



Department of Management Services
Bureau of Federal Property Assistance

Application for Eligibility to Receive
Federal Surplus Property

To better process your application all pages and gray shaded areas will need to be completed. Sign in the area highlighted with yellow with the understanding you are signing for all four pages then mail the original application and required information to:

Bureau of Federal Property Assistance 14281 U.S. Highway 301 South Starke, Florida 32091 Telephone: 904-964-5601
James.Page@dms.myflorida.com or Rita.Acevedo@dms.myflorida.com

I. Legal name of applicant organization Date
City of Gainesville
Mailing address (P. O. Box #, Street, City & State) Zip code
200 E. University Ave Gainesville, FL 32601
Street address/location (If different from mailing address)
County Telephone number E-mail address
Alachua 352-393-5010 blackburnrd@cityofgainesville.org

II. Organization type (See instructions):
[X] Public agency including public schools (Must provide evidence of public agency status)
[ ] Nonprofit, tax-exempt organization (Must be IRS 501 recognized)
[ ] Service Educational Activity (Department of Defense sponsored program)

III. Type or purpose of organization (See instructions): X City

IV. Sources of funding: [ ] Contributions [ ] Grant [X] Tax Supported [ ] Other:

SUPPORTING DOCUMENTATION MUST BE SENT WITH APPLICATION (PUBLIC AGENCIES AND SEAs PROCEED TO SECTION VI)

V. For nonprofit, tax exempt IRS 501 organizations:
a. Must be tax exempt under section 501 of the Internal Revenue Code of 1954? [ ] Yes [ ] No
IRS DETERMINATION LETTER MUST BE SENT WITH APPLICATION
b. Organization must be approved, accredited, or licensed? [ ] Yes [ ] No
By what authority? [ ]

PROOF MUST BE SENT WITH APPLICATION

VI. Terms and conditions under which Federal surplus property is donated:
The applicant and any of its designees agree to the following:
1. Property received is needed and will only be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes and for no other purposes.
2. Property received is needed and will be used by the recipient for educational or health purposes including research or in a public purpose and for no other purposes.
3. Property received shall be placed in use for the purposes for which acquired within one year of receipt and shall be continually in use for such purposes for one year from the date the property was placed in use, and in the event the property is not so placed in use, or continued in use, the donee shall immediately notify the state agency and return the property to the agency as directed.
4. To abide by all additional periods of restriction placed on property by the State Agency: that is, 18 months on all passenger motor vehicles and other items of property with a unit acquisition cost of \$5,000.00 or more, except for such items of major equipment on which the State Agency designates a further period of restriction as indicated on the distribution document.
5. During the period of restriction, applicant will not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property without prior approval of the General Services Administration or the State Agency. The applicant will be liable for the fair market value or the rental value of such property as determined by the General Services Administration or the State Agency.
6. Remit within 30 days to the State Agency all fees assessed on property acquired for service and handling expenses.

VII. Nondiscrimination assurance: The applicant organization is the donee. The donee agrees that the program for, or in connection with which any property is donated 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 C.F.R. 101-6.2 and 101.8) issued under the 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, Title IX of the Education Amendments of 1972, as amended, sections 303 of

the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement. The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statutes and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

**VIII. Utilization capabilities/program narrative:** The Florida State Agency for Federal Surplus Property, to more equitably serve the needs of all participants, requests the below information and stipulates that the data submitted will be used only for the purpose of facilitating the fair and equitable distribution of property and for no other purposes. The Federal Property and Administrative Services Act of 1949, as amended, mandates that the State Agency will provide for fair and equitable distribution of property within the state based upon relative needs, resources and ability to utilize available personal surplus property. This survey will be used to make those determinations. Your cooperation in supplying the requested data is appreciated.

1. Population served: City of Gainesville
2. Statement of financial abilities (land, building, equipment, budget limits, inability to purchase from commercial sources, extraordinary economic problems, capability for repair/maintenance of property, etc.)  
Budget Limitations
3. Ability to utilize requested property (Statement of utilization potential, ongoing need, temporary need, reserve backup, etc.):  
Ongoing Needs
4. Narrative of programs education, health care, child or adult care, museum, etc.) and services (hours open, staff, enrollment, facilities, medical, etc.) offered: City Government

**NOTE: USE ADDITIONAL SHEETS IF NECESSARY**

**XI. Certification regarding debarment, suspension, ineligibility and voluntary exclusion-lower tier covered 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. For purposes of this section, the "lower tier participant" is the applicant and/or donee organization.

**Instruction for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was place 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 whom 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 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 CFT 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 Non-procurement 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 is a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48CFR 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 originate 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.

X. **The Authorized Representative designates the following representatives to:** Represent donee organization as its authorized agent, acquire Federal surplus property on behalf of the donee organization, obligate necessary donee organization funds for this purpose, execute distribution documents binding the donee organization to the terms, conditions, reservations, and restrictions applying to property obtained through the SASP agency. **This section should be updated and forwarded to the state agency as needed.**

[james.page@dms.myflorida.com](mailto:james.page@dms.myflorida.com) or [david.smith@dms.myflorida.com](mailto:david.smith@dms.myflorida.com)

City of Gainesville	Alachua	Russ Blackburn	352-393-5010	blackburnrd@cityofgainesville.org
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Organization	County	Point of contact	Phone	E-mail
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List representatives that have the authority to represent organization:

	Printed Name	Title	E-Mail	Signature * (blue ink)
1	Kelly Amerson	Intergovernmental Affairs Coordinator	amersonkl@cityofgainesville.org	
2	Gary Cothren	Facilities Management Manager	cothrengd@cityofgainesville.org	
3	Kathy Driggers	Executive Assistant	driggersks@cityofgainesville.org	
4	Lisa Julseth	Staff Specialist	julsethl@cityofgainesville.org	
5	Jeff Lane	Deputy Chief	lanejj@cityofgainesville.org	
6	Sheryl Dukes	General Services Support Coordinator	dukessd@cityofgainesville.org	
7	Dustin Thomas	Traffic Signal Technician 3	thomasdw@cityofgainesville.org	
8				
9				
10				

(\* YOUR SIGNATURE ASSURES THAT YOU UNDERSTAND AND AGREE TO THE INFORMATION APPEARING in Sections VI and VII)

XI. **Want list or screener's list:** This section should be updated and forwarded to the state agency as needed.

[james.page@dms.myflorida.com](mailto:james.page@dms.myflorida.com) or [david.smith@dms.myflorida.com](mailto:david.smith@dms.myflorida.com)

City of Gainesville	Alachua	Kelly Amerson	352-393-8606	amersonkl@cityofgainesville.org
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Organization	County	Point of contact	Phone	E-mail
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The following items are needed and being requested by the applicant organization:

1	All commercial equipment appliances
2	Refrigerators & freezers
3	Stoves & ovens
4	Dishes, pot and pans, glasses
5	kettles
6	Cafeteria racks, rolling carts storage carts
7	Kitchen work surfaces, tables and carts
8	Cooking utensils
9	Griddles, fryers
10	Ice machine

**NOTE: For heavy equipment or large items, provide a letter (on official letterhead) specifying the item desired, why its needed, and how it will be utilized. Attach to this sheet and return. Neither the letter nor screener's list obligates you to obtain the requested items.**

**NOTE: USE ADDITIONAL SHEETS IF NECESSARY.**

XII. **For Applicant only – signature block:**

Print Name and Title of Authorized Representative	Signature	Date
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**(YOUR SIGNATURE ABOVE ASSURES THAT YOU AND YOUR DESIGNATED REPRESENTATIVES HAVE READ, PROPERLY COMPLETED, UNDERSTAND AND AGREE TO THE INFORMATION APPEARING ON PAGES 1-3 OF THIS APPLICATION)**

XIII. **For FLSASP use only – signature block:**

FLSASP Director or designee	Signature	Date
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Non-Eligible   Eligible   Nonprofit Health   Nonprofit Education   Public Agency   Other:

Eligibility Expires on: \_\_\_\_\_

Application reviewed or updated by:

FLSASP Director or designee

Signature

Date



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James.Page@dms.myflorida.com or Rita.Acevedo@dms.myflorida.com

I. Legal name of applicant organization: Gainesville Police Department
Date
Mailing address (P. O. Box #, Street, City & State): 413 NW 8th Avenue, Gainesville, FL 32601
Zip code
Street address/location (If different from mailing address)
County: Alachua Telephone number: 352-393-7502 E-mail address: jonestr@cityofgainesville.org

II. Organization type (See instructions):
[X] Public agency including public schools (Must provide evidence of public agency status)
[ ] Nonprofit, tax-exempt organization (Must be IRS 501 recognized)
[ ] Service Educational Activity (Department of Defense sponsored program)

III. Type or purpose of organization (See instructions): X City

IV. Sources of funding: [ ] Contributions [ ] Grant [X] Tax Supported [ ] Other:

SUPPORTING DOCUMENTATION MUST BE SENT WITH APPLICATION (PUBLIC AGENCIES AND SEAs PROCEED TO SECTION VI)

V. For nonprofit, tax exempt IRS 501 organizations:
a. Must be tax exempt under section 501 of the Internal Revenue Code of 1954? [ ] Yes [ ] No
IRS DETERMINATION LETTER MUST BE SENT WITH APPLICATION
b. Organization must be approved, accredited, or licensed? [ ] Yes [ ] No
By what authority?

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VI. Terms and conditions under which Federal surplus property is donated:
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1. Property received is needed and will only be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes and for no other purposes.
2. Property received is needed and will be used by the recipient for educational or health purposes including research or in a public purpose and for no other purposes.
3. Property received shall be placed in use for the purposes for which acquired within one year of receipt and shall be continually in use for such purposes for one year from the date the property was placed in use, and in the event the property is not so placed in use, or continued in use, the donee shall immediately notify the state agency and return the property to the agency as directed.
4. To abide by all additional periods of restriction placed on property by the State Agency: that is, 18 months on all passenger motor vehicles and other items of property with a unit acquisition cost of \$5,000.00 or more, except for such items of major equipment on which the State Agency designates a further period of restriction as indicated on the distribution document.
5. During the period of restriction, applicant will not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property without prior approval of the General Services Administration or the State Agency. The applicant will be liable for the fair market value or the rental value of such property as determined by the General Services Administration or the State Agency.
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the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement. The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statutes and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

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1. Population served: Gainesville Police Department
2. Statement of financial abilities (land, building, equipment, budget limits, inability to purchase from commercial sources, extraordinary economic problems, capability for repair/maintenance of property, etc.)  
Budget Limitations
3. Ability to utilize requested property (Statement of utilization potential, ongoing need, temporary need, reserve backup, etc.):  
Ongoing Needs
4. Narrative of programs education, health care, child or adult care, museum, etc.) and services (hours open, staff, enrollment, facilities, medical, etc.) offered: City Government

**NOTE: USE ADDITIONAL SHEETS IF NECESSARY**

**XI. Certification regarding debarment, suspension, ineligibility and voluntary exclusion-lower tier covered 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. For purposes of this section, the "lower tier participant" is the applicant and/or donee organization.

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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.
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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 CFT 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 Non-procurement 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 is a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48CFR 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 originate 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.

X. **The Authorized Representative designates the following representatives to:** Represent donee organization as its authorized agent, acquire Federal surplus property on behalf of the donee organization, obligate necessary donee organization funds for this purpose, execute distribution documents binding the donee organization to the terms, conditions, reservations, and restrictions applying to property obtained through the SASP agency. **This section should be updated and forwarded to the state agency as needed.**

[james.page@dms.myflorida.com](mailto:james.page@dms.myflorida.com) or [david.smith@dms.myflorida.com](mailto:david.smith@dms.myflorida.com)

City of Gainesville                      Alachua                      Russ Blackburn                      352-393-5010                      blackburnrd@cityofgainesville.org

**Organization                      County                      Point of contact                      Phone                      E-mail**

List representatives that have the authority to represent organization:

	Printed Name	Title	E-Mail	Signature * (blue ink)
1	Kelly Amerson	Intergovernmental Affairs Coordinator	amersonkl@cityofgainesville.org	
2			@cityofgainesville.org	
3				
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(\* YOUR SIGNATURE ASSURES THAT YOU UNDERSTAND AND AGREE TO THE INFORMATION APPEARING in Sections VI and VII)

XI. **Want list or screener's list:** This section should be updated and forwarded to the state agency as needed.

[james.page@dms.myflorida.com](mailto:james.page@dms.myflorida.com) or [david.smith@dms.myflorida.com](mailto:david.smith@dms.myflorida.com)

City of Gainesville                      Alachua                      Kelly Amerson                      352-393-8606                      amersonkl@cityofgainesville.org

**Organization                      County                      Point of contact                      Phone                      E-mail**

The following items are needed and being requested by the applicant organization:

1	All commercial equipment appliances
2	Refrigerators & freezers
3	Stoves & ovens
4	Dishes, pot and pans, glasses
5	kettles
6	Cafeteria racks, rolling carts storage carts
7	Kitchen work surfaces, tables and carts
8	Cooking utensils
9	Griddles, fryers
10	Ice machine

**NOTE: For heavy equipment or large items, provide a letter (on official letterhead) specifying the item desired, why its needed, and how it will be utilized. Attach to this sheet and return. Neither the letter nor screener's list obligates you to obtain the requested items.**

**NOTE: USE ADDITIONAL SHEETS IF NECESSARY.**

XII. **For Applicant only – signature block:**

Print Name and Title of Authorized Representative                      Signature                      Date

**(YOUR SIGNATURE ABOVE ASSURES THAT YOU AND YOUR DESIGNATED REPRESENTATIVES HAVE READ, PROPERLY COMPLETED, UNDERSTAND AND AGREE TO THE INFORMATION APPEARING ON PAGES 1-3 OF THIS APPLICATION)**

XIII. **For FLSASP use only – signature block:**

FLSASP Director or designee                      Signature                      Date

Non-Eligible    Eligible    Nonprofit Health    Nonprofit Education    Public Agency    Other:

Eligibility Expires on: \_\_\_\_\_

Application reviewed or updated by: \_\_\_\_\_

FLSASP Director or designee                      Signature                      Date