

# *Exchange/ Sale of Vehicles using GSA*

*Updated by the NAA Property Office August 2005*

- 1) Enter vehicles into **AAMS-USDA/GSAXcess** system. (gsaccess.gov) (Remember: Under Property Type, be sure to click on YES to indicate property is Exchange/Sale. Refer to the Exchange/ Sale section of the “A Quick Guide to AAMS-USDA” dated August 2005). Vehicles will first be open to other federal agencies to purchase at fair market value. This process will take about 3 to 7 days.

Make sure to have the following information ready to enter into GSAXcess:

- Appropriation Account# for FY 05 it is 5941901915
- Report ID# (123615(FY last digit)(Julian date)(line#) Ex:12361550970001
- Type of Vehicle
- Federal Supply Classification Code
- Year, Make, Model, Mileage
- VIN#
- # of Cylinders, Body style, Fuel type
- 2 or 4 wheel drive
- Interior and exterior color and condition
- Does the vehicle have: AC, power locks, doors and windows, power steering
- Overall condition
- Pictures of the vehicle are a MUST. (Digital from all angles-.JPG extension)
- Contact person for people inquiring about the Vehicle.
- Fair Market Value of Vehicle (I use the Kelly Blue Book Value- (kbb.com))

If no other federal agency wants to buy your vehicle at fair market value then the vehicle will go to the GSA Auction sales site and be sold by GSA Auctions. (gsaauctions.gov). It will be on the auction site for 7 days. This transfer from GSAXcess to GSA Auctions will be automatic. At least it should be.

- 2) Your regional GSA office contacts for sales are listed below:

For Locations in Delaware, Maryland, Pennsylvania, and West Virginia:

Ray Bernardino  
20 North 8<sup>th</sup> Street  
Philadelphia, PA 19106  
Phone# 215-446-5061  
Fax# 215-446-5116  
[Ray.bernardino@gsa.gov](mailto:Ray.bernardino@gsa.gov)

For Locations in New York:

Patricia C. Jones  
26 Federal Plaza  
NY, NY 10278  
Phone# 212-264-4824  
Fax# 212-264-9806  
[Patriciac.jones@gsa.gov](mailto:Patriciac.jones@gsa.gov)

For Locations in Maine:

Ann C. Murphy  
10 Causeway Street Room 347  
Boston, MA 02222  
Phone# 617-565-7320  
Fax# 617-565-7317  
[Ann.murphy@gsa.gov](mailto:Ann.murphy@gsa.gov)

- 3) What Happens? Once on the GSAXcess other federal agencies have an opportunity to purchase your vehicle and reimburse you for the fair market value of the vehicle. You can get this value from the Kelly Blue Book. If no other federal agency wants it then it goes to public sales via GSA Auctions.

Once your car is on the auction site, you can go and look at the bids. The auctions are 7 days long. Once the vehicle is sold you will receive a Purchaser's Receipt from GSA with the Buyers information. GSA types up the SF97 (Cert. to Obtain Title). This is sent to the Buyer, who will bring it with them when they pick up the vehicle. All you need to do is get them to sign the Purchaser's Receipt and get a copy of the signed title (SF97). Also fill in an AD-107 (Report of Transfer) and have the buyer sign. The money for the vehicle is deposited in the Area account (5941901915) by GSA. GSA's cut is about \$275.

- 4) Inspection of the property. People will call to ask questions about the vehicle. Please have them call someone who knows the vehicle best and is willing to take the calls. Some may want to inspect the vehicle; you will have to set up a time.
- 5) In summary. I hope you have just as much luck selling your vehicles as I had selling the Area Van (which sold for \$6,575). I feel there is less work to do and a greater customer base so to get a better price. I know some of you like to sell to the local community and you still can, they will just need to go on the auction site. You can put up flyers to notify them of the auction site and when your vehicle will be on the site. Good Luck and after your first sale, please give me some feedback. Thanks.