Searching for or requesting property for your agency

This tutorial details the steps to searching for property through the state of Oregon's State and Federal Surplus Property program. Besides a step-by-step instruction on how to search, there are explanatory paragraphs regarding the rationale involved when deciding to request certain items through these searches. Some are informational only, and not necessarily required to perform the individual searches.

Click on the **blue highlighted Bookmarks in the paragraph below** to jump to that section.

There are three ways an agency can search for property for their agencies; A) they can search property located at the State and Federal Surplus property facility in Salem using "<u>Reuse</u>", B) they can search the federal government website "<u>Person Property Management System (PPMS)</u>", or C) they can request that Surplus Property staff search for property as it comes available, using the "<u>Want List</u>" request form. In addition to these search tools, a representative of an agency can receive periodic email notifications regarding special buy opportunities or specials occurring at Surplus Property. This email list (via a "Listserv") is known as "**Donee** <u>Notifications"</u>.

A) Utilizing the Reuse inventory search function

Agencies can access the Reuse search function to search for property that is currently available at the facility located in Salem, OR. One can access this feature by going to the Surplus Property website <u>www.oregonsurplus.com</u>, and clicking on the "Use the online "Reuse" system" link in the right-hand task box.





This will take the user to the main search page, where they can type in a short descriptor of the type of item they are looking for (then press "Go"), or "Show All", which will bring up the entire inventory of Surplus Property. Note: no "Login" is required to use this function. If "Show All" is pressed, be aware that it may take a few moments for the entire inventory to download.



If you see an image in the gallery, and would like more information about that item, the user can click on the image to open all the details regarding that item.



To do a generalized search, simply type a descriptor into the search field. As an example, the word "Chevrolet" is typed into the search field, which yields the following results:

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The system searches state and federal property currently in inventory. To identify which is which, note the "Oregon #" in the left-hand column. A state item will be a series of 6-7 numbers, while a federal item will be 2 numbers, followed by a dash, followed by 5 numbers. The list can be sorted by clicking on the column heading, and defaults to the Oregon #. The sixth column indicates that there is an image(s) attached to that item, but this column is not sortable. Please note that a Charge of "\$0" simply means that an item has not been priced yet. Please call for pricing.

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To view the item in its entirety, click on the items row.



This will take the user to the description of the item, with images and price (if any). Note: if there is no price or images, you can request this information, and it will be added to the page. This gives all the basic information about an asset. For more information, please contact us at 503-378-6020.

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To view images of the item, click on the thumbnail images at the bottom of the page to open them in the viewing pane above. A red band around the thumbnail image shows which image is open in the viewing pane.



To show everything currently in stock, click the "Show All" button from the main search page. Again, the columns are sortable (except for the "Images" column). In this example, the search yielded 1,919 individual descriptions.

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	12-226 01	CLEANER, 18oz CAN Foaming Spray	38 CN	\$0.50	•	
	12-307 01	PAN, STEAM TABLE	42 EA	\$5.00		
	12-327 01	PAIL, UTILITY	2 EA	\$3.00		
	12-319 01	BODY ARMOR PLATE, LEVEL IV	4 EA	\$100.00		
	12-355 01	EXPLOSIVE DETECTOR	1 EA	\$350.00		
	12-455 05	SHOVEL	1 EA	\$5.00	•	
	12-453 01	CROSSBED TOOL BOX	1 EA	\$20.00		
	12-478 01	FABRIC ROLL	1 RO	\$100.00		
	13-078 02	PURELL INSTANT HAND SANITIZER	2 CS	\$5.00		
	13-095 04	FORK, FOOD PREP	4 EA	\$1.00		
	13-095 05	PAN, FOOD SERVING	1 EA	\$5.00		
	13-095 06	EGG WHIP	1 EA	\$1.00		
	13-095 07	SKIMMER, KITCHEN	2 EA	\$1.00		
	13-125 02	BOOTS	5 PR	\$5.00		
	13-135 03	WIRE GRATES	3 EA	\$5.00	•	

B) Search the Federal Government "PPMS"

Go back to the top of the tutorial

A brief explanation of PPMS (If you want to skip this explanation, scroll down to the first screen shot below).

The Federal Government makes surplus items available to State Agencies for Surplus Property (or "SASP's). The State and Federal Surplus Property program is the SASP for Oregon, and most every state has one. Property being made available on this site is made available to federal agencies for a time. When that time expires, the SASP's may request items. If no SASP's request an item, it goes to auction on GSAAuctions, the Federal Governments auction site. Likewise, items at the Surplus Property warehouse that go unsold for approximately 1 year get placed into an online auction through GSAAuctions.

Surplus staff constantly search (or "Screen") property on PPMS to bring to the facility in Salem. There are several determining factors when deciding to screen property, such as:

- Is it an item that agencies have routinely requested or purchased in the past?
- Is it economically viable to have the item(s) shipped from its current location to Oregon?
- Is it, on a speculative basis, something that agencies would purchase?
- Is it something an agency has specifically requested?

Given the last factor, Surplus Property has enabled agencies to go into PPMS and search for property their agency can use. If an agency determines that they would like an item, they would contact Surplus staff, and request that item. However, other states may be requesting the same property. In an emergency or dire need situation, an agency can supply a "Letter of Intent" on their agency's letterhead, describing why they need that particular item. This will place a "Priority" status on that item. Also, items screened and allocated (when GSA determines a SASP is awarded that property for an agency) can opt to have that item handled as a "Direct". This means that the agency can make their own shipping arrangements or pick the item up themselves for direct transfer to their agency. This can greatly influence the Service Charge (or price) an agency pays for that item.

There are varying factors when determining a Service Charge, such as original acquisition (what the Federal Government paid for the item), condition (New, used, etc.), condition code (Unused, useable, scrap, etc.), market value, and so on. Typically, given these factors, an item that is screened, allocated and shipped to the facility in Salem has a Service Charge of anywhere between 10-20 percent of original acquisition. An item that is a "Direct" sale is typically 5-7 percent of original acquisition value.

Searching For Property

To search for property being made available from the Federal Government, the user will need a login. Please call 503-378-6051 to obtain login credentials. Next, go to PPMS. Using the credentials provided, sign in. The system will ask which of 2-Factor Authentications the user would like to use when logging in. Choose one method, and this will be the method for subsequent logins. In this example, the "Email Authentication" is used. On the next screen, a button will appear "Send me the code". The code will show up in the email inbox of the email used to register with PPMS. Copy the code, and paste it in the field in PPMS.



 SecureAuth Login (for GSA users only) Registration Information
Registration Information
About PPMS
? Help

PPMS Helpdesk

A Home			🔁 Login 🛛 🛓 Register
	This is a U.S. General Services Administration Federal Government of to monitoring. Individuals found performing unauthorized activities	omputer system that is FOR OFFICIAL USE ONLY. This system i are subject to disciplinary action including criminal prosecut	s subject ion.
	A verification code was sent to 03@gmail.com. Check your email and enter the code below. Verification code Image: Do not challenge me on this device for the next 12 hours Image: Verify Do not challenge me on this device for the next 12 hours Terrify Back to signifie	Welcome to PPMS SecureAuth Login (for GSA users only) Registration Information About PPMS Help	

Also, when you login for the first time, you will be directed to change the temporary password to a permanent one. Go to the acceptance email sent and copy the temporary password. Paste it in the field and enter the new password as directed following prescribed password protocols (a message will appear if one of the protocols is not met). Then you will be taken to the home page.

GSA Personal Property Managem	ent System™		About PPMS	User Guides/Training Con	ch all government Search ntact Links PPMS HelpDesk FAQ	s
Home Property Functions V					🕲 John Doe 👻 🕞 Logout	
Welcome, John Doe						
■ OregonSurplus2023@gmail.com J (971) 900-	9981					
Access level: Permissions: VO VO O	Email Address: regonSurplus2023@gmail.com	Name: John Doe	Phone: (971) 900-9981	Location State: OR	AAC Codes: 470496	
					() () (e)	
GSA Personal Property Manager	nent System™				PPMS Helpdesk ppmshelp@gsa.gov	
PPMS.gov An official website of the U.S. General Services A	dministration					

All pertinent information regarding the user is displayed, including the role "VO", or "View Only". In the upper left corner, find the "Property Functions" tab, and open to reveal "Search Property" link.

GSA rersonancesperty	Management System™		About PPMS	Sear User Guides/Training Co	rch all government	Search elpDesk FAQs	
Home Property Functions					® John Doe ∨	🕀 Logout	
Search & Request Property Search Property Want List							
➡ OregonSurplus2023@gmail.com	J (971) 900-9981						
Accestevel: Printission VO VO	15: Email Address: OregonSurplus2023@gmail.com	Name: John Doe	Phone: (971) 900-9981	Location State: OR	AAC Codes: 470496		

GSA Personal Property Management System™	PPMS Helpdesk
PPMS.gov An official website of the U.S. General Services Administration	

Click on "Search Property", and it will take the user to the next screen:

	ment System™		About PPMS User Guides/Trai	Search all government Search and government I Search and government I Search and Search
Home Property Functions ~				⑧ John Doe マ → Dogout
Search Property All Words Search by Item + Advanced Search	Name or Property Description	arch Clear All		
Fitter	Property List - 11653 Re	sults		
Property Categories	Showing 1601 -1650 of 11653		ge 33 of 234 🔉 🔊	Show 50
Agricultural Equipment and Supplies				0101100
(27)				
(27) Aircraft (38)		<u>809103-3178-0017</u>	ROUTER ETHERNET	
 (21) Aircraft (38) Aircraft Parts and Tires (11) 		809103-3178-0017	ROUTER ETHERNET	Condition
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) 		809103-3178-0017 Location EDWARDS, CA 93523 Item status	ROUTER ETHERNET Federal Supply Class 5895 Surplus release date	Condition Usable
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) Boats (4) 		809103-3178-0017 Location EDWARDS, CA 93523 Item status EXCESS SCREENING	ROUTER ETHERNET Federal Supply Class 5895 Surplus release date 10/31/2023	Condition Usable
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) Boats (4) Clothing and Personal (1120) 		809103-3178-0017 Location EDWARDS, CA 93523 Hem status EXCESS SCREENING Unit of Issue EACH	ROUTER ETHERNET Federal Supply Class 5895 Surplus release date 10/31/2023 Original Acquisition Cost 511,942.00	Condition Usable Quantity Available
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) Boats (4) Clothing and Personal (1120) Communication and Detection Equipment (562) 		809103-3178-0017 Location EDWARDS, CA 93523 Hem status EXCESS SCREENING Unit of Issue EACH Quantity Requested by Me 0	ROUTER ETHERNET Federal Supply Class 5895 Surplus release date 10/31/2023 Original Acquisition Cost 511,942.00 Total quantity requested 0	Condition Usable Quantity Available 1
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) Boats (4) Clothing and Personal (1120) Communication and Detection Equipment (562) Computer Equipment (1240) 		809103-3178-0017 Location EDWARDS, CA 93523 Item status EXCESS SCREENING Unit of Issue EACH Quantity Requested by Me 0	ROUTER ETHERNET Federal Supply Class 5895 Surplus release date 10/31/2023 Original Acquisition Cost 511,94.2.00 Total quantity requested 0	Condition Usable Quantity Available 1
 (21) Aircraft (38) Aircraft Parts and Tires (11) Automobiles (33) Boats (4) Clothing and Personal (1120) Communication and Detection Equipment (562) Computer Equipment (1240) Computer Software and Accessories 		809103-3178-0017 Location EDWARDS, CA 93523 Hem status EXCESS SCREENING Unit of Issue EACH Quantity Requested by Me 0 809103-3178-0018	ROUTER ETHERNET Foderal Supply Class 5095 Surplus release date 10/31/2023 Original Acquisition Cost \$11,942.00 Total quantity requested 0	Condition Usable Quantity Available 1

From this screen, the user can search by entering a word in the field at the very top, or filter by selecting or deselecting category boxes on the left. The user can also do a page-by-page general search (in this case, 234 pages/11,653 items). Searches can be narrowed down significantly by selecting the "Advanced Search".

View with the Advanced Search open

item Agency and Hansier		Item Attributes	
Reporting Agency/Agency Bureau		Item Control Number	
State		National Item Identification Number (NIIN) Property Type
Select State		Search by National Item Identification Num	tSelect Property Type \$
		Federal Supply Class	
		Select FSC	
Item Timeline		Repairable	
Date Reported	Surplus Release Date	Excess Release Da	te
Select Date Reported	Select Surplus Release Date	Select Excess	Release Date

The user can select from a dropdown of states to choose from, a dropdown of time frames of when property was posted to the site, they can select condition, Reimbursement Required (whether or not the holding agency expects to be reimbursed for their item), and other criteria. Then press the "Search" button, and the search will be narrowed down.

		Item Control Number		
		National Item Identific	ation Number (NIIN)	Property Type
		Search by National Ite	m Identification Numt	Select Property Type
		Federal Supply Class		
,		Select FSC		
		✓ Usable ✓ Repairable Salvage Scrap		
	Surplus Release Date		Excess Release Date	
\$	Select Surplus Release	Date 🗘	Select Excess Rel	ease Date
)		
-				
)	Surplus Release Date CSelect Surplus Release	Surplus Release Date Image: Surplus Release Date	Surplus Release Date Excess Release Date Surplus Release Date Select Surplus Release Date

With the above search criteria, searching 6 states for New/Usable/Repairable, no Reimbursement Required, posted within the past week, netted 165 results.

Item Agency and Transfer		Item Attributes	
Reporting Agency/Agency Bureau		Item Control Number	
Select Agency Bureau			
State		National Item Identification Number (NII	N) Property Type
Arizona × Idaho × Nevada × Oregon × Utah × Washington ×		Search by National Item Identification Nu	mtSelect Property Type
Select State		Federal Supply Class	
		Select FSC	
		New or Unused Usable Repairable Salvage Scrap	Ves No
Item Timeline			
Date Reported	Surplus Release Date	Excess Release D	ate
Past Week	↓Select Surplus Release	Date \$	s Release Date

-

The user can scroll down through the list of property items until they see something they would like more information about. Please note that at the time of this writing, PPMS is still very new, and most items do not have pictures associated with them. If you would like to see a photo of the item you're looking at, contact the property custodian mentioned in the search result.

EACH Quantity Requested by Me 0	S81.17 Total quantity requested 0	1
54501A-3302-3200	Adhesive Applicator	
Location ROY, UT 84067 Item status EXCESS SCREENING	Federal Supply Class 5120 Surplus release date 11/19/2023	Condition Usable
Unit of Issue EACH Quantity Requested by Me 0	Original Acquisition Cost \$29.50 Total quantity requested 0	Quantity Available
2805V4-3298-1115 Location NUPURN, WA 98001 NUPURN EXCESS SCREENING	2 Step Step Ladder Federal Supply Class 5680 Surplus release date 11/16/2023	Condition Usable
Unit of Issue EACH Quantity Requested by Me 0	Original Acquisition Cost \$200.00 Total quantity requested 0	Quantity Available
134147-3296-0012	Double sided Shelf	
Location Seattle, WA 98115 Item status EXCESS SCREENING	Federal Supply Class 7110 Surplus release date 11/06/2023	Condition Usable
Unit of Issue EACH Quantity Requested by Me 0	Original Acquisition Cost S100.00 Total quantity requested O	Quantity Available

To open an item and view all the details, click on the underlined Item Control Number (ICN) on the left side of the blue bar (See above). This will open the item up to the Property Data Sheet, which contains all the information regarding that item, the location, the property custodian, the original acquisition, etc. Two things to take note of are the Surplus Release Date (SRD) and the Item Control Number (ICN). The SRD is the last day the item can be requested. The ICN will be needed if you want someone (a State Surplus Property employee) to request an item on your behalf). To return to the previous list view, simply press the "Back" button on your browser. Then, simply click on the "Search" button to go to your original search criteria.



As previously stated, if you would like to request items, contact the property screener at 503-378-6051 or don.tesdal@das.oregon.gov, provide him with Item Control Numbers, and he will request those items for your agency/organization. If it is an urgent request, please be sure to specify this, as sometimes this will increase the likelihood of your being allocated the property (such as in the case of an emergency or dire need). If this is the case, a letter penned on your agency/organization's letterhead will increase the chances of your being allocated items.

The "Want List" Go back to the top of the tutorial

The Want List submission form is a fillable online form. A Want List is usually completed when a search of property yields no results, and after Surplus Staff has determined that the property being sought isn't in inventory. This list helps Federal Screeners to locate and identify property, either through PPMS or coming in from another agency through the state side of the warehouse. There is no obligation to buy; Surplus staff identifies the property, notifies the agency that property has been located, then it is up to the agency as to whether they would like to proceed with purchasing it or not.

When a Want List item or items are submitted, it is circulated to several Surplus staff members involved with both state and federal property. If an item is located immediately, an agency salesperson will contact the person who submitted the request. Otherwise, the information will be put onto an Excel spreadsheet, so that screeners can look for those items.

To begin, navigate to <u>www.oregonsurplus.com</u>, and locate the "Start a want list for property" link in the center task box.

An official website of the State of Oreg	gon <u>How you know »</u>			
OREGON.GOV Home -	Storage Services Forms Contact Us			Q
Star Depa	te & Federal Surplus F rtment of Administrative Services	Property		
		2		
		L \$ 7		
	Purchase (Public)	Purchase (Eligible Agencies)	Turn In Property	
	Online Auctions	Search for Surplus Property	Disposal Guidelines	
	Buy at the Warehouse	Eligible to Buy?	Use the Online "Reuse" System	
	Hours	Her <u>tas Annonaeces</u> , 299	Sell from your Location	
	Warehouse Directions	Start a Want List for Property	Vehicle and Equipment Titles	
		Laws-successful Office (LESO)	Electronics (E-waste)	
		Take a Tour of Surplus Propertyl (video)	Rates	

Click on the link on the Surplus home page, and the user will be taken to the page below. On this page are several related topics, with the Want List submission form at the bottom. Fill this form out as completely as possible, then press "Submit" at the end.

Today's Date	Phone Number (Pref	erably Cell)
mm/dd/yyyy		
Name of Donee Agency/ Donee's can submit a W	Organization (Please note: Only curren ant List request)	tly eligible
First Name	Last Name	
Email Address Enter a description of th possible. You can also u	e item(s) you're looking for. Please be a Joad files from your computer usine t	as descriptive ne file uploade
Email Address Enter a description of th possible. You can also u below:	e item(s) you're looking for. Please be a Jload files from your computer using ti	as descriptive he file uploade
Email Address Enter a description of th possible. You can also u below:	e item(s) you're looking for. Please be oload files from your computer using ti	as descriptive he file uploade
Email Address Enter a description of th possible. You can also u below: Attachment(s) Choose Files No file cho	e item(s) you're looking for. Please be i oload files from your computer using ti sen	as descriptive ne file uploade

When submitted the request will be processed, and a Surplus staff member will contact the submitter with any questions, or results from the request.

Subscription to the Surplus Property listserv, Donee Notifications.

Agency representatives can request to be added to the Surplus Property listserv, Donee Notifications. This is a periodic message that details special buy opportunities occurring at Surplus Property. These buy opportunities include such opportunities as overstock items at Surplus, unique items, new items or announcements for sales of special events. To request to be placed on the Donee Notification listserv, <u>please contact the list administrator</u>.

If questions on this or any Surplus Property activities, please call 503-378-6020.

Return to the top of the tutorial now.