



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

GSAXcess.gov is the site used by the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program.

REGION 4 FEDERAL ACQUISITION SERVICE CUSTOMER TESTIMONIALS

# What our clients say...



## PERSONAL PROPERTY MANAGEMENT DIVISION



### GSA Provides Disposal Solutions to the US Fish and Wildlife Service during their Office Renovation

**Challenge:** The US Fish and Wildlife Service (FWS) located in Atlanta, GA met with GSA in January 2016 to discuss an upcoming office renovation. Their agency needed to dispose of more than 4,470 pieces of office furniture which was valued at approximately \$685,000.

The FWS was working with their current leaser to renovate three floors of office space to allow the Agency to more efficiently use the office space. To prepare for the renovation, the leaser allowed FWS to temporarily store their office furniture in a few office suites. The suites were packed tightly with all their unneeded office furniture. FWS stated that the space had to be vacated by September 2016 or they would begin incurring costly rent on office space that was simply being used to store unneeded furniture.

**Action:** GSA develops and promotes personal property management policies and regulations for the effective and efficient stewardship of federal personal property assets. Policies and regulations require excess personal property to be offered to other Federal Agencies and State Agencies for Surplus Property (SASP) before it is offered to the public for sale.

GSA operates **GSAXcess**, [www.gsaxcess.gov](http://www.gsaxcess.gov), which is the online entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program. Federal Agencies can report

excess personal property for transfer by GSA to other Federal and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property. GSAXcess is the preferred method of reporting excess property. However, GSAXcess was not a feasible solution for the FWS.

Fortunately, GSA has a myriad of tools available to assist agencies with reporting and disposing of their excess personal property. GSA's Personal Property Management Division developed a specific disposal plan to meet the FWS' needs based on their timeframe and limited personnel resources.

**Solution:** Personal Property Management Division developed a customized solution outside of the typical online process using GSAXcess. The solution involved first marketing the inventory list provided by FWS to other Federal agencies by email. The same inventory list was then shared with the SASPs and a two day on-site screening was later scheduled in mid-July for the SASPs to inspect and remove the property. Property was directly transferred to Federal agencies using the standard form 122 and donated directly to the SASPs using the standard form 123. In August 2016, the remaining items were offered to the public for sale on GSA's online site for surplus property sales: **GSAAuctions**, [www.gsaauctions.gov](http://www.gsaauctions.gov).

**Result:** GSA's Personal Property Management Division guided FWS through the disposal process. Excess office furniture valued at \$140,025 was transferred to other Federal agencies including Department of Energy, Department of Labor, and the United States Department of Agriculture. These Agencies saved taxpayer dollars by securing excess property in lieu of purchasing new. In addition, GSA donated surplus property valued at approximately \$21,000 and \$150,000 respectively to the Georgia and Arkansas SASPs. The furniture filled four eighteen-wheeler transport trucks. GSA posted the remaining items on GSAAuctions which sold for nearly \$3,000.

#### Reference:

Brian Ellington, P.E.  
Fish & Wildlife Services  
S.E. Region Engineering  
[brian\\_ellington@fws.gov](mailto:brian_ellington@fws.gov)  
Phone: (404) 679-4111