CONGRATULATIONS! Your organization has been approved to participate in the State and Federal Surplus program.

Enclosed is the card that must be presented whenever a purchase is made at the State Surplus warehouse, located at 4200 Surface Road, Columbus, Ohio 43228. This card is a convenient way for us to identify that your organization is eligible to purchase both state and federal surplus. Any person listed as an authorized representative" on your application, may use this card. If an employee of your organization is visiting our warehouse and was not included on the list of “authorized representatives”, please send authorization on your company letterhead with them.

Our warehouse and vehicle lot is open Monday – Friday, 8:00 a.m. – 3:30 p.m. Any items purchased from our agency can only be used by and for your organization.

You will receive a copy of the invoice at the time of purchase and payments must be made within 30 days. All payments for items purchased must be made on your organization’s check.

You can view the current inventory by visiting our website: www.ohio.gov/surplus.

If you have any questions regarding warehouse inventory, please feel free to call (614) 466-7636.

If you have any questions regarding vehicles, please feel free to call Jeff Scanlan at (614) 466-2670.

Please note, that in order for us to finalize the inventory for our auctions, vehicles cannot be purchased TWO WEEKS prior to a vehicle auction, and warehouse items cannot be purchased ONE WEEK prior to a warehouse auction.

If you would like to obtain federal surplus items, please follow the instructions listed on the enclosed GSAxcess document. If you have any questions regarding Federal Surplus, please feel free to call Jim Rooker at (614) 728-3119.

If you have any questions or if we can be of further assistance, please do not hesitate to contact us at (614) 466-6570.

Enclosures

(Rev. Dec. 2011)
By SRD (surplus release date) – this is the date that groups of surplus are released. There is a SRD every Friday. I suggest you narrow the search to one DRMO or AAC, per SRD. If you have a long list of items to have OH SASP freeze for your agency, and we find that you do not have them sorted by SRD, we will contact you to do the search for those dates. If we cannot reach you, we will not be able to proceed with your request. We appreciate your consideration in doing all you can to make our time spent for you on GSAXcess™ as expedient as possible.

If you physically screen the bases, please try to screen only items in GSA donation screening. Anything in DOD (Dept. of Defense) screening or public sales is not available to us. If you do not find searched items in the GSAXcess™, then they are either not yet in the system for our cycle, or they are out of donation cycle and no longer available to us.

As you find item(s) searched, please make note of the surplus release date(s) (SRDs). When you have completed your search, group the items according to SRDs. Do not send us lists with mixed or multiple SRDs. For example, if your requested items have 3 different SRDs, you should give us 3 different lists. We must separate and make requests by SRDs. Since we are requesting for many agencies, we ask your help in this way. Fax the list(s) to OH SASP (614) 466-1584. Please type or print, to minimize illegibility.

Once we are able to freeze your requests, we will get a property request form (SF-123) from GSA for OH SASP to sign and return to them.

The request is then signed by the GSA Area Property Officer, and faxed back to OH SASP.

The items must be picked up within 21 CALENDAR DAYS after the request has been signed by GSA property officer.

As soon as we get the signed copy back from GSA, we will fax it to you, so you can begin immediately to make pick-up or shipping arrangements.

The information will also be faxed to the holding agency (DRMO or civilian contracting agency), so they will know what goes to which Donee agency.

It is the Donee's responsibility to contact the Property Custodian to make arrangements for the pick up of property.

Contact OH SASP when you have picked up all your property from each request (remember each SRD list is a separate SF-123 request). You may fax your signed pick-up sheet (which you got from the holding agency) to OH SASP (614) 466-1584. Please be sure that the Transfer Order Number is given.
2014 SURPLUS AUCTIONS & CLOSED DATES

JANUARY 11, 2014  WAREHOUSE AUCTION
Closed for sales and receiving January 6 — January 17

FEBRUARY 8, 2014  VEHICLE AUCTION
Closed sales January 27 — February 14 and receiving February 3 — 14

MARCH 8, 2014  WAREHOUSE AUCTION
Closed for sales and receiving March 3 — March 14

APRIL 19, 2014  VEHICLE AUCTION
Closed for sales April 7 — 25 and receiving April 14 — 25

MAY 17, 2014  WAREHOUSE AUCTION
Closed for sales and receiving May 12 — May 23

JUNE 14, 2014  VEHICLE AUCTION
Closed for sales June 2 — 20 and receiving June 9 — 20

JULY 12, 2014  WAREHOUSE AUCTION
Closed for sales and receiving July 7 — July 18

AUGUST 9, 2014  VEHICLE AUCTION
Closed for sales July 28 — August 15 and receiving August 4 — 15

SEPTEMBER 6, 2014  WAREHOUSE AUCTION
Closed for sales and receiving September 1 — September 12

OCTOBER 4, 2014  VEHICLE AUCTION
Closed for sales September 22 — October 10 and receiving September 29 — October 10

NOVEMBER 15, 2014  WAREHOUSE AUCTION
Closed for sales and receiving November 10 — November 21

DECEMBER 13, 2014  VEHICLE AUCTION
Closed for sales December 1 — December 19 and receiving December 8 — 19

www.ohio.gov/surplus
2014 STATE SURPLUS AUCTION DATES

Auction Location: 4200 Surface Road, Columbus, Ohio 43228

January 11................. Warehouse

February 8............... Vehicles

March 8................. Warehouse

April 19................... Vehicles

May 17................... Warehouse

June 14.................... Vehicles

July 12.................... Warehouse

August 9................... Vehicles

September 6.............. Warehouse

October 4.................. Vehicles

November 15.............. Warehouse

December 13............... Vehicles

All auctions are open to the public and doors open at 8 a.m.

Start Times: Vehicle: 10 a.m. & Warehouse: 9 a.m.

All auctions are “absolute auctions” as all items are sold “AS-IS.”

Questions Call:
Vehicle: 614.466.2670 or Warehouse: 614.466.7636

Vehicle inspections the week prior to auction:
Monday - Friday: 8 a.m. to 3 p.m.

*Note: vehicles can be started, NOT driven, the Friday before each auction from 8 a.m. to 2:45 p.m.

Warehouse items can be inspected on the auction day starting at 8 a.m.

Regular Hours: 8 - 4 p.m., Monday - Friday
State and other tax-supported agencies can purchase or deliver surplus goods between 8 – 4 p.m. with the following exceptions:

Vehicle Office:

Purchasing: The office is closed for sales to state and other tax-supported agencies two weeks prior to each vehicle auction and five business days after each vehicle auction.

Deliveries: The vehicle office will accept all surplus vehicles up to one week prior to a vehicle auction. The vehicle office will accept vehicles five business days after each vehicle auction.

Warehouse Office:

Purchasing & Delivery: The warehouse is closed five business days prior to warehouse auction and five business days after each warehouse auction.

Ohio DAS
General Services Division

Ohio Department of Administrative Services
State and Federal Surplus Property
4200 Surface Road, Columbus, Ohio 43228

www.ohio.gov/surplus
About the Program

Program Description

In order to advocate and promote the reuse of computers, GSA is proud to sponsor the new re-engineered Computers for Learning (CFL) website. The CFL program assists federal agencies to meet the requirements of Executive Order (EO) 12999, "Educational Technology: Ensuring Opportunity for All Children in the Next Century". The EO directs agencies, to the extent permitted by law, to give highest preference to schools and nonprofit organizations, including community-based educational organizations, (schools and educational nonprofit organizations) with the transfer, through gift or donation, of computers and related peripheral equipment excess to their needs. The CFL program represents an important contribution to EO 12999, which includes making modern computer technology an integral part of every classroom, connecting classrooms to the national infrastructure, providing teachers with the professional development they need to use new technologies effectively, and encouraging the use of innovative educational software.

The CFL program allows schools and educational nonprofit organizations to view and select the computer equipment that federal agencies have reported as excess. Direct transfers are authorized by law through 15 USC 3710(f) commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245 on February 14, 1992). It states, "The Director of a laboratory, or the head of any federal agency or department, may give research equipment that is excess to the needs of the laboratory, agency or department to and educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership shall transfer with a gift under this section." Legislative history proving the intent of Title 15 includes computers as research equipment.

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Welcome to the CFL Website

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the Computers For Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and educational nonprofit organizations. The CFL website allows eligible recipients to view and select the computer equipment that federal agencies have reported as excess (via GSAXcess®).

PROCESSING CHANGE FOR FEDERAL ELECTRONICS: We are implementing the guidance in GSA FMR Bulletin, B-34, Disposal of Federal Electronic Assets. All customers are advised that, effective Monday, 19 March 2012, the following notice applies to federal electronics assets reported and/or acquired through Computers for Learning:

The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws. The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at http://www.federelectronicschallenge.net/resources/links.htm#five.

Pursuant to this guidance, effective Monday, 19 March 2012, federal electronic assets, as defined by these regulations, in condition codes S and X should not be reported to GSA and will not be transferred by GSA. It will be up to the holding agency to dispose of these assets in accordance with FMR Bulletin, B-34, Disposal of Federal Electronic Assets.

Direct transfers are authorized by law through 15 USC 3710(i), commonly known as the Stevenson-Wyler Technology Innovation Act of 1980.

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

Note: Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program, however, the recipient is responsible for the shipping and handling costs, as well as refurbishing costs.
About the Program

Frequently Asked Questions

The questions below reflect those that schools, educational nonprofit organizations, and agencies have been asking and the answers the General Services Administration (GSA) has been providing.

1. Who is eligible to receive computer equipment through the CFL program?

Schools and educational nonprofit organizations located in the United States, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands, can receive computer equipment through the CFL Program. A school is eligible to participate if it is a public, private, or parochial school serving some portion of the pre-kindergarten through grade 12 population. Day care centers must provide a state approved preschool curriculum in order to participate.

An educational nonprofit organization must meet four criteria in order to participate. First, it must serve some portion of the pre-kindergarten through grade 12 population. Second, it must give evidence of its nonprofit status by being tax exempt under section 501(c) of the U.S. tax code. Third, it must operate primarily for the purpose of education. If an educational nonprofit organization is "holding" on the 501(c) certification of a parent organization, the parent organization must meet these criteria. Fourth, it must be approved, accredited, or licensed.

2. Who pays for shipping and handling of the computers?

Generally, the school or educational nonprofit organization must pay for the shipping and handling of the computers. Unless the holding agency has special legislative authority to pay for the cost(s) associated with the transportation of the excess computer equipment including packing and delivery, and they agree to do so, the school or educational nonprofit organization must pay for these costs. If your School/Organization does not take possess of the excess computer equipment in the amount of time allotted by the owning agency, they may withdraw the offer.

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3. How is an Educational Nonprofit organization considered eligible?

The statutory definition of "Nonprofit institution" that applies to the law authorizing the Executive Order does not mention eligibility under the Property Act. However 15 U.S.C 3703 states that a nonprofit institution means "an organization owned and operated exclusively for scientific or educational purposes, no part of the net earnings of which profits the benefit of any private shareholder or individual." Hence EO 12999 does expressly require that community based organizations meet the eligibility requirement of the Property Act surplus donation program.

4. Who is eligible to transfer computer equipment through the CFL program?

Executive Order 12999 requires executive agencies to participate in the CFL program to the extent permitted by law, and where appropriate. The legislative and judicial branches are encouraged to participate whenever possible.

5. How does the Executive Order relate to Title 40 USC - the re-codification of the Federal Property and Administrative Services Act of 1949, as amended (the Property Act)?

Executive Order 12999 provides an authority in addition to the requirement of Title 40 USC. Although Executive Order 12999, through Title 15 USC 3710 authorizes Federal agencies to direct transfer excess computer equipment to schools, it also authorizes Federal agencies to transfer surplus computers to State Agencies for Surplus Property (SASP) through the Federal Surplus Personal Property Donation Program authorized by 40 USC 549. Also, in accordance with 40 USC, as with other Government-owned property, Federal computer equipment must first be offered to other activities within an agency before being determined that the equipment is excess to that agency.

6. Do schools and educational nonprofit organizations pay for excess computer equipment they acquire through the CFL program?

No. Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program. Title 15 USC and EO 12999 are silent on the issue of packing, shipping, and transportation. Accordingly, the decision on who is responsible for shipping and transportation costs is left to the discretion of the holding agency.
7. Are third party recyclers, refurbishers or nonprofit refurbishers eligible to receive computers/computer equipment under EO 12999?

No. Title to the computer equipment must pass from an agency to a school or educational nonprofit organization. Though the FMR is not the direct guidance for the Executive Order, the Property Act does not allow transfer of federal property to be directly given to the aforementioned. Under EO 12999, computer equipment may be directly transferred to a school or educational nonprofit. If the agency does not wish to transfer excess equipment under EO 12999, it must then be reported to GSA.

8. What kind of computer equipment should agencies transfer to schools and educational nonprofit organizations?

The Executive Order defines “educationally useful federal equipment” as computers (Windows based PCs and Apples) and related peripheral equipment. Computer software is also included where software vendors permit the transfer of licenses [Executive Order Section 4]. Agencies and private sector companies need to check with each software vendor or licensor for permission to transfer specific software. However, operating systems are a component of a computer’s hard drive and should remain with the computers. Also, note that computer equipment availability varies.

9. What if the computer equipment is not picked up through the CFL Program?

When an agency has determined that no school or educational nonprofit has need for the excess computer equipment, the agency’s equipment will directly transfer to GSAXcess(R). The excess computer equipment will then be available to other federal agencies and State Agencies for Surplus Property (SASP) through the surplus property donation program. At this point, schools may not receive preferential consideration by law because the Property Act requires donation to all eligible recipients by fair and equitable means.

10. What if computer equipment needs repair or upgrading?

The Executive Order encourages the use of nonprofit computer reuse or recycling programs to repair and upgrade computers. However, title to the computer equipment must pass from an
agency to a school or education nonprofit organization. Title to the computer equipment may not be transferred to computer reuse or recycling programs. Some recyclers refurbish computers themselves; others teach students how to refurbish them for use in their own school districts. Many recyclers can also assist with teacher training, mentoring, and computer maintenance.

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11. Who owns the property after it has been transferred to a school or educational nonprofit?

When an agency directs a computer to a school or educational nonprofit activity under 15 USC, the holding federal agency releases Government ownership of the computer and the recipient activity gains title to the property upon receipt. When an agency transfers a computer to a school or educational nonprofit activity under 40 USC, the educational activity has conditional title to the property until use restrictions are met (which usually involves a one-year period of restriction).

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12. How can agencies determine which schools and educational nonprofit organizations need computers?

The CFL GSAXcess® website facilitates the implementation of EO 12999. Federal agencies report their excess computer equipment to GSAXcess®. Educational institutions then register on GSAXcess® to search and request computers they need through use of a virtual shopping cart and checkout process. GSAXcess® then sends an e-mail notification to the holding agency of the educational institutions' interest in acquiring the excess computers. GSAXcess® also provides a screen that allows the reporting activity to view all of the schools and educational nonprofits that have requested their excess computers immediately after the request is made. This screen is used by the reporting activity to allocate and transfer the excess computers in the system to the requesting educational organization.

A Federal Agency that has established a partnership arrangement with school(s) in their vicinity should help those schools register on the CFL GSAXcess® website.

EO 12999 requires that agencies "attempt to give particular preference to schools and nonprofit organizations located in the Federal enterprise communities and empowerment zones. For information on EZ/EC schools, go to www.rurdev.usda.gov/rbs/ezec/index.html. Schools and educational nonprofit organizations indicate whether they are part of an EZ/EC at the time of registration. This information is then provided to the Federal agency for allocation purposes.

Agencies must verify the eligibility of all schools and educational
13. Is there a limit to how much excess computer equipment an agency may transfer to a school or educational nonprofit organization?

No. However, agencies are required to ensure the fair and equitable distribution of excess computer equipment on a national level.

14. Does GSA ever take physical custody of excess computer equipment in the CFL program?

Generally, agencies retain physical custody of excess computer equipment in the CFL program. Under special circumstances, GSA may take custody or may direct excess computer equipment to schools or educational nonprofit organizations, under agreement with the holding agency.

15. May agencies withdraw excess computer equipment reported to GSA for the CFL program?

No. Agencies may only withdraw excess personal property from the disposal process to satisfy an internal agency requirement.

16. What is the policy regarding federal employees volunteering in schools?

Agencies are encouraged to consult with unions and other appropriate employee organizations to develop means by which employees may volunteer their time in support of the CFL program.

The federal personnel system provides considerable flexibility in scheduling leave and hours of work. Within mission constraints, agencies are encouraged to make use of these flexibilities to grant leave or approve Alternative Work Schedules so that employees may volunteer their time as provided in Section 3 of the Executive Order.

In certain circumstances, agencies may use their authority to grant excused absences (administrative leave) for this purpose. Note, however, that an employee is not a "volunteer" if he or she is on salary while performing these services. Employees
may be granted brief periods of excused absence when such functions are: (1) directly related to the agency's mission, (2) officially sponsored or sanctioned by the head of the agency, or (3) beneficial to the professional development or skills of the employee in his or her current position. Direct your questions on these and related matters to the appropriate servicing personnel office.

17. How should agencies account for computers that they have transferred to schools and educational nonprofit organizations?

Agency personal property managers should maintain records in accordance with internal agency procedures. Within 90 days of the end of each fiscal year, agencies report to GSA excess property provided to nonfederal recipients—such as schools and educational nonprofit organizations. This report (interagency report control number 0154-GSA-AN) should list computer equipment by type, by component or system, quantity, original acquisition cost, fair market value and provide totals. Identify the recipient by name, city, and state. If all agency transactions are conducted via the CFL website, GSAXcess® will automatically generate the CFL portion of your report.