

July 3, 2025

MEMORANDUM

TO: Purchasing Offices
Departments, Institutions, Agencies
Commonwealth of Virginia

FROM: For J. Peter Stamps, Director *Sandra L. Gill*
DGS, Division of Purchases and Supply

SUBJECT: Procurement Information Memoranda (PIM) #98-045

Enclosed is PIM #98-045, effective July 7, 2025, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The Summary of Changes below is in the order of the changes to the *APSPM*. Only changes/additions to the affected sections and/or subsections are included in this document. DPS has incorporated these changes into the web-based [APSPM](#), which will be downloadable in Word or PDF on July 7, 2025. The location of text changes will be indicated by an arrow in the margin (→) with the corresponding PIM #98-045 number identified next to the changes and all arrows indicating previous changes are removed. Appendix C contains a log recording the PIM number and date of revision. This memorandum and the corresponding PIM #98-045 should be filed in the back of the Appendix C log.

APSPM Cite	Summary of Changes
1.2.a	-Replaces "\$50,000.00" with "\$100,000.00" in the first sentence of the first paragraph -Adds a new sentence "DGS/DPS may rescind, reduce or change an agency or institution's delegated authority for any reason deemed necessary" at end of the first paragraph -Replaces "seek an increase in delegated procurement authority from DPS for goods and printing when the Chief Procurement Officer is a certified Virginia Contracting Officer and the agency or institution is utilizing DGS' central electronic procurement system beginning at the point of requisitioning for all procurement actions including, but not limited to, technology, transportation & construction, unless otherwise authorized in writing by the Division (Code of Virginia, § 2.2-1110) as follows" with "request unlimited authority for the procurement of goods but must meet the standards established by DGS/DPS." in the second paragraph - Deletes bullets from the second paragraph
1.2.b	-Removes "Effective July 1, 2015" from the second paragraph -Adds "DGS/DPS may rescind, reduce or change an agency or institution's delegated authority for any reason deemed necessary" as the third paragraph
1.5	Adds "(see 3.19 and 14.9)" to the end of the sentence
1.5.b(13)	Adds "(electric, natural gas, water, sewer)"
Annex 1-A	Deletes Annex in its entirety
3.2.e	Adds "Bids or proposals must close during state business operations: Monday through Friday, 8:15 am to 5 pm, excluding state holidays." as the seventh sentence
3.13.a	Adds "status as a military family" to the first sentence
3.15.k	Adds "United States Manufactured Solar Photovoltaic Equipment and Facilities" as a new section
4.3.a	Adds "status as a military family" to the Note in the second paragraph
4.3.f	-Adds "and scheduled during state business operations: Monday through Friday, 8:15 am to 5 pm, excluding state holidays" to the second sentence -Adds "Monday through Friday, 8:15 am to 5 pm" to the third sentence
4.23.a	Adds "however, posting in eVA is required (see 3.19 and 14.9)" to the second sentence
Annex 4-A	Updates the Note section in its entirety after number 15

Annex 4-B	Replaces “ <i>The Agency does not discriminate against faith-based organizations.</i> ” with “ <i>This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.</i> ” after the signature lines
5.6.a.1	Adds “ <i>Unsealed bids must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.</i> ” as the last sentence
5.6.b.2	Adds “ <i>Unsealed proposals must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.</i> ” as the last sentence
6.2.a	Adds “ <i>Bids must close during state business operations, Monday through Friday, 8:15 am to 5 pm, excluding state holidays.</i> ” as the last sentence
Annex 6-B	Adds “ <i>status as a military family</i> ” to the Note section
7.2.f	Adds “ <i>The proposal submission due date and time must be during state business operations, Monday through Friday, 8:15 am to 5 pm, excluding state holidays.</i> ” as the last sentence
Annex 7-B	Adds “ <i>status as a military family</i> ” to the Note section
Annex 7-D	Adds “ <i>political affiliation, veteran status, status as a military family</i> ” to the Note section
Annex 8-D	Updates the Note section in its entirety
Annex 8-F	Updates the Note section in its entirety
12.3	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manger, OSPM</i> ” in the second paragraph
12.6.b	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” throughout the section
12.6.b.1	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the section
12.7.b.4(b)	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the second sentence
12.7.b.4 (e)	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ”
12.7.b.6	Replace “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the first sentence
12.7.b.7	Replaced “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the first sentence
12.7.b.7(b)	-Replaces “ <i>can</i> ” with “ <i>should</i> ” in the first sentence -Adds “ <i>SEC514</i> ” to the first sentence -Updates the link -Replaces “ <i>by delivering them to one of the DGS/OSPM Distribution Centers, offering them for internet sale, or by recycling.</i> ” with “ <i>and related equipment by delivering them to one of the DGS/OSPM Distribution Centers, offering them for internet sale, entering into an agreement with a purchasing vendor to buy back or trade in any technological equipment, or by recycling.</i> ” in the second paragraph
12.7.b.9	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manger, OSPM</i> ” throughout the section
12.8.a	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the third sentence
12.10	Replaces “ <i>Suite 220</i> ” with “ <i>Suite 703</i> ” in the second sentence
12.13.d.3	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” throughout the section
12.13.e.2	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager OSPM</i> ”
12.13.e.4	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ”
12.13.e.6	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the last sentence
12.13.e.8	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ”
12.16.a	Replaces “ <i>Suite 220</i> ” with “ <i>Suite 703</i> ” in the first sentence
12.16.c	Replaces “ http://www.gsaaccess.gov ” with “ www.ppms.gov ” in the second sentence
12.18	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” throughout the section
12.20	Replaces “ <i>Director, DGS/OSPM</i> ” with “ <i>Bureau Manager, OSPM</i> ” in the first sentence
Annex 12-A	Updates Annex in its entirety
Annex 12-E	Adds “ <i>Suite 703</i> ” in Wytheville Address
14.9.d.18	Adds “ <i>Legal Services, expert witnesses or other services associated with litigation or regulatory proceedings.</i> ”
Appendix A	-Adds definition of Military Family -Adds definition of Military Family-Owned Business
Appendix B, Section I	Updates were made to the following General Terms and Conditions; C. Anti-Discrimination

Appendix B, Section I	Adds the following General Term and Condition EE. Forced or Indentured Child Labor
Appendix B Section II	Updates were made to the following Special Terms and Conditions: 3. Cancellation of Contract 4. eVA Orders and Contracts
Appendix C	Adds Summary of changes

To print a copy of the manual, save it to your hard drive or network and print from there. Printing directly from the website may result in lost formatting. If you should have questions about the changes, please contact your [Procurement Management Account Executive](#).

1.2 **Agency Purchasing Authority.**

- a. **Goods.** The general delegation threshold for the purchase of goods including printing is up to and including \$100,000. Requirements over the agency's delegated authority shall be forwarded to DGS/DPS for processing. Purchases from state contracts are unlimited except for limitations on specific contracts. DGS/DPS may rescind, reduce or change an agency or institution's delegated authority for any reason deemed necessary.

An agency or institution may request unlimited authority for the procurement of goods but must meet the standards established by DGS/DPS. Unlimited authority must be requested in eVA (attaching all required documents), see Annex 1-B.

- b. **Services.**

For agencies and institutions that do not have a certified Virginia Contracting Officer on staff at the time of agency/institution activity for a service procurement, their delegation for service procurements is reduced to \$100,000. Requirements over the agency's/institution's delegated authority shall be forwarded to DGS/DPS for processing. Purchases from state contracts are unlimited except for limitations on specific contracts.

DGS/DPS may rescind, reduce or change an agency or institution's delegated authority for any reason deemed necessary.

- 1.5 **Exceptions to Competitive Requirements.** DGS/DPS has determined that competition normally is either not practicable or available for purchases of the following goods or services, and purchase through DGS/DPS is not mandatory; however, one quote must be obtained and documented (see 3.19 and 14.9).

- b. The following selected categories of goods and services up to and including \$100,000:

(13) Utility charges. (electric, natural gas, water, sewer)

**Annex 1-A
Deleted**

3.2 **Bid Invitations, Requests for Proposals and Responses.**

- e. **Receipt of Bids or Proposals.** Bids or proposals shall provide an option for suppliers to respond electronically in eVA unless an exemption has been granted by the Director of DGS or his designee. If accepting paper responses; a clock, publicly displayed, or an electronic date/time stamp machine should be used to establish receipt times. When paper bids or proposals are received, the bids or proposals shall be date stamped and the time noted or stamped on the envelope showing the time of receipt. The bid or proposal receipt time deadline must strictly comply with the date and time stated in the solicitation. The purchasing officer shall be responsible for deciding when the receipt deadline has arrived and should announce wording to the effect that, "Bids/Proposals for solicitation number ___ are now closed. No further bids/proposals will be treated as timely." It is the responsibility of the bidder or offeror to have the bid or proposal at the specified location by the appointed time. Bids or proposals must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays. Bid or proposal receipt deadlines and public openings scheduled during a period of suspended state business operations will be deemed rescheduled for processing at the same time on the next regular business day. Nothing in this paragraph limits the agency's ability to entertain, during competitive negotiation, new or different content to a timely-submitted proposal.

3.13 **Nondiscrimination.**

- a. In the solicitation, awarding or administration of contracts, no agency shall discriminate against a bidder, offeror, or contractor because of the race, religion, color, sex, age, disability, national origin, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment (*Code of Virginia*, § 2.2-4310A; Executive Order 1 (2014)). Agencies and institutions shall prominently display a nondiscrimination statement in all invitations to bid, requests for proposals, contracts, and purchase orders indicating that the public body does not discriminate against faith-based organizations (*Code of Virginia*, § 2.2-4343.1D).

3.15 **Preferences**

- k. **United States Manufactured Solar Photovoltaic Equipment and Facilities:** No state agency shall prohibit or otherwise exclude from use any materials contained in or products associated with solar photovoltaic equipment and facilities that are manufactured in the United States in any request for proposals, procurement agreements or contracts.

4.3 **Preparing the Written Solicitation.**

a. **General.**

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

- f. **Response Time.** When establishing an opening date and time, buyers should allow for holiday mail disruptions and erratic mail deliveries as well as vendor's time required to respond to complex procurements. The sealed bid or proposal opening date shall be no less than ten (10) days after the scheduled prebid or preproposal conference and scheduled during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays. If the tenth calendar day falls on a weekend or holiday, the bid or proposal due date shall be no sooner than the first regular business day Monday through Friday, 8:15 am to 5 pm thereafter. The fact that an agency or institution is open on a weekend or official holiday does not affect these rules (see also 6.2d, 7.2e & h).

4.23 **Professional Services.**

- a. **Responsibility.** **DGS/DPS is not responsible for the procurement of professional services; however, posting in eVA is required (see 3.19 and 14.9).** The procurement of professional services from nongovernmental sources shall be in accordance with the applicable provisions of the *VPPA*, and, for small business enhancement, in accordance with rules adopted pursuant to Executive Order 35 (2019) and § 2.2-1605(A)(6) of the *Code of Virginia*. Summary information is provided below. See agencies below for specific guidance.

Annex 4-A

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Annex 4-B

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

5.6 **Informal Solicitations** (Over \$10,000 up to and including \$100,000)

a. **Unsealed Bidding**

1. eVA shall be used to solicit and receive bids for goods and nonprofessional services over \$10,000 up to and including \$100,000 (see 14.6.b). Detailed line item descriptions, general terms and conditions and all appropriate special terms and conditions must be stated in or attached to the solicitation, including an award term. The solicitation shall provide an option for suppliers to respond electronically in eVA and be open for the period of time stated in the solicitation but must be open for at least three (3) business days (24 business hours). A reasonable amount of time should be allowed for vendors to respond based on the nature of the procurement and any subsequent amendments. Unsealed bids must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.

b. **Unsealed Request for Proposals**

2. The solicitation for unsealed proposals should include a cover sheet, a general description of what is being sought, detailed line item descriptions, the evaluation criteria and weights to be used in evaluation, current version of the General Terms and Conditions, any Special Terms and Conditions including unique capabilities or qualifications that will be required, award term, and a requirement that under the Small Business Enhancement Award Priority they shall provide their appropriate DSBSD-certified small business (including micro) number. The solicitation shall also provide an option for suppliers to respond electronically in eVA. Unsealed proposals must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.

6.2 **Preparation and Issuance of IFBs.**

- a. **Format.** Prepare the IFB using the format and contents shown in Annex 6-B. Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary. The due date shall not be less than 10 days from the issue date of the IFB. The solicitation shall also provide an option for suppliers to respond electronically in eVA unless an exemption has been granted by the Director of DGS or his designee. Bids must close during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.

Annex 6-B

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

7.2 **Preparation and Issuance of a Request for Proposal (RFP).**

- f. Establish a proposal submission due date and time which provide sufficient time for potential offerors to develop a proposal. The minimum time period is ten (10) days from issue date of the RFP. The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a preproposal conference is required. When an addendum for a sealed solicitation is issued, there must be a minimum of 10 days from the date of the addendum to the due date set for the receipt of bids, or the due date shall be extended. The proposal submission due date and time must be during state business operations; Monday through Friday, 8:15 am to 5 pm, excluding state holidays.

Annex 7-B

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Annex 7-D

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, political affiliation, veteran status, status as a military family or any other basis prohibited by state law relating to discrimination in employment.

Annex 8-D

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment.

Annex 8-F

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment.

12.3 Services Available for Local Government Use.

For questions or information about the disposal of their surplus property, local government representatives should contact the Bureau Manager, OSPM at (804) 236-3675 or email statesurplus@dgs.virginia.gov with a description of their surplus material.

12.6 Disposal Authority.

b. **Delegation of Disposal Authority.** Delegation may be granted that permits an agency to independently dispose of surplus materials when this appears to be in the Commonwealth's best interest. The agency will abide by and follow the provisions of the *Code of Virginia* and this chapter of the *APSPM* when exercising delegated authority. All requests for delegation authority must be made in writing to DGS/OSPM for approval by the Bureau Manager, OSPM. Revenue generated shall be promptly deposited into the state treasury and such deposits reported to the State Comptroller. Additionally, a reconciliation of the sale action shall be sent to the Bureau Manager, OSPM. Virginia State Sales Tax must also be collected and paid to the Department of Taxation, if applicable. Types of delegated authority that may be requested are as follows:

1. **Commodity-Based Delegation.** Certain commodities generated on an on-going basis, may be annually delegated by DGS/OSPM for sale action by agencies and institutions. Agencies receiving and using this delegation authority shall submit a Quarterly Sales Report to the Bureau Manager, OSPM. Suggestions for items to be included may be submitted to the Bureau Manager, OSPM in writing, by email to statesurplus@dgs.virginia.gov or by fax to 804-236-3663.

12.7 Surplus Property Disposal Methods and Procedures.

b. **Surplus Property Disposal Methods.**

4. **Public Sales or Auctions**

- (b) **On-line Auctions.** Property may be sold through internet on-line auctions, and in some cases, items will remain at the agency location while posted for sale. Surplus items will be listed for sale using websites that have been approved by the Bureau Manager, OSPM, and the sale will be managed by DGS/OSPM personnel. Except as otherwise authorized on an individual case basis, surplus on-line auction items should not be released by the owning agency to the awarded recipient without the recipient displaying the copy of the Surplus Property Bill of Sale. The owning agency is responsible for the release of the correct item(s) to the appropriate party.
- (e) **Negotiated Sale.** Under exceptional circumstances, surplus property may be sold through negotiation, such as when property has not been sold despite all efforts at public sale. Sales may be concluded only by the Bureau Manager, OSPM upon receipt of written documentation of the circumstances.

- 6. **Donations.** Departments, divisions, institutions, or agencies of the Commonwealth, or the Governor, may donate surplus materials to political subdivisions, and qualified non-profit 501(c)(3) organizations approved for the distribution of federal surplus materials, but only according to the guidelines listed below (contact the Bureau Manager, OSPM for eligibility questions). Donations are to be recorded by agencies through the completion of the Surplus Property Donation Form, DGS-44-018, (Annex 12-F). Donations are permissible by state agencies under the following circumstances:

- 7. **Surplus Computers and Related Equipment:** Surplus computers and related equipment often have value in the resale market. Older systems may not have resale value and should be recycled for scrap content. Contact the Bureau Manager, OSPM for guidance for resale potential and approved recycling outlets. Agencies must manage their surplus electronics responsibly in order to conform to local, state and federal environmental regulations. The following disposal options are available to agencies:

- (b) Agencies should perform data cleaning per VITA standards (SEC514, available at the following or any successor link:

<https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/SEC514-Removal-COV-Data-from-Electronic-Media-Standard.pdf>).

After data cleaning is performed, agencies can surplus their computers and related equipment by delivering them to one of the DGS/OSPM Distribution Centers, offering them for internet sale, entering into an agreement with a purchasing vendor to buy back or trade in any technological equipment, or by recycling.

- 9. **Other Methods of Disposal.** If surplus property is not suitable for sale or the cost of selling it would exceed the potential revenue, and special circumstances pertaining to the property make the other disposal methods listed above inappropriate, the agency in possession of the property shall contact the Bureau Manager, OSPM to review such special circumstances and to suggest alternative method(s) of disposal. Following a review of the alternative methods of disposal that are available, an alternative method may be permitted solely upon the written determination and direction by the Bureau Manager, OSPM.

12.8 Disposal Methods for Regulated or Special Items.

- a. **Hazardous Material.** The DGS/OSPM Distribution Centers do not accept hazardous wastes or any surplus materials generally regarded as hazardous; however, certain products may be accepted that are still reusable that may contain hazardous ingredients. Examples are janitorial cleaning supplies, paint, developer and toner for copy machines, automotive antifreeze, etc. Call the Bureau Manager, OSPM for specific guidance regarding the acceptability of sending a surplus product with hazardous components to a DGS/OSPM surplus warehouse.

12.10 **Surplus Warehouses/Distribution Centers.** Agencies are encouraged to visit the surplus warehouses to see the state and federal surplus property available to them. There are 2 state surplus property warehouses in the Commonwealth; a Richmond warehouse in central Virginia, located at 1910 Darbytown Road and a retail store/warehouse in Wytheville, located in southwestern Virginia, at 800 East Main Street, Suite 703. Items are available for purchase to authorized persons, with the distribution centers operating on a supermarket plan on a first-come, first served basis. The Wytheville facility now offers a “surplus store” open to the public with items offered for a fixed price. For additional location information, please refer to the Surplus Property information on the DGS website: <http://www.dgs.virginia.gov/surplus/>.

12.13 **Surplus Firearm Procedures**

d. **Firearm Trade-ins:**

3. If an owning agency is not able to trade in a firearm using the same three-digit commodity code, then the owning agency may contact the Bureau Manager, OSPM to request authorization to “barter” the firearm to exchange it for property that is not in the same three-digit commodity code. The following conditions must be met before the Bureau Manager, OSPM will consider the owning agency’s request:

e. **Destruction of Firearms:**

2. The Bureau Manager, OSPM will log the request, approve if appropriate, and send the request back to the owning agency.
4. The owning agency will make an appointment with the facility of destruction and notify the Bureau Manager, OSPM of the scheduled day and time.
6. Representatives of both the owning agency and the facility of destruction will inventory and verify all firearms against the “Firearms Manifest for Destruction” form (Surplus Firearm Form E, Annex 12-K) to ensure that no discrepancies exist. If any discrepancy is determined, then the entire lot of firearms must be returned to the owning agency for corrective actions. In this event, the Bureau Manager, OSPM will be notified immediately as to the cause of error, and the destruction process herein will be reviewed and restarted.
8. A signed copy of the Certificate of Firearms Destruction (Surplus Firearm Form G, Annex 12-M) will be distributed to and maintained by the owning agency for chain of custody purposes and a copy will be distributed to and maintained by the Bureau Manager, OSPM to close out the request.

12.16 **Federal Property Availability.**

- a. **Warehouses and Distribution Centers.** Property is stored and displayed at the two state surplus warehouses/distribution centers, the main center located at 1910 Darbytown Road, Richmond, VA 23231 and a second center is located in southwest Virginia at 800 East Main Street, Suite 703, Wytheville, VA 24382. The warehouses operate on a supermarket plan on a first-come, first served basis, and authorized persons may visit them on any day, Monday through Friday, 8:00 a.m. to 4:00 p.m., except official holidays. Selected property is listed and invoiced on the Distribution Document and Invoice Form, DGS43008, and IAT Form, DAO2039.
- c. **Internet Postings.** Eligible donees and customers have two options of screening federal inventory via the internet. Access to inventory listings for both the Richmond and Wytheville distribution centers are located at <http://www.dgs.virginia.gov/surplus/>. Customers may also go directly to <http://www.ppms.gov> and view listings of federal property offered at various military and federal locations in Virginia and other states. A user ID and password is required to login. Please contact the DGS Surplus Property Office to obtain this login information. All requests for federal surplus property will be subject to final approval by GSA.

- 12.18 **Restrictions and Use Requirements.** Property is transferred to customers with certain restrictions as listed on the back of the Distribution Document and Invoice on the Federal Surplus Property Transfer Document. When signing for the property, all users should become thoroughly familiar with all certifications and agreements. Property is to be obtained for the items primary use. There are exceptions, however, where the property may be cannibalized or utilized for a secondary purpose. Such use must be approved in writing by Bureau Manager, OSPM before acquiring the property or after utilizing the property for its primary use purpose. All property must be put in use within 12 months and used for 12 months or consumed, except certain items with a high original federal acquisition cost and licensed motor vehicles which must be used for 18 months, as set forth in the transfer document. During this restrictive use period, items may not be sold, traded, or stripped for parts without approval of the Bureau Manager, OSPM. Holding an item without using it as stated above constitutes noncompliance. This may subject the agency to payment of the fair market value as determined by the federal government.
- 12.20 **Federal Surplus Property Disposal Procedures.** If an institution has no further need for an item during the restricted use period or is in need of amending the item's primary use purpose, a request must be submitted to the Bureau Manager, OSPM for approval. Possible procedures may be cannibalization and secondary utilization as set forth above or transfer to another agency, trade in, or sale by GSA. Items which have passed the restricted use period must be disposed of in accordance with established state surplus property policy and procedures (see Section 12.7).

SURPLUS PROPERTY REPORT

Department of General Services

Billing Codes:

Agency Number Cost Code Fund Code Revenue Source Code

= - =

State Surplus Property

1910 Darbytown Rd

Richmond, VA 23231

The following described State-owned property is hereby declared surplus to the needs of this Agency and, under Section 2.2-1124 of the State Code, is being reported for disposal.

Agency Name: _____

Exact Address location of item:

Item Contact Name: _____

Phone: _____

Email: _____

Name of Item: _____

Make Model Quantity

Item Condition: Starting Price:

Vehicle Information:

VIN: YEAR: MAKE:

MILEAGE: CONDITION:

LONG DESCRIPTION and REMARKS:

Has this item been purchased with any federal funding, either in part or whole?

Yes No

This is to certify that the items listed are surplus to this agency and that we will maintain the same in our care until authorized disposal is received. Further, should we find the need to withdraw item(s) before authorized disposal, your office will be appropriately notified. It is understood that failure to notify State Surplus Property may place this agency and or the Commonwealth of Virginia in legal liability to the winning bidder.

SURPLUSED BY: TITLE: DATE:

EMAIL: PHONE:

REMIT: statesurplus@dgs.virginia.gov

Please note: Reports submitted without the proper coding will automatically be coded as purchased with General Funds. Remaining proceeds (after the service charge has been deducted) will be split between the agency and the Conservation Fund.

Questions? Call (804) 236-3670. Visit the Surplus Property webpage at <http://www.dgs.virginia.gov/surplus/>.

ANNEX 12-E

800 East Main Street Suite 703
Wytheville, VA 24382
(276) 228-6803

14.9 Requisitioning and Ordering – Use of eVA:

- d. The following transactions shall be processed through eVA by issuing the order to the vendor and coding the requisition with the X02 purchase order category.

18. Legal Services, expert witnesses or other services associated with litigation or regulatory proceedings.

APPENDIX A GLOSSARY AND ACRONYMS

Military Family: “Military family” means a member of the uniformed forces, as defined in 10 U.S.C § 101(a)(5), of the United States or a reserve component thereof named under 10 U.S.C. § 1010, a veteran as defined in 38 U.S.C. § 10(2), or a dependent as defined in 50 U.S.C § 3911(4).

Military Family-Owned Business: “Military family-owned business” means that is at least 51 percent owned by one or more persons within the definition of “military family” or , in the case of a corporation, partnership, or limited liability company or other entity, in which at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are persons within the definition of “military family” and both the management and daily business operations are controlled by one or more individuals who are persons within the definition of “military family”.

APPENDIX B SECTION I REQUIRED GENERAL TERMS AND CONDITIONS GOODS AND NONPROFESSIONAL SERVICES

- C. **ANTI-DISCRIMINATION**: By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, status as military family, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

EE. **FORCED OR INDENTURED CHILD LABOR:** Applicable in all solicitations and contracts over \$10,000:

During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, “*forced or indentured child labor*” means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

**SECTION II
SPECIAL TERMS AND CONDITIONS
GOODS AND NONPROFESSIONAL SERVICES**

- 3. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 4. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in (_____) purchase order(s) with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA eProcurement Program and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or Punch-Out Catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog and/or Punch-Out Catalog Specification. For further information and details please email eVA-Catalog-Manager@dgs.virginia.gov.

**APPENDIX C
PROCUREMENT INFORMATION MEMORANDUM (PIM)
RECORD OF CHANGES**

98-045	Updates general delegation, preferences to include United States photovoltaic equipment, updates anti-discrimination to include military family, mandate solicitations close during state operations, updates to Chapter 12, adds contract extension policy and adds Forced or Indentured Child Labor general term, updates Cancellation of Contract special term, updated eVA Orders and Contracts special term.	07/01/25	
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