

Steve Sisolak
Governor



Laura E. Freed
Director
Colleen Murphy
Deputy Director
Kevin D. Doty
Administrator

**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

May 12, 2020

MEMORANDUM

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 – Aging and Disability – Las Vegas Area**

The Department of Health and Human Services, Aging and Disability Services Division, is offering various items to any state or local government in or around the Las Vegas area. Items include file cabinets, desks, chairs, office supplies, tables, and other miscellaneous furniture and equipment.

Due to COVID-19, appointments will be made for any interested agencies to view surplus items. Additionally, agencies will need to provide labor and transportation to remove desired items from these locations. Surplus not claimed by the close of business on May 18, 2020 will be disposed of.

Date: **May 14, 2020 – May 18, 2020**

Locations: **1820 & 1860 E. Sahara Ave, Las Vegas, NV 89104**

Any items your agency acquires from DHHS-ADSD 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 call Carrie Greeley at 702-845-9685.

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

Purchasing 2020-04