



TEXAS FACILITIES COMMISSION FEDERAL SURPLUS PROPERTY PROGRAM

DIRECT PICK-UPS

- What is a “direct pick-up”?
 - When the donee (you) picks up the item directly from the federal holding location that has surplused it, instead of shopping at our warehouses. Typically, the federal holding locations are military bases and Defense Logistics Agency (DLA), but also includes civilian agencies like the EPA or IRS.
- What are the advantages and disadvantages of a direct pick-up vs. shopping at our warehouse?
 - Advantages: Typically results in a much lower handling fee charged to your organization since we do not have to recoup any freight expenses. Direct pick-ups also may cut down on travel time and transportation costs for those of you not located in the San Antonio or D/FW area. Additionally, you may be able to acquire specialty items that might not typically be brought into our warehouse. Finally, for those who prefer to have more control over the process, this allows you to pick out the item and arrange for transport yourself.
 - Disadvantages: Returns with a refund are not allowed, therefore you are strongly encouraged to view the item before you commit to it. Additionally, direct pick-ups tend to be very time sensitive, so if you have a lengthy approval process on your end, this may not be the best method for your organization. Finally, you must work within the holding agency’s schedules for viewing, adhere to their terms for removal, and submit to any required background checks before gaining access to the facility.
- How can I set up a direct pick-up?
 - Contact the warehouse nearest you to submit your request:
 - SanAntonio.Surplus@tfc.texas.gov / 210-661-2381
 - FortWorth.Surplus@tfc.texas.gov / 817-831-6767
 - Be sure to include a description of the item you need, how you intend on using it, any important deadline(s), and preferred pick-up locations (if applicable). They can either send you information on items currently available, or you can log-in to the GSA’s system so you can search for property on your own (*see below for instructions*). Either way, the item must be requested by a TFC staff member; you cannot request property directly from the federal government.
 - If the requested item is allocated to us, then the warehouse staff will notify you to set up an appointment with the holding location, and the pick-up deadline (if any). Before and during pick-up, please respect the holding location staff’s time and property, and follow their policies and procedures.
 - You are responsible for loading and transporting it to your organization. The holding location may offer loading assistance, but please verify beforehand to ensure proper equipment is available.
- How do I search for property (“screen”) in GSAXcess?
 - Email federal.surplus@tfc.texas.gov to request a user ID.
 - Once you receive a user ID, you can begin your search. The Help feature provides assistance on how to look for property.
 - If you need additional information on the property, you can call or email the Point of Contact listed on the property information page.
 - If you find property that you are interested in contact:
 - Jon Smart, SanAntonio.Surplus@tfc.texas.gov / 210-661-2381
 - Marc Jessie, FortWorth.Surplus@tfc.texas.gov / 817-831-6767
 - (Aircraft, perpetual & NASA Artifacts) Dennis Hegarty, dennis.hegarty@tfc.texas.gov / 512-418-6311
 - If you locate property that you are interested in, don’t delay in contacting us, the property is only on GSAXcess for a limited time before it is removed.
 - On the property information page, the “Screening Ends” date is the last day that we can request the property for your organization.
 - The dollar amount listed on the property information page is the original cost of the property and is not what our fee will be. Contact us to determine the service fee.