



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: 775-684-0170 | Fax: 775-684-0188

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.

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

Location #2:	755 N. Roop Street, Suite 201, Carson City, NV 89701
Appointments will be Accepted From:	Tuesday, January 18, 2022 - Thursday, January 20, 2022
Appointment Times Available:	8:00 am, 9:00 am, 10:00 am, 2:00 pm, and 3:00 pm
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