



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Administration

DIVISION OF GENERAL SERVICES

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MEMORANDUM

Date: March 6, 2013

To: Property Officers
All Agencies

Thru: Vern Jones
Chief Procurement Officer

From: Brad Witt
State Property Manager

Subject: Fairbanks Area Surplus Property

The Division of General Services (DGS) has discontinued sealed bid auctions and outcry auctions, including the annual outcry auction formerly held at the DOT/PF yard on Peger Road. DGS has had success in disposing of property on the online auction website, Public Surplus. This website can be found under the quick links page of the DGS/Property web site. We suggest that agencies list the kinds of items on Public Surplus that were previously sold through the Statewide Sealed Bid Sales and Outcry Auctions. The Property Officer/Custodian will need to supply one or more digital photo(s) of the items for auction along with a description, including the exact location of each item, a contact name, and telephone number, then notify the Property Management Office by email with the photos and description attached. DGS Property Staff will enter the information in the Public Surplus website, enter a price for each item, and release it for sale. All auction items will be listed for 14 calendar days. The auction price will be set by the Property Management Office. Auction items may be re-listed for additional 14-calendar day intervals at the discretion of the State Property Manager.

All payments for items are made to and collected by Public Surplus; net proceeds are submitted by Public Surplus to DGS. The winning bidder will be notified by Public Surplus and issued a paid in full invoice stating that the item has been paid for and authorizing pickup.

Property Officers managing property in Fairbanks should dispose of surplus property using one of the following methods:

- 1) List the items through the Property Management Office on the Public Surplus web site as outlined above. Release the sold item(s) to the successful bidder when they present the pickup authorization (proof they've paid for the item).
- 2) If your agency is not able to hold the surplus item(s) but have checked with the Property Management Office and obtained approval, the item(s) may be sold by the Property Management Office. The item(s) would need to be shipped to the Anchorage Surplus Warehouse at the agency's expense.
- 3) Complete a Property Salvage/Destruction (form 02-610) form requesting approval from the Property Management Office before the items are destroyed—only items with low practical resale potential should be listed on a PSD Form.
- 4) Donate the excess items to a non-profit organization with prior written approval (email/fax OK) from the State Property Manager.

This policy change is effective immediately. Please disseminate copies of this memo as appropriate. Thank you for your cooperation. Questions and concerns should be directed to Brad Witt, State Property Manager, at 907-276-3320.