

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
SOUTHWEST REGION

SW 4800.1B

8/20/92

**SUBJ: ASSISTANCE TO BUYERS OF GOVERNMENT PROPERTY AT GSA SMALL LOT SALES**

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1. PURPOSE. This order updates information concerning limitations on services which the Government may provide for successful bidders on small lot General Services Administration (GSA) sales of surplus Government property.
2. DISTRIBUTION. This order is distributed to branch level in the Regional Office and to all field offices and facilities.
3. CANCELLATION. Order SW 4800.1A, Assistance to Buyers of Government Property at GSA Small Lot Sales, dated February 7, 1980, is canceled.
4. BACKGROUND. Occasionally buyers of surplus Federal Aviation Administration (FAA) property disposed of on-site through GSA small lot sales request the FAA custodian to package, crate, or arrange for shipment of the property with local drayage companies. The arrangements including labor for packing, crating, removal, and transportation of the property are the responsibility of the successful bidder. GSA now includes a clause in its sales documents which specifically informs the buyer that the purchaser is responsible for providing services incidental to removal. Such a clause is usually stated as follows:

Successful bidder shall make removal arrangements with the property custodian. Property custodians are not responsible for and will not make arrangements, including labor for packing, crating, removal, and transportation. The property custodian must be notified in writing of the removal arrangements and have proper authorization to release property to anyone other than the successful bidder.

Although reported instances of buyers' requests for FAA to perform the above services have decreased, there are still isolated instances where buyers make such requests.

5. RESPONSIBILITIES.

a. Services Provided by FAA. When FAA property is to be disposed of by means of GSA small lot sales, the manager of the FAA field office concerned is responsible for:

- (1) Making property available for inspection by prospective buyers.

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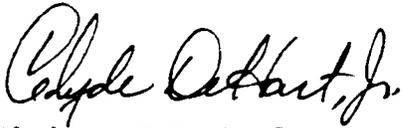
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Initiated By: ASW-52B

(2) Maintaining custody and accountability of the property until officially relieved through documentation.

(3) Making property available for removal by the buyer or his representative.

b. Services Not Provided. Providing packing, crating, and transportation services for buyers of property through GSA small lot sales is not authorized since the sales are made on an "as-is, where-is" basis. The provision of such services by FAA personnel is unauthorized use of agency resources and creates potential for complaints and criticism. If the purchaser requests any of these unauthorized services, he should be advised of the limits of services we are authorized to provide. If he insists on such services after this initial contact, the correspondence or phone call should be referred to the Logistics Division, Supervisor, Materiel Management Section, ASW-52B.



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