

Steve Sisolak
Governor



Laura E. Freed
Director

Colleen Murphy
Deputy Director

Kevin D. Doty
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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MEMORANDUM

September 21, 2020

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau, and all Political Subdivisions within the State of Nevada

From: Kevin D. Doty, Administrator

Subject: **Surplus Property – Department of Administration - Carson City**

The Department of Administration's Office of Grant Procurement, Coordination, and Management is offering various items to any state or local governments and schools in or around the Carson City area. Items include file cabinets, desks, chairs, office supplies, tables, conference tables, and other miscellaneous furniture and equipment.

Due to COVID-19, appointments will be made for any interested agencies to view surplus items. Please note that masks and social distancing are required while viewing items. Agencies will need to provide labor and transportation to remove desired items from these locations. Surplus not claimed by the close of business on September 28, 2020, will be disposed of.

Date: **September 21, 2020 - September 25, 2020**

Location: **406 E. Second Street, 1st Floor, Carson City, NV 89701**

Any items your agency acquires from the Grant Office will need to be removed from the facility at time of selection. Please bring assistance and a vehicle appropriate for moving.

For more information or to make an appointment, please contact **JoVon Sotak at (775) 684-9249 or jsotak@admin.nv**.

All items will be processed as required by the Purchasing Division's [Surplus Property Program](#) and the use of Receipt of Excess Property will be completed at the time of transfer. Please contact Judy Gates at (775) 515-5012 or SP@admin.nv.gov with any questions regarding the program.

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