

ATTENTION!!

FEDERAL (inc. Military) AGENCIES and SASP OFFICES

A LARGE, SPECIAL ON-SITE SCREENING OF MISCELLANEOUS PROPERTY—INCLUDING OFFICE & HOSPITAL EQUIPMENT & FURNITURE, CUBICLES, FILE CABINETS, MEDICAL CARTS, STORAGE LOCKERS, AUTOMOTIVE MAINTENANCE EQUIPMENT, SHELVING, DISPLAY CASES, STANDS, PRINTERS, MONITORS, HOSPITAL BEDS & LIFTS, EXAM TABLES, ART WORK, TV'S MISCELLANEOUS BUILDING MATERIALS & MAINTENANCE EQUIPMENT (NUTS, BOLTS, LIGHTING FIXTURES), HEARING/SPEECH/VISION ANALYZERS, AND OTHERS—IS BEING CONDUCTED AT THE VETERANS AFFAIRS MEDICAL CENTER AT THE HIGHLAND PARK CAMPUS (VA-Pittsburgh) IN PITTSBURGH, PENNSYLVANIA, IN EARLY FEBRUARY.

This special screening of property is scheduled for **March 5-6, 2014**, starting at 10:00 am EST each day at Pittsburgh, Pennsylvania. The units available are all in usable condition, but may require some repairs. *(Please inquire with VA-Pittsburgh points-of-contact, listed herein, if you have questions about particular items.)*

Screening and Selection Options:

Federal Agencies are advised to arrive promptly for the screening scheduled for 10:00 am on March 5th, as that is the day designated for "Utilization" screening. State Agencies and approved donee screeners are advised to arrive promptly for the screening scheduled for 10:00 am on March 6th, as that is the day scheduled for "Donation" screening. All participants must sign in at the designated reception area at this address: VAMC, 7180 Highland Drive, Pittsburgh, Pennsylvania, 15206. (After signing in, participants will be directed to the VA Building #6 for a short briefing. To get to Building #6, screening participants—once on the campus—should stay to the left and look for signs for Building #6 about 300 ft. from the entrance on the right)

If you cannot be present at the site on the dates, please send your request(s) to the attention of Robert Kitsock at bob.kitsock@gsa.gov or fax to 215-829-2811 by close of business Friday, February 28, 2014. These e-mailed or faxed Federal and State requests will be honored *at the conclusion* of the screening event. However, we highly recommend you send at least one representative to attend.

Date, Time, Location and General Directions for Screening:

Date: March 5 & 6, 2014

Time: 10:00 a.m. EST (each day)

Location: VA Medical Center –Pittsburgh

7180 Highland Drive

Pittsburgh, PA 15206

The Process in Brief:

Selection: For on-site requests, items must be physically tagged with the name of the agency, the name of the agency representative, and the phone/fax number/e-mail of the person or relevant point of contact.

Recommendation: Please bring labels (approx. 2" X 4")—with the above referenced information—to affix to the items being requested. For e-mail/faxed requests, indicate the number of items being requested and we will attempt to satisfy needs from the remaining (available) inventory upon completion of the event.

Approval:

GSA will be in communication with the VA to approve all Federal Transfers (Standard Form 122) and State Transfers (Standard Form 123). Agencies are encouraged to bring blank pre-approved 122s/123s signed by their agency to facilitate the process. Screeners may use the item spreadsheet (as requested) as an attachment to the SF- 122/123 to identify the specific item(s) being requested. A fax machine will be available for those agencies unable to bring a blank pre-approved SF 122/123.

Removal:

Agencies have 15 calendar days to remove the property, but are encouraged to remove ASAP.

Points of Contact:

In GSA, for information on the paperwork and process contact Robert Kitsock by e-mail at bob.kitsock@gsa.gov or by phone at 717-580-5303 and fax at 215-829-2811; In VA-Pittsburgh, for information on item details and scheduling contact John Scott at 412-216-9071 or 412-822-3967 or e-mail at scott.john@va.gov

Inventory Listing:

For more information, see the GSA or VA-Pittsburgh contact person listed above or refer to the associated inventories connected with this announcement. (Complete inventories will be handed out each day.)

"Key" Details:

Participating agencies should be ready to provide their respective Activity Address Codes (AAC's) for civilian agencies or Department of Defense Activity Address Codes (DoDAAC's) for military agencies to help complete the transactions. The AAC's and DoDAAC's are 6-digit character codes (alpha and/or numeric) that identify your particular agency and location. These codes are used in virtually all transactions in civilian and military governmental business in which "acquisitions" (including purchases, transfers, disposals, and others) are involved. Please check with your administrative or fiscal offices--in advance--to verify these key codes.

Registration:

To register, contact Robert Kitsock by e-mail at bob.kitsock@gsa.gov or by phone at 717-580-5303 with the name, agency, and contact number(s) of those attending.