

# ATTENTION!!

## FEDERAL AGENCIES and SASP OFFICES

A LARGE, SPECIAL ON-SITE SCREENING OF MISCELLANEOUS PROPERTY—INCLUDING OFFICE & HOSPITAL EQUIPMENT & FURNITURE, CUBICLES, FILE CABINETS, CARTS, STORAGE LOCKERS, X-RAY EQUIPMENT, DENTAL EQUIPMENT, ARTWORK, PRINTERS, SCALES, SHELVING, CASES, STANDS, ALTERS, PEWS, PIANO, BEDS, AND OTHERS—AT THE VETERANS AFFAIRS MEDICAL CENTER (VAMC-Pittsburgh) IN PITTSBURGH, PENNSYLVANIA

This special screening of property is scheduled for June **04-05, 2013, starting at 10:00 am EST** at Pittsburgh, Pennsylvania. The units available are all in usable condition, but may require some repairs.

**“NOTE: AN SF-120 REPORT OF EXCESS PERSONAL PROPERTY IS INCLUDED IN THIS ANNOUNCEMENT AS A GUIDE TO THE VOLUME OF PROPERTY AVAILABLE!”**

### Screening and Selection Options:

**Federal Agencies** are advised to arrive promptly for the screening scheduled for 10:00 am on June 4<sup>th</sup>, 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 June 5<sup>th</sup>, 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 pavilion outside of Building #1 for a short briefing. To get to the VA pavilion, screening participants—once on the campus—should stay to the left and look for the pavilion building about 250 ft. from the entrance on the right-hand side.)

Before screening begins each day, a GSA representative will brief all participants on the screening & allocation/approval process. **Participants will not be permitted to screen property prior to the briefing.**

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](mailto:bob.kitsock@gsa.gov) or fax to 215-829-2811 by close of business May 31<sup>st</sup>, 2013. These e-mailed or faxed Federal and State requests will be honored at the conclusion of each on-site screening day, respectively.

**(Agencies are asked to RSVP at [bob.kitsock@gsa.gov](mailto:bob.kitsock@gsa.gov) by May 31<sup>st</sup>—with name and contact information--if they expect to attend the event in Pittsburgh, PA!)**

### Date, Time, Location and General Directions for Screening:

<b>Date:</b>	<b>Location:</b>
June 04-05, 2013	VA Medical Center –Pittsburgh
10:00 a.m. EST	7180 Highland Drive
	Pittsburgh, PA 15206

### Directions from all points—

#### **From South/West to Highland Drive:**

- I-376 East through the Fort Pitt Tunnels
- Take the Monroeville exit continuing on I-376 East
- Take the Squirrel Hill exit onto Beechwood Blvd.
- Make the first left into Squirrel Hill on Forward Ave.
- Left on Shady Ave.
- Right on Fifth Ave. (the road will turn into Washington Blvd.)
- Right on Highland Dr.
- Proceed up the hill to VAMC

**From North to Highland Drive:**

- Route 8 South on to 62nd St. Bridge
- Left on Butler St.
- Right on Washington Blvd.
- Left on Highland Dr.
- Proceed up the hill to VAMC

**From East to Highland Drive:**

- I-376 West to the Churchill Exit
- RIGHT on Beulah Rd.
- Continue STRAIGHT past Frankstown Rd. onto Coal Hollow Rd.
- Continue STRAIGHT past Verona Rd. onto Sandy Creek Rd.
- Left on Allegheny River Blvd.
- Left on Washington Blvd.
- Left on Highland Dr.
- Proceed up the hill to VAMC

**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 any preferences in make model or type—and we will attempt to satisfy needs from the remaining (available) inventory.

**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 122s/123s signed by their agency to facilitate the process. Screeners may use the item spreadsheet (provided) 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.

**Additional Information:**

**Points of Contact:** In GSA, for information on the paperwork and process contact Robert Kitsock by e-mail at [bob.kitsock@gsa.gov](mailto: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 requirements contact Jerry Sprouse at 412-822-3863 or 412-216-0263 or e-mail at [jerry.sprouse@va.gov](mailto:jerry.sprouse@va.gov) or by phone/fax at 301-777-4274/4251

**Inventory Listing:** Provides information on the item numbers, item description, pictures, and other pertinent details. For more information, see the VA-Pittsburgh contact person listed above.

**“Key” Details:** *Agencies that are participating in the event—and that may be unfamiliar with the proceedings—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 to-and-from “acquisitions” (including purchases, transfers, disposals, and others) are involved. Please check with your administrative or fiscal offices--in advance--to verify, if needed, these key codes.*