

# Lunch & Learn



CHANGING  
*Maryland*  
*for the Better*

**Federal Surplus Property Donation**



# What You Can Expect

- The Application Process
- How to Log Into [gsaxcess.gov](http://gsaxcess.gov)
- How to Search For Property
- How to Request Property

# **MDSASP Team**

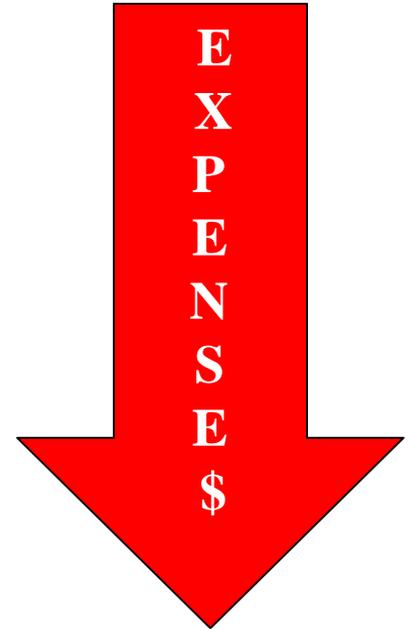
Kathryn Wilson-Director

Jimmie Brown-Surplus Property Coordinator

Aarica Dupree-Administrative Assistant



# Path\$ to Profit



# APPLICATION

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY (Federal Donation)

APPLICATION FOR ELIGIBILITY

Title 41 Code of Federal Regulations Section 102-37

NEW RENEWAL ACCOUNT NO. \_\_\_\_\_

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION/COMPANY

Name of  
Entity

Federal Tax ID Number

Mailing Address PO BOXES ARE NOT ACCEPTABLE (Street, City, State, and Zip)

Telephone No.

Fax No.

Email Address

II. APPLICANT STATUS (CIRCLE):

- A. PUBLIC AGENCY, INCLUDING PUBLIC SCHOOL
- B. NONPROFIT, TAX-EXEMPT ORGANIZATION
- C. SEA
- D. PUBLIC AIRPORT
- E. SMALL BUSINESS 8(A)
- F. VETERANS

III. TYPE OR PURPOSE: Please circle (ONLY ONE (1) category):

Library    Child Care enter    Medical Institution    Local Jurisdiction (City/Town/County)    Treatment Center  
State Agency    SBA (8a)    Training Center    Service Educational Activity    Veterans Org

Health Center/Clinic    Hospital    Educational Radio/TV Station    Radio/TV Stations FCC Licensed Shelter  
Provider of Assistance to Homeless Individuals    College/University    Veteran Small Business

Provider of Assistance to the Impoverished/Needy    School    Programs for the Elderly    School  
District/Board Museum    Research

IV. PROVIDE NARRATIVE DESCRIPTION OF PROGRAM OR SERVICES OFFERED, INCLUDING DESCRIPTION OF FACILITIES OPERATED (SEPARATE DOCUMENT ON ORGANIZATION LETTERHEAD, BROCHURE, CAPABILITIES STATEMENT, ETC)

V. SOURCE OF FUNDING (ATTACH SUPPORTING DOCUMENTATION TAX RETURN; 990; FINANCIAL STATEMENT; P/L STATEMENT, ETC):

Tax Supported    Grant    Contributions    Other (specify) \_\_\_\_\_

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954? \_\_\_\_\_ (COPY REQUIRED)

VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED OR LICENSED BY THE STATE? \_\_\_\_\_

YOU MUST PROVIDE WRITTEN EVIDENCE. (IF A MARYLAND LICENSE IS REQUIRED TO FULFILL ORGANIZATION PURPOSE/SERVICE, PLEASE SUBMIT A LEGIBLE COPY) (Education/Health/Medical/Treatment Centers/Shelters/SEA)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Authorized Signature

# MDSASP Application

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY (Federal Donation)

APPLICATION FOR ELIGIBILITY

Title 41 Code of Federal Regulations Section 102-37

NEW

RENEWAL

ACCOUNT NO. \_\_\_\_\_

I. LEGAL NAME & MAILING OF APPLICANT ORGANIZATION /COMPANY

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Mailing Address **PO BOXES ARE NOT ACCEPTABLE** (Street, City, State and Zip)

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Email Address

# MDSASP Application

II. APPLICANT STATUS (CIRCLE):

- A. PUBLIC AGENCY, INCLUDING PUBLIC SCHOOL
- B. NONPROFIT, TAX-EXEMPT ORGANIZATION
- C. SEA
- D. PUBLIC AIRPORT
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State Agency   SBA (8a)   Training Center   Service Educational Activity   Veterans Day  
Health Center/Clinic   Hospital   Educational Radio/TV Station   Radio/TV Stations FCC Licensed  
Shelter   Provider of Assistance to Homeless Individuals   College/University   Veterans Small Business  
Provider of Assistance to the Impoverished/Needy   School   Programs for the Elderly   School District/Board  
Museum   Research

# MDSASP Application

*Museum Research*

- IV. PROVIDE NARRATIVE DESCRIPTION OF PROGRAM OR SERVICES OFFERED, INCLUDING DESCRIPTION OF FACILITIES OPERATED (SEPARATE DOCUMENT ON ORGANIZATION LETTERHEAD, BROCHURE, **CAPABILITIES STATEMENT, ETC**)
- V. SOURCE OF FUNDING (ATTACH SUPPORTING DOCUMENTATION TAX RETURN; 990; FINANCIAL STATEMENT; P/L STATEMENT, ETC):
- VI. *Tax Supported* \_\_\_\_\_ *Grant* \_\_\_\_\_ *Contributions Other (specify)* \_\_\_\_\_  
HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954? \_\_\_\_\_ (COPY REQUIRED)
- VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED OR LICENSED BY THE STATE? \_\_  
YOU MUST PROVIDE WRITTEN EVIDENCE. (IF A MARYLAND LICENSE IS REQUIRED TO FULFILL ORGANIZATION PURPOSE/SERVICE, PLEASE SUBMIT A LEGIBLE COPY) (Education/Health/Medical/Treatment Centers/Shelters/SEA)

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Applicant's Authorized Signature**

# Authorized Representatives For Maryland Federal Program

---

Name of Organization

AUTHORIZED REPRESENTATIVES ARE DESIGNATED TO:

- I. Acquire Federal Surplus Property
- II. Obligate necessary funds for this purpose; and
- III. Execute Distribution Documents agreeing to terms, conditions, reservations, and restrictions applying to property obtained through the agency.

REPRESENTATIVE CODES:

N=New

R=Renew

D=Delete

C. REPRESENTATIVES:

Code

Name

Title

Signature

N

N

Date

Applicant's Authorized Signature

Title



NONDISCRIMINATION ASSURANCE  
LEGAL NAME & ADDRESS OF APPLICANT  
ORGANIZATION

---

**Name of Organization**

---

**Mailing Address (Street, City & State)**

---

**Street Address/Location (If different from mailing address)**

The Donee assures compliance with all requirements imposed by or pursuant to the regulations of the General Services Administration (41CFR 101-6.2 and 101-8) issued under provisions of Title VI of the Civil Rights Act of 1964, as amended; Title VI of the Federal Property and Administrative Services Act of 1949, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Section 303 of the Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended, and Civil Rights Restoration Act of 1987.

**No person will be excluded from program participation or denied program benefits on the basis of race, color, national origin, sex, education, age, or handicap.**

Further, the Donee agrees that this agreement obligates the Donee for the period during which it retains ownership or possession of property; that the United States shall have the right to seek judicial enforcement of this agreement; and that this agreement is binding upon the Donee and its successors, transferees, and assignees.

---

*Date*

---

**Applicant's Authorized Signature**

---

**Print Applicant's Name**

CERTIFICATIONS AND AGREEMENTS

A. THE DONEE CERTIFIES THAT:

- (1) It is a public agency; or a nonprofit education or public health 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 Administration.
- (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, and including research for such purpose. 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 proper approval of the State agency.
- (3) Funds are available to pay all cost and charges incident to donation and these charges will be paid promptly.
- (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 and Title VI Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and Title IX of the Education Amendments of 1972 as amended, and Section 303 of the Age Discrimination Act of 1975, as amended.

B. THE DONEE AGREES TO THE FOLLOWING CONDITIONS:

- (1) All items of property shall be placed in use for the purposes for which acquired within one year receipt and shall be continued in use for such purposes 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 an 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 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 \$5,000.00 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET 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.
- (3) In the event the property is not so used as required by (c) (1) and (2) and the federal restrictions (b) (1) and (2) have expired, then title and right to the possession of such property shall, at the option of the State agency, revert to the State of Maryland, 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 RESTRICTION:

- (1) From the date it receives 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, 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) or the State agency under (c). 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 State agency, shall be remitted promptly 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 prior approval of 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 receives the property through the period(s) of time the condition 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 purpose(s) for which acquired, the Donee shall promptly notify the State agency, and shall as directed by the State agency, return the property to the State agency, release the property to another Donee or another State agency, return the property to the state agency, release the property to another Donee or another state agency, 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 State agency.
- (4) The Donee shall make reports to the State agency of 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 property
- (5) At the option of the State agency, the Donee may abrogate the conditions set forth in (c) and the property reservation and restrictions pertinent thereto in (d) by payment of an amount as determined by the State agency.

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, whereas 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 or the fair value of the damaged or destroyed donated items.

F. TERMS AND CONDITIONS APPLICABLE TO THE DONATION OR AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000.00 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

- (1) 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.

The Maryland State Agency for Surplus Property or the Federal Government assumes no liability for any damages to the property of the Donee, any person or public property, or tort the personal injuries, illness, disabilities or death to the Donee, Donee(s) employees, any other person subject to the Donee(s) control or any other person including members of the General Public, arising from or incident to the donation, use processing, disposition, or any subsequent operation Maryland State Agency for Surplus Property or the Federal Government for any and all costs, judgment, action, debt, liability performed upon, material whether intentional or accidental. The Donee agrees to hold harmless and indemnify the, costs and attorney's fees or any other request for monies or any other type or relief arising from or incident to the donation, use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.

I, the undersigned representative of the Donee organization, have read the above conditions, terms, reservations and restrictions and acknowledge that the Donee organization named below will abide by these conditions, terms, reservations and restrictions.

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Donee Organization name

\_\_\_\_\_  
Donee Authorized Representative (Print)

\_\_\_\_\_  
Donee Applicant's Authorized Representative (Signature)

\_\_\_\_\_  
Date

8A Verification

**SBA 8A Firm Information**

Donee «Contact Name»  
Name

«City» Maryland «PostalCode»  
City State Zip Code

Business Phone: «PhoneNumber» Alternate Phone: \_\_\_\_\_

8A Firm Name: «Organization Name» E.I.N#:

«Federal ID Number» Eligibility

Expiration Date: «Expiration Date»

Title: \_\_\_\_\_ SBA Name: \_\_\_\_\_ Email:

District Location \_\_\_\_\_ Work Alternate Phone: \_\_\_\_\_ Date:

Phone: \_\_\_\_\_ Signature:

Authorized this day: \_\_\_\_\_

By \_\_\_\_\_  
Anthony Johnson, Director  
MDSASP

# Application Addendum

Every donation has to be approved by the Business Opportunity Specialist (BOS) or, an authority figure within the local SBA office



To locate the application online visit:

<http://www.dgs.maryland.gov/SurplusProperty/FederalApplication.pdf>

Your application is valid for three years



# M.O.A. Conditions & Use

Eligible Participants, may obtain Federal surplus property from the SASP in the State where the Participant is located and operates



# SBA 8(a) Participant agrees:

- That the intended use of the property is consistent with the objectives of the Participant's 8(a) business plan
- That it will use the property to be acquired in the normal conduct of its business activities
- That it will use the property as intended within one year of receipt

# SBA 8(a) Participant agrees:

- That it will not sell or transfer the property to any party during its term of participation or, for one year after it leaves the 8 (a) program, unless it has received express written authorization from the donating SASP and SBA
- That it will give SBA, GSA and /or the SASP access to inspect the property and all records pertaining to it

# SBA 8(a) Participant agrees:

- To return the property to the donating SASP at the Participant's expense, if the Participant has sold, transferred, or otherwise disposed of the acquired surplus property in violation of the agreement
- Will be liable to the Federal Government for the fair market value (as determined by GSA or the SASP) or the sale price of the property, whichever is greater.



[WWW.GSAXCESS.GOV](http://WWW.GSAXCESS.GOV)





User Guides

FAQ

Program Links

Contact Links

GSAX

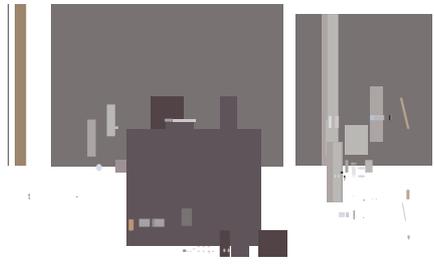
Welcome to GSAXcess®



ICN: 36540150480363 - MICROMANIPULATOR ( Excess )



ICN: SZ37085040F009 - OVERALLS, COLD WEATH ( Excess )



ICN: 89221450550013 - MISC. SUPPLIES 1 LOT OF RECYCLE TRASH CANS ( Excess )



Click here to go to the NASA Prescreening Module where you can view and

Se -[Register] for MEW ONLY with

## GSAXcess® Login

User ID:

**4757AA**

Password:

**Donee**

**Login**



**GSAXcess**®

U.S. General Services Administration



User Guides

FAQ

Program Links

• Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Interior Asset Disposal System

Global Search

Exact Phrase ▾ **Go!**

Basic Search Options

## Worldwide Property Items by Category

All Items Available - All Categories

Total Items

With Pictures

Total number of items available: 26,548 / Total items available with Photos: 3,054



Worldwide Property Items by Category

All Items Available - All Categories

Total number of items available: [26,557](#) / Total items available with Photos: [3,053](#)

- [Agricultural Equipment and Supplies](#) (43/21)
- [Aircraft](#) (9/4)
- [Aircraft Parts and Tires](#) (1,161/1)
- [Automobiles](#) (45/43)
- [Boats](#) (15/8)
- [Clothing and Personal](#) (2,642/65)
- [Communication and Detection Equipment](#) (289/60)
- [Computer Equipment](#) (2,319/144)
- [Computer Software and Accessories](#) (794/43)
- [Construction Equipment](#) (169/46)
- [Electrical and Electronic Equipment and Components](#) (3,324/153)
- [Electrical and Electronic Measuring and Testing Equipment](#) (287/18)
- [Fire Trucks and Fire Fighting Equipment](#) (168/44)
- [Food Preparation and Serving Equipment](#) (186/50)
- [Furniture](#) (826/426)
- [Hardware](#) (2,591/12)
- [Household](#) (162/33)
- [Industrial Service and Trade Machinery](#) (128/31)
- [Industrial Special Machinery](#) (404/59)
- [Jewelry and Collectibles](#) (5/2)
- [Lab Equipment](#) (423/112)
- [Lighting](#) (284/18)
- [Marine Equipment](#) (32/8)
- [Materials Handling Equipment](#) (100/66)
- [Medical, Dental and Veterinary Equipment and Supplies](#) (1,206/220)
- [Miscellaneous](#) (5,541/439)
- [Motorcycles and Bicycles](#) (70/42)
- [Musical Instruments](#) (35/8)
- [Navigation Equipment](#) (48/1)
- [Office Equipment](#) (111/35)
- [Office Supplies and Forms](#) (189/70)
- [Photographic Equipment](#) (252/54)
- [Recording Equipment](#) (128/24)
- [Recreation](#) (96/23)
- [Refrigeration and Air Conditioning Equipment](#) (261/47)
- [Shuttle](#) (3/2)
- [Tools](#) (611/40)
- [Travel Trailer and/or Mobile Home](#) (168/141)
- [Trucks, Trailers and Tractors](#) (711/411)
- [Vehicular Components and Tires](#) (721/29)

*You can search for property  
By selecting a specific  
category or "Advance  
Search"*



ICN: W906CT50330001  
RAILWAY CAR,BOX  
(Excess)

- [Alabama](#) (63/2)
- [Alaska](#) (28/0)
- [Arizona](#) (11/8)
- [Arkansas](#) (7/7)
- [California](#) (74/28)
- [Colorado](#) (17/11)
- [District of Columbia](#) (23/1)
- [Florida](#) (21/8)
- [Georgia](#) (25/15)
- [Guam](#) (5/1)
- [Hawaii](#) (15/1)
- [Idaho](#) (29/5)
- [Illinois](#) (4/4)
- [Indiana](#) (4/1)
- [Iowa](#) (4/4)
- [Kansas](#) (22/5)
- [Maine](#) (1/0)
- [Maryland](#) (13/2)
- [Massachusetts](#) (36/35)
- [Michigan](#) (17/14)
- [Minnesota](#) (3/1)
- [Mississippi](#) (19/19)
- [Missouri](#) (74/71)



- [Montana](#) (32/31)
- [Nebraska](#) (1/1)
- [Nevada](#) (5/5)
- [New Hampshire](#) (6/5)
- [New Jersey](#) (1/0)
- [New York](#) (9/7)
- [North Carolina](#) (15/8)
- [Ohio](#) (46/1)
- [Oklahoma](#) (20/8)
- [Oregon](#) (29/18)
- [Pennsylvania](#) (23/10)
- [Rhode Island](#) (35/35)
- [South Carolina](#) (4/1)
- [South Dakota](#) (2/2)
- [Tennessee](#) (20/16)
- [Texas](#) (89/54)
- [Utah](#) (27/14)
- [Virginia](#) (34/4)
- [Washington](#) (69/25)
- [West Virginia](#) (5/5)
- [Wisconsin](#) (1/0)

**Search**

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

This option produces a wider result

**Global Search**

Item Name

**desk**

- Any Word
- Exact Phrase
- Any Word
- All Words

**Choose One Primary Search Criterion:**

Federal Supply Group/ [Class](#)/National Stock Number

National Item Identification Number

Item Control Number

- -

[Defense Reutilization and Marketing Office](#)

All DRMO  All RCP

[Activity Address Code](#)

Civilian Agency

All  One

Exchange/Sale Only

Date Reported (= OR >)

(MM/DD/CCYY)

Surplus Release Date (= OR >)

(MM/DD/CCYY)

**Choose one or Several Secondary Criteria:**

Condition

- Usable
- Select Condition-
- New/Unused
- Usable
- Repairable
- Salvage
- Scrap

This options produces results with this status or better

Date Reported (= OR >)

(MM/DD/CCYY)

Surplus Release Date (= OR >)

(MM/DD/CCYY)

[Defense Reutilization and Marketing Office](#)

MO  All RCP

[Activity Address Code](#)

Agency or Agency/Bureau

Civilian Agencies Only

Exchange/Sale Only

States

State  MD State  DC State  DE State  VA State  WV



Click Item Control Number to

Sf	lfc	Rfimb	display	Property Data Sheet	l	fm	amf	Location Staff	Anilabl Quantity	Unit of Issn	Surplus Release Date	Condition Code
fit!	Gll.Ji:lt!	FB6521-5049-0011			DESK			7110	AK	EACH	03 28 2015	Usable
1@.	Ji:h!	W56RPR-5040-2065			DESK			7110	OH	EACH	6-1 G-12015	Usable
								7110	10	EACH	03 30 2015	Usable
					 DESK							
								7110	10	EACH	03 30 2015	Usable
tit!	nlf:hl	105127-5077-30494						7110	IL	EACH	6-101 2015	Usable
					 DESK CHAIR							
tit!	nlf:hl	933100-5069-03103			DESK CHAIR			7110	GA	EACH	03 24 2015	Usable
4u n!%	s4so1A-5063-00s1				DESKLU!P			6230	\VA	EACH	03 25 2015	Usable
4Mnlf:hi	6973E8-5033-2004				DESKLL.. !P			7110	OK	EACH	6-101 2015	Usable
Mf il.lj,hi	6973E8-5037-7001				DESK PARTS_(2)W)			7110	OK	EACH	6-101 2015	Usable
								9999	10	LOT	03 23 2015	Usable
ttttmlj,hi	4764GD-5061-1519				 DESK TR Y							
					 DESK   " HIICH, CHERRY COLOR			7110	IT	EACH	03 17 2015	Usable

Add to cart **708635-054-6438**

Surplus Release Date is the last day to request property



# How to Request Property

## GSAXcess® - Property Data Sheet

[Add To Cart](#)[View Cart\(0\)](#)[Checkout](#)[Back](#)[Print](#)[Help](#)

### Item Information

Item Control Number: **70863550546438** Screening Ends **March 27, 2015**

Item Name: **DESK W/HUTCH, CHERRY COLOR**

Item Description: Manufacturer Serial Number---UNKNOWN Manufacturer Description---  
UNKNOWN Manufacturer Model ID---UNKNOWN Body Style---◆

FSC/National Stock Number: 7110

Quantity Available: **1 EACH** Quantity Requested:

Original Unit Acquisition Cost: \$100.00

Total Acquisition Cost: \$100.00

Agency Bureau: 7051 - DHS, Customs and Border Protection

Fair Market Value:

Condition: Usable

Make/Manufacturer's Name: UNKNOWN

Part Number:

Model: UNKNOWN

Date of Manufacture:

Hazardous: No

Demilitarization: No

### Item Photos



**Email MDSASP a  
screen shot of this  
screen or email the Item  
Control Number and the  
quantity desired.**

# Donation Property Flow



# SBA 8a Property Acquisition Process

After notifying MDSASP, the property will be formally requested

Your SBA Business Opportunity Specialist (BOS), should be contacted by you.

A service charge acknowledgment will be forwarded to you by email

Your BOS should subsequently approve the acquisition, in writing to MDSASP



# SBA 8a Property Acquisition Process

Review, sign, and return the service charge acknowledgement to the MDSASP office

Once the screening ends, GSA will notify MDSASP if we have been awarded/allocated the property.



Notify MDSASP & BOS upon successful pick-up of assets

Once we have been awarded the property you will be notified. Pick-up property within 15 days



# MDSASP Fee Schedule

Original Acquisition Cost	SBA 8A
Min-\$250	\$75.00
\$10,0001 +	7.5%





# **SAMPLE PROPERTY**



## Item Information

Item Control Number: **36330650650002** Screening Ends: **April 06, 2015**  
Item Name: **HOSPITAL FURNITURE, EQUIPMENT, UTENSILS, AND SUPPLIES**  
Item Description: 1 EACH MULTI-PURPOSE CHAIR. MOTORIZED POSITIONING FROM CHAIR TO FULL STRETCHER. 500 LBS. WEIGHT CAPACITY. 24 INCH WIDE PATIENT SURFACE. QUICK RELEASE BACK REST FOR EMERGENCY CPR FUNCTION. 4 INCH MEMORY FOAM CUSHION. AUTO-EXTENDING FOOTREST. THIS CHAIR IS BRAND NEW/UNUSED. NO GUARANTEE IS GIVEN OR IMPLIED.

FSC/National Stock Number: 6530

Quantity Available: 1 EACH

Quantity Requested:

Original Unit Acquisition Cost: \$7,499.00

Total Acquisition Cost: **\$7,499.00**

**\$749.90 for SBA 8a**

Agency Bureau: 3609 - Department of Medicine and Surgery

Fair Market Value:

Condition: New/Unused

Make/Manufacturer's Name:

Part Number:

Model:

Date of Manufacture:

Hazardous: No

Demilitarization: No

## Item Photos



## Item Information

Item Control Number: **6831065077T005** Screening Ends: **April 08, 2015**

Item Name: **GENERATORS AND GENERATOR SETS, ELECTRICAL**

Item Description: **GENPOWER , GENERATOR 250KW/100KW , MODEL 32100,  
SERIAL NO.258263, WATTS 100,000 ,AMPS 384, RPM 1800, PH3 ,PF1**

FSC/National Stock Number: **6115**

Quantity Available: **1 EACH** Quantity Requested:

Original Unit Acquisition Cost: **\$8,000.00**

Total Acquisition Cost: **\$8,000.00** **\$800.00 for SBA 8a**

Agency Bureau: **6800 - Environmental Protection Agency**

Fair Market Value:

Condition: **Usable**

Make/Manufacturer's Name:

Part Number:

Model: **32100**

Date of Manufacture:

Hazardous: **No**

Demilitarization: **No**

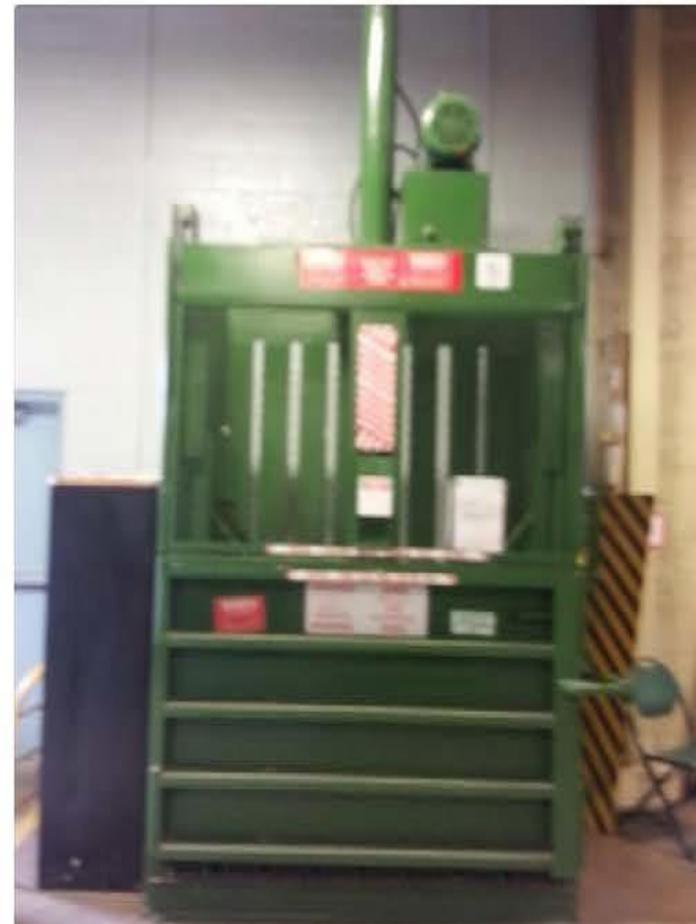
## Item Photos



## Item Information

Item Control Number: **FE632543020001** Screening Ends: **March 21, 2015**  
Item Name: **WASTE DISPOSAL EQUIPMENT**  
Item Description: FE632543020001 01DRMO NAME: DLA DS GROTON;  
FSC/National Stock Number: 4540 DSWSTEQUP  
Quantity Available: 1 EACH Quantity Requested:  
Original Unit Acquisition Cost: \$20,000.00  
Total Acquisition Cost: \$20,000.00 **\$1,500.00 for SBA 8a**  
Agency Bureau: 9715 - Defense Logistics Agency  
Fair Market Value:  
Condition: New/Unused  
Make/Manufacturer's Name:  
Part Number:  
Model:  
Date of Manufacture:  
Hazardous: No  
Demilitarization: No

## Item Photos



# **ROUTINE DOCS**

# Federal Property Service Charge Acknowledgement

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor



C. Gail Bassette  
Secretary

## MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY  
PROCUREMENT & LOGISTICS • REAL ESTATE

### Federal Property/Service Charge Acknowledgement

DATE: March 16, 2015

TO: Lewis Watson  
MD Dept of General Services  
301 W. Preston St, Ste 1309  
Baltimore, MD 21201

FROM: Anthony Johnson, Director  
Maryland State Agency for Surplus Property  
301 West Preston St, Room 1309  
Baltimore, Maryland 21201

\*\*\*\*\*

<u>Transfer Number</u>	<u>Description of Property</u>	<u>Acquisition Cost</u>	<u>Service Charge</u>
24-5-2002-24	Executive Desk	\$500.00	\$150.00

### YOU HAVE 15 DAYS TO REMOVE THE PROPERTY FROM THE HOLDING AGENCY.

PROPERTY MUST BE PLACED IN SERVICE WITHIN "1" YEAR OF THE ACQUISITION AND CONTINUE IN USE FOR ONE YEAR AND IS SUBJECT TO COMPLIANCY SITE VISITS or WRITTEN SURVEY. PLEASE REFER TO THE CERTIFICATIONS AND AGREEMENTS SECTION ON YOUR INITIAL APPLICATION.

The property indicated above was approved for transfer and the service charge is listed above. Please sign on the signature line below to acknowledge approval and return the entire document by fax, mail or email to Anthony Johnson. Fax 410-333-5099 or email: [anthonyj.johnson@maryland.gov](mailto:anthonyj.johnson@maryland.gov)

A formal invoice will be sent from the DGS Fiscal Services. State agencies can remit payment through FMIS. Non-profits, local jurisdictions and Small Businesses only official checks will be accepted for payment. Please contact me on 410-767-4993 if there are any questions.

Authorized Signature

Organization Name

Date

F.E.I.N.

# Federal Property Release

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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING • DESIGN CONSTRUCTION & ENERGY

----- PROCUREMENT & LOGISTICS • REAL ESTATE -----

Date: March 16, 2015

TO: USDAIBSC  
6351 Amm rui! Road  
Beltsville MD 20705

RE: Authorization to Release Federal Property

The Maryland State Agency for Surplus Property (MDSASP) hereby authorizes the release of the property:  
**Executive Desk** on Transfer Order# **24-5-2002-24** to the following approved Donee:

Le'<vis Watson  
MD Dept of General Services  
301 W. Preston St, Ste 1309  
Baltimore, MD 21201

*The State agency agrees to the terms and conditions of this transfer as outlined in SF 123  
Certifications, Agreements and Assurances certification document entered on Sept 24, 2010.*

*Authorized this day: March 16, 2015*

By \_\_\_\_\_  
Anthony Johnson\_ Director

*.N.IDSASP*

# **Federal Property Release**

# Sample Invoice

DEPARTMENT OF GENERAL SERVICES  
MD STATE AGENCY FOR SURPLUS PROPERTY  
ROOM 1309  
301. W. PRESTON STREET  
BALTIMORE MD 21201

:INVOICE

Donee Organization  
Address  
City: State and Zip

CUSTOMER NO. :

INVOICE NO	J:INVOICE DATE	DUE DATE	INVOICE AMOUNT
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MM/DD/YY	-----NARRATIVE-----	QTY"	UNIT COST	EXTENSION
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TOTAL INVOICE

ADDITIONAL COMMENTS

THIS INVOICE IS FOR THE DGS SERVICE CHARGE FOR THE DIRECT PICK UP OF FEDERAL SURPLUS PROPERTY. PURSUANT TO FEDERAL MANAGEMENT REGULATION 102-37.275 SERVICE CHARGE PAYMENTS MUST BE PAID BY THE DONEE INSTITUTION OR COMPANY AS THE PAYER (OR THE NAME OF THE PARENT ORGANIZATION WHEN THAT ORGANIZATION

PAYS THE OPERATIONAL EXPENSES OF THE DONEE). PERSONAL CHECKS, PERSONAL

CASHIER CHECKS, PERSONAL MONEY ORDERS, AND PERSONAL CREDIT CARDS A. E NOT ACCEPTABLE!. ANY QUESTIONS PLEASE CONTACT ANTHONY JOHNSON 4 0-767-4993.

# Sample Invoice

# Onsite Screening

To arrange on-site screening contact the MDSASP office.

The MDSASP will make the arrangements.

Supply names of all visitors exactly as appears on the driver's licenses.



For onsite access:

- Government ID
- Vehicle Registration



# Federal Government Warehouses (VA)

*Springfield/Franconia Warehouse Center*

6808 Loisdale Road, Building A

Springfield, VA 22150

Virgil(Floor) Craig(Supervisor/Desk)

703-605-9317

Hours: 9am -3pm

**No Appointment Necessary**



# Federal Government Warehouses (MD)

*Beltsville Service Center*

6351 Ammendale Road

Beltsville MD, 20705

Eugene Magruder

(P) 301-394-0400

(C) 240-299-0506

*Personal Property Facility-Gaithersburg*

16071 Industrial Drive

Gaithersburg MD 20877

Frank Caruso

240-276-0824

**Appointment  
Necessary**



# Military Bases

*Logistics Readiness Center-Ft Meade*

77 Rock Ave

FT Meade MD 20755

Angela

301-667-6369

*Logistics Readiness Center-Ft Aberdeen Proving Ground*

2 Halls Cross Roads

Aberdeen, MD 21001

*Logistics Readiness Center-Ft Fort Detrick*

9200 Veterans Drive

Fort Detrick, MD 21702

**Appointment  
Necessary**



# Other Resources

[www.gsaauctions.gov](http://www.gsaauctions.gov)

[www.autoauctions.gsa.gov](http://www.autoauctions.gsa.gov)

[www.govdeals.com/mdgs](http://www.govdeals.com/mdgs)



# Current MD 8A Participants

APEX BUSINESS SOLUTION (OCEAN CITY)

BRITT INDUSTRIES (ANNAPOLIS)

BTI SECURITY (ROCKVILLE) CONSOLIDATED

SERVICES INC (BALTIMORE) IMMERSIVE

CONCEPTS LLC (HYATTSVILLE) MAGADIA

CONSULTING, INC. (SEVERN)

SABREE ENVIRONMENTAL & CONSTRUCTION, INC. (COLUMBIA)

SCD INFORMATION TECHNOLOGY, LLC (COLUMBIA)



# Maryland State Agencies for Surplus Property (MDSASP) Contacts

Kathryn Wilson, Director  
410-767-0587

[Kathryn.Wilson@maryland.gov](mailto:Kathryn.Wilson@maryland.gov)

Jimmie Brown, Surplus Coordinator  
410-767-1039

[Jimmie.Brown@maryland.gov](mailto:Jimmie.Brown@maryland.gov)



# Questions & Answers

