



Department of  
Administrative Services

*Customer Focused, Performance Driven*

Sonny Perdue  
GOVERNOR

Brad Douglas  
COMMISSIONER

## **\*\*COMMUNICATIONS ALERT\*\***

February 3, 2009

TO: All Property Coordinators

Surplus Property introduces 3 new processes that will take affect on February 16, 2009

**Electronic Equipment Disposal:** The current status of the economy is having a negative impact on the recycling industry which in return impacts the disposal of the state's surplus property. The demand for the materials has dropped significantly in the past six months. The impact has been so dynamic to our current vendor that DOAS has amended the e-disposal agreement twice; resulting in a net zero return on all e-scrap disposals. At this point, the vendor is unable to sell the e-scrap for enough profit to cover the transportation costs.

Effective February 16, 2009, the vendor will implement a fee to the agency for each pick up of e-scrap. There are several other options each agency can consider. Regardless of the option selected, the notification process to DOAS Surplus Property remains the same. Listed below are the options available to agencies.

1. Vendor will pick up all e-scrap for a charge of \$.03/pound or \$25.00, whichever is greater. This is still a tremendous value (833 pounds cost \$25.00). Agencies will not be required to deliver material or remove hard drives if this option is selected. Pick-up will occur within 15 business days and will be billed directly by the vendor to the agency.
2. Agencies may choose to deliver e-scrap to the vendor's location at their own expense. All disposals must still be pre-authorized by Surplus Property and appointed with the vendor.
3. E-scrap may be "sold in place" at the agencies location. The buyers are responsible for picking up the items from the agency. Agencies would be responsible for the hard drives being removed with CIO certification. Non-data storage equipment will be sold "as is."

**Vehicle Disposal:** Vehicles will be sold at the agency's location unless there is a mitigating circumstance to move it. Please contact your regional surplus team if you have special needs.

**Surplus Office Hours:** To better service you, effective February 16, 2009, the Surplus Property offices will return to a 5-day work week, Monday through Friday, 8:00 to 5:00.

Please contact the appropriate Surplus Property Center for any questions or concerns.

- Atlanta Administrative Center Phone: 770-414-6468
- Americus Administrative Center Phone: 229-931-2407
- Swainsboro Administrative Center Phone: 478-289-2820

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