



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

7511 New Market Street, Tumwater, WA 98501  
PO Box 41030, Olympia, WA 98504-1030

January 14, 2016

Joana Fry  
City of North Bonneville  
PO Box 7  
North Bonneville, WA 98639

Re: Application for Federal and State Surplus is Approved

Dear Ms. Fry:

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:

1. Steve Hasson (Certifying Official)
2. Joana Fry
3. Don Stevens

For assistance with the Federal and State Surplus Programs, please contact Dale Richardson at 360-951-5352 or John Hedgers at 360-951-1109.

A Civil Rights Poster and some informational paperwork are enclosed; please place the poster in a visible location at your place of business. Don't hesitate to call me at 360-407-1922 if you have any questions.

Sincerely,

Stacy Eaves  
Surplus Operations

Enclosures (7)



## 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.



# **DO YOU KNOW**

WHAT YOU AGREED TO WHEN YOU SIGNED YOUR DISTRIBUTION DOCUMENT?

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. SURPLUS PROPERTY MUST BE USED IN AN AUTHORIZED PROGRAM.
2. PERSONAL USE OR NON-USE OF SURPLUS PROPERTY IS NOT ALLOWED.
3. PERMISSION MUST BE OBTAINED BEFORE SELLING, TRADING, OR CANNIBALIZING SURPLUS PROPERTY.
4. READ THE TERMS AND CONDITIONS - UNDERSTAND YOUR OBLIGATIONS.



**State of Washington  
Department of Enterprise Services  
Surplus Operations**

7511 New Market Street SW

Tumwater, WA 98501

Phone: 360-407-1900



**\*\*\*We Have New Hours\*\*\***



Priority – Retail Store – Online Auction Hours

Tuesday-Friday 10:00am – 4:00pm

Saturday 9:00am – 3:00pm

Priority Eligibility

Stacy Eaves, 360-407-1922

Email: [stacy.eaves@des.wa.gov](mailto:stacy.eaves@des.wa.gov)

Cashier's Office

Cashier's Phone, 360-407-1900 Ext. 2

Email: [surpluscashier@des.wa.gov](mailto:surpluscashier@des.wa.gov)

Warehouse & Vehicle Sales

John Hedgers, 360-951-1109



**Address:**

7511 New Market St SW  
Tumwater, WA 98512

Phone: (360) 407-1900

**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

**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

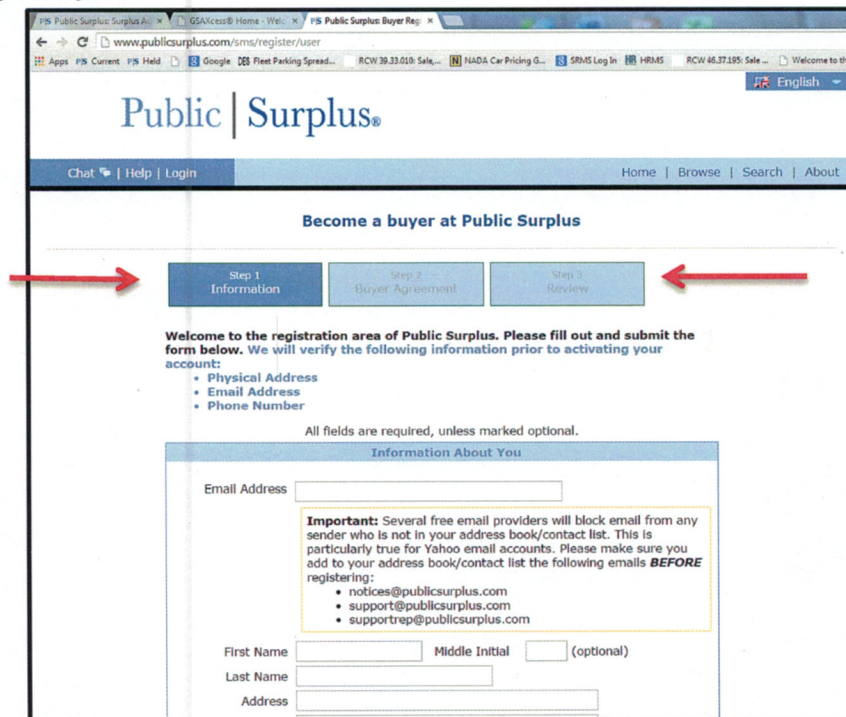
The Public Store entrance is on the north end of the warehouse

# REGISTER YOUR ACCOUNT ON PUBLIC SURPLUS

**STEP 1:** Go to [www.publicsurplus.com](http://www.publicsurplus.com) to screen State Property.



**STEP 2:** Register your account.



**STEP 3:**

Call **John Hedgers @ 360.951.1109** to have him edit your profile rights so that you can view "Priority" auctions before they are made available to the public!



# HOW TO SCREEN FEDERAL PROPERTY

FEDERAL WEBSITE: <http://gsaccess.gov/fedsweb/fedsweb>

Enter your access code: **4757WA** and password: **WASASP**

- Click "Login"
- 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, please give John Hedgers a call at (360) 951-1109 or Dale Richardson at (360) 951-5352.

The screenshot shows the GSAXcess® Login page. At the top, there is a navigation bar with links: User Guides, FAQ, Program Links, and Contact Links. Below this is a red banner with the text "Enter User ID and Password then click 'Login' button". The main login form has two input fields: "User ID:" with the value "4757wa" and "Password:" with masked characters "\*\*\*\*\*". A red arrow points from the left to the User ID field, and another red arrow points from the top to the Login button. Below the login fields, there are links for "Change Password?", "Forgot Password?", and "Update User Contact Information?". At the bottom, there is a "GSAXcess® HelpDesk" section with contact information: "1-866-333-7472" and "GSAXcessHelp@gsa.gov".

GSAXcess® Login

User ID: 4757wa

Password: \*\*\*\*\*

Login

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