

September 1, 2009

This Request for Offers (RFO) transmits the issuance of the 2009-2010 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Vehicle Tender of Service (VTOS), specific to the Filing Cycle for the period November 1, 2009 through October 31, 2010.

Performance Bond: All Vendors approved to provide service under the VTOS are required as part of its rate submission to furnish a performance bond, in accordance with the Section 1-4 of this RFO. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2009, through October 31, 2010, or later. A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file. A performance bond on file for the GSA Centralized Household Goods Traffic Management Program (CHAMP) International program does not satisfy this requirement. A complete separate bond is required for the VTOS.

Industrial Funding Fee: The Industrial Funding Fee (IFF) will be 1.50% of the net shipment charges billable to the Government, minus any charges for storage in transit. Refer to Section 1-2 of the VTOS for complete guidelines.

Fuel Surcharge: All ocean bunker fuel charges must be incorporated into the flat fee pricing structure for each shipment. If the Vendor is subject to a fuel surcharge on the domestic portion of the shipment, the vendor may pass the fuel surcharge through to the Federal agency. A copy of the original billing is required for payment.

Trading Partner Agreement: All Vendors must, as part of their rate submission, complete and submit a Trading Partner Agreement (TPA) to the address identified in Section 1-6 of this RFO. A copy of the TPA is available within this RFO. A TPA currently on hand for the GSA CHAMP does not satisfy this requirement. The TPA must be submitted before the closing date of the rate filing window.

Any questions or comments may be directed to Brian Kellhofer at (816) 823-3646 or via e-mail at brian.kellhofer@gsa.gov

Sincerely,

/s/ Robyn L. Bennett

Robyn Bennett
Lead Traffic Management Specialist
Center for Transportation Management (QMCCB)

General Services Administration

Basic Transportation Trading Partner Agreement

Applicability: Check the box below which represents the activity of your firm under this Trading Partner Agreement:

- Freight Common Carrier (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)
- Household Goods Common Carrier (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)
- Freight Forwarder (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)
- Household Goods Freight Forwarder (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)
- Freight Broker (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)
- Freight Shipper Agent/Intermodal Marketing Company (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)
- Rate Filing Service Provider (All paragraphs, except Paragraph 5G, of this agreement will apply and are binding.)

1. Introduction

This agreement prescribes the general procedures and policies to be followed when Electronic Commerce (EC) is used for transmitting and receiving requests for offers, rate tenders, or other business information in lieu of creating one or more paper documents normally associated with conducting business with the General Services Administration.

The General Services Administration (GSA or the agency) will transmit and receive using the File Transfer Protocol (FTP) of the Internet network (I-FTP) such transaction sets (documents) as it chooses and as established by the governing tender of service or the request for offers. These transaction sets will be transmitted to those firms, organizations, agencies, or other entities (trading partners) recognized by GSA that agree to accept such documents and to be bound by the terms and conditions contained in those documents, this agreement, and any applicable tender of service.

2. Purpose

This agreement is to ensure that all EC obligations are legally binding on all trading partners. Further, the use of any electronic equivalent of a standard business document referenced in Paragraphs 3 and 4 will be deemed an acceptable business practice and that no trading partner will challenge the admissibility of the electronic information in evidence, except in circumstances in which an analogous paper document could be challenged. Where participant is used in this agreement it will mean carrier/forwarder as applicable.

3. Freight Reference

This agreement, in addition to the terms and conditions stated in Paragraph 5, is subject to the terms and conditions of the following documents:

- *GSA Freight Traffic Management Program Standard Tender of Service.*
- *Optional Form 280*
- *GSA Freight Traffic Management Program Request for Offers*

4. Household Goods Reference

This agreement, in addition to the terms and conditions stated in Paragraph 5, is subject to the terms and conditions of the following documents:

- GSA Centralized Household Goods Traffic Management Program Tender of Service.
- Optional Form 280
- GSA Centralized Household Goods Traffic Management Program Request for Offers
- Vehicle Tender of Service for transport of official and armored vehicles for Department of State

5. Terms and Conditions

- A) GSA will place electronic documents in a publicly accessible website and when warranted in the directory of a confirmed trading partner (trading partner/<SCAC>), hereinafter referred to as *directory*. It will receive documents from confirmed trading partners in each confirmed trading partner's directory via I-FTP. *Receipt by the trading partner is considered to occur when the document is placed in either the public directory or the trading partner's directory, as the case may be.*
- B) GSA will bear the costs of maintaining the GSA FTP server and the costs of placing documents issued by GSA in the appropriate directory on the GSA FTP server, and the costs of managing documents put on the GSA FTP server by its trading partners. The agency's trading partners are responsible for all costs associated with getting documents from or putting documents on the GSA FTP server.
- C) When the transmissions are submission or fate tenders, the submitting firm must have first met all applicable approval requirements set out in the applicable, governing Tender of Service.
- D) GSA will be responsible for the accuracy of documents issued by it and placed in the GSA FTP server directory. GSA will not be responsible for errors occurring in documents put on the GSA FTP server, nor will GSA be responsible for errors occurring in documents gotten from the GSA FTP server.
- E) GSA will not be responsible for any damages incurred by a trading partner as a result of missing or delayed transmissions when the problem is not with or caused by GSA or the agency's FTP server.
- F) Any document placed in a directory maintained on the GSA FTP server is to be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction. Likewise, any document from a trading partner put into a directory on the GSA FTP server will be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction.
- G) If a participant uses a broker, shipper agent/Intermodal Marketing Company, or filing service to file its rates with GSA, documents submitted on behalf of the participant will be accepted as though submitted by the participant and GSA. The use of a broker, shipper agent/Intermodal Marketing Company, or filing service does not relieve the participant of any of its rights or obligations under the terms of this agreement, including the maintenance of a valid trading partner agreement with GSA.

6. Force Majeure

None of the parties in this agreement will be liable for failure to properly conduct EC in the event of war, accident, riot, fire, flood, epidemic, power outage, labor dispute, act of God, act of public enemy, malfunction or inappropriate design of hardware or software, or any other cause beyond such party's control. If standard business cannot be conducted by EC, GSA will, at its discretion, return to a paper based system.

7. Effective Date

The effective date of this agreement will be the latest of the date(s) shown on the signature page of this document.

8. Agreement Review

The agreement will be effective on a continuing basis, except as provided in Paragraph 9, below; provided, however, that GSA may from time to time make such changes to the agreement as are necessary, and the trading partner may request review of the agreement at any time.

9. Termination

- A) If GSA terminates a participant's participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice is given to a firm of its participation termination.
- B) If a participant terminated its participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice of such termination is received by the GSA.

- C) Except as provided above, this agreement may be terminated by either GSA or its trading partner, effective 30 days after receipt of written notice by either party. Termination will have no effect on transactions occurring before the effective date of termination.

10. Whole Agreement

This agreement and all addenda constitute the entire agreement between the parties. No changes in terms and conditions of this agreement will be effective unless approved and signed by both parties. At the inception of this agreement, Addendum/Addenda (is) (are) not applicable. As the parties develop and implement additional EC capabilities, addenda may be incorporated into this agreement. Each addendum will be signed and dated by both parties. The latest date contained on the signature page will be the effective date of the addenda. The addendum will be appended to this agreement.

Representing the Carrier
Name and Signature
Title
Firm
Street Address
City, State, Zip
Telephone
Fax
Internet E-mail
Electronic Commerce Contact
Telephone
Fax
Internet E-mail
Date

Representing the General Services
Name and Signature Manager, Centralized Household Goods Traffic Management Program (CHAMP)
Title Federal Supply Service
Firm 1500 East Bannister Road, Room 1076
Street Address Kansas City, MO 64131
City, State, Zip 816-823-3646
Telephone 816-823-3656
Fax
Internet E-mail
Electronic Commerce Contact 816-823-3646
Telephone 816-823-3656
Fax
Internet E-mail
Date

Trading Partner Agreement Number: (TO BE COMPLETED BY GSA)
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**Vehicle Tender of Service
VTOS
For the Transport of State Department Official and Armored Vehicles**

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SECTION 1 – General

Item 1-1 General

The U.S. Department of State (DOS) requires a program for the transportation of Official and Armored vehicles, as follows:

- Warehouse-to-Warehouse from Post to the United States
- Warehouse-to-Port from the United States to Post.

Post will provide customs clearance abroad.

There is no guarantee, stated or implied, as to the amount/volume of cargo to be offered to the Vendor under this VTOS during the period of performance.

The Vendor shall provide all services, labor, equipment and supervision to affect services in accordance with the terms and conditions stated herein.

The Vendors responsibility shall include but not be limited to: all planning, programming, administration and management necessary to assure that all operations are conducted in accordance with this VTOS and all applicable laws, regulations, codes or directives including the maintenance of accurate and complete records, files and regulations which are necessary to the services being performed. Vendor shall ensure that all work meets or exceeds commercial standards for quality.

It is the Vendors sole responsibility to assure that all US Custom and federal regulations under the 49CFR are met in order to export a vehicle.

Cargo tendered by DOS under this agreement will be received by the Vendor and forwarded for delivery to final destination within specified transit times (RDD). Failure to meet the specified transit times will be used as a performance indicator for future determination of shipments.

Vendors that will participate under this VTOS are **required** to register with PowerTrack as a DOS trading partner. When bookings are done by our office in Antwerp all Vendors will bill ELSO and payments will be made by the ELSO B&F office. In all other cases vouchers will be paid through PowerTrack.

The estimated volume during the period of performance is 700 Vehicles; however the government does not guarantee any volume.

Item 1-2 REPORTING

1. All Vendors offering rates will be required to provide shipping details within seven calendar days from the day after the shipment is picked up. Reports should reach the DOS office via e-mail to: TTMContracts@state.gov . In addition, a copy of the shipping details must be provided to by the Vendor to all parties involved: the destination agent, Despatch Agency, and the Post GSO. DOS will periodically provide each Vendor a list of e-mail addresses for all embassy and consulates and a copy of the reporting form. Our agency reserves the right to discontinue tendering any services if the Vendor does not reports under these provisions.
2. For all shipments, the Vendor must provide their selected local agent's name, address and phone number to the booking representative within 24 hours from the time the initial booking was received. If services are being performed within the US, the local agent must have a valid SCAC designated for the specific address of the agent performing the service. This can not be a corporate SCAC that is used for all branches of a particular Vendor.
3. Vendors will be required to submit quarterly shipment reports to GSA. The Vendor shall furnish to GSA by electronic filing, a quarterly report of shipments billed to the applicable Federal Agency during the quarter on shipments handled pursuant to this VTOS. Only those shipments billed for which the GSA Industrial Funding Fee (IFF) is applicable will be included in the shipment reports. For purposes of this report, the date of submission of billing to DOS will be used. Format requirements, due dates, and electronic submission requirements will be identified in the annual Request for Offers, which will be released in August of each calendar year.
4. Vendors are required to submit a negative report even if a shipment was not billed during the quarter. The Vendor will be considered non responsive if it doesn't file this report and will be subject to Item 1-2.5 below.
5. Failure to submit shipment reports in two consecutive quarters and/or three of four quarters will result in the withdrawal of a Participant's rates and/or subsequent revocation of its approval.
6. GSA Industrial Funding Fee (IFF). For this VTOS, for each vehicle shipped, an IFF of 1.5% is due on the total net transportation charges billable to the Government. The Vendor must remit the GSA IFF specified within sixty (60) calendar days after the end of each calendar quarter upon which the shipment reports are required.
7. In the event deficiencies are found in the IFF amounts submitted to GSA, the Vendor will be notified in writing of the existing deficiency. The Vendor will be given an opportunity to correct the noted deficiency. Failure to acknowledge or correct deficiencies after notification by GSA will result in the Vendor being placed in temporary non-use status, in accordance with procedures in Federal Management Regulation (FMR) Part 102-117. Failure to submit the IFF due to GSA will result in immediate placement of the Vendor in temporary non-use status pending revocation of the Vendors approval.
8. The IFF will be remitted on the basis of shipments billed as reported, in accordance with the provisions of Item 1-2.3 of this VTOS. Checks shall be made payable to "GSA-GL474.1 [SCAC Code]; e.g, "GSA-474.1 [YZAB]. The check register/memo line must identify the applicable quarter that the payment is for. Checks must be mailed to *General Services Administration, Miscellaneous Receipts for Non Federal Claims, P.O. Box 979009, St. Louis, MO 63197-9009*

Item 1-3 APPLICATION OF RATES

All rate offers solicited for the DOS must incorporate the car carriage services, trucking, and towing of Official Vehicles and Armored Vehicles within the continental U.S and to international. Rate offers will be a flat fee per traffic lane. Any additional charges are not permissible without the consent of the Government Representative. Any additional charges from a Vendor approved by the Despatch Agency Government Representative must be reflected on the GBL as a separate item. The Vendor will provide all logistics services from origin to the ultimate destination.

Non Armored Official Vehicles

- Class 1 Less that 300 CFT
- Class 2 Between 300 and 800 CFT
- Class 3 Exceeding 800 CFT

Armored Vehicles

- Class 1 4,000 – 5,999 GVW
- Class 2 6,000 – 10,000 GVW
- Class 3 Over 10,000 GVW

Item 1-4 Intentionally left blank

Item 1-5 PROMPT PERFORMANCE OF SERVICES

In the US Pick up and Delivery Services are to be performed from 8:00am to 5:00pm only Monday through Friday. Service providers must have office coverage during the entire 8:00am to 5:00pm work day, no exceptions. Work will not be performed on weekends and Federal Government Holidays. For any Non-Federal holidays; Vendors are required to notify the DOS, in writing at least fifteen (15) days prior to scheduled non working days. Services requested under this tender shall be performed in accordance with the instructions given on the Government Bill of Lading (GBL) or Work (WO) Order.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing office and to TTMContracts@state.gov. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. A monthly report will be provided to all providers listing total shipments completed within the calendar year and RDD statistics. Vendors will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report.

Calculating Transit Times

To ensure the Vendor meets the required Delivery Date for each shipment, Transit times will be calculated from the last day of pick up until the shipment is available for delivery.

Transit Times for Official and Armored Vehicles

The following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments to and from the United States and foreign countries:

Country	R D D	Country	R D D	Country	R D D
AFGHANISTAN	50	GERMANY	49	NORWAY	45
ALBANIA	56	GHANA	51	OMAN	52
ALGERIA	50	GREECE	56	PAKISTAN	64
ANGOLA	65	GRENADA	46	PALAU	50
ARGENTINA	52	GUATEMALA	48	PANAMA	48
ARMENIA	51	GUINEA-BISSAU	51	PAPUA NEW GUINEA	63
AUSTRALIA	65	GUYANA	51	PARAGUAY	52
AUSTRIA	49	HOLY SEE	35	PERU	51
AZERBAIJAN	50	HONDURAS	48	PHILIPPINES	65
AZORES	50	HONG KONG	54	POLAND	49
BAHAMAS	35	HUNGARY	46	PORTUGAL	50
BAHRAIN	49	ICELAND	42	QATAR	49
BANGLADESH	67	INDIA	64	ROMANIA	56
BARBADOS	35	INDONESIA	63	RUSSIA	49
BELARUS	56	IRAN	50	RWANDA	65
BELGIUM	46	IRAQ	50	SAUDI ARABIA	51
BELIZE	48	IRELAND	47	SCOTLAND	50
BENIN	51	ISRAEL	51	SENEGAL	51
BERMUDA	35	ITALY	46	SERBIA	56
BOLIVIA	50	JAMAICA	35	SIERRA LEONE	65
BOSNIA - HERZEGOVINA	44	JAPAN	53	SINGAPORE	61
BOTSWANA	51	JORDAN	51	SLOVENIA	49
BRAZIL	50	KAZAKHSTAN	65	SLOVAK REPUBLIC	50
BRUNEI	65	KENYA	65	SOMALIA	55
BULGARIA	56	KOREA	57	SOUTH AFRICA	65
BURKINA FASO	65	KOSOVO	47	SPAIN	49
BURUNDI	65	KUWAIT	49	SRI LANKA	64
CAMBODIA	63	KYRGYZSTAN	50	SUDAN	50
CAMEROON	65	LAO PEOPLE'S DEMOCRATIC REP	63	SURINAME	51
CAPE VERDE	50	LATVIA	46	SWAZILAND	50
CENTRAL	65	LEBANON	51	SWEDEN	45

AFRICAN REPUBLIC					
CHAD	65	LESOTHO	50	SWITZERLAN D	50
CHILE	52	LIBERIA	50	SYRIAN ARAB REPUBLIC	51
CHINA	65	LIBYA	50	TAIWAN	54
COLOMBIA	51	LITHUANIA	56	TAJIKISTAN	50
CONGO	65	LUXEMBOURG	46	TANZANIA	65
COSTA RICA	46	MACEDONIA	50	THAILAND	63
COTE D'IVOIRE	50	MADAGASCAR	65	TOGO	50
CROATIA	46	MALAWI	65	TRINIDAD AND TOBAGO	41
CUBA	35	MALAYSIA	61	TUNISIA	46
CYPRUS	56	MALI	51	TURKEY	60
CZECH REPUBLIC	49	MALTA	36	TURKMENIST AN	65
DENMARK	45	MARSHALL ISLANDS	50	UGANDA	65
DJIBOUTI	51	MAURITANIA	51	UKRAINE	65
DOMINICAN REPUBLIC	35	MAURITIUS	50	UNITED ARAB EMIRATES	52
EQUADOR	41	MEXICO	38	UNITED KINGDOM	47
EAST TIMOR	50	MICRONESIA	46	URUGUAY	50
EGYPT	50	MOLDOVA, REPUBLIC OF	50	UZBEKISTAN	65
EL SALVADOR	48	MONGOLIA	50	WESTERN SAMOA	50
EQUATORIAL GUINEA	50	MONTENEGRO	50	VENEZUELA	51
ERITREA	50	MOROCCO	49	VIET NAM	63
ESTONIA	45	MOZAMBIQUE	50	YEMEN	65
ETHIOPIA	65	MYANMAR	57	ZAIRE	65
FIJI	63	NAMIBIA	51	ZAMBIA	65
FINLAND	45	NEPAL	67	ZIMBABWE	65
FRANCE	46	NETHERLANDS	46		
GABON	51	NEW ZEALAND	64		
GAMBIA	50	NICARAGUA	46		
GEORGIA	46	NIGER	65		
		NIGERIA	65		

SECTION 2: SERVICE AREAS

Official and Armored Vehicles will be transported to and from the countries identified in Section 1-5 and the following points within the United States.

Washington, DC
Florida
Texas
Maryland
Ohio
Virginia

In addition, there is the potential for transport between each of the countries identified in Section 1-5.

SECTION 3: WAREHOUSE INSPECTION

Item 3-1 GENERAL

Authorized Government representatives of the GBL/WO Issuing Office shall have the right to inspect Vendor facilities (local Vendor equipment, terminals, stations, or warehouses) and to inspect the performance of services (loading, pickup, delivery, and any other services performed or being performed by the Vendor) in connection with any shipment handled under the provisions of this VTOS.

A. An authorized representative of the GBL/WO Issuing Office shall include personnel of the agency shipping facility.

Item 3-2 CORRECTIVE ACTION

When authorized representatives of the GBL/WO Issuing Office determine that facilities, equipment, or services do not meet the terms, conditions or specifications prescribed by this TOS, the Vendor or its agent shall cooperate fully to promptly correct the deficiency by taking appropriate action at no additional cost to the Government. The Vendor or its agent must notify the Tender Administrator and/or Government Representative in writing within fifteen (15) calendar days, indicating deficiencies have been corrected.

Item 3-3 FACILITIES

A. General

The Vendor shall furnish DOS full information concerning any additional facilities he acquires by lease, purchase, or otherwise, prior to utilization by him for performance of any service under this contract. The facility must be inspected and approved by the DOS prior to use.

When required, the Vendor must furnish Government Representatives with free and reasonable access to inspect facilities governing work performed for this VTOS. Adequate security must be provided by the Vendor for U.S. Government property temporarily stored at Vendors facility. Access to temporary storage

facility must be controlled. Sonic detection systems area must be completely enclosed by a fence or inside an enclosed warehouse, exterior lighting, and police notification systems are required for this Tender of Service. The Vendor is directly responsible for property theft, loss, destruction or damage to any article in its custody or control as outlined by this VTOS.

B. Changes in Ownership/Lease

The Vendor shall furnish the DOS advance notification (60 days prior to the effective date) of any disposition or the change in ownership or terms of lease of any facilities utilized by him for performance of any service under this contract.

C. Structural and Cleanliness Requirement

Facilities used for the performance of services under this contract shall be approved by the DOS. Facilities shall be well constructed with watertight roofs, walls and floors, and shall be maintained in good condition. The building must be kept dry, clean, well ventilated, free of dampness (so to prevent the occurrence of mildew or other dampness related fungi), free of moths, roaches, rats, mice and other vermin, and must be kept in an orderly condition at all times.

D. Sprinkler Requirements/Fire Content Rate

Each building used for storage under this contract shall have as the minimum standard for qualification either (1) an acceptable automatic fire detection and reporting system or (2) an acceptable automatic sprinkler system; and a fire contents rate (FCR) of not more than sixty cents (\$0.60) per one hundred dollars (\$100.00) per year based on eighty percent (80%) co-insured factors.

In addition, in the US each storage facility must be protected by an adequate water supply for fire fighting and a fire department which is responsive twenty-four hours (24 hrs) per day. Statements from the cognizant fire insurance rating organization shall be used as a basis for determining the sufficiency or adequacy of a fire fighting water supply and the responsiveness of a fire department to protect a facility.

E. Fire Prevention/Fire Control Plan Requirements

All installed fire protective systems must be accredited by the cognizant fire insurance rating organization for insurance rate credit. A definite fire prevention and control plan shall be posted and maintained in each building and the necessary fire extinguishers and/or approved type of fire fighting apparatus shall be available and in good working order at all times.

SECTION 4: VENDOR RESPONSIBILITY

Item 4-1 CONTROL OVER VENDOR SERVICES

The Vendor shall maintain control and responsibility for the tracing, expedition, and prompt completion of services, including work that is sub-contracted to other sources. When Government Representative Request's information regarding the services performed, the company shall provide such information within two (2) hours for the Baltimore/Washington Metropolitan shipments and within twenty-four (24) hours for vehicles originating from or destined to areas outside of the Baltimore/Washington Metropolitan Area.

The company shall provide the name, valid email address and telephone number of an operational point of contact who will be directly responsible for monitoring services performed and keeping the Government Representative apprised.

The Vendor must notify the Government Representative prior to leaving origin pick-up if vehicle is not available for the pick up in order to be paid for attempted pick up fees.

The Vendor is required to complete a copy of Vehicle Condition/Inspection with the origin representative signature when gaining possession of vehicle. The Vendor is required to provide the origin representative with a copy of the Vehicle Condition/Inspection Report and maintain a copy of said report on file for one (1) year.

The Vendor must annotate the total number of keys received on the Vehicle Condition/Inspection Report.

Item 4-2 USE OF AMERICAN FLAG VESSELS

Except as provided below, the Vendor will use ships of United States registry for the ocean portion of overseas transport and book transport for container or below deck stowage. When it is determined that the use of a vessel of United States registry will not provide the required service, the Vendor will request permission to use a foreign flag vessel prior to the start of movement. Authority will be granted only when US flag shipping is not available or the use of foreign flag shipping is necessary to meet delivery requirements, which the Vendor will certify in writing.

SECTION 5: ORDER FOR SERVICES

Item 5-1 EXPORT AND IMPORT

Services included in rate

1. Pick up the Vehicle from origin warehouse
 2. Perform Vehicle Inspection at Origin Warehouse
 3. Transportation of DOS Vehicle from Origin to destination on a warehouse to warehouse to and from Post basis.
 4. All land, and water transportation
 5. Export and import documentation services involving customs clearances.
 6. Ferry, tunnel and bridge charges/tolls.
 7. The first five (5) free days of storage in transit (SIT) at destination and all associated SIT charges are inclusive of the filed rates.
 8. Monitoring of Temporary Import Bond (TIB) if applicable
- If a vehicle is covered under a Temporary Import Bond (TIB) it is the Vendors responsibility to assure all requirements and regulations are met with the US customs port office that the TIB is filed through.
9. Filing documentation for vehicles covered under a TIB

Documentation to be provided by DoS for transportation of a Vehicle:

Government GBL / WO

Copy of the Certificate of Origin (original Certificate of Origin is mailed to final destination)

Item 5-2 RULES FOR ACCESORIALS REQUIRING APPROVAL.

A Vendor may not modify this VTOS by adding or removing services as described herein. Such modifications will render the Vendors offer void. The Government Representative must pre-approve any Accessorial charge (Minor mechanical repairs/storage per day etc).

The following require pre-approval for payment

Storage in excess of the 5 free days, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in the VTOS. When such services are performed by a third party, billing will be at the actual cost charged to the Vendor, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications. The charges quoted in this TOS will be all inclusive for services provided from warehouse to warehouse. Charges should be inclusive of up to five (5) free days of storage in transit (SIT) at destination. Additional storage in transit (SIT), if applicable and approved by DOS, will be billed as a separate item under a separate work order.

Services requiring pre-approval for payment

- Storage in excess of five (5) days
- Any Government or public authority ordered charges for inspection, disinfestations, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the Vendor..
- Port Congestion Surcharges
- Fuel Removal – In the US, the Vendor may bill when fuel is drained by a certified yard mechanic that collects and stores fuel in IAW EPA requirements.

Fuel Additions

Official and Armored Vehicles/Export: Vendor will be permitted (on a case by case basis) to add a minimum amount of gas / Diesel to vehicle (driven) to ensure that gas tank contains no more than one quarter (1/4) tank of gas when delivered to destination location. Vendor must provide an original receipt to include vehicle identification number, Shipment number, and license tag number. Failure to provide requested information when billing will result in non-payment.

SECTION 6: CLAIMS AND RATE REQUIREMENTS

Item 6-1 CLAIMS FOR LOSS OR DAMAGE

Vendor holds full Liability for repair and/or replacement costs, with a maximum Vendor liability of not to exceed \$150,000.00 per vehicle applicable to both shipments in transit and SIT. For Official Vehicles, Blue Book will be used to identify the fair market value. For Armored Vehicles, Blue Book will be used

to identify the fair market value of the base vehicle. In addition, the Vendor will be responsible for the costs of re-armoring the vehicle, up to the maximum liability of \$150,000.00

Item 6-2 RATE EFFECTIVE DATE

Rates will be effective November 1st of each year and will remain in effect through October 31st of the following year

Item 6-3 SUBMISSION OF RATES

Rates will be submitted in accordance with the Annual Request For Offers (RFO), which will be released by GSA in August of each year.

Item 6-4 UTILIZATION OF RATES TENDERED

Rates quoted under this Tender of Service will be received, acknowledged, and evaluated by GSA and included in TMSS. The DOS will use the rates at their discretion and when in the best interest of the Government. It is not necessary to quote rates to all destinations to receive consideration.

Item 6-5 ADJUSTMENT IN RATES

Vendors will have an opportunity to adjust their rates for May 1st of each year

SECTION 7: PERFORMANCE REQUIREMENTS

Item 7-1 UNSATISFACTORY PERFORMANCE

Major infractions or service failures on the part of the Vendor that may warrant a permanent non-use status by DOS including but are not limited to:

1. Stolen, Impounded, or Lost Vehicles
2. Damages to Vehicles
3. Failure to report inoperable vehicles in a timely manner
4. Failure to report delays
5. Failure to settle claims

Item 7-2 PERFORMANCE BOND

As part of the annual rate submission, each Vendor will be required to provide a performance bond, as identified in the applicable RFO in the amount of \$75,000.00 and be executed by a surety appearing on the list contained in the Department of Treasury Circular 570, Surety Companies Acceptable on Federal Bonds.

Item 7-3 MECHANICAL OR TIRE FAILURE

The Vendor shall notify the Government Representative prior to performance of minor mechanical or tire failures, beyond the control of the Vendor. In case of an accident or major mechanical failure; the Vendor is to notify Government Representative immediately for instructions. Immediate notification must be followed by written notification outlining the incident; the written statement must be received within twenty-four (24) hours. UNDER NO CIRCUMSTANCES IS THE VEHICLE TO BE ABANDONED.

Item 7-4 STORAGE OF VEHICLES

The U.S. Government will not pay for the storage of any vehicles (beyond first five days of free storage) under the terms of this Tender of Service unless specifically authorized in writing. The first five free days of storage will begin on the day following the pick up date.

ALL VEHICLES MUST BE STORED IN A SECURE AREA TO INCLUDE PROVISIONS FOR SECURITY CAMERAS REGARDLESS OF STORAGE OR INTRANSIT STATUS.

Item 7-5 PAYMENT FOR SERVICES RENDERED

Billing charges for transportation and services under this Tender of Service will be billed in accordance with Item 8-2 Use of PowerTrack. Vendor shall not bill for services until such services are completed. Each shipment (GBL/WO) must be billed independently.

Item 7-6 NON-USE, DISQUALIFICATION OR SUSPENSION

The DOS and/or Government Representative may disqualify/suspend use of the otherwise qualified Vendors for failure to meet any of the terms included in the Tender of Service or when disqualification or suspension is deemed necessary by the DOS. A letter of terms of suspension will be sent by the DOS.

When a Vendor is suspended, the Government may at its option, require the Vendor to complete performance of services under the terms of this Tender of Service on any transportation services in process. Or the Government may take possession of the vehicle and complete the services itself or have the services completed by another company, whereupon the suspended Vendor shall reimburse the Government for all additional expenses incurred in completing the shipments. Notice of the Government's right to immediate possession of vehicles in the custody of a suspended Vendor or its agent must be expressed in all agreements between a Vendor performing services under this Tender of Service and its agents. Nothing in this Tender of Service shall be construed as creating or permitting the creation of a lien or other possessor right by the Vendor against the Government with respect to property which comes into the custody or possession of the Vendor or its agent under this Tender of Service.

SECTION 8: BILLING INSTRUCTIONS

Item 8-1 PAYMENT OF CHARGES

Billing charges for transportation and services under this Tender of Service will be billed in accordance with Item 8-2 Use of PowerTrack. The Vendor shall not bill for services until such services are completed and shipment is at destination. (see Item 1-5 Prompt Performance of Services). The Vendor shall process

bills within thirty (30) days of completion of services. The Vendor must maintain copies of the following documents and provide them to the Rates Management staff as supporting documentation upon request:

1. Copy of GBL/WO
2. Vendor invoice including GBL/WO number, Vendors invoice number, VIN number of the vehicle, pick up point, delivery point, and total charges
3. Company's Vehicle Condition/Inspection Precondition report stating beginning and ending mileage and showing the number of keys received
4. Customs Stamped Dock Receipt
5. Each GBL/WO must be billed separately
6. Copies of receipts for services authorized
7. When applicable copy of the stamped bond upon import into the United States

This document should be countersigned by the warehouse that will receive the cargo for the fitting of the Armor and the government should have the signatures of the designated personnel that will relinquish the bond, while work is being done to cross reference the bond on their freight.

A. Prices quoted for all services required by this VTOS shall be in U.S. Currency and must be in accordance with the required rate structure.

B. Billing charges for transportation services under this VTOS will be billed in accordance with the instructions shown on the GBL/WO and are subject to the following Terms and Conditions:

- Payment of charges shall in no way be demanded nor shall Vendor make and collect charges at time of delivery.

C. A copy of the completed billing package shall also be provided to Rates Management. The Government shall have no obligation to pay a Vendor charges for services performed pursuant to this Tender of Service after three years have elapsed. The Vendor shall file no claim, demand suit, or action at law seeking to recover such charges after three (3) years (not including time of war) have elapsed following the date on which the services are completed. The Government shall not file any claim, demand suit or action at law (other than by mistake or inadvertence) at a time other than stated in this paragraph.

Item 8-2 USE OF POWER TRACK

The DOS is making improvements in their freight payment process. They have converted to PowerTrack, an on-line, electronic freight payment process. The PowerTrack process will reduce the complexity and paperwork associated with freight invoicing, reduce the number of rejected payments, and expedite our payment process. Transportation service providers participating under this tender will be required to willingly participate in the program and are subject to a 1% fee charged by U.S. Bank. Additional information and enrollment details will follow directly from U.S. Bank.

PowerTrack is a web-based freight payment and data collection system that is available 24 hours a day, 7 days a week. The system allows shippers and transportation service providers to communicate on-line in real time. The generation of freight invoices and mailing will no longer be required with the new freight payment process. The system matches the transportation service provider electronic invoices to the shipper record of shipment. PowerTrack allows any of the business partners, transportation service providers or shippers, to identify and resolve delivery, rating, or invoicing problems up front and on-line. Disputes should be resolved promptly as compared to the current process.

If you are not currently billing the DOS in PowerTrack: you must complete the PowerTrack Information Sheet (Attachment 11-F) and e-mail it to Ms. Colleen Coyne ASAP at coynecm@state.gov and she will see that the information is forwarded to PowerTrack. (This MUST be sent as an MS Excel spreadsheet attached to the e-mail). You are reminded that participation in PowerTrack is a requirement to participate in this tender.

Once PowerTrack has received your information, they will send you a contract to sign and return to them. The contract should be signed and returned to PowerTrack within 5 business days of receipt. Please also notify Colleen Coyne at coynecm@state.gov of the date that you sent the completed contract to PowerTrack. Once PowerTrack has received the signed contract, they will establish a “trading partner relationship” between you and DOS in PowerTrack. You will then receive an introductory package from PowerTrack and be contacted by someone from the customer relations department to discuss PowerTrack training and answer any questions you may have.

If you are currently billing the DOS in PowerTrack:, we will provide PowerTrack with your new rates.

We believe that PowerTrack offers many advantages to your company and to the DOS. We look forward to these process changes and improvements. All questions related to the PowerTrack process and the implementation requirements should be directed to Lee DeNoyer, Transportation Service Provider Sales Manager for PowerTrack Sales. He can be reached at (815) 784-8421 or via e-mail at: lee.usbank@attglobal.net

Item 8-3 APPLICATION OF THE TERMS AND CONDITIONS OF THE GOVERNMENT BILL OF LADING (GBL):

The terms and conditions governing acceptance and use of Government Bills of Lading (GBL) as cited in CFR 101-41.302-3 apply to all shipments handled pursuant to this VTOS as follows:

- A. In no case shall prepayment of charges be demanded by the Vendor nor is collection made from the consignee.
- B. The GBL is subject to the same rules and conditions as government shipments made on the usual commercial forms unless otherwise specifically provided or stated herein.
- C. The shipment made on the GBL shall take a rate no higher than that chargeable had the shipment been made on the uniform straight bill of lading, uniform express receipt, or any other form provided for commercial shipments.
- D. The shipment is made at the restricted or limited valuation specified in the tariff or classification or established under the Federal Motor Carrier Safety Association (FMCSA), formerly section 10721 of the Interstate Commerce Act, or to another equivalent contract, arrangement, or exemption from regulation at or under which the lowest rate is available, unless otherwise indicated on the face of the GBL. Receipt for the shipment is subject to the consignee’s annotation of loss, damage, or shrinkage on the delivering Vendors documents and the consignee’s copy of the same documents. When loss of damage is not discovered until after delivery of shipment and receipt the consignee shall promptly notify, preferably by telephone, the nearest office of the last delivery Vendor and extend to the Vendor the privilege of examining the shipment.
- E. In case of loss, damage, or shrinkage in transit, the rules and conditions governing commercial shipments, as they relate to the period within which notice thereof shall be given the Vendor or to the period within which claim therefore shall be made or suit instituted, shall not apply. Deletion of this item

will be considered valid only with the written concurrence of the Government official responsible for making the shipment.

F. Vendors rights to shipping charges are not affected by facts set out in the issuing office section of the GBL.

G. The nondiscrimination clauses contained in section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated by reference in the GBL.

SECTION 9: PARTICIPATION

Item 9-1 GENERAL

Participation is open to any Freight Forwarder holding authority (certificates, licenses, or permits, as appropriate) from the U.S. Department of Transportation, Federal Maritime Commission, and/or State regulatory authority and approved by GSA.

Item 9-2 APPROVAL TO PARTICIPATE

The application package will be available via GSA by contacting Brian Kellhofer via e-mail at brian.kellhofer@gsa.gov Once approved by GSA, Vendors will have the ability to file rate offers via the annual Request for Offers.

June 17, 2009

SECTION 1 SPECIAL INSTRUCTIONS

1-1. General.

The following 2009-2010 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Vehicle Tender of Service (VTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4).

1-1.1. Application of the Vehicle Tender of Service.

Except as otherwise provided hereafter, all provisions of the VTOS apply to this rate solicitation unless otherwise identified herein.

1-1.2. Effective Period.

Except as otherwise provided herein, offers made in response to this request will be for the period November 1, 2009, through October 31, 2010.

1-1.3. Electronic Transmission.

All submissions of rate filings must be accomplished via the Internet utilizing the Rate Upload module within the Transportation Management Services Solution (TMSS) system or via the rate filing module (TMSS) and meet the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via the Rate Upload module itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The Vendor must submit a written request on company letterhead in order to receive a User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request. Requests may take several days to receive and process.

1-1.4. Filing Period.

1-1.4.1. Initial Filing.

Only firms approved to participate in the VTOS may submit offers in accordance with this request. Offers are due by 10:00 P.M. Central Standard Time, October 15, 2009

1-1.4.2 Supplemental Filings.

The supplemental filing allows the Vendor to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in Section 1-1.6. Supplemental offers must be submitted in accordance with this request and are due by 10:00 P.M. Central Standard Time, March 29, 2010, and will be reviewed and processed in accordance with Section 1-2.

1-1.5. Re-Filings of Filing Deficiencies.

1-1.5.1. Non-Rate Related Technical Deficiencies.

Vendor offers received between September 1, 2009, and October 15, 2009, or February 12, 2010, and March 29, 2010, which do not meet documentation requirements as stated in RFO Section 1-4 will be considered unacceptable, rates will not be included in the database, and the Vendor will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 pm CST on the closing date of rates, October 15 2009, or March 29, 2010. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 15, 2009 or March 29, 2010, rate offers will be considered unacceptable and Vendors will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00 pm CST on the closing date, October 15, 2009, or March 29, 2010, will be entered into the database in accordance with RFO Section 1-2.

1-1.5.2. Rate Filing Deficiencies.

Vendor offers received between September 1, 2009, and October 15, 2009, or February 12, 2010, and March 29, 2010, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the Vendor or Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of offer. Corrections of deficiencies must be

resubmitted by 10:00 pm CST on the closing date of rates, October 15, 2009, or March 29, 2010. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 15, 2009, or March 29 2010 offers will be considered unacceptable and the VENDOR will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00pm CST on the closing date of October 15 2009 or March 29 2010 will be entered into the database in accordance with RFO Section 1-2. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 pm CST on October 15 2009 and March 29 2010 A firm which submits a file at 10:00 pm CST on the closing day of October 15 2009 or March 29 2010 will not have an opportunity to correct any errors detected in that file after the closing time.**

1-1.5.3. Rate Filing Service Provider.

If a Vendor's offer is submitted in accordance with this RFO by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and suspect rate offers and **not** the firm. The Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected offers must be resubmitted **by 10:00 pm CST** on the closing date of October 15 2009 or March 29, 2010. In those instances where corrections are not received **by 10:00 pm CST** on the closing date of October 15, 2009, or March 29, 2010, offers will be considered unacceptable and Vendors will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00 pm CST on the closing date of October 15, 2009, or March 29, 2010, will be entered into the database in accordance with RFO Section 1-2.

1-1.6. Letter of Intent Certification.

By the submission of a rate offer to GSA in accordance with this RFO, the submitting Vendor certifies that: "I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated September 1, 2009, as well as any supplements, changes, and/or reissues thereto and the GSA Vehicle Tender of Service (VTOS) as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1."

1-2. Schedule of Accepted Effective Dates

	INITIAL FILINGS	NEW FILINGS	SUPPLEMENTAL FILINGS
Date Received By	09-01-09 thru 10-15-09	09-01-09 thru 10-15-0	2-12-10 thru 3-29-10
Computer Entry Date	11-01-2009 or before	11-01-2009 or before	5-01-2010 or before
Accepted/Effective Date	11-01-2009	11-01-2009	5-01-2010

1-3. Vendor Notifications.

1-3.1. Official Vehicles

For rate offers submitted via JUpload, the submitting Vendor or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-3.2. Armored Vehicles

For rate offers submitted via JUpload, he submitting Vendor or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a Vendors rate offer

1-4.1. Vendors Providing Official and Armored Vehicle Transport

1-4.1.1. Trading Partner Agreement.

All Vendors approved to provide Official and Armored Vehicle transport are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Performance Bond - International Only.

All Vendors approved to provide Official and Armored Vehicle transport are required as part of its filing to furnish a performance bond in the amount of \$75,000.00. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2009 through October 31, 2010, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.1.3.1. Addendum to the Performance Bond

All Vendors approved to provide Official and Armored Vehicle transport are required as part of its filing to furnish a performance bond to the PMO in the amount of \$75,000. By the submission of an international rate offer to the GSA in accordance with this request, the Vendor certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to procure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Transportation Management Branch (6FBD-X), 1500 East Bannister Road, Building 6, Kansas City, Missouri 64131, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

NOTE 1: The word "contracts" as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Vehicle Tender of Service Rate Solicitation.

NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in RFO Section 1-6.

1-4.3. Place of Receipt.

Receipt of documentation requirements by any other office of the General Services Administration or by a Rate Filing Service Provider shall not be construed as receipt by the office specified in RFO Section 1-6.

1-4.4. Time of Submission.

The TPA and Performance Bond must be submitted in accordance with RFO Section 1-4. These provisions will apply with respect to deficiencies in any of these documents.

1-5. Vendor Certification Statement.

Vendor certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate offer electronically, the submitting Vendor certifies that:

(1) Neither the Vendor, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The Vendor is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the Vendor through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the Vendor's stock, or an individual who can control, or substantially influence, the Vendor's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE VENDOR HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

General Services Administration
Center For Transportation Management
1500 East Bannister Road (QMCCB)
Building 6
Kansas City, MO 64131

Brian Kellhofer brian.kellhofer@gsa.gov

(816) 823-3646 or FAX (816) 823-3656

SECTION 2 REQUEST FOR OFFERS

2-1. Application of VTOS.

This RFO and any resulting offer is subject to the provisions of the Vehicle Tender of Service (VTOS), supplements thereto and reissues thereof (RFO Section 2-4), Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2. Filing Possibilities.

2-2.1. Official Vehicles.

Vendors submitting offers pursuant to this RFO may file offers that apply to the transport of Official Vehicles for the Department of State.

2-2.2. Armored Vehicles

Vendors submitting offers pursuant to this RFO may file offers that apply to the transport of Armored Vehicles for the Department of State.

2-3. Rates or Charges

2-3.1. Official Vehicles.

The amount stated in the submitting Vendor's tender for the shipment of an Official Vehicle represents a flat charge applicable to the following services:

- (1) Pick up of vehicle from origin warehouse
- (2) Preparation of the vehicle
- (3) Performance of vehicle inspection at origin warehouse
- (4) Transportation of the vehicle from origin to destination on a warehouse to warehouse to and from post basis;
- (5) All land and water transportation
- (6) Export and import documentation services involving customs clearances
- (7) Ferry, tunnel and bridge charges/tolls.
- (8) The first five (5) days of storage in transit (SIT) at destination and all associated SIT charges are inclusive of the filed rates
- (9) Monitoring of Temporary Import Bond (TIB), if applicable.
- (10) Filing documentation for vehicles covered under a TIB
- (11) Valuation and liability as identified in Section 6-1 of the Vehicle Tender of Service
- (12) Bunker, War and Security Surcharges including 10-2 Rule Fees

2-3.1.1 Vehicle Sizes.

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

1. Class 1: Vehicles less than 300 cubic feet in physical measurement;
2. Class 2: Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Class 3: Vehicles exceeding 800 cubic feet in physical measurement.

2-3.2. Armored Vehicles.

The amount stated in the submitting Vendor's tender for the shipment of an Armored Vehicle represents a flat charge applicable to the following services:

- (1) Pick up of vehicle from origin warehouse
- (2) Preparation of the vehicle
- (3) Performance of vehicle inspection at origin warehouse
- (4) Transportation of the vehicle from origin to destination on a warehouse to warehouse to and from post basis;
- (5) All land and water transportation
- (6) Export and import documentation services involving customs clearances
- (7) Ferry, tunnel and bridge charges/tolls.
- (8) The first five (5) days of storage in transit (SIT) at destination and all associated SIT charges are inclusive of the filed rates

- (9) Monitoring of Temporary Import Bond (TIB), if applicable.
- (10) Filing documentation for vehicles covered under a TIB
- (11) Valuation and liability as identified in Section 6-1 of the Vehicle Tender of Service

2-3.2.1 Vehicle Sizes.

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

- 1. Class 1: 4,000 – 5,999 GVW;
- 2. Class 2: 6,000 – 10,000 GVW
- 3. Class 3: Over 10,000 GVW.

2-3.2.2 Motorized Vehicles

All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The Vendor may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. vendors must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. Vehicles with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. Vehicles cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

2-4 Transit Times

2-4.1. Application of Transit Time.

Transport of Official and Armored Vehicles are subject to the transit times as identified in Item 1-5 of the Vehicle Tender of Service (VTOS).

2-5. GSA Industrial Funding Fee (IFF)

2-5.1. Amount of Charge.

The GSA IFF will be 1.50% of the net billable charges to the Government and must be paid in accordance with the provisions identified in Item 1-2 of the Vehicle Tender of Service.

2-5.1.2. Cost Included in Vendors Offer.

The cost of GSA IFF must be included in the Vendor's offer.

2-6. Extension of Offer by the Government.

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

2-7. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

SECTION 3

RESERVED FOR FUTURE USE

SECTION 4 ACCEPTANCE

4-1. Acceptance.

4-1.1. Domestic.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use

4-2. Cost Comparison Listing.

4-2.1. Display

All vendors will be listed in on the cost comparison in cost ascending order

**SECTION 5
FILING CODES AND ABBREVIATIONS**

5-1. Agency Specific Codes.

Listed below are the Federal civilian agencies/locations for which GSA is requesting offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in RFO Section 6.

Federal Agency Name	Location	Code	Application	Type
Department of State	Washington, DC	DOSUS	Official Vehicles	Non Alternating
Department of State	Washington, DC	DOSAS	Armored Vehicles	Non Alternating

5-2. Domestic Service Areas.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

5-2.1. State Identification Codes.

Service Area Pair Definitions	CODE
Points in the District of Columbia	DC00
Points in the State of Florida	FL00
Points in the State of Maryland	MD00
Points in the State of Ohio	OH00
Points in the State of Texas	TX00
Points in the State of Virginia	VA00

5-3. International Service Areas.

5-3.1. International Identification Codes.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

5-3.1.1. International Country Codes.

Country	Code
Afghanistan	111A
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A

Australia – All other Points	160A
- Adelaide	16AD
- Brisbane	16BB
- Canberra	16CB
- Darwin	16DW
- Perth	16PH
- Sydney	16SD
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840
Belarus	102B
Belgium	1900
Belize	2270
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil – all other points	220A
- Brasilia	22BB
- Recife	22RF
- Rio De Janeiro	22RJ
- Sao Paulo	22SP
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burma	2500
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cape Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000

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Cyprus	3050
Czech Republic	3100
Denmark	3150
East Timor	107D
Djibouti	3170
Dominican Republic	3200
Ecuador	3250
Egypt	9220
El Salvador	3300
England	925E
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350
Fiji	3380
Finland	3400
France	3500
Gabon	3880
Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui, . Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India	4550
Indonesia	4580
Iran	110N
*Iraq	110I
Ireland	4700
Israel	4750
Italy	4800
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250
Kenya	5050

Korea (South)	5150
Kosovo	110K
Kuwait	5200
Kyrgyzstan	121K
Laos	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
Macedonia	125M
Madagascar	5750
Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marshall Islands	127M
Mauritania	5920
Mauritius	5930
Mexico – all other points	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Morocco	6100
Mozambique	6150
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Ireland	925I
Northern Mariana Islands - all other points	0690
- Saipan	069S
Norway	6850
Okinawa	490K

Oman	6160
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia – all other points	8250
- Moscow	82MC
- St. Petersburg	82SP
- Vladivostock	82VS
Rwanda	132R
Saint Lucia	7700
Sao Tome/Principe	133S
Saudi Arabia	7850
Scotland	925S
Senegal	7870
Serbia and Montenegro	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Solomon Islands	789S
South Africa – all other points	8010
- Capetown	80CT
- Durban	80DB
- Johannesburg	80JB
- Pretoria	80PT
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Swaziland	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand	8750
Togo	115T
Trinidad	205T
Tunisia	8900
Turkemenistan	116T
Turkey	9050

Uganda	9100
Ukraine	9280
United Arab Emirate	8880
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Yugoslavia	9700
Zaire	2910
Zambia	9900
Zimbabwe	8180

*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.

5-4. Taxpayer Identification Number (TIN).

Under the Debt Collection Improvement Act of 1996, all Vendors are required to furnish its TIN as part of its rate offer. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file.

SECTION 6 FORMAT REQUIREMENTS

6-1. Format Requirements.

Vendors or Rate Filing Service Providers submitting rate offers in response to this RFO, **MUST** submit their rate offers electronically either via the File Upload Module instructions located in Section 7 or via the filing capabilities of GSA's Transportation Management Services Solution (TMSS) system. Vendors or Rate Filing Service Providers submitting rate offers via File Upload must adhere to the following format requirements set out in RFO Section 6-2 below. Vendors filing rate offers using TMSS must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. Vendors may use the TMSS help screens for additional assistance with rate filing. Vendors have the option to modify rates globally or per traffic lane. Submissions received from Vendors or Rate Filing Service Providers not conforming to JUpload or TMSS record requirements will not be accepted by TMSS and the Vendor will be notified as set out in RFO Section 1-1.6.

Important Notes on Changes in Rate Filing Process:

1. All Vendors must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. The following record header types that were used in preceding rate filings are discontinued.
 - a. H2- Vendor's Authorized Official
 - b. H3- Vendor's Authorized Official Title
 - c. H4- Vendor's Street Address
 - d. H5- Vendor's City/State/Zip Code
 - e. H6- Vendor's Telephone Number/Facsimile Number.
 - f. H7- Vendor's Internet Address.
3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all Vendors must file this record. This record now contains an additional field 'Vendor's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The Vendor will not receive any notifications if the rates are being filed by an RFSP.
6. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all Vendors must file this record. Fax numbers are optional, but preferred.
7. When the rate file preparation is complete, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

6-2. Header Records.

6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
Vendor Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20091101 Late Filings, Supplemental Filings: 20100501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the Vendor. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the Vendor. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
Vendor's Government Representative	45	88-132	Name of Vendor's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of Vendor.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit Code Assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the Vendor
Separator	1	53-53	\ [backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the JUpload file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE \20091101\132145678\12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter 09 for Official Vehicles Enter 10 for Armored Vehicles
Separator	1	3	Use a comma (,)
Vendor Tender Number NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	Vendor assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma (,)
Agency ID	5	9-13	Enter DOSUS for Official Vehicles Enter DOSAS for Armored Vehicles
Separator	1	14	Use a comma (,)
Origin	4	15-18	Domestic Use codes as identified in Section 5-2 International Use Codes as identified in Section 5-3 International Country to Country: Codes as identified in Section 5-3 are to be used when filing country to country rate offers (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	19	Use a comma (,)
Destination	4	20-23	Domestic Use codes as identified in Section 5-2 International Use Codes as identified in Section 5-3 International Country to Country: Codes as identified in Section 5-3 are to be used when filing country to country rate offers (Example 1900 – 1900 = Belgium to Belgium)
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	NA Zero Fill
Separator	1	29	Use a comma (,)
Class 1 Vehicle	6	30-35	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))

Record Field	Maximum Positions	Positions	Contents
Separator	1	36	Use a comma (,)
Class 2 Vehicle	6	37-42	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))
Separator	1	43	Use a comma (,)
Class 3 Vehicle	6	44-49	Flat price per vehicle, based on specifics identified in Item 1-3 of the Vehicle Tender of Service. (Example 003900 (\$3900)., 012500 (\$12,500))
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	NA Zero Fill
Separator	1	55	Use a comma (,)
Accessorial	4	56-59	NA Zero Fill
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	NA Zero Fill
Separator	1	65-65	Use a comma (,)
Phone Number NOTE: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	General Transportation: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact Vendor.
Separator	1	91-91	Use a comma (,)
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record.

6-3.1. Examples.

09,1234,DOSUS,DC00,1900,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
10,1234,DOSAS,MD00,160A,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

SECTION 7 ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to rate submissions using the Rate File Upload module within the TMSS Rate Filing Module.

7-1.1. ELECTRONIC TRANSMISSION.

All electronic rate transmissions submitted in accordance with this request **MUST** be accomplished via the Internet utilizing the JUpload function within the TMSS Rate Filing module or via the rate filing capabilities of TMSS. Non electronic submissions will not be considered.

7-1.2. FORMAT REQUIREMENTS.

Format requirements, as set out in this RFO Section 6 must be strictly adhered to. Submissions received from Vendors or Vendors Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.

In order to transfer the file via the JUpload, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be HHG
Vendor's SCAC	4	1-4	RFSP. If transmitting rates on behalf of a Vendor, enter Vendor's SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			File Extensions will NOT be supported.

Example of filenames:

File name where assigned SCAC has four positions: HHGABCD001 where 'ABCD' is the SCAC

The Vendor can send one or more files for rate filing. The Vendor can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

Vendor transmitting only one file: File Name: HHGABCD001

Vendor transmitting two files: First File Name: HHGABCD001, Second File Name: HHGABCD002

Vendor transmitting three files: First File Name: HHGABCD001, Second File Name: HHGABCD002, Third File Name: HHGABCD003.

The File Naming Convention identified above MUST be strictly adhered to. If your firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the Vendor or Vendors Rate Filing Service Provider Upload directory and/or automatic rejection of the rate offer(s). Vendors will not receive Email or Fax notifications for transmitting files with non-standard file names.

7-1.4. ACCESSING JUpload Module.

In order to access the JUpload Module, your TMSS Group Administrator must first designate who will have access to this module and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the main screen. This takes them to the Account Info-Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure that the "Rate File" toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the UpLoad Rate File Link available from the Review/Edit HHG Rates screen within the HHG Rate Filing Module.

- A. When your rates are ready for submission, the User will click on the Upload Rate File Link. At that point, the module will load and bring you to a login screen to authenticate to the server. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download.
- B. At the login screen, you will be asked to input a User Name & Password. This User Name and Password is the same as you used for annual rate submissions via FTP. This is not the same User Name and Password you use to log into TMSS. If you do not know your User Name and Password, please contact the PMO in Kansas City.
- C. Once you have logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk you through the complete file upload process.

7-1.4.1. UPLOAD DIRECTORY ACCESS.

Once you have uploaded the file using the File Upload Module, you may verify that your firm's file was successfully transmitted. If the file doesn't appear in your firm's directory, you will need to "Upload" the file again. This will only assist you in verifying that your firm's rate offer file was transferred successfully and WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

- A. To access your JUpload directory, click on the File Download link from the main menu. A pop up window will appear requesting a User Name and Password. Enter the same User Name and Password that you used to access the File Upload Module. You will then be taken to a directory tree. Scroll down to find your firm's folder, which will be identified by its Standard Carrier Alpha Code (SCAC). You will then be able access your folder and verify that the file(s) are present.

7-1.5. Confirming Rate Transmission.

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day.

An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the Vendors e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the Vendor. The e-mail will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct e-mail address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the Vendor (Not the RFSP), 999 is the original file number assigned by the Vendor or RFSP. Vendors and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date **of October 15, 2009 or March 29, 2010**. You need to connect to your directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. Vendors and RSVPs will receive notification of rate filing deficiencies in accordance with **RFO Section 1-1.7**.