

Attention Federal Agencies and SASP Offices
SPECIAL ON-SITE SCREENING OF OFFICE FURNITURE
Atlanta, Georgia

WHAT:

We have a 100,000 square-foot warehouse loaded with excess furniture (approximately 8,000 pieces) in usable condition. There are chairs, desks, credenzas, tables, bookcases, work stations, file cabinets, pedestals, refrigerators, dry erase boards and much more.

For example, there are over 300 types of chairs by Neutral Posture Ergonomics, Kimball, Steelcase, Herman Miller and others brands. We have well over 200 wooden L-shaped Kimball and SMI workstations with matching overheads and lateral file cabinets; over 80 types of tables from Bretford, Lunstead and other brands; over 200 mobile pedestals from Haworth, Knoll and other brands; over 200 freestanding Writeline products such as desk units, hutch units, and D-top office furniture that can be configured in many different ways to suit your needs and space. This property is in various colors and sizes. The items available are in usable condition.

WHEN:

The special screening is scheduled to begin at 9:00 AM EST to 3:00 PM.

Tuesday, July 30th for Federal Agencies, and

Tuesday, August 6th for State Agencies for Surplus Property (SASP) and approved donees.

WHO:

Federal Agencies are advised to arrive promptly for the screening scheduled from 9:00 AM on **Tuesday, July 30st** as that is the day designated for *utilization screening*. SASP and approved donee screeners are advised to arrive promptly for the screening scheduled for 9:00 on **Tuesday, August 6th**, as that is the day scheduled for *donation screening*.

WHERE:

Prologis Royal Industrial Center
5025 N. Royal Atlanta Drive, Suite A
Tucker, GA 30084

RSVP:

Please RSVP to barbaraf.johnson@gsa.gov or (404) 331-1872 with the agency and screener name(s) as well as contact information (telephone and email) if you plan to attend this great screening event.

Federal Agencies are asked to RSVP by **Monday, July 22th**.

State Agencies are asked to RSVP by **Monday, July 29th**.

PROPERTY REMOVAL:

Agencies are strongly encouraged to remove property on the same day as screening. Special arrangements may be made if necessary to remove the property within 10 business days. The warehouse only has “**dock height loading ramps**”. Agencies are highly encouraged to use dock height trucks to remove the property. In terms of property loading, warehouse staff will stage the property at the loading docks. Once the property is at the loading docks, each agency is responsible for loading your property into their truck.

APPROVAL:

GSA will be on site to approve all Federal transfers (Standard Form 122) and State transfers (Standard Form 123). Agencies are encouraged to bring blank pre-approved SF-122s/123s signed by their agency to facilitate the process.

POINTS OF CONTACT:

For additional information on the paperwork and process for Federal agencies, please contact Juan McLemore at juan.mclemore@gsa.gov or at 404-331-3041. SASPs and donees, please contact Sheila Blount at Sheila.blount@gsa.gov or 404-331-0538. For information on item details and scheduling pick-ups, contact Sherrie Johnson at slj3@cdc.gov or by phone/fax at 770-488-0862/404-331-1877.