

NP 2022-18

FEDERAL SURPLUS PROPERTY PROGRAM ELIGIBILITY APPLICATION Donee #: _____
 [State] State Agency for Surplus Property (SASP)
 7511 NEW MARKET ST. SW Tumwater Wa. 98501
 360-407-1922 surplusfederal@des.wa.gov

Organization: City of Newport Physical Mail Address (Street Address, City, State and Zip-- No Post Office Box!): 200 S. Washington Ave., Newport, WA 99156

Primary Contact: Nickole North Title: Clerk/Treasurer Taxpayer/Employer Identification Number (TIN/EIN): 91-6001471

Phone w/Area Code: 509-447-5611 Fax w/Area Code: 509-447-2226 Email: Clerk@newport-wa.org Website: newport-wa.org

Please choose one among the following (Public Agency, Nonprofit Organization, SEA, VSO, SBA, or VOSB) which best describes your entity.

Public Agency or Nonprofit Organization: These are tax supported entities or (primarily) educational/health nonprofit programs-- See below and Section 549(c)(3) of title 40, United States Code for a more expansive list. Such programs can acquire both civilian agency and DOD property. Property must be placed into use within 12 months and then used for a specific time period depending on the item type.

<input checked="" type="checkbox"/> Public Agency * Purpose of your public agency: <input type="checkbox"/> Conservation <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Education G <input type="checkbox"/> Public Health G <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Public Safety <input type="checkbox"/> Program for Older Americans <input checked="" type="checkbox"/> Local, City County or State Government <input type="checkbox"/> Public Airport <input type="checkbox"/> Indian Tribe, Band, Group, Pueblo or Community Located on a <u>State</u> Reservation I <input type="checkbox"/> Volunteer Fire/Rescue Squad c <input type="checkbox"/> Public Purposes- Multiple services such as above H	<input type="checkbox"/> Nonprofit Organization ** Purpose of your nonprofit: <input type="checkbox"/> Medical Institution B <input type="checkbox"/> Hospital B <input type="checkbox"/> Clinic B <input type="checkbox"/> Health Center B <input type="checkbox"/> Outpatient Facility B <input type="checkbox"/> Program for Older Americans D <input type="checkbox"/> Provider of Assistance to Homeless A <input type="checkbox"/> Provider of Assistance to Impoverished A <input type="checkbox"/> School, College or University B <input type="checkbox"/> School for Persons with Disabilities B <input type="checkbox"/> Educational Institution B <input type="checkbox"/> Child Care Center B <input type="checkbox"/> Preschool B <input type="checkbox"/> Adult Day Care Center B <input type="checkbox"/> Educational Radio/TV Station E <input type="checkbox"/> Museum F <input type="checkbox"/> Library B <input type="checkbox"/> Nursing Homes or Geriatric Centers B <input type="checkbox"/> Alcohol/Drug Abuse Treatment Centers B
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* All public agencies must provide proof of public agency status.

** All nonprofits must provide an IRS 501(c) ruling. State tax exempt forms are not acceptable.

All public agencies and nonprofits must provide financial information-- basic budget information, funding sources, etc.

A Must provide letter from a public official certifying that those receiving services are primarily homeless or impoverished.

B Must provide evidence of either licensing (recognition or approval by appropriate State or local authority; accreditation (approved by a recognized regional, state, or national board); or approval (recognition and approval by State Department of Health or Education; or other appropriate authority).

C Must provide evidence of public funding and/or legislative authority; must also provide evidence of approval by proper government authority.

D Must provide evidence of funding under the Older Americans, Social Security, Economic Opportunity, or Community Services Block Grant Act.

E Must provide proof of Federal Communications Commission (FCC) licensing.

F Must sign attached museum access agreement.

G Public health and educational "institutions" must provide evidence of either licensing (recognition or approval by appropriate State or local authority); accreditation (approved by a recognized regional, state or national board); or approval (recognition and approval by State Department of Health or Education, or other appropriate authority).

H Please contact the SASP for instructions on whether it is best to submit a separate application for each public program managed.

I In some states like Alaska, this definition has been expanded. Contact your respective SASP for details.

Note: All applicants whose eligibility is dependent on any type of licensing, accreditation, approval, or annual funding, must provide evidence of such upon expiration/renewal to ensure continuing eligibility.

Service Educational Activity (SEA): These are programs of special interest to the Armed Services and DOD. See Section 549(d) of Title 40, USC. SEAs include American National Red Cross, Boy/Girl Scouts, Little League Baseball, United Service Organization, Young Marines, and many others. For a complete listing of SEAs, view DOD's 4160.21-M manual (Sections 6-4 through 6-22 and Attachment 6.1-1 & 2). SEAs can only acquire DOD property and must provide proof of approval as an SEA.

Veteran Service Organization (VSO): These are organizations recognized by the VA that provide services to veterans. VSOs include the American Legion, AMVETS, Marine Corps League, Veterans of Foreign Wars, and many others. For a complete listing, visit <https://www.va.gov/ogc/recognizedvsos.asp>. VSOs can acquire both civilian agency and DOD property. VSOs are not required to be nonprofit to be eligible, but must provide proof of approval as a VSO and a written statement certifying that at least 33% of its members are veterans.

Small Business Administration (SBA) Activity: These are designated by SBA as 8a Business Development (BD) activities. SBAs can acquire both civilian agency and DOD property (except foreign surplus) and must provide written verification (letter or email) of your status from SBA. SASPs may verify 8a BD status at https://web.sba.gov/dsbs/search/dsp_dsbs.cfm.

Veteran Owned Small Business (VOSB): These are businesses certified by the VA. VOSBs can acquire both civilian agency and DOD property. VOSBs must provide a copy of the VETS First verification from the VA. SASPs may verify VOSB status at <https://vetbiz.va.gov/basic-search/>

RISE Act Participants: Reserved

Note: If your organization was not listed above and you wish to further discuss, please contact the SASP at:
 [Point of contact, phone, fax, and email]

Program Narrative: Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

Please see the City of Newport's website
www.newport-wa.org

If more space is needed, proceed to Page 5.

Authorized Representative Listing: Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

Printed Name Abby Gribi	Title City Administrator	Phone Number (Include Area Code) 509-447-6496
Email Address agribi@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature
Printed Name David North	Title Public Works Director	Phone Number (Include Area Code) 509-671-1607
Email Address pwn@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature
Printed Name Nickole North	Title Clerk/Treasurer	Phone Number (Include Area Code) 509-447-6429
Email Address clerk@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature

To include additional representatives, proceed to Page 5.

Museum Access Agreement (Museum Applicants only!):

As part of the Federal Surplus Property Donation Program, "museums"-- pursuant to Section 23 of Public Law 114-287 and Federal Management Regulation (FMR) Part 102-37-- agree that from an operational standpoint toward fulfilling the museum's mission and function for the general public that the museum will: Accede to any request submitted for access during typical "business" hours, interpreted here to be approximately 9:00am to 4:00pm, Monday through Friday-- although a reasonable variation from these hours may be considered due to individual circumstances (e.g. location of museum requiring strict business hours that deviate from the aforementioned time parameter).

Print Name and Title of Head Authorized Museum Official	Date (DD/MM/YYYY)	Signature

Property "Want" or "Needs" List: Applicants must provide a listing of specific property items desired or the general categories of items desired:

If more space is needed, proceed to Page 5.
 GSA FORM JG MAY 09, 2021

Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):

TO BE INCLUDED ON THE STATE AGENCY FOR SURPLUS PROPERTY (SASP) ISSUE OR DISTRIBUTION DOCUMENT.

(a) THE DONEE CERTIFIES THAT:

(1) It is a public agency, or a nonprofit institution or organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area and one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution or for permanent use outside the State, except with prior written approval of the SASP.

(3) Funds are available to pay all costs and charges incident to donation, including but not limited to shipping fees, repairs, costs relating to making a donated item serviceable.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus property issued under title VI of the Civil Rights Act of 1964, Section 606 of title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

(b) THE DONEE AGREES TO THE FOLLOWING CONDITIONS:

(1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued to be used for such purpose(s) for a minimum of 1 year from the date the property was placed in use. In the event the property is not placed in use, or continued in use, the donee shall immediately notify the SASP and, at the donee's expense, return such property to GSA or SASP, otherwise make the property available for transfer or other disposal by the SASP, provided the property is still usable as determined by the SASP.

(2) Such special handling or use limitations as are imposed by GSA on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and, upon demand, the donee shall release such property to such persons as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE SASP, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS, OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE IN LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

(1) The property shall be used only for the purpose(s) for which acquired, and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purposes(s) for which acquired for a period of 18 months from the date the property is placed in use.

(3) In the event the property is not used as required by (c) (1) and (2), and Federal restrictions (b)(1) and (b)(2) and (f) have expired, then title and right to the possession of such property shall at the option of the SASP revert to the SASP and the donee shall release such property to such persons as the SASP shall direct.

(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (b), (c), and (f), remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently for use outside the State, without the prior approval of GSA under (b), (c), and (f), or the SASP under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the SASP, shall be remitted promptly by the donee to GSA or the SASP, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), and (f) remain in effect, without the prior approval of GSA or the SASP, the donee, at the option of GSA or the SASP shall pay to GSA or the SASP, as the case may be, the proceeds of the disposal of the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the SASP.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c), and (f) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the SASP, and shall, as directed by the SASP, return the property to the SASP, release the property to another donee, or another SASP, or to a department or agency of the United States, sell, or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the U.S. Government.

(4) The donee shall make reports to the SASP on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the SASP. The SASP reserves the right to, at its discretion, conduct on-site, virtual, telephonic, written reviews of property acquired for use to ensure the donee is properly utilizing the property and following all applicable program rules.

(5) At the option of the SASP, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent hereto in (d) by payment of an amount determined by the SASP in conjunction with GSA.

(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

(1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America, as well as the SASP will be held harmless from any or all debts, liabilities, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, GSA or the SASP, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):

(f) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

(1) The donation shall be subject to the additional special terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document or other agreement executed by the authorized donee representative, as well as the conditions set forth in C, at a minimum.

Sample Restriction Periods:*

These are the general restriction periods for most types of property received. It is the applicant's responsibility to research, understand and comply with the specific restrictions placed upon each piece of property received.

Property must be placed into use within 12 months and used for a minimum compliance or restriction period of 12 months depending on the type of property. Special restrictions are applied to items with an original government unit acquisition cost of \$5,000 or more, passenger motor vehicles, NASA artifacts, noncombat aircraft and vessels over 50', noncombat flyable aircraft, combat aircraft and vessels 50' and greater, and firearms. See the SASP for specific restrictions and questions on all items acquired, including the following:

- Property with an original gov't unit acquisition cost of less than \$5,000 or more = 12 months
- Property with an original gov't unit acquisition cost of \$5,000 or more and passenger motor vehicles = 18 months
- NASA artifacts = 60 months & Perpetuity
- Noncombat Aircraft and Vessels 50' and greater = 60 months
- Combat Aircraft and Vessels over 50' = Perpetuity
- Firearms = Perpetuity

Note: SEAs can only acquire DOD property and are only subject to a 12 month restriction period!

SBA activities can acquire civilian agency and DOD property, but must use the property during its term of participation in the SBA program plus one year!

Nondiscrimination Assurance Statement:

ASSURANCE AND COMPLIANCE WITH GSA REGULATIONS under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Service Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 303 of the Age Discrimination Act of 1975.

Hereinafter called the "Donee", agrees that the program for or in connection with which any property is donated to the Donee will be conducted in compliance with, and the Donee will comply with and will provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulation of the General Service Administration (41 CFR 101.6-2, PR 101-8) issued under the provisions of Title VI of the Civil Rights Act of Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975. To the end that no person in the United States shall on the grounds of race, color, national origin, sex or age, or that no person with disabilities shall solely by reason of their disability, be excluded from participation in or be denied the benefits of, or be subject to discrimination under any program or activity for which the Donee receives Federal Assistance from the General Services Administration.

The Donee hereby gives assurance that it will immediately take any measure necessary to effectuate this agreement.


Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by Governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, state, or local) terminated for cause of default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall draw a line through the statement(s) above- (1)(a), (1)(b), (1)(c), (1)(d) for which the prospective applicant cannot certify and attach a detailed explanation to this application.

My signature below represents that I have read and understand all of the information contained in this application (including the fine print). My signature below represents that I have accurately completed this form to the best of my ability and that my agency, organization, business and representatives will abide by the aforementioned agreements, certifications, assurances and statements.

Print Name and Title of Applicant's Head Authorized Official	Date (DD/MM/YYYY)	Signature
Abby Coribi, Cidy Administrator	6/24/22	
<small>(Internal SASP Use Only)</small>		
Print Name and Title of SASP Reviewing/Processing Official (Optional)	Date (DD/MM/YYYY)	Signature
Print Name and Title of SASP Head Approving Official	Date (DD/MM/YYYY)	Signature
Approved:	License/Accreditation/Approval Date:	Eligibility Expiration Date:
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Notes		

Program Narrative (Continued): Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

Authorized Representative Listing (Continued): Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

Printed Name Cindy Endahl	Title Deputy Clerk / Treasurer	Phone Number (Include Area Code) 509-447-6422
Email Address cityofnewport@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature Cindy Endahl
Printed Name Mark Duxbury	Title Police Chief	Phone Number (Include Area Code) 509-447-5611
Email Address mduxbury@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature M Duxbury
Printed Name 	Title 	Phone Number (Include Area Code)
Email Address 	Date (MM/DD/YYYY) 	Signature
Printed Name 	Title 	Phone Number (Include Area Code)
Email Address 	Date (MM/DD/YYYY) 	Signature
Printed Name 	Title 	Phone Number (Include Area Code)
Email Address 	Date (MM/DD/YYYY) 	Signature

Property "Want" or "Needs" List (Continued): Applicants must provide a listing of the specific property items desired or the general categories of items desired:

clerk

From: Callaway, Shawn (DES) <shawn.callaway@des.wa.gov>
Sent: Friday, July 8, 2022 3:02 PM
To: clerk
Cc: DES Surplus Priority; Richardson, Dale L. (DES)
Subject: Newport, City of Federal & State Surplus Eligibility is Approved
Attachments: New ITS THE LAW Poster.pdf; Do You Know.doc; Hours of Operation Directions with Satellite.docx; How to screen Federal Property.docx; TERMS AND CONDITIONS.docx

Hello,

Welcome to the Federal and State Surplus Property Programs! We look forward to helping you fill your federal and state surplus needs. Your application has been approved. Per your request, your authorized representatives are:

Contact Name:
Contact Email:

Authorized Staff:

First Name	Last Name	Title	Email
Mark	Duxbury	Police Chief	mduxbur
Cindy	Endal	Deputy Clerk/Treasurer	cityofnew
Abby	Gribi		agribi@n
David	North	Public Works Director	pwd@ne
Nickole	North	Clerk/Treasurer	clerk@ne

A Civil Rights Poster and some informational paperwork are attached. Please place the poster in a visible location at your place of business.

Our sales platform for state owned items is through GovDeals at www.GovDeals.com/wasurplus. Your designated staff will soon be contacted by GovDeals with a login and password to shop for items prior to being released to the public. If your item(s) isn't available, you may e-mail your inquiry to agencysurpluspurch@des.wa.gov. Should you need additional assistance with this process please contact surpluspriority@des.wa.gov.

If you or any of the listed authorized staff members would like access to <https://gsaccess.gov/fedsweb/pubw3000/> please see How to Screen Federal Property attachment. I have attached directions on how to screen for federal surplus property on GSAXcess.gov. You may view our current federal inventory by clicking on the following link. <https://fedsurplus.des.wa.gov>

Thank you for shopping with the Federal and State Surplus Personal Property Programs. For assistance at DRMO Lewis, or if you are looking for federal surplus equipment or items, please email Surplusfederal@des.wa.gov or call (360) 407-1922. If you're looking for office furniture or office type items at the Tumwater warehouse, please email agencysurpluspurch@des.wa.gov.

Sincerely,

Make it a Great Day!!!

Shawn Callaway

He/Him pronoun

Federal Program Specialist 3

Washington State Department of Enterprise Services

7511 New Market Street

Tumwater wa. 98501

Cell 360-701-7405 Land Line 360-407-1922| shawn.callaway@des.wa.gov

Work hours: Mon-Fri, 7:00a – 4:30p Flex day every other Friday

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)



It Is The Law

In accordance with Federal law and the General Services Administration's (GSA) regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, retaliation, and disability.

To learn more about GSA's Nondiscrimination in Federal Financial Assistance Programs or to file a complaint, you may contact GSA's Office of Civil Rights, as follows:

Write to the Office of Civil Rights, U.S. General Services Administration, 1800 F Street, NW, Washington, DC 20405; or

Call (202) 501-0767 or 1-800-662-6376 (voice);
Fax (202) 219-3369. Individuals with hearing
impairments: Federal Relay Service at
1-800-877-8339.



Es La Ley

De conformidad con la Ley Federal y las regulaciones y directrices de la Administración de Servicios Generales (GSA por sus siglas en inglés), se le prohíbe a esta institución discriminar por motivos de raza, color, origen étnico, sexo, edad, represalia y discapacidad.

Para aprender más sobre la indiscriminación de GSA en Programas de Asistencia Financiera Federal o para presentar una queja, usted puede contactar la Oficina de GSA de Derechos Civiles, como se indica a continuación:

Escriba: Office of Civil Rights, U.S. General Services Administration, 1800 F Street, NW, Washington, DC 20405; o

Llame al (202) 501-0767 o al 1-800-662-6376 (voice); Fax (202) 219-3369. personas con impedimentos auditivos: Servicio Federal de Transmisiones al 1-800-877-8339.

HOW TO SCREEN FEDERAL PROPERTY

The generic user name and password is no longer valid for screening property on GSAXcess. GSA has changed it to an individual user name and password. If you'd like access to screen property, please contact the Federal Priority Team and we will get you set up.

Please contact: Surplusfederal@des.wa.gov
Scott Fifield (360)-688-0824
Shawn Callaway (360)-701-7405
Sarah Skewis (360)-407-1925
Dale Richardson (360)-951-5352

FEDERAL WEBSITE: <http://gsaxcess.gov/>

- Click "Login"
- Enter your email address & password.
- Enter the multi-factor authentication code.
- Click on the category that you are interested in.
- Click on the State that you are interested in screening property. Keep in mind that if you are successful in obtaining property, you will have to arrange and pay for shipping from that location.
- Call with the item you want frozen for your agency. I need the item control number.
- Click on the "back button" until you get to either the State screen or category screen to search for more property.

If you have questions, or need help navigating the site please give Dale Richardson a call at (360) 951-5352 .

Public Surplus Surplus
GSAXcess® Home - Logi

https://gsaxcess.gov/helpweb/usedswb/

Apps: PIS Current PIS Held Google Fleet Parking Spread... RICW 39.33.010: Safe... NADA Car Pricing G... SRMS Log In HRMS RCW 46.37.195: Sale... Welcome to the Dep... Destroyed Vehicles VIN Decoder OSP

GSAXcess®
U.S. General Services Administration

User Guides FAQ Program Links Contact Links

Enter User ID and Password then click 'Login' button

GSAXcess® Login

User ID:

Password:

If you are GSA User and access GSAXcess® from outside GSA Network using your ENT User name and password, please [Click here](#).

Change Password? Enter User ID, Password and [Click here to Change Password](#).

Forgot Password? Enter User ID and [Click here to Retrieve Password](#).

Update User Contact Information? Enter User ID, Password and [Click here to Update your Contact Information](#).

GSAXcess® HelpDesk
GSAXcess® HelpDesk: 1-866-333-7472
GSAXcessHelp@gsa.gov

TERMS AND CONDITIONS

(A) THE DONEE CERTIFIES THAT:

- (1) It is a public agency or a nonprofit institution or organization exempt from taxation under Section 501 of the Internal Revenue Code of 1954 within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
- (2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for such purpose, or for programs for older individuals. The property not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior approval of the State Agency.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 303 of the Age Discrimination Act of 1975.

(B) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

- (1) All types of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purpose(s) for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency and, at the donee's expense, return such property to the State agency or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.
- (2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.
- (3) In the event the property is not so used or handled as required by (B) (1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such person as GSA or its designee shall direct.

(C) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY. APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT.

- (1) The Property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the state agency designates a further period of restriction.
- (3) In the event the property is not so used as required by (C) (1) and (2) and Federal restrictions (B) (1) and (2) have expired, then the title and right to the possession of such property shall at the option of the State agency revert to the State of Washington and the donee shall release such property to such person as the State agency shall direct.

(D) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

- (1) From the date it received the property listed hereon, and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect, the donee shall not sell, trade, lease, bail, cannibalize, encumber or otherwise dispose of such property, or remove it permanently for use outside the State, without prior approval of GSA under (B) or the State agency under (C). The proceeds from any sale, trade, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted by the donee to GSA or the State agency, as the case may be.
- (2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, without the prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.
- (3) If at any time, from the date it received the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purposes(s) for which acquired, the donee shall promptly to the State agency, lease the property to another donee or another State agency, department, or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.
- (4) The donee shall make reports to the State agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State agency.
- (5) At the option of the State agency, the donee may abrogate the conditions set forth in (C) and the terms, reservations, and restrictions pertinent thereto in (D) by payment of an amount as determined by the State agency.

(E) THE DONEE AGREES TO THE FOLLING CONDITIONS, APPLICABLE TO ALL ITEMS OR PROPERTY LISTED HEREON.

- (1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind.
- (2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, the State agency will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

(F) TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized donee representative.

DO YOU KNOW

WHAT YOU AGREED TO WHEN YOU SIGNED YOUR DISTRIBUTION DOCUMENT?

SASPS, if they donate \$500,000 or more in Federal property to a donee in a fiscal year, must ensure that the donee has an audit performed in accordance with Circular A-133, (FMR 102-37.355)

YOU AGREED to use the surplus property only in the official program which you represent, (Section a.2.)

AND

YOU AGREED to put the surplus property into use within one year and to use it for at least one year, (Section b.1.)

AND

YOU AGREED to use certain items for eighteen (18) months or longer, (Section c.2.)

AND

YOU AGREED that you would not sell the property, loan it, trade it, or tear it down for parts unless we give you permission before you do it, (Section d.1.)

AND

YOU AGREED to pay the US Government if you did not use the property according to your agreement, (Section d.2.)

SUMMARY

1. IT IS YOUR RESPONSIBILITY TO IDENTIFY AND DETERMINE THE AMOUNT OF FEDERAL ASSISTANCE YOU HAVE RECEIVED AND TO ARRANGE FOR AUDIT COVERAGE.
2. SURPLUS PROPERTY MUST BE USED IN AN AUTHORIZED PROGRAM.
3. PERSONAL USE OR NON-USE OF SURPLUS PROPERTY IS NOT ALLOWED.
4. PERMISSION MUST BE OBTAINED BEFORE SELLING, TRADING, OR CANNIBALIZING SURPLUS PROPERTY.
5. READ THE TERMS AND CONDITIONS - UNDERSTAND YOUR OBLIGATIONS.



Main Campus:

7511 New Market Street SW
Tumwater, WA 98501
Phone: (360)407-2270

Satellite Location:

751 S. Pine Street, Bldg T
Medical Lake, WA 99022
Phone: (360)507-6021


**PLEASE!!
NOTE**



*****Our Hours of Operation*****

Priority/Federal– Online Auction

Main Campus:

Mon-Fri 8:00am – 4:00pm
Mon & Fri by Appointment

Satellite Location:

Tues-Thurs 8:00am – 3:00pm

Priority Surplus

Sarah Skewis (360) 628-4412
Shawn Callaway, (360)407-1922
Scott Fifield (360)688-0824
Email: SurplusFederal@des.wa.gov

Cashier's Office

Cashier's Phone, (360)407-2271
Email: SurplusCashier@des.wa.gov

Medical Lake Satellite Location

Garrett Raulston, (360)870-3289
Email: SurplusEast@des.wa.gov

Main Campus:

7511 New Market St SW
Tumwater, WA 98501-5701
Phone: (360)407-2270



I-5 Northbound Directions

From I-5 northbound, take exit 101 for Tumwater Boulevard SW toward Olympia Airport.

Turn Right at Tumwater Boulevard SW

After Center Street, Turn Right into the second driveway (before the roundabout)

Turn Left into the graveled parking lot

The Public Store is located east of the day care in the big green warehouse

The Public Store entrance is on the north end of the warehouse

I-5 Southbound Directions

From I-5 southbound, take exit 101 for Tumwater Boulevard SW toward Olympia Airport.

Turn left at Tumwater Boulevard SW

After Center Street, Turn Right into the second driveway (before the roundabout)

Turn Left into the graveled parking lot

The Public Store is located east of the day care in the big green warehouse

The Public Store entrance is on the north end of the warehouse

Satellite Location:

751 S. Pine Street, Bldg T
Medical Lake, WA 99022
Phone: (360)507-6021



I-90 Westbound from Spokane

From I-90 westbound, take exit 272 for WA-902 W
WA-902 W turns into W Brooks Road
Turn Left onto N Howard Street
Turn Right onto 4th Street
4th Street turns into Maple Street
Turn Left onto S. Pine Street
Turn Left into the fourth driveway after the baseball field
Building T is on your right

I-90 Eastbound from Moses Lake

From I-90 eastbound, take exit 264 for WA-902 E
Turn left onto Fancher Connection
Fancher Connection turns into S. Pine Street
Turn Right into first driveway after the stone pillars
Building T is on your right