

# Surplus Office Furniture & Equipment

Reduce, Reuse, Recycle!

State agencies generate surplus equipment on a regular basis, whether office furniture left over from a renovation project, a few filing cabinets from an administrative office move, or a dozen cafeteria tables and chairs that are no longer needed. DCAMM has made great strides in reducing waste going to the landfill by repurposing surplus inventory from one state agency to another and/or selling property on the Govdeals.com auction site.

Equally as important to repurposing and selling surplus equipment is the need to clear this unwanted equipment from being stored in corridors, closets, and basements of buildings across the state.

The **State Agency for Surplus Property (SASP)** should be the first point of contact for any surplus property that is to be requested, repurposed, sold via the Govdeals.com platform, or disposed of. To register on Govdeals.com or for other surplus questions, contact **Gary Rotondi**, who can be reached at 401-318-0126 or [gary.rotondi@doa.ri.gov](mailto:gary.rotondi@doa.ri.gov)

\*See the below Tier Chart which explains the Surplus process as it pertains to the Govdeals.com platform.

<b>Tiers</b>	<b>Auction Notes</b>	<b>Response Timeframe</b>
Tier One (1)	State Agencies receive notice that surplus property has been identified for disposal by (Fleet/Furniture, Fixtures or Equipment (FFE) - Surplus).	Agencies will be given one (1) week to respond to (Fleet/FFE - Surplus) with a request for the property to be transferred to the requesting agency for its own use.
Tier Two (2)	If no response is received from a State Agency, then municipalities, school districts, non-profit health and education entities will be given notice of surplus property identified for disposal.	Tier two Agencies will be given one (1) week to purchase State Surplus Property at a preset price set at the discretion of (Fleet/FFE - Surplus), determined by appraisal + appraisal cost, comparative analysis, scrap rate, or book value. The applicable FA70 form will be appended to the listing notice.
Tier Three (3)	If there is no interest from either tier one or two-agencies, the surplus property will be made available for general auction to the public.	The length of the auction, number of times posted for auction, starting bid or reserve bid will be set at the discretion of the (Fleet/FFE - Surplus) administrator.

## How to Request Surplus Property

When usable surplus items become available at a particular agency (the “disposing agency”), other agencies in need of certain item(s) (the “requesting agency”) can visit the Govdeals.com site and request the property if it meets their needs. SASP will notify agencies via email when property is posted. Pick-up of the property will be the responsibility of the requesting agency. Arrangements/details for the property pick-up need to be coordinated between both agencies.

## Property to be Disposed

The SASP will provide the required **FA70** form to the disposing agency to list the items they wish to dispose of. The disposing agency will then submit the completed **FA70** form to SASP for review and approval.

Once the disposing agency receives SASP's **authorization for disposal**, the requesting agency listed on the authorization for disposal (FA-70) is responsible for removal of all surplus inventory including all associated costs.

Two options are available:

Option 1: The disposing agency can contact Joe Flaherty at Correction Industries, ([Joe.Flaherty@doc.ri.gov](mailto:Joe.Flaherty@doc.ri.gov)) for a quote or name of a moving vendor on the MPA to pick up and disposal.

Option 2: The disposing agency can contact Waste Management to request a dumpster delivered on-site and, for a modest fee, can make arrangements with Correction Industries to schedule a crew to assist with removal.

**Please help us help you keep our buildings safe and passable at all times.** Your safety and the safety of your co-workers depends on it. As always, DCAMM is here to assist you so please don't hesitate to call should you have any questions or need any additional information.

Thank you for your cooperation as we strive for a safer and cleaner work environment.