

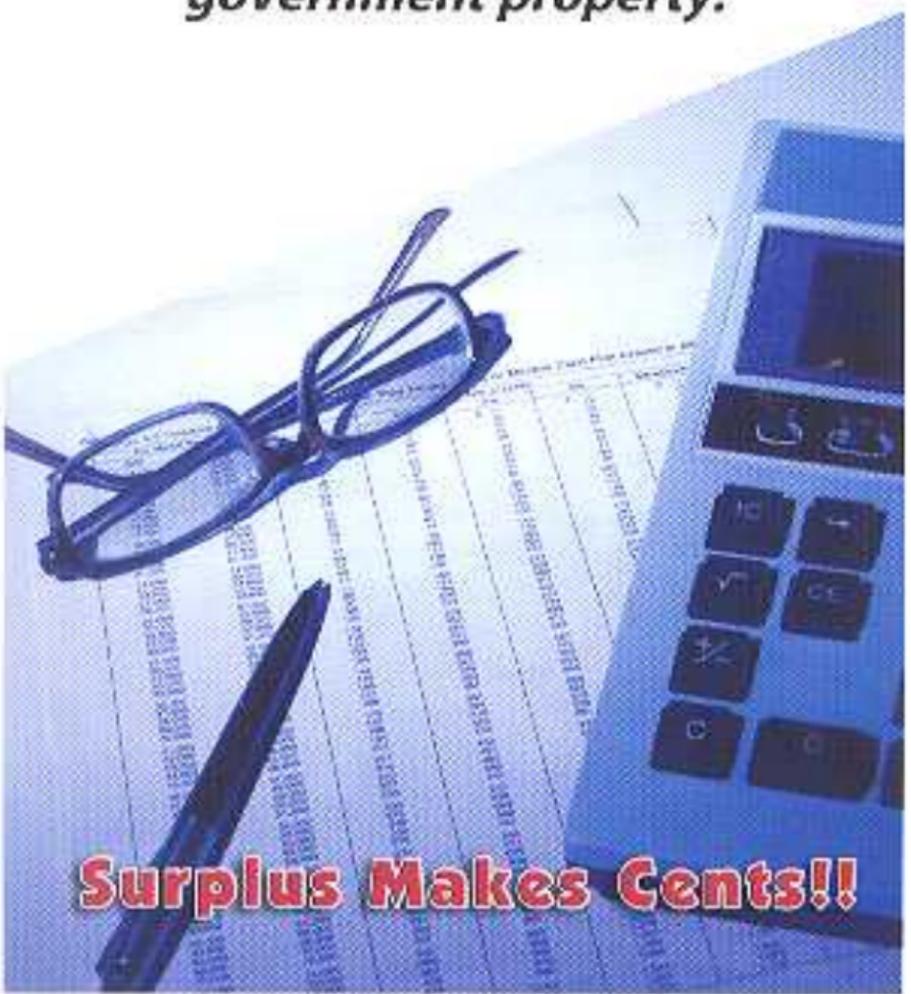
STATE OF SOUTH DAKOTA

OFFICE OF EXECUTIVE
MANAGEMENT

BUREAU OF ADMINISTRATION

Federal Property Agency

*Saving money for State and
Local government agencies and
other eligible organizations
within the State of South Dakota
through the reuse of federal
government property.*



Surplus Makes Cents!!

What is the SD FEDERAL PROPERTY AGENCY?

The SD Federal Property Agency (SDFPA) is a State Agency created by the SD Legislature in accordance with the Federal Property and Administrative Services Act of 1949, as amended. SDFPA's purpose is to acquire and redistribute federal property that is surplus to the needs of the Federal government.

SDFPA operates two distribution centers to better serve its eligible recipients across the State:

HURON DISTRIBUTION CENTER

20 Colorado Avenue, SW
Huron, SD 57350

Hours: 8:00 am – 5:00 pm Central

Phone: 1-800-438-8302 or
605/353-7150

Fax: 605/353-7164

E-Mail: boa-sdfpaHuron@state.sd.us

WESTERN DISTRIBUTION CENTER

604 Box Elder Rd West
Box Elder, SD 57719

Hours: 8:00 am – 5:00 pm Mountain

Phone: 1-800-847-7584 or
605/923-4884

Fax: 605/923-3990

E-mail: boa-sdfpaBoxElder@state.sd.us

WEBSITE:

state.sd.us/boa/fsp.htm

Who is ELIGIBLE to acquire and use Federal Surplus?

Eligibility is determined according to guidelines established by Federal Law and is limited to certain non-profit, tax-exempt organizations and government agencies and political sub-divisions within the State of South Dakota as outlined below:

- **State Government Entities**
- **Municipalities, Counties & Townships**
- **Councils of Governments**
- **Fire & Rescue Departments**
- **Schools & Preschools**
- **Colleges & Universities**
- **Museums**
- **Public Libraries**
- **Licensed Day Care Centers**
- **Hospitals**
- **Medical Institutions & Health Centers**
- **Radio/TV Stations**
- **Programs funded for Older Americans**
- **Shelters & Food Banks**
- **Providers of Assistance to
Needy & Low Income Individuals**
- **Boy and Girl Scout Troops**
- **Red Cross**
- **Little League**
- **Small Business Administration 8A
Contractors**

Non-governmental entities falling into the above categories must be exempt from Federal Income Tax under Section 501(c) of the IRS Code and must be licensed, accredited, certified, or approved by an appropriate governing authority in the service area listed.

How does my organization ACQUIRE FEDERAL SURPLUS PROPERTY?

Eligibility must first be established by completion and approval of an eligibility application packet. Contact our Huron office to obtain an application packet.

Authorized representatives of your organization are named in the application and upon approval are issued ID cards. These representatives are encouraged to frequently visit our warehouse location(s) to browse the available inventory.

Because SDFPA is a self-supporting Agency and receives no tax allocation funding from the State of South Dakota, a service and handling charge is assessed on all items to recover the Agency's cost of operation. These charges are marked on all items in the warehouse.

Items selected for use within your organization are invoiced and the S&H charge is billed to your organization on a monthly statement. Payments must be in the form of a check or warrant drawn on an account of the eligible organization and are due within 30 days of the statement date. Cash or personal checks cannot be accepted.

Property may not be acquired for or converted to use by a private individual or for personal gain. It may be used only within and for the programs of the eligible organization.

What TYPES OF PROPERTY are normally available?

Surplus property may include any type of personal property used by the federal government including, but in no way limited to:

- ▲ *Heavy Equipment*
- ▲ *Vehicles*
- ▲ *Electronics*
- ▲ *Medical & Lab Equipment*
- ▲ *Furniture*
- ▲ *Machine & Hand Tools*
- ▲ *Hardware*
- ▲ *Aircraft*
- ▲ *Clothing*
- ▲ *School Supplies/Equipment*
- ▲ *Computers*
- ▲ *Boats*
- ▲ *Office Supplies/Equipment*
- ▲ *Maintenance Supplies*
- ▲ *Band Instruments*
- ▲ *Toys*
- ▲ *Virtually anything you can imagine can be surplus!*

How can my organization know what items are CURRENTLY AVAILABLE?

A Surplus Property Listing describing most of the available property is mailed to all eligible organizations on a monthly basis. This listing may also be accessed on our website: state.sd.us/boa/fsp.htm.

SDFPA welcomes and encourages frequent visits to the warehouses, phone calls (toll free watts line), and e-mails to inquire about what is available and to let us know your needs.

We also maintain a "want list" system so we can notify you as requested items become available.

What are the RESTRICTIONS on the use of Federal Surplus Items?

The reverse side of the Distribution Document and Invoice signed upon receipt of the property outlines these restrictions. The organization's representatives should be familiar with all of the restrictions agreed to upon signing the invoice which include, in part, that:

YOU AGREE to use the surplus property only in the official programs of the approved eligible organization, (section a.2.)

YOU AGREE to put the surplus property into use within one year and to use it for at least one year, (section b.1.)

YOU AGREE to use certain items for eighteen (18) months or longer, (section c.2.)

YOU AGREE that you will not sell, loan, trade, tear down for parts, or otherwise dispose of the property unless SD Federal Property Agency approval is obtained before you do it, (section d.1.)

YOU AGREE to pay the US Government if you do not use the property according to your agreement, (section d.2.)

South Dakota

**Federal
Property
Agency**

KNOW THE RESTRICTIONS BEFORE YOU SIGN THE INVOICE.

What else should I know about Federal Surplus Property?

The SDFPA brings property into South Dakota from federal civilian and military installations across the Nation as well as from overseas.

Property is received in new, used, excellent to good, and sometimes poor condition. Often property is repaired or reconditioned before being offered to customers.

Property may occasionally be issued as a source for parts or for secondary utilization. Prior approval must be obtained in writing from the SDFPA before this is done.

The SDFPA conducts unannounced on-site visits as well as compliance checks by mail to assure property is being used according to the regulations.

Recent changes in law have made late model, low mileage vehicles available. Although the cost of these vehicles is higher than normal surplus items, they are well maintained, desirable vehicles available at a substantial savings.

SDFPA offers a 30 day warranty on all motor vehicles and equipment, if the items are returned to SDFPA for repair work. SDFPA does not pay outside repair bills.

Items found to be unsuitable to your needs may normally be returned to SDFPA within 30 days of purchase for full credit.

After "want list" requests are honored, property is available to all eligible organization types on a first come – first served basis.

South Dakota

Federal Property Agency



Making the most of your tax dollars!



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