

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES  
PROPERTY MANAGEMENT OFFICE**

**CUSTOMER GUIDE**

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## **PUBLICATION DATA**

This guide is a publication of the Property Management Office. It is only intended to provide customers with an overview of the Property Management Office and its general operational practices. This guide does not supersede or replace any statutory or regulatory guidelines or authorities established by the State of Alaska, or policies and procedures as implemented by the Chief Procurement Officer of the Department of Administration, Director of Division of General Services of Department of Administration, or the Commissioner of Department of Administration.

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## **PROPERTY MANAGEMENT OFFICE**

The Property Management Office is a section within the Division of General Services, Department of Administration responsible for State of Alaska property management and for the Alaska Federal Surplus Property Program. The Property Management Office is located in Anchorage, Alaska.

## **OUR MISSION**

The Property Management Office's mission is to provide management for Alaska's Executive Branch assets. This is accomplished through effective and efficient management of assets statewide. In addition, the Property Management Office develops, implements, and enforces state property control and accounting policies and procedures, assists state agencies in managing their property, and operates the state and federal surplus property programs.

## **OUR FUNCTIONS**

### **PROPERTY CONTROL**

The Property Management Office serves as the central coordinating office for all statewide, day-to-day department property transactions for Alaska's Executive Branch, except for state equipment fleet, telecommunication assets, and real property. Although the Property Management Office maintains involvement, the daily management of Alaska's state equipment fleet is the responsibility of the Department of Transportation and Public Facilities. Telecommunication assets are the responsibility of the Department of Administration, Enterprise Technology Services division. Real property (state owned buildings, leases, housing matters, or any such related areas) is the responsibility of the Department of Administration, Leasing and Facilities Section. Working hand-in-hand with the statewide network of Department Property Officers, the Property Management Office ensures that assets are protected, maintained, inventoried, equitably distributed, and reutilized among state agencies. This means reduced expenditures and greater savings to the State of Alaska.

### **INVENTORY ACCOUNTING**

The Property Management Office maintains accountability of controlled property through the Integrated Resource Information System and a dedicated network of Department Property Officers and Property Custodians statewide.

## **OUR SURPLUS PROPERTY PROGRAMS**

### **STATE SURPLUS PROPERTY PROGRAM**

As state property becomes unnecessary or obsolete, it is classified as excess (or surplus) and identified by the various state agencies and reported to the Property Management Office. Excess items are redistributed among state and quasi-state agencies by request or sold to the general public via online auction. All property items are sold “as is – where is” with no implied or specified warranty or guarantee. The selection of excess property via online auction not only offers the general public bargains, but also provides a means of recapturing revenue to the State of Alaska General Fund for the benefit of all Alaskans.

### **FEDERAL SURPLUS PROPERTY PROGRAM**

The Property Management Office also operates Alaska’s Federal Surplus Property Program. This program, established under the control of the United States General Services Administration, provides surplus federal property to the State of Alaska. The surplus federal property is allocated to qualified participants called “Donees” on a service fee basis. Service fees are based on a percentage of a property item’s original federal acquisition cost and other major cost factors including but not limited to: transportation, warehousing, repair, and special handling. There are many property items made available to the Federal Surplus Property Program. Such property items include but are not limited to: gym equipment, musical instruments, hardware, tools, and equipment, building materials, motorized vehicles, heavy equipment, marine equipment and vessels, and aviation equipment and aircraft.

Organizations eligible to participate in the Federal Surplus Property Program include: state departments, public agencies, native villages/corporations, certain non-profit organizations (health, educational, providers of assistance to the elderly, impoverished, and homeless), public airports, 8A organizations, and certain educational activities of special interest to the armed services. Organizations that wish to participate in the Federal Surplus Property Program must submit a completed federal application for eligibility to the Property Management Office. A federal application for eligibility can be downloaded from the following website:

<http://doa.alaska.gov/dgs/property/federal1.html>

It is important to note that federally mandated compliance guidelines and restrictions apply to federal surplus property items obtained through the Federal Surplus Property Program. Donees must fully comply with those guidelines and restrictions or risk losing their program eligibility status. Apart from loss of eligibility, the Donee could, at their own expense, be directed to return the out of compliance federal surplus property items to the States Federal Surplus Property Facility in Anchorage, Alaska.

## **OUR BUSINESS DEALINGS**

### **SOLICITATIONS**

Apart from purchases directly tied to our facility/programs, the Property Management Office is not in the procurement business. Vendors and individuals should not solicit sales or other business from the Property Management Office. The Property Management Office does not respond to unsolicited sales offers or other commercial ventures. The Property Management Office does not maintain vendor or contractor lists. All inquiries or requests for such lists should be directed to the State of Alaska, Online Public Notice System at the following link:

<http://aws.state.ak.us/OnlinePublicNotices/>

You can also obtain related information by calling (907) 465-2250.

### **AUCTIONS (ONLINE)**

The Property Management Office utilizes online auction services to sell state excess property to the general public. Individuals interested in bidding on property items listed on the online auction site should visit the following website to register to become a buyer:

<https://www.govdeals.com/>

The terms and conditions of bidding can be found on the online auction website listed above.

A listing of available property for sale via online auction can be found at the following website:

<https://www.govdeals.com/stateofalaska>

### **HOURS OF OPERATION**

Warehouse operations include the receipt, storing, securing, care, preservation, accounting, and distribution of excess property items. To ensure the maximum use of our limited resources, the Property Management Office maintains the following hours of operation:

#### **Administrative Offices**

Monday – Friday 8:00 a.m. to 4:30 p.m.

Weekends – Closed

Recognized Holidays - Closed

## **Warehouse Operations**

Warehouse hours of operation for **state agencies** picking up and delivering excess state property are listed below:

### **Pick-up from Warehouse**

Monday through Friday  
9:00 a.m. to 3:00 p.m.

Closed on weekends and state recognized holidays

### **Deliver to Warehouse**

Monday through Friday  
9:00 a.m. to 3:00 p.m.

Closed on weekends and state recognized holidays

**Note: State agencies must have an approved “Inter-Departmental Property Transfer Authorization and Report” – Form 02-622 and schedule an appointment, with the Anchorage surplus property warehouse, prior to delivering excess property items. Unscheduled deliveries are subject to refusal at the sender’s expense. Below is the phone number and physical address for the Anchorage surplus property warehouse.**

### **Anchorage Surplus Property Warehouse**

Physical Address:  
2400 Viking Drive  
Anchorage, AK 99501  
Phone: (907) 754-3405

## **PROPERTY TRANSACTIONS WITH STATE AGENCIES**

Procedures and requirements for property transactions governed by the Property Management Office are contained within the State Property Control Manual. For specific questions not addressed in the State Property Control Manual, please contact the State Property Manager at (907) 754-3403. The State Property Control Manual can be downloaded at the following link:

<http://doa.alaska.gov/dgs/property/>

## **WHO TO CONTACT**

### **Policy, Procedures, Training, and Property Questions:**

#### **State Property Manager**

Matthew Moore

Phone: (907) 754-3406

Fax: (907) 754-3407

Email: [matthew.moore@alaska.gov](mailto:matthew.moore@alaska.gov)

### **Surplus Property Sales and Administrative Issues/Questions:**

#### **State Property Manager**

Matthew Moore

Phone: (907) 754-3406

Fax: (907) 754-3407

Email: [matthew.moore@alaska.gov](mailto:matthew.moore@alaska.gov)

### **Federal Surplus Property Program:**

#### **Federal Property Allocation Officer**

Matthew Moore

Phone: (907) 754-3406

Fax: (907) 754-3407

Email: [matthew.moore@alaska.gov](mailto:matthew.moore@alaska.gov)

### **Anchorage Surplus Property Warehouse:**

#### **Procurement Specialist**

Scott Harrison

Phone: (907) 754-3405

Fax: (907) 754-3407

Email: [scott.harrison@alaska.gov](mailto:scott.harrison@alaska.gov)

### **Juneau Surplus Property:**

#### **Stock & Parts Services**

Jeffrey Campbell

Phone: (907) 465-2172

Fax: (907) 465-2296

Email: [jeff.campbell@alaska.gov](mailto:jeff.campbell@alaska.gov)

**END OF CUSTOMER GUIDE**