

# Enterprise Services Surplus Program

*“the next step in the life of stuff”*



Washington State Department of  
**Enterprise Services**

# Who are we?

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- Surplus Operations is a division of the Department of Enterprise Services.
- DES is a consolidation of multiple state agencies.
- Surplus previous to the consolidation was a division under the agency General Administration



# *What do we do?*

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We help agencies manage property in an environmentally friendly, cost-saving manner.

Agencies include:

- State and local governments
- Municipalities
- School Districts
  
- Non-profits and Tribes have a more limited scope and are not eligible for all services



# *How do we help?*

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Our mission is to recover for reuse or to recycle property (think stuff, not real estate).

For every item we can put back into service, that is less money paid out by an agency partner.

We sell or auction items and return 90% of the funds to the agency.



# *What do you mean sell or auction?*

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- We have three transaction types:
- State to state - transfer of property
- Agency to agency priority sale – exchange for few dollars
- Surplus to public sale:
  - Online auctions
  - Retail store
- Online auctions are for items with a value over \$200



# *Our warehouse*

- First stop, receiving area



# *Our warehouse*

- Second stop, sorting



# *Our warehouse*

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- Move to agency transfer area, on line auction area, or retail store
- If it is determined there is no resale value, it gets recycled
  - Mixed wood/construction to recovery facility
  - Metals recycled for \$\$



# State agency transfer area



# Online auctions

- Typically items valued above \$200 such as vehicles, larger equipment, or “lot”



[www.PublicSurplus.com](http://www.PublicSurplus.com)



# *Retail store*



# *Basic funding for Surplus*

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- We are not allowed to make a profit or save for future projects (capital facilities, equipment replacement)
- We charge fees for our services to cover 100% our operating costs by:
  - retention of all monies from sold items under \$200 in value
  - retention of 9% from online auctions, up to \$1500 maximum



# Computers for Kids



- C4K provides low income schools and students with inexpensive computers
- All hard drives wiped
- Clean, working systems, available in quantities
- Cost is less than \$30 for 1 CPU, monitor, keyboard, mouse



# Computers for Kids

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RCW 43.19.19191

- C4K program makes it possible to donate state-owned, surplus computers and computer-related equipment to any public school district or educational service district in Washington state.
- In the first 5 months of 2014, 1319 full systems delivered to qualifying schools
- For more information:

<http://www.k12.wa.us/EdTech/Computers4kids>



# Examples of surplus items

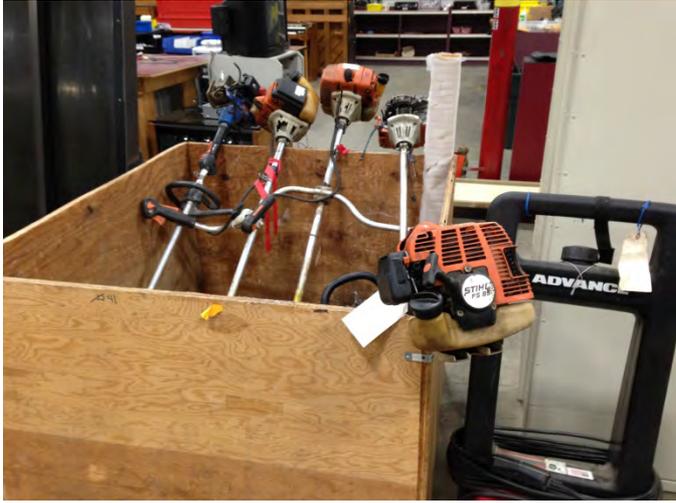


# Examples of surplus items

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# Examples of surplus items



# Examples of surplus items



# *How can we participate?*

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- Complete an application with supporting documents
  - Letter of interest, local support
  - Description of Organization
  - Letter from the IRS



# *If my agency has surplus:*

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- Who does this (internally) -find out!
- Contact [surplusmail@des.wa.gov](mailto:surplusmail@des.wa.gov)
- Create/login
- Submit request

<http://des.wa.gov/services/Surplus/Dispose>

(for the step by step in more detail)



# Step 1

The screenshot shows the homepage of the Washington State Department of Enterprise Services. The navigation bar includes links for HOME, SERVICES, ABOUT, and CONTACT, along with the department's logo. Below the navigation is a large banner image of a factory interior with a robotic arm. A search bar is located in the top right of the banner. Below the banner are four navigation buttons: "for Business", "for Government", "for Public" (highlighted with a yellow circle), and "for State Employees".

**News and Events**

- Power shut off in west campus buildings, including Capitol, on Sept. 7 - 09/07/2014
- Capitol Building repairs, clearing begins Sept. 2 - 09/02/2014
- Changes in campus recycling begin Sept. 2 - 09/02/2014
- Attendee registration opens for the 2014 DES Trade Show
- Aug. 28 tree removal work to close section of 12th Avenue - 08/28/2014
- New Capitol Campus botanical tours now available - 08/12/2014
- Construction, closures to begin in west Capitol Campus - 08/03/2014
- Tree removal and roof work to begin at Natural Resources Building Saturday - 07/21/2014
- Annual festival to impact campus streets July 24 - 26 - 07/24/2014

**Featured Article**

1360 Block Project

Efficient construction, energy efficiency and being green are the focus of the 1360 Block Project. Visit [www.wa.gov/enterprise-services/1360-block-project](http://www.wa.gov/enterprise-services/1360-block-project)



**Featured Links**

- Procurement Reform
- Projects & Initiatives
- Visit the Capitol
- Construction Online Auction

**Resources**

- Forms
- Publications & Reports
- Upcoming Events
- Links & Publications

**About Enterprise Services**

- Contact Us
- Locations & Directions
- Lean Culture at DES
- Work & Studio Center



# Step 2

The screenshot shows a web browser window with the address bar displaying "Welcome to the Dept. of Enter..." and "for public". The website header includes navigation links for HOME (Welcome), SERVICES, ABOUT (who we are), and CONTACT (get in touch with us), along with the Washington State Department of Enterprise Services logo. A large banner image shows a family of four smiling. Below the banner, the text "for public" is prominently displayed. A search bar is located on the right side of the page. The main content area is divided into three columns: "Buy Surplus" (highlighted with a yellow circle), "Capitol Campus", and "State Jobs". The "Buy Surplus" section lists surplus store hours, online auctions, real estate, and social media links. The "Capitol Campus" section lists getting to the Capitol, things to see, tours, events, parking, and volunteering. The "State Jobs" section lists all state jobs, job openings at DES, job seeker service center, typing tests, and reasonable accommodations. On the right side, there are two blue boxes: "Related Topics" (Locations and directions, Projects & initiatives, Request a public record, File a claim) and "Contact Information" (Frequently called numbers). The footer contains three columns: "Featured Links" (Procurement Reform, Projects & Initiatives, Visit the Capitol, Surplus Online Auction, Request a public record, Rates), "Resources" (Forms, Publications & Reports, Upcoming Events, Laws & Rules, Download Document Viewers, Service Fact Sheets), and "About Enterprise Services" (Contact Us, Locations & Directions, Lean Culture at DES, News & Media Center, Job Openings at DES). A circular seal of the State of Washington is visible in the bottom right corner.

HOME  
Welcome

SERVICES

ABOUT  
who we are

CONTACT  
get in touch with us

Washington State Department of  
**Enterprise Services**

for public

home > services > for public

Search  Go

### Buy Surplus

- Surplus store hours and location
- Surplus online auction
- Surplus real estate
- Follow surplus on Twitter
- Follow surplus on Facebook

### Capitol Campus

- Getting to the Capitol
- Things to see on the Capitol Campus
- Individual, group and school tours
- Schedule an event
- Parking and shuttle service
- Become a volunteer or page

### State Jobs

- All state jobs - careers.wa.gov
- Job opening at DES
- Job seeker service center
- Typing tests
- Reasonable accommodations

### Related Topics

- Locations and directions
- Projects & initiatives
- Request a public record
- File a claim

### Contact Information

[Frequently called numbers](#)

### Featured Links

- Procurement Reform
- Projects & Initiatives
- Visit the Capitol
- Surplus Online Auction
- Request a public record
- Rates

### Resources

- Forms
- Publications & Reports
- Upcoming Events
- Laws & Rules
- Download Document Viewers
- Service Fact Sheets

### About Enterprise Services

- Contact Us
- Locations & Directions
- Lean Culture at DES
- News & Media Center
- Job Openings at DES

# Step 3

The screenshot shows a web browser window with the address bar displaying "Buy Surplus". The website header includes navigation links for HOME, SERVICES, ABOUT, and CONTACT, along with the Washington State Department of Enterprise Services logo. The breadcrumb trail reads "home > services > surplus & storage > buy surplus". A search bar is located in the top right corner.

The main content area is titled "Buy Surplus" and contains two sections:

- Surplus items available to anyone**
  - Surplus store hours and location
  - View some of the available items
  - Surplus online auction
  - Surplus real estate
  - Contact Surplus
- How special organizations can shop surplus**
  - Priority customers
  - View some of the items available for priority customers
  - Federal surplus program

A sidebar menu on the left lists various topics, with "Buy Surplus" highlighted in green and a red arrow pointing to it. Other items in the menu include "Hours of operation, location & directions", "Surplus for Eligible Organizations", "Federal Surplus", "Dispose of Surplus", "Contact Surplus", "Transport & Storage", and "Lost items through TSA".

A "Related Topics" box on the right contains links for "Surplus fact Sheet", "Follow Surplus on Twitter", and "Follow Surplus on Facebook".

The footer contains three columns of links:

- Featured Links**
  - Procurement Reform
  - Projects & Initiatives
  - Visit the Capitol
  - Surplus Online Auction
  - Request a public record
  - Rates
- Resources**
  - Forms
  - Publications & Reports
  - Upcoming Events
  - Laws & Rules
  - Download Document Viewers
  - Service Fact Sheets
- About Enterprise Services**
  - Contact Us
  - Locations & Directions
  - Lean Culture at DES
  - News & Media Center
  - Job Openings at DES



# Step 4

The screenshot shows a web browser window with the address bar displaying "Dispose of Surplus". The website header includes navigation links for HOME, SERVICES, ABOUT, and CONTACT, along with the Washington State Department of Enterprise Services logo. The breadcrumb trail reads "home > services > surplus & storage > dispose of surplus". A search bar is located in the top right corner.

**Dispose of Surplus**

See [FAQs about disposing of surplus](#) for information on specific types of surplus.

- 1. Submit a request**

You will need to submit a request using our online [surplus request management system](#). The system requires a login ID and password. If you do not have a login, contact us at (360) 407-1915 to get signed up.
- 2. Your request will be assigned a number and action**

Once you submit a request, it will be assigned a surplus authority number within 24 hours. At that time we will also assign an action to be taken:

  - Will Inspect – There is a question as to how best to sell your item. Someone from Surplus Operations will visit your site to make a determination on how it should be sold.
  - Will Sell at Agency Location – The item will remain where it is and be sold online.
  - Will Pick Up – The item will be picked up within 30 days.
  - Requests Agency Ship to Surplus – You will need to make arrangements to ship the item to our warehouse.
  - Requests Agency Sell – You can sell the item directly.
  - Other – This is used to allow you to donate the item, or for other types of disposal not covered by the above actions.

You are able to check the status of your disposal request at any time by logging into the [system](#).
- 3. Locate your items for easy pickup**

To assist us in processing your surplus requests in a timely manner, please help us by doing the following:

  - Store all items you are disposing in one location for easy pickup.

**Related Topics**  
Property Disposal System

**Contact Information**  
Surplus Disposal  
(360) 407-1915

**THE SEAL OF THE STATE OF WASHINGTON**  
1889

# Surplus Request Management System



## Surplus Property Disposal Request System



### Please log in

Welcome to Enterprise Services' Online Property Disposal Request System.

Please enter your Login Id and Password to log on.

If you do not have a Login Id/Password, or if you are having system trouble, please contact Customer Service at (360) 407-1917 or [surplusmail@des.wa.gov](mailto:surplusmail@des.wa.gov).

Login Id:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	



# *And then...*

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- We will approve your request
- Schedule pick up (if needed)
- You will prepare your items for pick up
  - Do you need pallets, special considerations?
  - Identify contact person & back up
  - Identify person who will be there and knows where it is and that we are coming!



# Reimbursements

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- Any single item that sells for \$500 to \$16,666:
  - Your agency receives 91%
- Any item that sells for more than \$16,667, your agency receives full value minus \$1,500  
(this can be a lot more than 91%)



# *Monies returned*

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- Our goal is to reimburse your agency with 60 days of the approval of the original request.
- The reimbursement process actually starts when the item is sold, and usually runs about 4-6 weeks until the check is in the mail (really).



# *Shopping hours*

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## **General public store hours**

Tuesday - Friday, 12:30 - 4:00 p.m.

Saturday, 9:00 a.m. - 3:00 p.m.

## **Priority customer store hours**

Tuesday – Friday

9:00 a.m. - 12:00 p.m.

12:30 p.m. - 4:00 p.m.

Saturday 9:00 a.m. - 3:00 p.m.



# *Surplus operations location*

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## **DES Surplus Operations**

**7511 New Market St SW**

**Tumwater, WA 98501**

**360-407-1900**

**2 minutes from I-5**



Search bar with magnifying glass icon

Traffic, Bicycling, Terrain, Directions

Group: Clees John

Old Israel Rd SW

Israel Rd SW

Tumwater Veterinary Hospital

Parks & Recreation Commission

Labor & Industries Dept

73rd Ave SW

Tumwater Blvd SW

74th Ave SW

75th Ave SW

76th Ave SW

77th Ave SW

78th Ave SW

79th Ave SW

80th Ave SW

81st Ave SW

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371st Ave SW

*Thank you*

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**Questions?**

**[david.baker@des.wa.gov](mailto:david.baker@des.wa.gov)**

**[mellissa.francisco@des.wa.gov](mailto:mellissa.francisco@des.wa.gov)**

**[www.des.wa.gov/surplus](http://www.des.wa.gov/surplus)**

**[www.PublicSurplus.com](http://www.PublicSurplus.com)**

