

DGS Bureau of Supplies and Surplus Operations

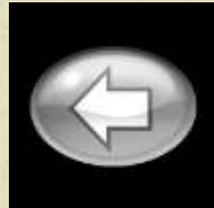
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Department of General Services
Bureau of Procurement



Course Navigation

This course is presented on a series of slides. Navigate through the slides by selecting the NEXT or PREVIOUS button.



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You may exit the course at any time. When you return to the course, you can choose to resume the course or start from the beginning.

Select the NEXT button now to start the course.



Topics of Discussion

- Introduction to Bureau of Supplies and Surplus Operations (BSSO)
 - State Surplus Property Program
 - Federal Surplus Property Program
 - Fixed Price Sales Vehicles Program
 - Law Enforcement 1033 Excess Property Program
 - Law Enforcement 1122 New Property Program
 - Warehouse and Distribution Division
- Regulations
- Eligibility
- Process Maps
- Summary



Course Objectives

Upon completion of the course, you should be able to:

- Understand the various programs available through the Bureau of Supplies and Surplus Operations
- Understand the regulations governing State, Federal, and Law Enforcement Surplus Property Programs
- Understand the eligibility criteria for Federal and Law Enforcement Surplus Property Programs
- Know what types of items are available through the programs
- Understand how to locate surplus property at the Bureau of Supplies and Surplus Operations website



Introduction to BSSO

- **State Surplus Property Program** (other than vehicles)
- **Federal Surplus Property Program**
- **Fixed Price Sales Vehicles Program**
- **Law Enforcement 1033 Excess Property Program**
- **Law Enforcement 1122 New Property Program**
- **Warehouse and Distribution Division**



Introduction to BSSO – State Surplus Property Program

- State Surplus Property Program offers state-owned equipment and supplies for sale to the general public, either through:
 - The Distribution Center in Harrisburg,
 - Special sales held periodically throughout the state,
 - Online auctions.
- BSSO also offers bid sales for municipalities on heavy equipment and annual contract bids for vendors on recyclable materials.



Introduction to BSSO – State Surplus Property Program (cont'd)

- When one State Agency has an item it no longer requires, that item is first offered to other State Agencies. In transferring property from one agency to another, the Commonwealth is able to save taxpayers millions of dollars annually through the re-use of valuable property on the state level.
- When an item is no longer required by any State Agency, it is declared surplus, and offered for sale in a variety of venues.



Introduction to BSSO – State Surplus Property Program (cont'd)

- **Heavy equipment, off-road equipment, and dump trucks** are offered to municipalities first, before offered to the general public.
- **Office equipment, office furniture,** and general merchandise items are offered for sale to the general public through the Distribution Center in Harrisburg and online.



Introduction to BSSO – Federal Surplus Property Program

- Federal Surplus Property Program is available to nonprofit, tax-exempt organizations that operate an educational or health program, as well as to governmental agencies and political subdivisions. Federally-owned equipment and supplies are donated to eligible organizations. Participants incur a service charge that covers the administrative costs of the program. Costs are derived through transportation costs, warehousing, compliance monitoring and eligibility.



Introduction to BSSO – Federal Surplus Property Program (cont'd)

- The Federal Surplus Property Program offers one-stop-shopping for Pennsylvania state agencies, municipalities, emergency services, schools, and other non-profit organizations looking for quality, used equipment and supplies at a reasonable price.
- This Program is governed by the Federal Property and Administrative Services Act of 1949. Any time that a federal agency declares an item excess to its needs, it is first offered to any other federal agency for its use. If no interest is expressed among federal agencies, the property becomes surplus, and is available for donation to eligible non profit, tax-exempt organizations in Pennsylvania.



Introduction to BSSO – Federal Surplus Property Program (cont'd)

- An Inventory List of Federal Surplus is available on the BSSO website at www.dgs.pa.gov. Select State Government, Surplus Supplies & Equipment, Federal Surplus Property.
 - Scroll down the page, select one of the options available for searching the Federal Surplus inventory lists

[Federal Surplus Property Program Inventory List](#)

- If BSSO does not have what you are looking for, they can look elsewhere for the item(s).



Introduction to BSSO – Fixed Price Sales Vehicles Program

- Fixed Price Sales Vehicles Program is available to any tax supported organization qualified to receive Federal Surplus Property. The Program is authorized to purchase fleet vehicles from the General Services Administration (GSA) before they reach public auction, and pass the savings along to your organization.



Introduction to BSSO – Fixed Price Sales Vehicles Program (cont'd)

- Eligible organizations may request federally-owned vehicles through the Fixed Sales Vehicle Program. The General Services Administration will match each request with a list of available vehicles. All requests are processed as they are received, and the price quoted by BSSO is the final selling price.



Introduction to BSSO – Fixed Price Sales Vehicles Program (cont'd)

– Program Advantages

- GSA Fleet Vehicles are cars, trucks, and other vehicles with low mileage, and that have only one previous owner – the Federal Government.
- The GSA Fleet maintains most of its vehicles through leasing arrangements. At the conclusion of its lease, which typically last 3-5 years, GSA Fleet will sell the vehicle in order to finance another automotive purchase.
- The GSA Fleet warrants that the property described will conform to its description. The known deficiencies are listed, and the Manufacturer's Warranties are transferable when applicable. The purchaser should contact their vehicle's manufacturer to determine whether or not the warranty remains enforceable.



Introduction to BSSO – Fixed Price Sales Vehicles Program (cont'd)

- The vehicles have been well maintained, and serviced according to the manufacturer's standards.
- The vast majority of the GSA fleet vehicles are standard mid-range consumer models, using standard fuel, without modifications.
- Some specialized vehicles are also available such as fire trucks, ambulances, police cars, tractors, and wreckers.
- Multiple vehicles may be acquired at one time.
- Hybrid Vehicles are available from Federal fleets – price is set by Federal Government.
- Note: If an agency is looking for a specific vehicle, BSSO will assist with the necessary requirements.



Introduction to BSSO –Law Enforcement 1033 Excess Property Program

- Law Enforcement 1033 Excess Property Program is restricted to Law Enforcement Agencies only. Such agencies, possessing the powers of arrest and apprehension, can acquire a vast array of line-of-duty items. The federally-owned equipment is donated to the Law Enforcement Agency, with a minimal service charge to cover the administrative costs of the program. Costs are derived through transportation costs, warehousing, compliance monitoring and eligibility.



Introduction to BSSO –Law Enforcement

1033 Excess Property Program (cont'd)

- Congress has recognized that State and local law enforcement could benefit from having access to excess and surplus personal Federal property, and passed legislation to make this property and equipment available. The largest generator of this property has been the US Department of Defense.
- Initially begun as a program to assist with counterdrug and counterterrorism activities, the Excess Property Program has since expanded to include all general law enforcement activities, as well as some prison functions such as riot control and tracking escaped prisoners.



Introduction to BSSO –Law Enforcement 1033 Excess Property Program (cont'd)

- Excess Property is transferred to eligible law enforcement agencies from the Department of Defense at no charge. Participants do incur a minimal service charge to cover the costs of administering the program.



Introduction to BSSO –Law Enforcement 1033 Excess Property Program (cont'd)

- Agencies permitted to use:
 - Attorney General
 - State Police
 - Corrections
 - Probation & Parole
 - Capitol Police
- Examples of 1033 items:
 - Vehicles
 - Computers
 - Body Armor
 - Night Vision Equipment
 - Gas Masks
 - Weapons
 - Helmets



Introduction to BSSO – Law Enforcement 1122 New Property Program

- Law Enforcement 1122 New Property Program is, most accurately, a Federal Cooperative Purchasing Program. It is restricted to Law Enforcement Agencies, and those Emergency Services using Federal Fire Grant monies to acquire new equipment and supplies. Such agencies are able to purchase these materials using select federal contracts. These contracts offer law enforcement property suitable for counter drug and counter terrorism use.



Introduction to BSSO – Law Enforcement

1122 New Property Program (cont'd)

- 1122 items are set up by schedules. The following are examples of available items by schedules:
 - Schedule 84 – Law Enforcement and Security Equipment
 - Body Armor
 - Fingerprinting/Palmprinting (Taking and Detection) and Evidential Casting Materials
 - Drug Testing Equipment & Kits
 - Schedule 84 – Marine Craft and Equipment
 - Inflatable boats
 - Powered boats
 - Non-powered boats



Introduction to BSSO – Law Enforcement 1122 New Property Program (cont'd)

- Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services
 - Two-way radio
 - Satellite communications equipment
 - Equipment Maintenance
 - Term Software License
- [GSA AutoChoice](#)

[DGS BSSO - 1122 New Property Availability](#)



Introduction to BSSO – Warehouse and Distribution Division

- The Warehouse and Distribution Division (WDD) operates four warehouses that consist of approximately 190,000 square feet of space in the Harrisburg area.
- WDD makes this space available to Commonwealth agencies for long or short term storage. Storage agreements are governed by fee based Memorandums of Understandings (MOU's) with the agencies.
- WDD currently holds ongoing MOU's with more than 20 agencies.



Introduction to BSSO – Warehouse and Distribution Division (cont'd)

- WDD offers Commonwealth agencies a full array of distribution services for material stored in their warehouses:
 - Receiving, quality inspection, forward pick, case pack, replenishment, shipping, and inventory maintenance and control.
- Some material types that facilities can accommodate:
 - Forms and publication fulfillment, palletized bulk material, highly secured, climate controlled, and excess property.
- For material stored in the warehouses, WDD offers UPS and LTL (less than truckload) options as well as free local delivery service.



Introduction to BSSO – Warehouse and Distribution Division (cont'd)

- WDD Commodities

Where cost effective, WDD purchases and stores items that several agencies may have to purchase in small quantities. This allows the Commonwealth to save money by buying in bulk and reducing transportation cost. These materials are then made available for all agencies to purchase from the warehouse. Some examples are:

STD forms, corrugated cartons, automotive antifreeze and windshield solvent, rock salt and calcium chloride, etc.

The full listing of items currently available through WDD can be found in the “COPA INTERNAL ECATALOG DGS – 1500” in SRM, where they can be added to a shopping cart.



Introduction to BSSO – Warehouse and Distribution Division (cont'd)

- Additional services offered by WDD:
 - For MOU customers storing materials in their warehouses, WDD offers a Truck Loaner program.
 - WDD provides a fee based records transfer service for locations in and around Harrisburg. Utilizing their trucks, they will pick up your palletized records for transfer to the state records center on the ascension date.
 - In addition to WDD core services, the Division can provide fee based transportation services within a 90 mile radius of Harrisburg for palletized material (excluding office furniture).

WDD specializes in flexibility, so whatever your requirements, they will work to suit your storage and distribution needs.



Program Regulations



State Surplus Program Regulations

- Any property received through state surplus is still subject to agency asset control guidelines.
- The obtaining agency is responsible for removing purchased/transferred items from the premises.
- Not all items are free – agencies do have the right to request a value for surplus property.
- Any non-passenger vehicle trade-in must be approved by BSSO.
- All items are sold on an “as-is, where-is” basis, and all sales are final.
- State Surplus reserves the right to withdraw any property from sale, and to reject any or all bids on such property when it is determined to be in the best interest of the Commonwealth.



Federal Surplus Property Program Regulations

- Federal surplus property must be utilized within 12 months from the date of its acquisition.
- Federal surplus property must be used for a minimum 12-month period from the date it was placed into use.
- Federal surplus property valued new at \$5,000 or more must be used for a minimum 18-month period. Aircraft, boats, and gifts from foreign countries all have extended use periods.
- **Federal surplus equipment and supplies are restricted to organizational use only. No personal use of federal property is permitted.**



Federal Surplus Property Program Regulations (cont'd)

- Federal surplus property cannot be sold, loaned, traded, or torn down for parts during the minimum use period without prior permission from the Program Director.
- Federal surplus property is considered Federal Financial Grant-In-Aid and may require compliance under the Single Audit Act of 1984 and the provisions of OMB (Office of Management and Budget) circular A-133.
- Failure to comply with these terms and conditions may require payment to the US Government for the value of the property.



Law Enforcement 1033 Excess Property Program Regulations

- Excess property must be utilized within 12 months from the date of its acquisition.
- Excess property must be used for a minimum 12-month period from the date it was placed into use.
- Serviceable equipment may not be acquired for parts.
- **Excess equipment and supplies are restricted to organizational use only.** No personal use of excess property is permitted.
- Excess property may not be obtained for sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal law enforcement agency budgets.



Law Enforcement 1033 Excess Property Program Regulations (cont'd)

- Preference shall be given to all requests for property that is to be used for counterdrug and counter-terrorism requirements.
- Stockpiling equipment for future use is prohibited.
- Equipment requiring demilitarization (weapons, gas masks, helmets, body armor, night vision devices) must be returned to the Federal Government when no longer needed by the law enforcement agency.
- There is no warranty, stated or implied, on any excess item so transferred.



Eligibility to Use the Programs



Federal Surplus Property Program

Eligibility

- Most nonprofit, tax-exempt organizations qualify for the Federal Surplus Property Program. Examples of eligible organizations include:

Municipalities	Fire and Rescue Departments
Council of Governments	Shelters and Food Banks
Schools	Providers of Assistance to the Needy and Low Income
Colleges and Universities	Scout Troops
Licensed Adult Day Care Centers	Red Cross
Museums	Certain Veterans Organizations
Public Libraries	8-A Small Businesses
Hospitals	State Agencies



Law Enforcement 1033 Excess Property Program Eligibility

- Federal law limits eligible participants to law enforcement activities only, whose primary function is the enforcement of applicable Federal, State, and Local law; and whose compensated law enforcement officers have the powers of arrest and apprehension. Some qualifying organizations are:

Police Departments	Correctional Facilities “Special Rescue Team” (to quell prison disturbances or to apprehend escapees)
Drug Task Forces	Some Authorities
County Agencies	Some Campus Police Departments



Law Enforcement 1122 New Property Program Eligibility

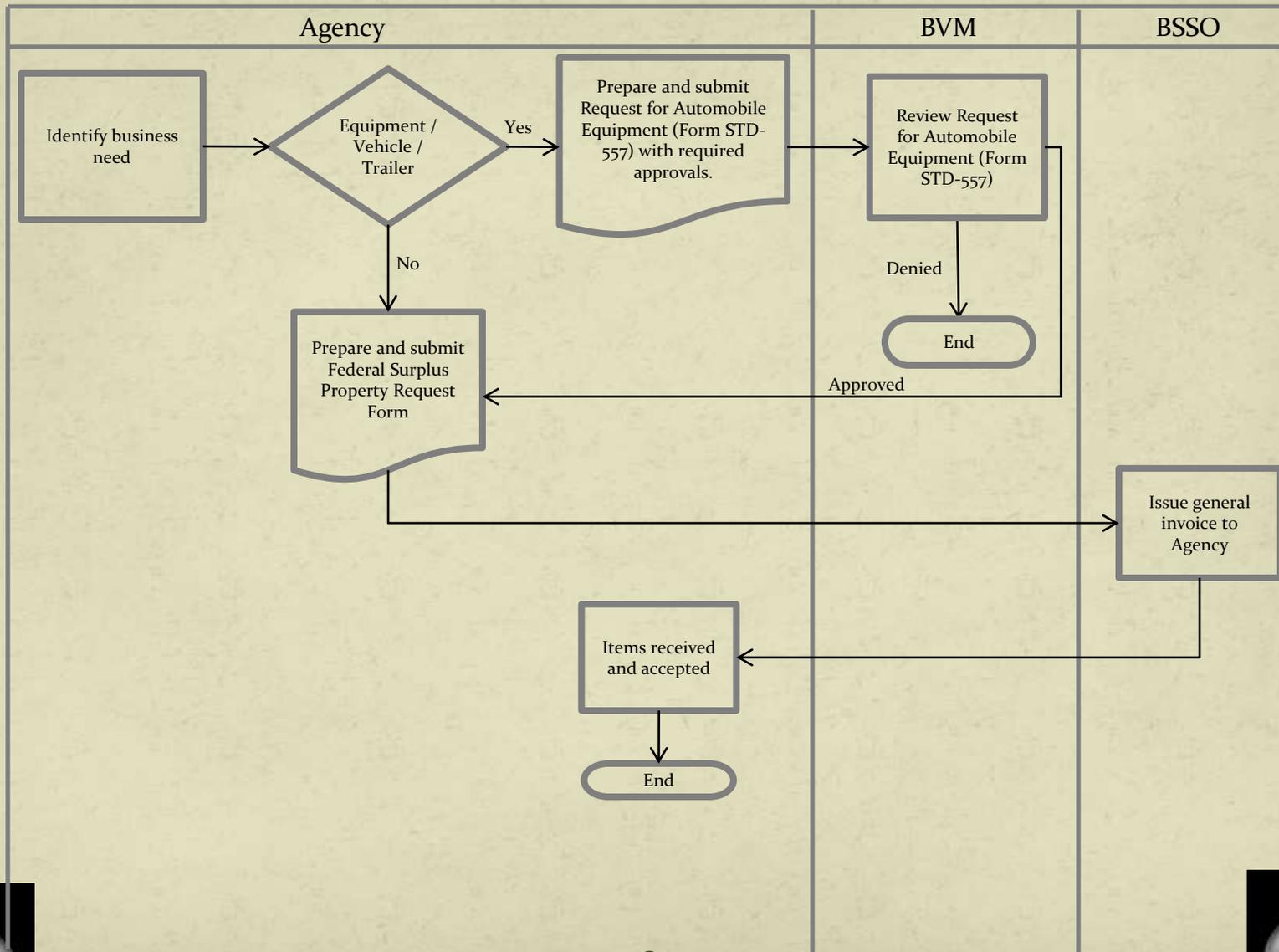
- The National Defense Authorization Act for fiscal year 1994 contained section 1122, which allows state and local governments to purchase new law enforcement equipment suitable for counterdrug activities from the Federal Government. For the purpose of this program, the Act defines eligible “units of local government” as “any city, township, town, borough, parish, village, or other general purpose political subdivision of a State; and Indian Tribe which perform law enforcement functions as determined by the Secretary of the Interior”.



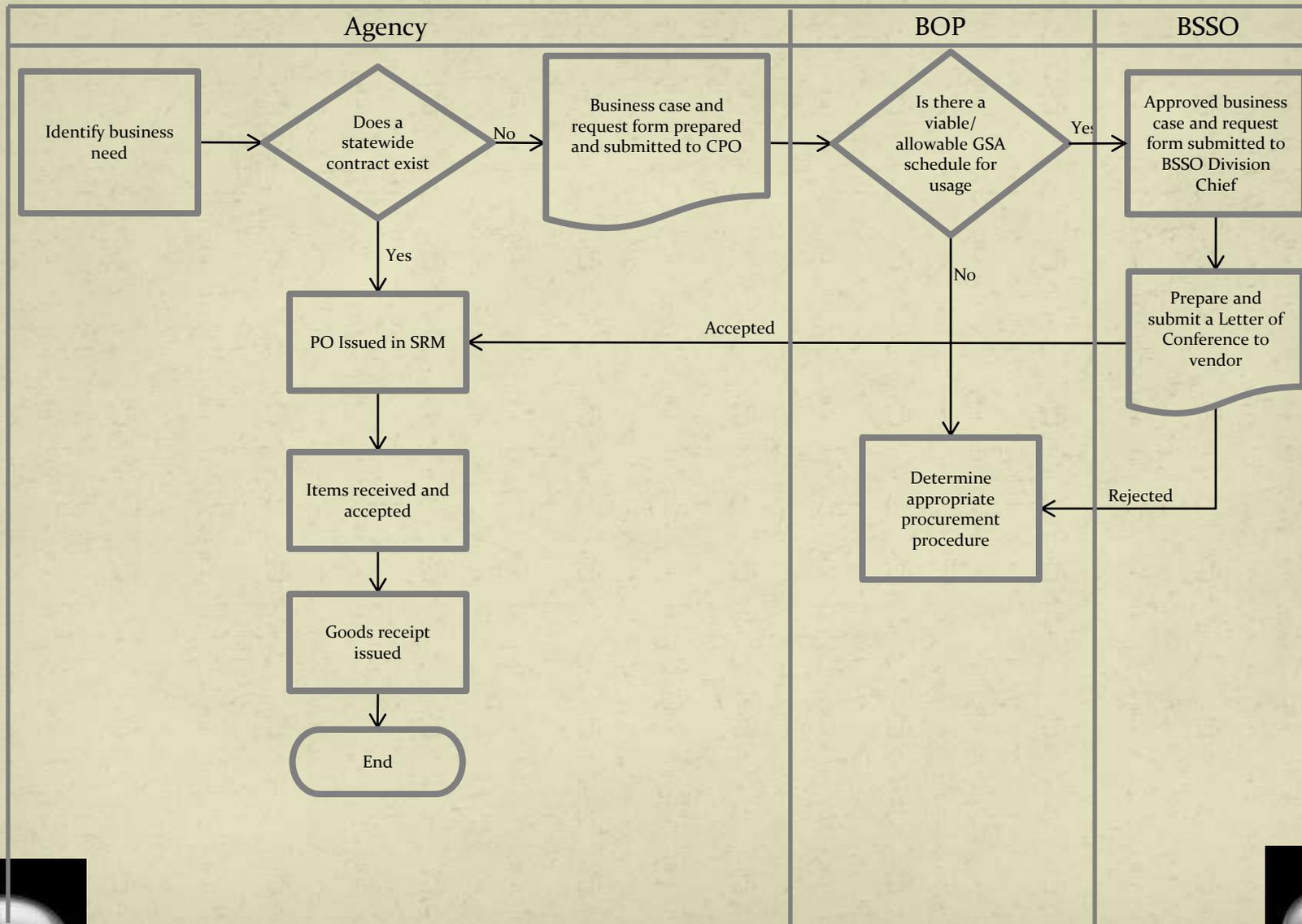
Process Maps



Federal Surplus Property Program Purchases



Counterdrug Program (1122) Purchases



Summary



Summary

Thank you for viewing the Bureau of Supplies and Surplus Operations Course. You are now able to:

- ✓ Familiarize yourself with the various programs available through the Bureau of Supplies and Surplus Operations
- ✓ Familiarize yourself with the regulations governing the various programs
- ✓ Locate surplus property at the Bureau of Supplies and Surplus Operations website
- ✓ Know what types of items are available through the various programs



Survey

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<https://www.surveymonkey.com/s/53PCBZK>



You will receive credit for completing this course within 24 hours. Please select the “Log Off” button in the lower right corner to close this course.

Thank You!

