

Massachusetts Surplus Property Fact Sheet

Commonwealth of Massachusetts
Operational Services Division
Massachusetts State Surplus Property Program
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Mission Statement: To insure that the Commonwealth realizes the maximum benefit from State owned surplus personal property by regulating the manner of disposition of such property to State departments, municipalities, not-for-profit organizations and the general public.

Surplus property is offered and distributed to public entities in the following order:

| Priority Level | Public Entity | Cost to Entity | When Entities Are Eligible to Participate |
|----------------|---------------------------------------|----------------------------------------------------|-------------------------------------------|
| 1 | State Departments with a need on file | No cost | at any time |
| 2 | State Departments | No cost | at any time |
| 3 | Cities & Towns | Administration Fee (Usually \$10-\$20 per unit) | after 30 days |
| 4 | Licensed Non-Profits | Administration Fee (Usually \$10-\$20 per unit) | after 50 days |
| 5 | General Public | Auction/Bid | after 60 days |

All surplus property with the exception of vehicles and related equipment is listed on a surplus property listing. This listing is available on the State Surplus Property Web Site.

Web Site: www.mass.gov/osd

Steps to access the Surplus Property Listing:

- From the OSD web page, click on **Explore More Services** and scroll down to **Surplus Property**.
- Under **Related Links** (right side of page) click on **Surplus Property Available to Public Entities**
- The list is published in PDF or Adobe Acrobat format. Your computer needs to have Acrobat installed to view the list. (Acrobat is available at www.adobe.com) The surplus program operates without a central warehouse. This means that all surplus items are retained by the donor state agency. If a city or town wants to purchase surplus items listed from the donor agency, shipping arrangements must be negotiated.
- Municipalities and non-profit organizations are eligible to apply for surplus property after 30 days from the date the item(s) were listed. (look at the column dated "available to municipalities")
- Each item has a condition code. These codes are meant to provide a reasonable description of the general condition of each item. A complete list of condition codes can be found by clicking on the left bottom link of the Surplus Property Header Screen.
- If you find something you would like to request, just download and complete a **Surplus Request Form** found under **Related Links**. You may mail or fax the form to the Surplus Property Office for processing.