

STATE PROCUREMENT OFFICE
SURPLUS PROPERTY MANAGEMENT OFFICE

March xx, 2011

SURPLUS PROPERTY PROGRAM

Program Mission:

[use portions of AGS 244 Functional Statements from Org charts or HAR/HRS]

Qualified applicants:

1. Governmental Departments/Agencies
 - a. State government;
 - b. Counties; and
 - c. Quasi government groups that do government functions that normally they would do. Parks are the only ones we currently have in our program.

2. Nonprofit Providers/Agencies
 - a. Educational programs such as private, or public (approved or licensed) preschools, elementary, middle, high schools, universities and colleges;
 - b. Medical institutions (licensed) or approved, and drug rehabilitation clinics;
 - c. Providers for homeless individuals
 - d. Museums open to the public.

Surplus Donation program Suppliers (Vendors):

1. Defense Reutilization and Marketing Office (DRMO)
 - a. Screening on site at DRMO with the Surplus Property program screener.

 - b. Off site screening is available for the DRMO when agencies are not able to transport items to the DRMO.

2. We also screen federal agencies including but not limited to FEMA, FBI, IRS, Federal Detention Center, and any other agencies that falls under the control of GSA.

3. Our warehouse is usually the best place to screen, because we have selected all of the items, and there is a lot to look at. Onsite screening will involve only a few items.

Rules For Program Participation

Compliance for federal property received

1. Property received must be used for the donee organization, but property may be located at a site other than that of the donee's.
2. Demil property comes with restrictions on the end of life disposal of that property, depending on the demil code, property may have to be returned to the DRMO.

Restriction period

1. Property under \$5,000 in acquisition and not vehicles have a 12 month restriction, after the 12 months the property transfers to the donee, but prior to the 12 months it must be in the control of the donee and in case of audit you must know where the property is.
2. Property over \$5,000 and vehicles must be held for 18 months and a letter after 6 months will be sent by our office if you are utilizing the item, and if not when the item will be utilized. The last 12 months will start only when the item is utilized.

GSA Fleet Vehicle Sale—vehicles and equipment can only be sold to government agencies.

1. We are also able to purchase GSA fleet vehicles at fixed prices which are set by GSA, these vehicles includes trucks, vans, sedans heavy trucks, ambulances, cargo vans, truck tractors, trailers, and large aluminum step vans.

Sale by State Agencies

1. We sell vehicles and equipment for the State Highways Division on all islands, vehicles for DAGS Automotive Management, and for the State Airports division's equipment and vehicles.

Want Lists

1. We maintain want list for all of the above, the want list is maintained by programs and by types of
2. Want list for the vehicle sale, GSA vehicles

Compliance

1. Items with acquisition cost of less than \$5,000 have a restriction period of 12 months and above \$5,000 for 18 months.
2. GSA vehicles and State of Hawaii does not have any restriction period.
3. Items that are issued as demil is on lifetime restriction and must be returned.