



Robin McDonald <robinm@mypcm.org>

New Customer - Pullman Community Montessori

DES Surplus Request <surplusrequest@des.wa.gov>

Thu, Jun 13, 2024 at 12:20 PM

To: Desiree Porter <desireep@mypcm.org>, DES Surplus Request <surplusrequest@des.wa.gov>

Cc: Katherine Silberstein <katie.silberstein@joulegrowth.com>, "Jess Saven Barton (CSC)" <jess.savenbarton@k12.wa.us>, "robinm@mypcm.org" <robinm@mypcm.org>, "Scott Canfield (CSC)" <scott.canfield@k12.wa.us>, Bill Kiolbasa <bill.kiolbasa@joulegrowth.com>

Hello Desiree,

Thank you for your interest in our surplus program. Our website is available at [Surplus Operations](#) where you will find useful information about our business and surplus processes.

Our program is separated into two parts. Each part has its own paperwork process that needs to be completed to utilize our service.

1. Surplussing (processing your inventory through us, requires an IAA see attached)
2. Purchasing (requires an application)

Please reply to this e-mail if you are interested in purchasing opportunities. You will receive an application packet that once completed can be returned to our purchasing eligibility department.

We are equipped to handle a wide range of **good quality** surplus items including but not limited to: vehicles, furniture, lab equipment, tools, industrial machines and more. On average, 75% of the dollars we collect are returned to the owning agencies. Upon request, we provide free transportation for vehicles and heavy equipment. There is a fee if service is requested to transport your standard items such as furniture, tools, electronics, etc.

The auction platform GOVDEALS.com is used as our sales venue. Our team will work with you to establish whether the auction takes place from your location or ours. We'll create all auctions, handle the payments and paperwork required. Surplus Operations retains the first \$500 or 9% whichever is greater of any single transaction.

There are contracts in place for recycle or disposal services for you to use. You can find these useful tips at [What can we Surplus](#).

To access our surplussing service, please complete and return the attached PRE-IAA form which will provide our Contracts Unit the needed information to complete the agreement. Once created, it will be e-mailed to you for review and signature. When the signature process is completed, a signed copy will be sent for your records.

Here are the steps to sign up to surplus items with our program:

1. Fill out the [Pre-Inner Agency Agreement \(IAA\) form](#)
2. Email the completed form to surplusrequest@des.wa.gov
3. Our Contracts Unit will prepare the contract and send to your delegate for review and signature.
4. When returned our assistant director will sign. Once the signature process is completed a copy will be sent to your delegate for your files.
5. Once implemented surplusrequest@des.wa.gov we will be contacting you to provide a login, password, and additional instructions for the Surplus Request Management System (SRMS).

Our webpage is available at [Surplus FAQs](#) to help answer any questions. Any remaining questions may be forwarded to surplusrequest@des.wa.gov.

Thank you,

Christopher Neloms

Program Specialist, Surplus Operations, DES

7511 New Markest Street SW, Olympia WA, 98504 (MS:41030)

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Customer parking lot at:

[711 Tumwater BLVD SW, Tumwater, WA 98501](#)

Physical Address:

[7511 New Market St SW, Tumwater, WA 98501](#)

www.govdeals.com/wasurplus

From: Desiree Porter <desireep@mypcm.org>

Sent: Tuesday, June 11, 2024 2:08 PM

To: DES Surplus Request <surplusrequest@des.wa.gov>

Cc: Katherine Silberstein <katie.silberstein@joulegrowth.com>; Jess Saven Barton (CSC) <jess.savenbarton@k12.wa.us>; robinm@mypcm.org; Scott Canfield (CSC) <scott.canfield@k12.wa.us>; Bill Kiolbasa

<bill.kiolbasa@joulegrowth.com>

Subject: New Customer - Pullman Community Montessori

External Email

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