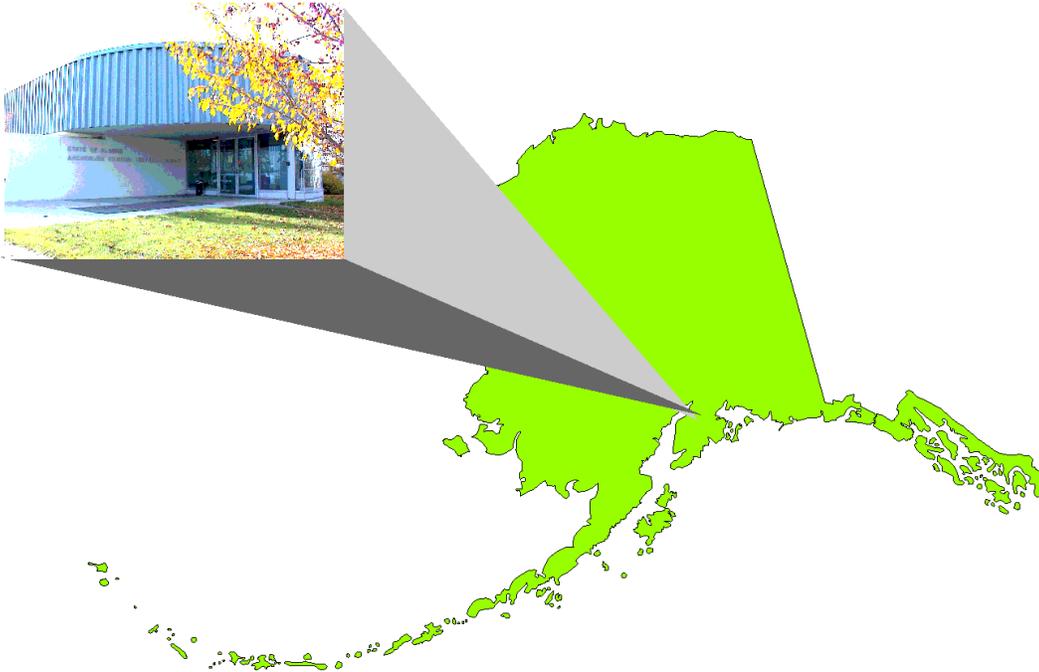


**STATE OF ALASKA**

Department of Administration  
Division of General Services  
Property Management Office

**CUSTOMER GUIDE**

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**DOING BUSINESS  
WITH THE  
PROPERTY MANAGEMENT OFFICE**

Dec 16, 1999

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This pamphlet is a publication of the Property Management Office (PMO). It is only intended to provide PMO customers—state, local, and nonprofit agencies and the public—with an overview of the Property Management Office and its general operational practices. This pamphlet 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 Director of General Services, or the Commissioner of Administration.

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# Doing Business with the Property Management Office

*Whether you are just starting to do business with the Property Management Office, or you are a seasoned veteran, this pamphlet is for you. Inside you will find descriptions of our mission, functions, responsibilities, programs, general business procedures, major initiatives, and points of contact.*

## How We Fit

The Property Management Office (PMO) is a section under the Division of General Services, within the Department of Administration, tasked with executing the Department's Property Management Program. Our main facilities are in Anchorage, with surplus facility operations also located in Juneau.



## Our Mission

To maintain the state's inventory control system by providing effective and efficient management of assets state-wide; develop, implement, and enforce state property control and accounting policies and procedures; assist state agencies in managing their property; and operate the state's surplus property disposal and federal surplus property programs.

## Our Functions

### *Property Control*

PMO serves as the central coordinating office for all statewide, day-to-day personal property transactions for Alaska's Executive Branch, except for state equipment fleet and telecommunications assets. Although PMO maintains involvement, the daily management of Alaska's equipment fleet, air, and maritime assets, as well as, telecommunications items is accomplished by item managers within the Department of Transportation and Public Facilities (DOT&PF) State Equipment Fleet Division, and Integrated Telecommunications Group (ITG) respectively. Working hand-in-hand with the statewide network of property officers, PMO ensures that assets are protected, maintained, accounted for, and equitably distributed among its supported departments. That means reduced expenditures and greater savings for the State.

## ***Inventory Accounting***

PMO maintains accountability for an approximately \$1.5 billion active inventory in personal property assets. This daunting task is accomplished through an older, computer-based mainframe inventory program called the Property Control System and a dedicated network of property officers and custodians statewide.

PMO expects to replace the current inventory system with a more responsive internet-based system called the State Inventory and Property Control System-Redesign, or SIPCS-R, in July 2000. More than just software, SIPCS-R is a true system, expressly designed to offer total property control and inventory management functions. All property-related functions, less physical inventories, will be available at the user's fingertips.

## **Our Staff Responsibilities**

PMO conducts effective and fiscally responsible personal property management through a small full-time staff, and a network of departmental property officers and custodians. Each contributing member's general area of responsibility is described below:

### ***Property Manager***

The Property Manager supervises the operations of the Property Management Office, its surplus property programs and facilities, and conducts the statewide management of personal property for Alaska's Executive Branch.



### ***State Property Disposal Officer***

The State Property Disposal Officer is a critical member of the PMO staff, who is responsible for data management and actions relating to the State Property Control System, as well as, the re-issue and disposal of excess state assets (less real property) and disposal of state-owned or controlled surplus. The State Property Disposal Officer may direct property actions statewide on behalf of the Property Manager and is the primary person to contact with questions specifically concerning state property accounting and control matters.



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

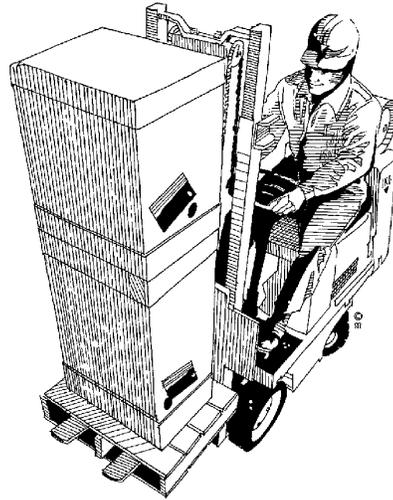
The Federal Property Allocation Officer conducts the day-to-day activities of the State's Federal Surplus Property Program. This individual helps satisfy the numerous property requirements of the more than five hundred qualified participants of Alaska's federal surplus program. He or she also

routinely interacts with other state and federal agencies and organizations, such as, the General Services Administration and the Department of Defense. The Federal Property Allocation Officer is readily acknowledged as the key contributor to the success of the program, and is your best contact when inquiring about federal surplus property or program qualification criteria.

## ***Warehouse Facility Personnel***

- **Anchorage**

Our Anchorage facility maintains both federal and state surplus property warehouses. The stockhandlers serve as the pulse of those warehouses. Providing the day-to-day stockhandling needs of the Anchorage facility, they also work the customer service desk, schedule pick-up and delivery appointments, and directly assist visiting customers with their property needs. Capable and service-oriented, they are your primary source of assistance when browsing our warehouses and storage yard.



- **Juneau**

PMO maintains a state surplus facility in Juneau. This facility is our local point of business for state surplus disposal and sales. The storekeeper in charge of the warehouse not only performs stockhandling duties and conducts weekly Sale Barns, but also accomplishes limited disposal officer functions. Customers should contact this individual when they have questions concerning the availability of local surplus items, or are scheduling appointments for delivery of excess to the Juneau warehouse.

## ***Administrative Clerk***



In addition to general office duties, the Administrative Clerk is often the first line of contact with customers inquiring about or visiting our Anchorage facilities. Tasked with an ever-widening scope of responsibility, the administrative clerk interacts with PMO's entire spectrum of property management. Alert and customer-oriented, this is the best person to contact to obtain a Federal Surplus Property Program qualification packet and to inquire about your packet status, as well as, for correspondence other than pick-ups and deliveries.

## ***Accounting Clerk***

The Accounting Clerk handles the majority of PMO's accounting needs, from accounts receivable and payable, to late payment notifications, and the section's general budget activities. The Accounting Clerk is located in the State Office Building, Juneau, within the Division of General Services and maintains up to date information on invoices, billings, and property-related money matters. You should contact this person if you have questions concerning status of payment, where to send your payment, or discrepancies in your surplus property payment.



## **Our Surplus Programs**

### ***State Surplus Property Program***

As state equipment becomes unnecessary or obsolete, it is classified as either excess or surplus and identified by the various departments to PMO for disposal. Excess items are redistributed among state and quasi-state agencies by request and surplus items are disposed of through regularly scheduled sealed bids, outcry auctions, and other sales to the public. All items are sold "as is" with no implied or specified warranty or guarantee.

Many of the State's surplus property items are available for sale. While certain categories of items are more commonly found in our surplus facilities, the inventory is dynamic, with different items arriving weekly. The selection of low-cost surplus not only offers the public real bargains, but also provides a means of recapturing revenue to the State's General Fund for the benefit of all Alaskans.

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

PMO also operates Alaska's Federal Surplus Property Program. This program, established under the control of the US General Services Administration (GSA), provides surplus federal property to the state that is allocated to qualified participants called Donees on a fee basis. Fees are based upon a percentage (up to 35%) of an item's original federal acquisition cost that includes any additional expenses such as repair, transportation, or special handling (crating, packaging, etc). A myriad of items is made available to the Federal Surplus Property Program. Such items include, but are not limited to: air and surface craft, vehicles, heavy equipment, power generation items clothing, furnishings, office equipment, medical equipment, building materials, and electronics.

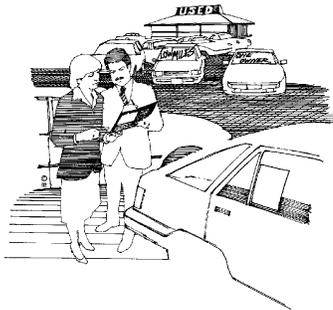


Donees include the State's agencies and political subdivisions, not-for-profit organizations, medical assistance programs, native corporations, activities providing assistance to the homeless, SBA minority-owned and disadvantaged businesses, and service educational activities. Organizations that wish to

participate as program Donees must submit a completed qualification packet to the Property Management Office for a determination of eligibility.

It is important to note that federally mandated compliance guidelines and restrictions apply to items obtained through the Federal Surplus Property Program. Qualified organizations must fully comply with those guidelines and restrictions or risk losing their program eligibility status. Apart from loss of eligibility, the organization could, at their own expense, be directed to return the out of compliance items to the State's federal surplus property facility.

### ***Federal Surplus Fixed-Price Sales Program***



Periodically, surplus GSA Fleet vehicles are made available to program participants at a fixed, or predetermined price. GSA Fleet vehicles include sedans and four-wheel drive, as well as heavier vehicles, such as dump and cargo trucks. On average, these vehicles are five years old or newer, have lower mileage, are very well maintained and are reasonably priced—often running at low to mid book. Vehicles purchased through our fixed-price sales program are not subject to the Federal Surplus Property Program compliance guidelines and restrictions. Occasionally, fixed-price vehicles are made available to the public.

## **Our Business Dealings**

### ***Solicitations – Please Don't***

Apart from purchases directly tied to our facility operation, PMO is not in the procurement business. Businesses and individuals should not solicit sales or other business from PMO. As a matter of policy, PMO does not respond to unsolicited sales offers or other commercial ventures. PMO does not maintain vendor or contractor lists. All inquiries or requests for such lists should be directed to:

State of Alaska  
Department of Administration  
Division of General Services  
P.O. Box 110210  
Juneau, Alaska 99811-0210

Tel: (907) 465-5694/4041  
Fax: (907) 465-2189

or you may obtain related information via the World Wide Web:

[www.state.ak.us/local/akpages/ADMIN/dgs/purchasing](http://www.state.ak.us/local/akpages/ADMIN/dgs/purchasing)



## ***Real Property***

PMO does not normally deal in real property, leases, housing matters, or any such related areas. Please refer these types of questions to one of the following:

- Public Facilities: Department of Transportation & Public Facilities
- State-leased facilities and offices: Department of Administration, Division of General Services, Facilities Section
- State lands: Department of Natural Resources

## ***Outcry Auctions***

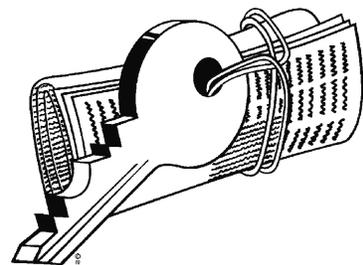
PMO conducts three to four outcry auctions for surplus sales each year. All auctions are conducted with reserve. Outcry simply means that an auctioneer is used to conduct the previously announced auction and that individuals and organizations, or their designated representatives, must be physically present at the auction to bid. PMO will not accept alternative means of bids (electronic or postal mail, fax, or phone, etc) at an outcry auction. To participate, bidders must be at least 18 years of age or older and register in person at the auction location prior to bidding. Registration is normally held 1-2 days prior to, and including the actual auction date. PMO strictly enforces the specific terms and conditions for each auction. The terms and conditions are provided to each bidder in the auction catalog. Bidders are furnished a copy prior to bidding and are responsible for reading and fully complying with those terms and conditions.

<u>Auction Locations</u>	<u>Frequency</u>	<u>Approximate Timeframes</u>	
Anchorage	2 per year	Mid to late May	Early October
Fairbanks	1 per year	Early June	
Tazlina	as needed		
Juneau	none		

## ***Sealed Bids***

PMO also conducts three surplus sealed-bids each year. These are also subject to reserve. Sealed bids afford a means for the State to offer surplus property to the public from across the state on an equitable basis. Sealed bids are also conducted with reserve, and also have specific terms and conditions which bidders must follow. Sealed bids must be physically received by PMO at the designated location prior to the closing date of the sale. PMO will not attempt to retrieve sealed bids from service carriers (to include US Post) at other than the specified PMO office. Bidders must ensure enough time to accommodate mail delays. Unlike outcry auctions, faxed bids are accepted. PMO will not consider bids received after the closing date.

All bids are considered and treated as sealed until the opening date. The State Property Disposal Officer evaluates all timely bids in an equitable, and fair fashion.

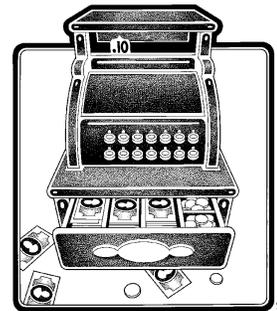


Any matters of concern are referred to the Property Manager for resolution. Once determined, PMO sends award notices to successful bidders via US Post in accordance with the date specified in the bid catalog. DO NOT CALL FOR RESULTS. Only successful bidders will be notified. A list of all successful bidders and their bid amounts is made available for public view after the award date listed in each bid catalog. The list can be viewed at our Anchorage and Juneau locations, and at our web site (see "How to Contact Us" at the end of this pamphlet).

<u>Sealed Bid</u>	<u>Frequency</u>	<u>Approximate Timeframes</u>	
Statewide	2 per year	Mid to late May	Mid to late August
Juneau	1 per year	Mid to late April	

### ***Sale Barns***

PMO holds weekly surplus sales, called Sale Barns, each Wednesday, from 8:30AM to 3:00PM at its Anchorage and Juneau surplus facilities. Sale Barns are open to the public. We do not normally sell items by lots during Sale Barns. This practice allows more surplus property to be made available on an individual basis for our customers interested in only one or two items and affords the State the opportunity to recapture revenues to be used in support of the General Fund. Many items are priced as marked, while others are sold at an agreed upon price through negotiated sales.



Anchorage Sale Barns are normally suspended approximately three weeks prior to and following an outcry auction.

Juneau Sale Barns are normally suspended approximately three weeks prior to and one week following a Juneau sealed bid.

### ***Property Transactions with State Agencies***

Detailed procedures and requirements for property transactions governed by PMO are contained within the Property Control Manual. For specific questions not addressed in the manual, or if you are a property officer or custodian in need of a Property Control Manual, please contact the State Property Disposal Officer (see "How to Contact Us" at the end of this pamphlet).

***Remember: You must obtain a turn-in appointment from your respective PMO surplus warehouse prior to scheduling a delivery. Unscheduled deliveries are subject to refusal at the sender's expense.***

## Interdepartmental Support Agreements

PMO provides secondary support to other agencies regarding surplus property through interdepartmental support agreements. These documents are often referred to as letters or memorandums of agreement (LOA/MOA), and enable PMO to dispose of an agency's surplus that may not otherwise fall under the management authority of our office. PMO often assesses a fee for this service. The fee is based upon a percentage of revenues received from the sale of MOA-disposed items.

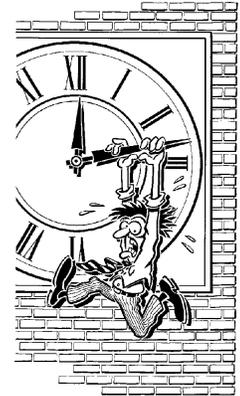


To establish a letter of agreement with PMO, the requesting agency's authorized representative should present the proposed support arrangements to the Property Manager. Before signing or denying the agreement, the Property

Manager must review the document to determine the scope of the agreement, the appropriate approval level, and the impact, if any, on PMO resources.

## Hours of Operation

Warehouse operations include the care, preservation, receipt, storing, securing, accounting, and distribution of excess and surplus inventory items. To ensure maximum use of our limited resources, PMO maintains the following hours of operation.



### Administrative Offices:

<b>Monday – Friday</b>	8:00AM to 4:30PM
<b>Weekends</b>	Closed
<b>Recognized Holidays</b>	Closed

### Warehouse Operations:

	<b>Pick-up from Warehouse</b>	<b>Deliver to Warehouse</b>
<b>Monday</b>	9:00AM to 3:00PM	9:00AM to 3:00PM
<b>Tuesday</b>	9:00AM to 3:00PM	9:00AM to 3:00PM
<b>Wednesday – Sale Barn</b>	9:00AM to 3:00PM	No Deliveries
<b>Thursday</b>	9:00AM to 3:00PM	9:00AM to 3:00PM
<b>Friday</b>	9:00AM to 3:00PM	No Deliveries
<b>Weekends</b>	Closed	Closed
<b>Recognized Holidays</b>	Closed	Closed

**Note:** Agencies must schedule deliveries and pick-ups with PMO by dialing (907) 257-9624 / 9627 (Anchorage), or (907) 465-2172 (Juneau).

## How to Contact Us

PMO is always willing to assist our customers with their property concerns. To receive assistance, make suggestions, or to obtain more information about the topics discussed in this pamphlet, please contact one of the following as appropriate:



### ***Policy, Procedures, Manpower, Training, Suggestions, and Facility Issues Relating to Personal Property:***

State of Alaska  
Department of Administration  
Division of General Services  
Property Management Office  
2400 Viking Drive  
Anchorage, AK 99501

Attn: Property Manager

Tel: (907) 279-0596  
Fax: (907) 278-0352

*We are serious about responsible stewardship and providing our supported agencies and organizations with timely and quality service. While our staff is both knowledgeable and professional, mistakes or oversights can happen. Customers should feel free to contact the Property Manager on any issues that they feel have not been properly addressed by any of the points of contact below.*

### ***State Inventory, Property Control, or Surplus Sales:***

#### **Statewide:**

State of Alaska  
Department of Administration  
Division of General Services  
Property Management Office  
2400 Viking Drive  
Anchorage, AK 99501

Attn: State Property Disposal Officer

Tel: (907) 279-0596  
Fax: (907) 278-0352  
Customer Service Desk: (907) 257-9624

#### **Juneau Specific:**

State of Alaska  
Department of Administration  
Division of General Services  
P.O. Box 110210  
Juneau, AK 99811-0210

Attn: Surplus Property Warehouse

Tel: (907) 465-2172  
Fax: (907) 465-2296

***Federal Surplus Property:***

**Statewide:**

State of Alaska  
Department of Administration  
Division of General Services  
Property Management Office  
2400 Viking Drive  
Anchorage, AK 99501

Attn: Federal Property Allocation Officer

Tel: (907) 279-0596  
Fax: (907) 278-4976/0352

**Juneau Specific:**

None

***Status of Payment and Other PMO-related Accounting Issues:***

**Statewide:**

State of Alaska  
Department of Administration  
Division of General Services  
P.O. Box 110210  
Juneau, AK 99811-0210

Attn: Accounting

Tel: (907) 465-5688  
Fax: (907) 465-2189

***For Internet-users:***

PMO has a highly informative site on the World Wide Web. Customers can find a wealth of information there about our office, programs, and surplus inventories. Besides the latest on current and projected auctions and sealed bids, PMO also posts such information as temporary closures, limited surplus offers, operating hours, and points of contact.

Additionally, authorized departmental property officers, property custodians, and selected state agency representatives may use the web site to access on-line property control information and to access the soon to be redesigned State Inventory and Property Control System (SIPCS-R). Customers can also visit PMO's web site at:

<http://www.state.ak.us/local/akpages/ADMIN/dgs/property/home.htm>