [Materials Handling Equipment](#) (88/76)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,230/321)
- [Miscellaneous](#) (5,975/691)
- [Motorcycles and Bicycles](#) (70/55)
- [Musical Instruments](#) (48/22)
- [Navigation Equipment](#) (63/18)
- [Office Equipment](#) (166/47)
- [Office Supplies and Forms](#) (206/51)
- [Photographic Equipment](#) (250/61)
- [Recording Equipment](#) (132/9)
- [Recreation](#) (133/50)
- [Refrigeration and Air Conditioning Equipment](#) (318/49)
- [Shuttle](#) (23/13)
- [Tools](#) (1,186/38)
- [Travel Trailer and/or Mobile Home](#) (421/275)
- [Trucks, Trailers and Tractors](#) (199/169)
- [Vehicular Components and Tires](#) (822/150)

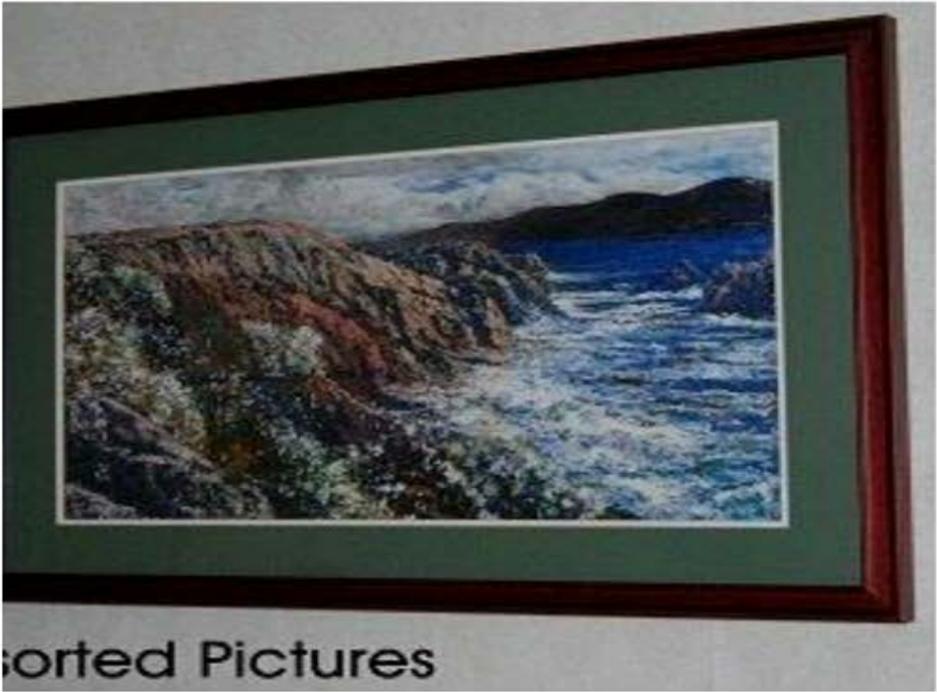
[\[FAS Home\]](#) [\[GSAXcess@Browser Troubleshooting Guide\]](#) [\[GSA Home\]](#) [\[Supported Browsers\]](#)





# Federal Donation Property Pics





Sorted Pictures



Microwaves (DV Suites)





# Federal Donation Property Pics





7 Desks (DV Suites)



2 Beds (DV Suites)



# Federal Donation Property Pics





# Federal Donation Property Pics





# Federal Donation Property Pics





# Federal Surplus Property Donation Program



- Savings as great as **96%** vs. buying new can be enjoyed
- All State Agencies are eligible (application is required)
- Counties, Cities, Law Enforcement, 1<sup>st</sup> Responders, Schools, certain 501(c) Non-profits, Scouts,





# Top 5 Keys 2014



1. Begin With The End In Mind – Disposal & Recovery
2. Be Proactive – Present as though you were buying
3. Knowledge is Power – Describe & Present
4. It's Not Junk – Reutilization & Recycling
5. Reverse Logistics Cycle – You're the 1<sup>st</sup> step





# Contact Information

**Tony Johnson**, Program Manager/Director

Personal Property Online Auctions

Vehicle Disposals

State Property Donations

Federal Surplus Property Donations

**[dgs.govdealsmailbox@maryland.gov](mailto:dgs.govdealsmailbox@maryland.gov)**





Thank You!!!

