MEMORANDUM

January 13, 2022

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 Education

The Department of Education is offering various items to any state or local governments and schools in or around the Carson City area. Items include desks, chairs, tables, bookshelves, and miscellaneous items.

Due to the recent Covid outbreaks, this will be by appointment only. You must contact the Department of Education staff to set up an appointment.

Agencies will need to provide labor and transportation to remove desired items from these locations. Surplus not claimed by the close of business on Thursday, January 20, 2022, will be disposed of.

<table>
<thead>
<tr>
<th>Location #1:</th>
<th>700 E. 5th Street, Carson City, NV 89701</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments will be Accepted From:</td>
<td>Tuesday, January 18, 2022 - Thursday, January 20, 2022</td>
</tr>
<tr>
<td>Appointment Times Available:</td>
<td>9:00 am – 3:30 pm</td>
</tr>
</tbody>
</table>
| Contact: | Josh Loftis  
 775-687-9102  
jloftis@doe.nv.gov |

<table>
<thead>
<tr>
<th>Location #2:</th>
<th>755 N. Roop Street, Suite 201, Carson City, NV 89701</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments will be Accepted From:</td>
<td>Tuesday, January 18, 2022 - Thursday, January 20, 2022</td>
</tr>
<tr>
<td>Appointment Times Available:</td>
<td>8:00 am, 9:00 am, 10:00 am, 2:00 pm, and 3:00 pm</td>
</tr>
</tbody>
</table>
| Contact: | Lisa Morigeau  
 775-687-7297  
lmorigeau@doe.nv.gov |
Any items your agency acquires from the Department of Education Offices will need to be removed from the facility at time of selection. Please bring assistance and a vehicle appropriate for moving.

For more information, please the contact individual listed above for each specific location.

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 775-684-0192 or SP@admin.nv.gov with any questions regarding the program.

Purchasing 2022-01