Department of
General Services

8/31/20

CROSSVILLE, CITY OF
392 NORTH MAIN STREET
CROSSVILLE, TENNESSEE 38555-4232

CROSSVILLE, CITY OF may be interested in renewing their account (due to expire **11/27/2020**) with the Tennessee Department of General Services, Surplus Property Program. The State of Tennessee Surplus Property Program redistributes personal property declared as surplus by the State or Federal Government. This property is redistributed to governmental and eligible entities; or, if not needed by these organizations, is sold to the general public via internet auction.

The State of Tennessee Surplus Property Program is not funded by the legislature, but is fully supported by the revenues generated from handling fees. This means that the cost of maintaining the staff and facilities are passed on to the program participants in the form of the handling fee. Handling fees will vary according to condition of the item and demand, but are usually significantly lower than the cost of comparable items on the open market. The difference in value is considered a "donation" from the federal government; hence, participants in the program are referred to as "donees." Handling fees apply for all property.

Visit **tn.gov/generalservices/topic/surplus-property** for eligibility requirements, terms and conditions, and to download an application. In order to qualify for this program, your organization must meet the specific criteria outlined online. Applications must be signed by your organization's principal officer.

Please complete all four pages of the application in its entirety. Incomplete applications cannot be processed and will delay your organization's eligibility determination. **Mail** the completed application (no fax or e-mail) to:

State of Tennessee
Department of General Services
Warehousing and Distribution Division
Program Eligibility Office
6500 Centennial Boulevard
Nashville, TN 37243-0543

There is no charge for this application process. If you have any questions or need assistance in completing your application, please call 615/350.3373 for assistance. We appreciate the opportunity to welcome you back to Tennessee's Surplus Property Program.

Thank you,

Program Eligibility Office

Department of General Services

Warehousing & Distribution (PUD)

APPLICANT INFORMATION

I. LEGAL NAME AND MAILING ADDRESS OF APPLICANT ORGANIZATION

_____
Name of Organization

_____
Mailing Address (P.O. Box #, Street, City, State, Zip Code)Name of Organization

_____
Street Address/Location (if different from mailing address

Telephone # _____ *Fax #* _____ *County* _____

_____
Email Address

II. APPLICANT STATUS (CHECK ONE):

(If designated a Service Educational Activity (SEA) by the Department of Defense, sign Part III and Authorized Representatives, Page 2.)

☐ Public Agency

☐ State ☐ County ☐ City ☐ Public Education ☐ Other (Specify) _____

☐ Non-profit, Tax Exempt Organization

A. Must attach narrative description of program or service offered, including a description of facilities operated
B. Must attach copy of IRS determination letter of tax-exemption under Section 501 of Internal Revenue Code of 1954
C. Must attach proof that organization is accredited, licensed or approved.
D. Must provide sources of funding (tax supported, grant, etc.) and attach supporting documentation.

☐ Education

☐ College/University ☐ Secondary School ☐ Elementary School ☐ Preschool
☐ School for Handicapped ☐ School for Retarded ☐ Training Center ☐ Sheltered Workshop
☐ Radio/TV Station ☐ Other (Specify) _____

☐ Health

☐ Hospital ☐ Clinic ☐ Nursing Home ☐ Health Center
☐ Other (Specify) _____

☐ Provider of Assistance to the Homeless
☐ Provider of Assistance to the Impoverished
☐ Program for Older Individuals
☐ Library
☐ Museum
☐ Volunteer Fire/Police Department
☐ Rescue Squad/Emergency Management Agency/Civil Defense (other than public agency)

III. RACIAL AND NATIONAL ORIGIN DATA FOR SERVICE AREA (COMPLETE ALL APPLICABLE):

(Information may be obtained from the following website if not known: http://quickfacts.census.gov/qfd/states/47/47307.html).

White	_____%	Black	_____%	Asian	_____%
Hispanic	_____%	American Indian/Alaskan Native	_____%	Other	_____%

IV.

_____	_____	_____
Date	**Print Name/Title of Organization Official**	**Signature of Organization Official**

FOR STATE AGENCY USER ONLY

This applicant has been determined: ☐ eligible ☐ non-eligible ☐ conditionally eligible

as: ☐ public agency ☐ non-profit education ☐ non-profit health

☐ other (Specify) Refer to Section II

Donee ID # N/A *Institution Code* N/A *3040 Code* _____ *Eligibility Code* 3

_____
Signature of State Agency Director/Assistant Director **Date**

Department of General Services

Warehousing & Distribution (PUD)

AUTHORIZED REPRESENTATIVES

☐ **NEW DESIGNATION(S)**
(Delete all previous designations)

☐ **ADDITIONAL DESIGNATION(S) ONLY**
(Add to previous authorization)

The following representatives are designated to:

A. Represent organization as its authorized agent;

B. Acquire State and Federal surplus property on behalf of the organization;

C. Obligate necessary organization funds for this purpose

D. Execute distribution documents binding the organization to the terms, conditions, reservations, and restrictions applying to property obtained through the agency.

E. Further delegate this authority to any employee of the organization for the purpose of acquiring surplus property for the use by the organization, (Further delegation must be in the form of a current original, signed letter.)

NAME	TITLE	SIGNATURE	DRIVER LICENSE NUMBER

Are purchase orders used by your organization? Yes ☐ *No* ☐ *If yes, with what restrictions?* _____

I hereby certify that I understand that all authority to acquire property by those listed above ceases at the expiration of my term listed below and must be renewed by the incoming official.

SIGNATURE OF ORGANIZATION OFFICIAL:_____ **DATE:**_____

TERM OF OFFICE EXPIRES: N/A

Department of General Services

Warehousing & Distribution (PUD)

NONDISCRIMINATION ASSURANCE

Assurance to be executed by organization official prior to receiving surplus personal property from the Property Utilization Division.

Assurance of compliance with GSA Regulations 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 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), Title IX of the Education Amendments Of 1972 (as amended), and Section 303 of the Age Discrimination Act of 1975.

The_____ (the donee)
(Name of Organization)

Agrees that the program for or in connection with which any property is transferred to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 and 101-8) issued under provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 606 of Title VI of the Federal Property and Administrative Services act of 1949, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Section 303 of the Age Discrimination Act of 1975, as amended; Title IX of the Education amendments of 1972, as amended; and Civil Rights Restoration Act of 1987, to the end that,

No person on the basis of race, color, national origin, sex, age, or handicap if otherwise qualified shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee receives assistance from the General Services Administration, and hereby gives assurance to that it will immediately take any measure necessary to effectuate this agreement.

Agrees that it is the sole responsibility of the donee to ensure all donee employees receive annual Title VI training and that said training is documented, maintained, and made available upon request by the General Services Administration or State of Tennessee.

Further, the donee agrees that this agreement obligates the donee for the period during which it retains ownership or possession of property; that the United States shall have the right to seek judicial enforcement of this agreement; and that this agreement is binding upon the donee and its successors, transferees, and assignees.

_____
Signature of Organization Official

_____
Date

Department of General Services

Warehousing & Distribution (PUD)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER TRANSACTIONS

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

1. By signing and submitting this proposal, the prospective lower tier participating is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT:

_____

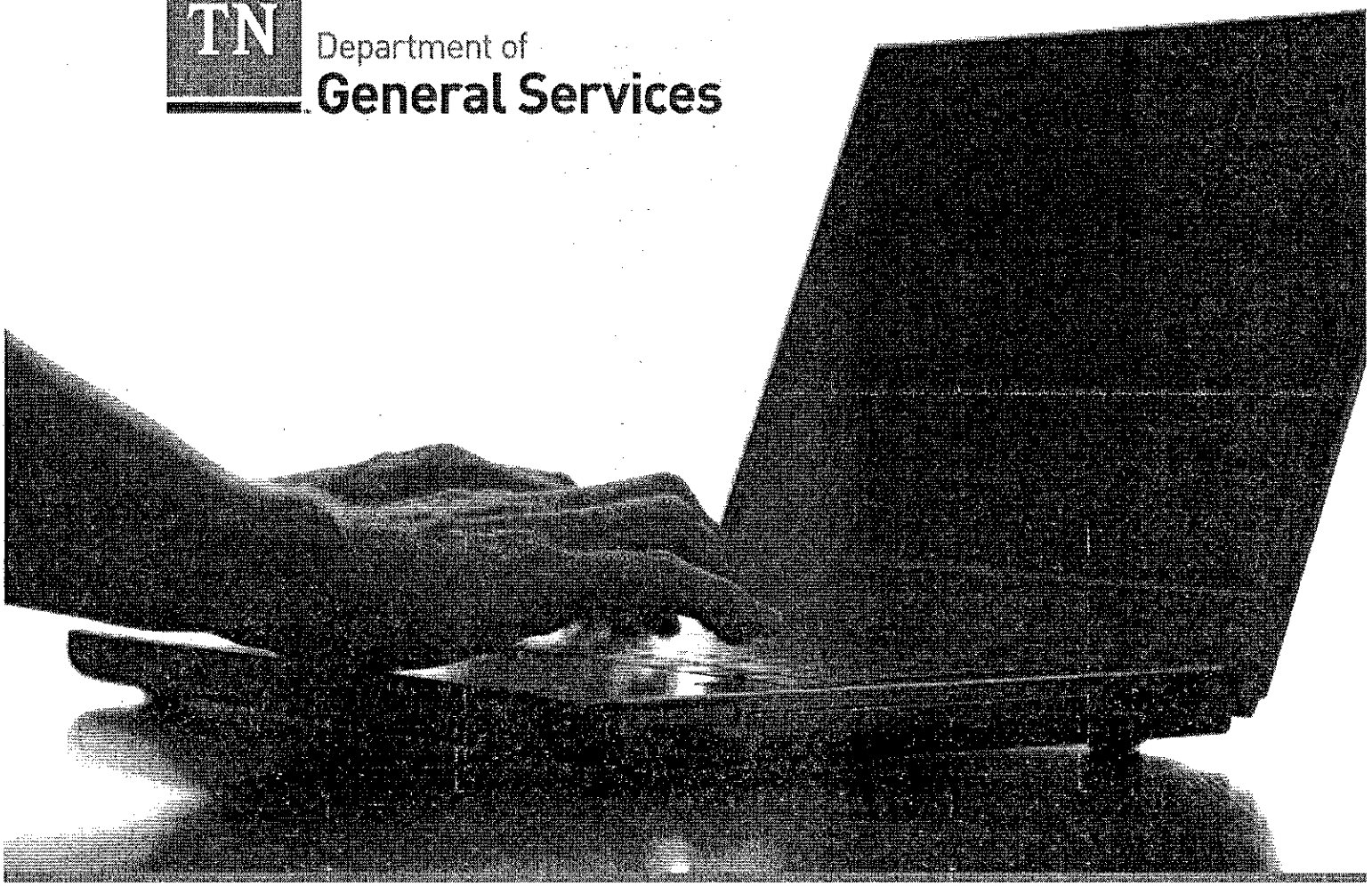
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:

_____

SIGNATURE **DATE:**

_____

TN Department of General Services



New Division Website!

tn.gov/generalservices/vam

Surplus Property Program | Law Enforcement Service Office (LESO) | Public Auctions