General Request for Offers and Filing Instructions for the

2013 – 2014 Filing Cycle

Issued by:

General Services Administration
Federal Acquisition Service
Freight Transportation Management Program

28 MAY 2013

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GENERAL REQUEST FOR OFFERS AND FILING INSTRUCTIONS FOR 2013 – 2014 FILING CYCLE

SECTION 1

TERMS AND CONDITIONS

1-1 GENERAL:

This **2013-2014** General Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rates for the General Services Administration (GSA) General Freight Transportation Management Program. The terms and conditions of the **GSA Standard Tender of Service (STOS)**, **Edition 2**, and the GSA Uniform Rules Tariff No. 200, are incorporated by reference. The provisions and requirements of this RFO may deviate from and supersede those published in the STOS. in which case the provisions of this RFO take precedence. Direct any questions about this General RFO to:

General Services Administration
Freight Transportation Management Program
1500 East Bannister Road, Bldg. 6
Kansas City, MO 64131
(816) 823-3646
or

General Services Administration Federal Acquisition Service

Freight Transportation Management Program

Toll Free Phone: (855) 425-FTMP (3867) Email: transportation.programs@gsa.gov

Website: http://www.gsa.gov/portal/category/21192

Traffic to be included under this RFO will be freight-all-kinds (FAK) shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the following three (3) categories:

- 1. General freight rate offers (those rate offers which neither apply from, to, or between specific shipping locations) applicable to those Federal civilian agency/locations identified in **Section 5-1**.
- 2. Standing Route Order (SRO) rate offers. A SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 8, 6, 7, 8, 9, 10, 11, 12 of this RFO and MAY be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-2 EFFECTIVE PERIOD

Except as otherwise provided in this document, the initial rate offers made in response to this request will be for the period **August 1, 2013 through September 30, 2014**.

1-3 FILING PERIOD

- A. INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 12:00 P.M. Eastern Standard Time, Tuesday, June 25, 2013**, and will be processed in accordance with Paragraph 1-3 C of this document.
- B. NEW FILINGS: TSPs receiving approval to participate, in accordance with the GSA STOS, after the Initial Filing Period due date of **May 10, 2013**, may submit a rate offer in response to this RFO.
- C. RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between May 28, 2013 June 25, 2013 for Initial Filings, which do not meet the requirements as stated in this RFO will be considered non-responsive and will be rejected. These rates will not be included in GSA's TransPort Integrator (TPI) system. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted no later than by 12:00 P.M. Eastern Standard Time, Tuesday, June 25, 2013 (Rate offers created using TPI are validated in real time). TSP's will not be allowed to correct any errors encounter after the 12:00 P.M. Eastern Standard Time validation. In those instances where GSA is notified of corrections to rate offers after the end of the filing period, those rate offers will be considered non-responsive and the firm will not be allowed to re-file.
- D. LATE FILINGS: TSPs who have received approval to participate in GSA's Freight Management Program prior to the established Initial Filing due date but who did not submit rate offers by the established due date for Initial Filings will be reviewed and processed in accordance with the procedures for New Filings, above.
- E. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into TPI on the date indicated below.
- 1. INITIAL FILINGS: Initial Filings of rate offers will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-3 C.:

2013-2014 Filing Year

Filing Cycle	Respond by Date	Date Received	Posting Date	Accepted/Effective Date
			(on or before)	
Initial	June 7, 2013	May 28 - June 25	August 1, 2013	August 1, 2013

G. TSP NOTIFICATIONS: If the submitting TSP or Rate Filing Service Provider receives no communication from GSA prior to the Posting Date identified above, the TSP is on notice that the submitted rate offer(s) have been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

1-4 TRANSFER OF RATES

GSA has now implemented TransPort Integrator as its traffic management system solution. Currently approved TSPs will make their initial filing for the 2013-2014 rate cycle using current procedures in TPI.

1-5. APPLICABILITY OF RATE OFFERS:

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of rate offers to GSA for the traffic identified in this RFO, and GSA's acceptance of those rates constitutes the agreement between GSA and the TSP. The TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered and accepted. By submission of a rate offer to GSA for SRO freight traffic identified in this RFO, the TSP agrees that it can and will service the identified origin facility(ies) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered and accepted. The TSP agrees to meet the terms and conditions of the Uniform Tender of Rates and/or Charges For Transportation Services, Optional Form 280 (See Appendix B of the STOS for a copy of the Form). As a TSP submitting a rate offer, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR** §§102-117 and 102-118. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit http://www.gpoaccess.gov/cfr/ search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

Rate offers submitted for "General Freight Traffic" will apply **ONLY** to those customer agencies/locations with the General Services Administration (GSA) for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA's TransPort Integrator website which is GSA's transportation management system. As new customer agencies/locations are enter into funding agreements with GSA, GSA will post these additions on TransPort Integrator. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO on the day that the agency/location is added to TransPort Integrator.

1-6 LETTER OF INTENT CERTIFICATION

By submitting a rate offer to the General Services Administration (GSA) in accordance with this RFO and FI, the TSP submitting the rates certifies that:

I have read and will comply with all the provisions contained in this RFO dated May 28, 2013, as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 2, , the GSA Uniform Rules Tariff No. 200, and the GSA Baseline Rate Publication No. 1000-D, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by the GSA STOS Edition 2.

1-7. OPTION TO EXTEND:

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO for up to one (1) year beyond its original expiration date.

1-8. TERMINATION:

The following provision will apply in addition to Item 18e of the Optional Form 280:

Accepted rate offers may be terminated upon determination that a Transportation Service Provider has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with the 41 CFR § 105-68

Upon termination of the rate offer, the TSP shall be paid any sum due the TSP for services performed under this RFO to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

Termination for convenience of the Government. The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this 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.

1-9. VALUATION AND LIABLITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO unless otherwise modified in specific agency sections.

- A. LIABILITY OF TSP: The origin TSP accepts full responsibility for the full value and replacement costs of cargo tendered to it, from acceptance of the freight at origin to delivery at final destination, regardless of the TSP's participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.
- B. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain adequate public liability and property damage insurance during the term of this Request for Offers, insuring the TSP against all claims for injury or damage.
- C. Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill, and will be administered in accordance with 49 CFR § 378.

1-10. AGENCY/LOCATION SPECIFIC CONTACTS

Questions with regard to specific customer agencies/locations should be directed to the agencies/locations appropriate National Account Manager Office. For information relating to the identification of the National Account Manager Offices, please visit GSA's website at: http://www.moveit.gsa.gov and select the link "Contact Us". Customer agencies/locations can be found within TransPort Integrator by selecting the "Freight Agreements", for specific customer agencies/locations participating in GSA's Freight Management Program you can utilize the mailing list within TransPort Integrator.

EVALUATION AND ACCEPTANCE OF RATE OFFERS

2-1. EVALUATION

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO), the Special Filing Instructions (FI), and the GSA STOS will be evaluated by the Freight Transportation Management Program Management Office (PMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA Uniform Rules Tariff 200 containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the PMO will provide accepted rate information according to paragraph 2-2, below.

2-2. ACCEPTANCE

Accepted rate offers will be listed base on price within GSA's TPI system. TPI displays freight comparisons for the use by Federal agencies. The listing of TSPs in individual cost comparisons will be based on:

- the anticipated shipping date,
- the origin of the shipment,
- the destination of the shipment,
- the weight of the shipment,
- the number of miles between the origin and destination of the shipment, and
- any accessorial services requested by the customer agency.

Firms with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost. Intermediaries such as brokers, forwarders and other logistics companies are TSPs and will be listed on the cost comparison in their own right. When two or more TSPs have offered the exact same rate, (both for transportation and the requested accessorial services) the TSPs will be listed in alphabetical order on the cost comparisons according to the TSP's name.

GSA and other participating agencies may consider other factors other than price when routing shipments. As a result, the listing of firms on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

BASIS FOR DETERMINING APPLICABLE MILEAGE

3.1 MILEAGE SOFTWARE APPLICATIONS:

Unless otherwise authorized or as provided for in ITEM 180 of <u>GSA Uniform Rules Tariff No. 200</u> (Circuitous Routing of Hazardous Material Shipments), all tenders for shipments within CONUS, Alaska, Hawaii, and Puerto Rico, and between the CONUS and Alaska, Canada, and Mexico North Americas) GSA will be predicated on the shortest route distance as determined by ALK Technologies PC*Miler Version 25

The basis that is used when constructing mileage for shipments moving within the contiguous United States follows:

General Freight Scale: Miles

Route Type: Shortest Borders: Closed Ferry Miles: Include

OW/OD Freight Scale: Miles

Route Type: Practical Borders: Closed Ferry Miles: Include

HazMat Freight Scale: Miles

Route Type: Practical Borders: Closed Ferry Miles: Include HazMat: Explosives

If mileage cannot be determined using ALK Technologies PC*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation audit.

For a full description of Default Settings, please refer to the <u>DTOD Home Page</u>. Once there, follow the links "Information>Industry

APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) and REPORTING

4-1. Industrial Funding Fee

In accordance with the GSA STOS, all approved TSPs must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this RFO. The IFF must be submitted no later than thirty (30) calendar days from receipt of payment. The amount of the IFF must equal the total of all transportation charges, less the fuel surcharge, multiplied by the applicable IFF percentage.

The current IFF percentage is 6%. GSA may adjust the 6% IFF during the effective period of this RFO. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the IFF adjustment

Instructions for collection of the IFF and remitting it to GSA are in Section 9.2 of the STOS.

4-2. Reporting

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of this STOS. If there has been no activity for the month, the TSP must submit a negative report.

Format and instructions for the Shipment Report are in Appendix D. Electronic submission of a Microsoft Excel spreadsheet in the format shown is the preferred method of submission. If necessary, the report may be submitted on paper, but it must conform exactly to the format shown in Appendix D.

Completed reports should be sent to transportation.programs@gsa.gov. Please remember to include your SCAC code in the email. If you are unable to send your report via email, please send it by fax to 703-605-9933. Monthly reports are due no later than ten (10) calendar days after the end of the month. Questions should be directed to:

Freight Transportation Management Program

Toll Free Phone: (855) 425-FTMP (3867) Email: transportation.programs@gsa.gov

Reports not conforming to the formatting requirements will be rejected and must be resubmitted in the correct format. A failure to submit the required shipment report in two consecutive months or three of any four months will result in temporary nonuse and GSA will refer the TSP for legal suspension action.

GENERAL AND THROUGH RATE OFFER SUBMISSIONS 5-1. IDENTIFICATION OF GENERAL FREIGHT TRAFFIC:

Traffic included as "General Freight Traffic" includes those rate offers which utilize closed van equipment which neither apply from, to, or between specific shipping locations. General Freight rate offers are being requested for:

- All points in the Continental United States (CONUS) to all points in CONUS;
- Intrastate CONUS; and
- Intrastate Alaska.

NOTE: This rate offer submission does NOT apply to shipments from Alaska to CONUS locations. Rates maybe, but are not required to be, submitted for all origins/destinations and/or rate groups requested.

A. CONUS TRAFFIC:

CONUS GENERAL TRAFFIC						
Origin	Destination	Commodities Shipped	Types of Rates Requested			
All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	FAK	Less Than Truckload and Truckload			

B. INTRASTATE ALASKA TRAFFIC:

- 1. Identification of Intrastate Alaska Traffic:
- A. Rate offers submitted for the identified Alaska Rate Groups MUST be submitted as highway miles only; and
- B. Rates submitted for Truckload shipments **MUST** be submitted as a cents per mile with a minimum charge per vehicle used.

INTRASTATE ALASKA GENERAL TRAFFIC						
Origin	Destination	Commodities Shipped	Types of Rates Requested			
Specific Alaska Rate Groups	Specific Alaska Rate Groups	FAK	Less Than Truckload and Truckload			

2. Identification of Intrastate Alaska Rate Groups:

INTRA	INTRASTATE ALASKA GENERAL TRAFFIC								
Rate Group Code	Rate Group	Points Covered by Rate Group		Rate Group Code	Rate Group	Points Covered by Rate Group			
26	Anchorage	Anchorage, Anchorage International, Elmendorf A.F.B, Fort. Richardson, Mountain View, Spenard		36	Hoonah	Hoonah			

27	Big Delta	Big Delta, Buffalo Center, Delta Junction, Donnelly Flats, Fort Greely, Tok	37	Juneau	Auke Bay, Douglas, Juneau, Skagway
28	Big Lake	Big Lake, Cantwell, Clear, Clear A.F.B., Houston, Jonesville, Matanuska, Moose Creek, Nenana, Willow	38	*Beyond Juneau	Gustavus, Pelican
29	Cordova	Cordova	39	Kenai	Girdwood, Kenai, Nikiski, Soldotna,
30	Delta	Big Delta, Buffalo Center, Denali, Clear, Ft. Greely, Delta Junc, Donnelly Flats	40	Ketchikan	Ketchikan, Ketchikan International, Ward Cove
31	Eagle River	Eagle River	41	*Beyond Ketchikan	Craig, Hydaburg, Klawock, Thorne Bay
32	Fairbanks	College, Denali Park, Eielson A.F.B, Fairbanks, Fairbanks International, Fort. Wainwright, Grael, Healy, North Pole	42	Kodiak	Kodiak
33	Glennallen	Cooper Center, Gakona, Gakone Junction, Glennallen, Gulkana, Gulkana Juntion, Valdez	43	Palmer	Birchwood, Chugiak, Eklutna, Palmer, Wasilla
34	Haines	Haines, Skagway	44	Prudhoe Bay	Deadhorse, Milne Point, Prudhoe Bay
35	Homer	Anchor Point, Clam Gulch, Cooper Landing, Homer, Kalifonsky, Kasilof, Naptowne, Seward	45	Sitka	Mount Edgecumbe, Petersburg, Sitka, Wrangell

^{*} Shipments requiring transshipment from Juneau or Ketchikan will be rated at the applicable Rate Group rate plus the cost of the beyond carrier.

FEDERAL CIVILIAN AGENCIES STANDING ROUTE ORDER (SRO) TRAFFIC RATE OFFERS SUBMISSION

6-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the requirements for Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting Non-Alternating rate offers. Please note that information provided below with regard to "Estimated Annual Tonnage and/or number of Shipments Annually" is provided as an estimate of the traffic volume and must not be interpreted as a guarantee to the TSP that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a separate rate offer must be submitted for each SRO. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

6-2. IDENTIFICATION OF AGENCY CODES AND SPECIAL REQUIREMENTS

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENT S
Bureau of the Census, Data Preparation Division, Jeffersonville, IN	Boston, MA; Detroit, MI; New York, NY; Philadelphia, PA; Westchester, IL; Kansas City, KS; Seattle, WA; Charlotte, NC; Atlanta, GA; Dallas, TX; Lakewood, CO; Van Nuys, CA; Washington, DC; Tucson, AZ; Hagerstown, MD	BOCIN	720,000 lbs. 6,000 shipments (60,000 lbs., 50 shipments per destination)	Office supplies, Forms, and Paper	*Pickup between 1:30 pm and 3:30 pm. *Delivery by appointment only.
Bureau of the Census, Data Preparation Division, Jeffersonville, IN	All Points in CONUS (excluding locations listed in BOCIN)	BOCUS	14,400,000 lbs 5,265 shipments	Office supplies, Forms, Paper and other FAK	
All Points in CONUS	Jeffersonville, IN	BOCRT	14,400,000 lbs 5,265 shipments	Office supplies, Forms, Paper and other FAK	*Returning shipments from CONUS back to Jeffersonville, IN.

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENT S
Social Security Administration, Office of Receiving Storage & Issue, Baltimore, MD	All Points in CONUS	SSAMD	2,534,855 3,369 shipments.	Printed Material, Forms, and Publications	None
FPI, UNICOR, Loretto, PA	Red River Army Depot, Texarkana, TX	FPIPA	153,924 lbs. 110 shipments	Cable Assemblies	*Subject to search.
FPI, UNICOR, Manchester, KY	All Points in CONUS	FPIMC	15,000 – 18,000 50 shipments	Gortex Pants	*Vehicles and Persons subject to search. *Pickup/deliver y times are 7:30 am to 3:00 pm Monday thru Friday.
FPI, UNICOR, Tucson, AZ	All Points in CONUS	FPIAZ	193,550 lbs. 115 shipments	Painters Drop cloths	*Loads picked up outside the institution MUST be picked up & delivered between 8:00 am and 2:00 pm. *Loads picked up inside the institution MUST be picked up at 5:30 am. *Inside docks are only used for pickups. *Empty trailers must be spotted at 5:30 am on one day and picked up at 5:30 am on the next day to insure that no inmates are hiding in trailer.

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENT S
FPI, UNICOR, Fort Dix, NJ	All points in TN, NY, GA, PA, MD, MA, TX, KS, CA, VA, IL, SC, MS, WA, CO, FL, ME, NV	FPINJ	4,634,616 lbs. 1980 shipments	Wooden plaques, Specialty fabric bags	*Pickup and delivery between 8:00 am and 2:30 pm ONLY. *Trucks entering compound must be escorted by Facility Staff at all times.
FPI, UNICOR, Atlanta, GA	All Points in CONUS	FPIGA	Unknown	Mattresses & Upholstered Box Springs	None
FPI, UNICOR, Loretto, PA	Red River Army Depot, Texarkana, TX	FPIPA	153,924 lbs 110 shipments	Cable assemblies	*Subject to Search

AGENCY/ORIGIN	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
FPI, UNICOR, Terre Haute, IN	All Points in CONUS	FPIIN	3,407,332 lbs. 902 shipments	Terry products, Mail bags	*Pickup and Delivery Times between 7:30 am and 11:00 am and between 12:00 pm and 2:30 p.m.
FPI, UNICOR, Bastrop, TX	All Points in CONUS	FPIBA	Unknown	FAK	None
FPI, UNICOR, Lexington, KY	All Points in CONUS	FPIKY	Unknown	FAK	None
FPI, UNICOR, Miami, FL	All Points in CONUS	FPIFL	Unknown	FAK	None
FPI, UNICOR, Tallahassee, FL	All Points in CONUS	FPITA	Unknown	FAK	None

AGENCY/ORIGIN	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
FPI, UNICOR, Terminal Island, CA	All Points in CONUS	FPITI	13,344,015 lbs. 3,250 shipments	Steel Shelving/Steel Lockers	*Trailers must be spotted overnight. *Trailers available for pickup between 8:30 am and 10:45 am and between 12:00 pm and 2:00 pm.
FPI, UNICOR, Memphis, TN	All Points in CONUS	FPITN	Unknown	FAK	None
FPI, UNICOR, Sandstone, MN	All Points in CONUS	FPISD	Unknown	FAK	None
FPI, UNICOR, Leavenworth, KS	All Points in CONUS	FPIKS	Unknown	FAK	None
FPI, UNICOR, Ashland, KY	All Points in CONUS	FPIAS	2,400,000 lbs. 6,000 shipments	Laminated office furniture	*Merchandise is palletized. *Pickup and delivery times are between 7:30 am and 2:30 pm Monday thru Friday and Saturdays upon request
FPI, UNICOR, Hope Well, VA	All Points in CONUS	FPIVA	Unknown	Printed Material	None
FPI, UNICOR, Manchester, KY	All Points in CONUS	FPIMC	15,000-18,000 50 shipments	Gortex Pants	*Vehicles and Persons subject to search. Pickup/delivery times are 7:30-3:00 M-F
FPI, UNICOR, Butner, NC	All Points in COBUS	FPINC	160,000 lbs 800 shipments	Safety Goggles & Textiles	*Three warehouses on compound but everything ships from on warehouse.
Government Printing Office, LAUREL, MD	All Points in CONUS	GPOMD	Unknown	Printed Material	Primarily shipping Less- than-Truckload Accepting both LTL and TL rate offers
Government Printing Office, Washington, DC	All Points in CONUS	GPODC	Unknown	Printed Material	Primarily shipping Less- than-Truckload Accepting both LTL and TL rate offers
Government Printing Office, Pueblo, CO	All Points in CONUS	GPOCO	Unknown	Printed Material	Primarily shipping Less- than-Truckload Accepting both LTL and TL rate offers

FEDERAL CIVILIAN AGENCIES SPECIALIZED EQUIPMENTSTANDING ROUTE ORDER (SRO)TRAFFIC SUBMISSION FOR

7-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC FOR SPECIALIZED EQUIPMENT FOR GENERAL USE:

The General Services Administration (GSA) is requesting SRO rate offers on behalf of Federal civilian agencies during normal business hours. These accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges.

GSA is requesting rate offers for the traffic identified in this section. An offering TSP must be able to service all points within each origin and destination state that a rate is offered. Rates may be, but are not required to be, submitted for all origin/destination states and types of modes requested. Please note that separate rate offers MUST be submitted for each origin/destination state and type of mode.

TSPs participating in this RFO are required to respond electronically via TransPort Integrator to all on-line booking requests generated by TransPort Integrator and sent by the requesting agency. As a result, by the submission of a rate offer(s) in accordance with this RFO, the submitting TSP certifies that it possesses the ability to respond electronically via TransPort Integrator to all shipments booked on-line.

Identified below are the Destinations-Origins, Agency Codes, and Type of Rates Requested needed to file rates in response to this RFO.

Note: Truckload rates MUST be filed as a cents-per-mile with a minimum charge per vehicle used.

A. SPECIALIZED EQUIPMENT

1. FLATBED - GENFB

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GENFB	Truckload
Intrastate		Cents-per- Mile

2. LOWBOY - GENLB

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GENLB	Truckload
Intrastate		Cents-per- Mile

3. POWER ONLY UNITS - GENPU

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GENPU	Cents-per- Mile
Intrastate		

4. DOUBLE-DROP DECK - GENDD

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GENDD	Truckload
Intrastate		Cents-per- Mile

5. STEP DECK - GENSD

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GENSD	Truckload
Intrastate		Cents-per- Mile

6. REMOVEABLE GOOSE NECK - GERGN

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and	GERGN	Truckload
Intrastate		Cents-per- Mile

7. REFRIGERATED VAN

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENRV	Cents-per- Mile

B. SPECIALIZED EQUIPMENT REQUIREMENTS

- 1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
- 2. NO less-than-truckload rate offers will be accepted; and
- 3. TSP may be requested to furnish tarping for protections from the elements, chains, tie down or other load securing equipment.

7-2. ACCESSORIAL SERVICES

For the traffic identified in this RFO, there will be one accessorial rate bid per SRO and must be offered for all items reflected in the GSA General Rules Tariff No. 200.

7-3. HAZARDOUS MATERIALS

Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information and shipping papers as specified in 49 CFR 172-602. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment

of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

7-4. LIABILITY OF TSP AND GOVERNMENT

- A. Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and CFR 102-1 through 102-220, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) freight must be valued at full value.
- B. TSP will supervise and assist in loading shipment at origin and assist unloading at destination.
- C. The TSP agrees that the offered rates and charges include securing of loads and protection from the elements. The TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer or specialized equipment.

7-5. DRIVER REQUIREMENTS

- A. Drivers must be an American citizen or possess a Green card and have adequate command of the English language to preclude communications problems, safety issues, and meet Security Standards.
- B. DRIVERS MUST PROVIDE PROOF OF ID, SSN, AND BE PRE-APPROVED PRIOR TO ENTRY AT ORIGIN.

(USDA U. S. DEPARTMENT OF AGRICULTURE/FARM SERVICE AGENCY /FSA) STANDING ROUTE ORDER (SRO) TRAFFIC OFFER

8-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC:

This section addresses the USDA/FSA traffic for which the General Service Administration (GSA) is requesting SRO rate offers. Rate offers submitted in accordance with this RFO for USDA/FSA traffic

- MAY be used with any other accepted rate offer
- The accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.
- NO less-than-truckload rate offers will be accepted.
- A **SEPARATE RATE OFFER MUST** be submitted for **EACH USDA/FSA** Agency Code for which a TSP intends to submit a rate offer.
- Rates will only be accepted for the origins/destinations identified in this section.
- An offering TSP must be able to service all points within each origin/destination code for which a rate is offered.
- Rates are being requested for full truck load shipments of food products in dry or refrigerated vans.
- All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used

NOTE: INTERMODAL SERVICE IS NOT TO BE USED FOR ANY REFRIGERATED USDA/FSA SHIPMENTS

8-2. IDENTIFICATION OF AGENCY CODES:

Only those rate offers submitted by the Initial Filing due date will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

Rates must be filed specifically for USDCV and USDRV, if interested in those specific origin facilities.

AGENCY CODE	AGENCY /ORIGINS	DESTINATIONS	COMMODITIES/ SPECIAL NOTES	SPECIAL REQUIREMENTS
			Food Products,	CLOSED VAN
USDCV	CONUS	CONUS	Dry,	TRUCKLOAD
			Canned	SHIPMENTS
				ONLY
			Food Products,	REFRIGERATED VAN
USDRV	CONUS	CONUS	Chilled,	TRUCKLOAD
			Frozen	SHIPMENTS
				ONLY

8-3. EQUIPMENT REQUIRED

- All trailers should be clean, swept out and checked for holes or damage prior to arrival at shipper/origin.
- For USDRV, shipper requires, <u>within submitted rate offer</u>, refrigerated units. Trailers must be pre-cooled to desired temperature prior to loading, as instructed by USDA/FSA or the shipper/origin.
- For USDCV, shipper requires, <u>within submitted rate offer</u> requested equipment provide adequate protection from freezing on canned goods and other commodities as directed.

8-4. SPECIFIC REQUIREMENTS

When submitting rate offers for the USDA/FSA please consider the following:

- The GSA Uniform Rule Tariff 200, Items 1005 and 1075 USDA/FSA frequently requires Sealed Closed Van Service and Stopoff's, when these types of shipments are requested, they will be billed separately.
- TSP must coordinate the establishment of acceptable pickup and delivery appointment with the shipping and receiving facilities.
- If the shipment is a multi-stop shipment, the shipper will furnish a seal for each stop. It then becomes the responsibility of the TSP to properly seal the trailer at each intermediate stop. All shipments must have a seal intact upon arrival at destination. If the seal number does not match the BOL or is missing, the entire load may be rejected back to the TSP.
- The TSP submitting a refrigerated rate (USDRV) cannot use Intermodal to accomplish delivery of refrigerated shipments.

8-5. CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments must move without undue delay, and must remain under surveillance from origin to destination. Surveillance means that while the vehicle is not moving the doors giving access to the cargo are properly sealed by TSP and/or TSP personnel.

8-6. USDA/FSA CONTACTS

Questions concerning USDA/FSA load status, desired temperatures, or freight concerns, please call (816) 926-6303 and ask for Karen Hayes. For freight bill or claims concerns, please call (816) 926-6663.

8-7. FREIGHT BILL PAYMENTS

Freight bills must be approved in the TMS system. The TSP and the Agency must both be registrants in PayPort Express to expedite payment. Proof of delivery and payment are executed through the Transportation Management System (TMS) and the third party payment system, PayPort Express. It is the responsibility of the TSP to proactively perform the following steps in order to verify POD and receive payment.

- TSP logs into TMS
- TSP confirms charges as displayed in TMS under POD tab
- If the TSP needs to request changes of load or unplanned accessorial they notify the agency Transportation Officer (TO)
- The TO approves and overrides current charges and re-rates the load in TMS
- TO resends updated charges to TSP
- TSP receives updated load charges
- TSP print updated MBOL and POD
- A satisfactory POD approval triggers the pre-payment audit

Payment is processed through PayPort Express

Payment is received

If the TO rejects the requested changes, the TO will notify the TSP that the changes are not approved.

Freight bill should be mailed to:

USDA/CRD/FRB STOP 8758 P. O. BOX 419205 KANSAS CITY, MO 64141-6205 <u>crdfrb@kcc.usda.gov</u> Fax – (816) 926-6511

8-8. OVERCHARGE/UNDERCHARGE CLAIMS

Claims for overcharges and undercharges shall be filed within 180 days from the date USDA/FSA receives the carrier's freight bill, and will be administered in accordance with 49 CFR 378.

U.S. FOREST SERVICE FIRE SUPPRESSION SUPPORT SERVICE RATE OFFERS ROUTE ORDER (SRO) TRAFFIC SUBMISSION

The importance of the National Wildlife Protection Program cannot be overstated and your commitment to this program is crucial. TSPs are reminded of the commitment in place by submitting rates to the U.S. Government in support of the fire suppression support program. This promises timely availability of ordered equipment and is enforceable under the STOS.

9-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC:

The General Services Administration (GSA) is requesting SRO rate offers for the provision of wildlife protection equipment and supplies to the U.S. Forest Service Regions for Fire Suppression Support Services. This section identifies the Destination Service Area Codes and Destination States that have been established for shipments originating from GSA's Western Distribution Center (WDC), French Camp, CA.

Separate rate offers MUST be submitted for each Destination Service Area under the WDC

- If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located.
- Rates may be, but are not required to be, submitted for all origins/destinations requested. Rates submitted for origins/destinations not requested will automatically be rejected
- All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used
- NO less-than-truckload rate offers will be accepted.
- TSPs submitting tenders must possess a terminal local to GSA's WDC.
- Any TSP previously suspended for non-performance will not be considered.
- Only rate offers submitted by the Initial Filing due date will be considered.
- NO supplemental filings will be accepted.

9-2. Identification of Agency SRO Codes:

-			
Destination	Destination Service	Destination	Destination Service
Service Area	Area Description	Service Area	Area Description
Code		Code	
WDC01	Alturas, CA	WDCGA	Georgia
WDC02	Amador, CA	WDCID	Idaho
WDC03	Arcadia, CA	WDCIL	Illinois
WDC04	Downieville, CA	WDCIN	Indiana
WDC05	Elsinore, CA	WDCIA	Iowa
WDC06	Eureka, CA	WDCKS	Kansas

WDC07	Fairfield CA		WDCKY	Vantualar
	Fairfield, CA			Kentucky
WDC08	Fortuna, CA		WDCLA	Louisiana
WDC09	Fresno, CA		WDCME	Maine
WDC10	Hesperia, CA	-	WDCMD	Maryland
WDC11	Holister, CA		WDCMA	Massachusetts
WDC12	King City, CA		WDCMI	Michigan
WDC13	Lathrop, CA		WDCMN	Minnesota
WDC14	Los Angeles, CA		WDCMS	Mississippi
WDC15	Ontario, CA		WDCMO	Missouri
WDC16	Mariposa, CA		WDCMT	Montana
WDC17	Melones Reservoir, CA		WDCNE	Nebraska
WDC18	Monterey, CA		WDCNV	Nevada
WDC19	Napa, CA		WDCNH	New Hampshire
WDC20	Pioneer (Sacramento City), CA		WDCNJ	New Jersey
WDC21	Porterville, CA		WDCNM	New Mexico
WDC22	Pt. Hueneme, CA		WDCNY	New York
WDC23	Redding, CA		WDCNC	North Carolina
WDC24	Santa Barbara, CA		WDCND	North Dakota
WDC25	Somesbar, CA		WDCOH	Ohio
WDC26	Three Rivers, CA		WDCOK	Oklahoma
WDC27	Willits, CA		WDCOR	Oregon
WDC28	Willow Creek, CA		WDCPA	Pennsylvania
WDC29	Wilton, CA		WDCRI	Rhode Island
WDC30	Yreka, CA		WDCSC	South Carolina
WDC31	Yosemite, CA		WDCSD	South Dakota
WDCAK	Alaska (via highway mile ONLY)		WDCTN	Tennessee
WDCAL	Alabama		WDCTX	Texas
WDCAZ	Arizona		WDCUT	Utah
WDCAR	Arkansas		WDCVT	Vermont
WDCCA	California (to points other than those cities identified by 01-31		WDCVA	Virginia
WDCCO	Colorado		WDCWA	Washington
WDCCT	Connecticut		WDCWV	West Virginia
WDCDE	Delaware		WDCWI	Wisconsin
WDCDC	District of Columbia		WDCWY	Wyoming
WDCFL	Florida			

9-3. SPECIFIC REQUIREMENTS:

When submitting rate offers for the identified Fire Suppression Support Services, please consider the following:

- A. The GSA Uniform Rules Tariff 200 Item 1040: Services Dual Driver Services, will be used on these types of shipments when required to meet the Required Delivery Date (RDD).
- B. Submitted cents per mile rate offers WILL INCLUDE, at no additional cost, the six (6) services detailed below:
 - 1. Exclusive Use of Vehicle
 - 2. Twenty-Four Hour Availability
 - 3. Pickup within Two Hours from Notification for Equipment
 - 4. Delivery within the Required Delivery Date and Time Shown on the Bill of Lading
 - 5. Direct Continuous Movement to Destination with Expedited Service.
 - 6. EXPEDITED SERVICE (ITEM 480)

9-4. PERFORMANCE STANDARDS:

The performance standards in this section MUST be met. Service failures will be documented in writing to the TSPs by GSA's Transportation Management Branch, San Francisco, CA. Unsatisfactory performance will result in suspension from participation in the Fire Suppression Support Services traffic:

- A. Timely response for pickup in accordance with the scheduled date and time requested by the GSA WDC, French Camp, CA;
- B. Required Delivery Date and time as shown on the Bill of Lading with the direct, continuous movement to destination;
- C. Copies of the Bill of Lading MUST accompany the shipment and MUST BE GIVEN to the consignee at the time of delivery. Proper distribution of the shipping documentation is of great importance. TSP's are to ensure that their terminal operations' personnel and all drivers are given instructions to provide a copy of the Bill of Lading during delivery.

9-5. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

- A. GENERAL: TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of Fire Suppression Support Services traffic. Should the insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of Fire Suppression Support Services traffic until acceptable evidence of reinstated coverage is furnished to GSA.
- B. INSURANCE REQUIREMENTS: The origin TSP shall obtain, at its expense, a minimum of \$350,000 in all-risk cargo insurance for the full value of Fire Suppression Support Services traffic and replacement cost of pallets. All insurance must be written with companies who are licensed and bonded, and all policies will include such provisions as may be required by GSA to cover the assumption of risk by the TSP. Each policy must include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the Fire Suppression Support Services traffic and the replacement value pallets without application of any deductible or excess provision of this insurance; loss, if any, under this policy shall be payable to GSA.
 - 1. Each insurance policy must include a provision to furnish GSA at en (10) calendar day notice of cancellation of the policy. Evidence of renewal of any policy shall be furnished GSA not less than (10) calendar days prior to the expiration of the existing coverage.
 - 2. If the required Insurance coverage cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of Fire Suppression Support Services traffic, unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSPs employees in the amount **of \$350,000**. In such case the fidelity bond shall include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed shall be furnished GSA.
- C. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for Fire Suppression Support Services traffic will be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Fire Suppression Support Services Traffic," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the

"Fire Suppression Support Services Traffic" and any other endorsements which affect said coverage. All references to rates and premiums may be deleted from copies of policies furnished.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from the insurance coverage.

UNITED STATES MINT (MINOR COIN) STANDING ROUTE ORDERS (SRO) SUBMISSION

10-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the United States Mint locations for which the General Services Administration (GSA) is requesting SRO rate offers. Rates will only be accepted for the origins/destinations identified in this section. Rates may be, but are not required to be, submitted for all origins/destinations requested. Rate offers submitted in response to this RFO for the identified traffic may be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of any combination rates or charges. A separate rate offer must be submitted for each of the four identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to both facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located.*

* Includes all points within a 50 mile radius of the Origin/Destination Service Area Description (see Enclosure 1 for Destinations)

10-2. GENERAL

Traffic included in this RFO are for Minor coin (pennies and nickels) moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 44,840 pounds) shipments. TL rate offers will be applicable only to interstate shipments moving in the Contiguous United Sates (CONUS) and the identified intrastate shipments within CONUS. SRO rate offers will be accepted for the following two U.S. Mint facilities:

- 1. The United States Mint, Denver, CO
- 2. The United States Mint, Philadelphia, PA

Rate offers covering shipments of minor coins must be:

- Single factor rates, i.e., with complete pickup and delivery charges, including transfer of lading, if required,
- Published as an all-inclusive **TL cent per mile rate** with a **Minimum TL Charge**.
- All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or
 power unloading equipment and extra labor, if normally required as stated in the Enclosure 1 to this
 RFO must also be included in the single factor rate.

- Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.
- If requested by the government, the TSP must furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSPs financial responsibility and ability to perform.

The following provisions are required by the government in rate offers that provide for the transportation of the United States minor coin (pennies and nickels) in closed bags, or on pallets as property of, or transported at the expense of, the United States Government. By submission of a rate offer(s) to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), the submitting Transportation Service Provider (TSP) agrees to the incorporation of the following specifications in all accepted rate offers:

If the "Uniform Tender of Rates and/or Charges for Transportation Services" Optional Form 280 is used, this statement will be included in Block 17B entitled "Description of Service and Governing Publication."

A. TRUCKLOAD SHIPMENTS ORIGINATING FROM THE U.S. MINT: Truckload (TL) (20,000 pounds to 44,840 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified in Section 10-2 B, below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Enclosure 1). Please reference Enclosure 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Minor (cents and nickels) coin.

B. SRO AGENCY IDENTIFIER:

SRO Agency Identifier	Origin Code	Origin Area Description
USMCP	СО	Denver – Pennies
USMCN	СО	Denver – Nickels
USMPP	PA	Philadelphia – Pennies
USMPN	PA	Philadelphia Nickels

C. PHILADELPHIA MINT ARRIVALS

Philadelphia Mint dock hours are from 7:15 A.M. to 2:45 P.M. TSPs <u>MUST</u> fax on company letterhead the following information a minimum of one business day in advance:

- Name of Company, or Subcontracted TSP;
- Driver(s) Name, Date of Birth, SSN, and Place of Birth;
- Load Number (TA Number); and
- Tractor and Trailer Numbers along with Tag's if known
- Fax to both numbers: 216-408-4750 AND 216-408-2762

Failure to provide this information will result in denied access and cancellation of shipment at no cost to the Mint.

D. FEDERAL RESERVE BANK(S) DELIVERIES

TSP must provide the following information 24 hours prior to arrival at a Federal Reserve Bank:

- Name of Company, or Subcontracted Carrier
- Driver(s) Name, Date of Birth, SSN, and Place of Birth
- Load Number (TA Number)
- Tractor and Trailer Numbers along with Tag's if known

E. FEDERAL RESERVE OFF-SITE(S) DELIVERIES

TSP must adhere to the provision of individual off-site facilities as outlined in the FRB and Off-Site Delivery Guide as provided by the COTR.

10-3. EQUIPMENT REQUIRED

Shipments must be in fully enclosed and secured vehicles. The Government does not require that seals be applied, nor is exclusive use of the vehicle required unless such exclusive use is specifically authorized by appropriate notation on the BL. However, TSPs are encouraged to apply seals for internal security monitoring.

TSP's must have electronic systems capable of securely establishing and maintaining broadband connections to the United States Mint Transportation Management System (USMTMS) (in accordance with the User Rules of Behavior for United States Mint Computer Systems and USMTMS Terms of Use in effect from time-to-time and with all other applicable security requirements) and interacting with the United States Mint for purposes of receiving and accepting tenders and managing the services to be provided by the TSP under accepted rate offers (including without limitation recording pickups, deliveries and delays, and reviewing and processing invoices). Questions should be addressed to

United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 (tel. (202) 354-7450).

10-4. CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments must move without undue delay, and must remain under constant surveillance from origin to destination including interchange with connecting TSP(s). Shipments must be deemed to be under constant surveillance if, while the vehicle is not in motion, doors giving access to the cargo are under actual observation by responsible TSP personnel. Vehicles transporting shipments may be held over during transit at TSP terminals with appropriate minimal security (e.g. closed with night watchman, fenced in with electronic surveillance, operating with supervisory knowledge of trailer's contents). Constant observation of the vehicle is not required if the power unit is disconnected and the trailer is parked in such a manner that doors giving access to the cargo cannot be opened without movement of the trailer and frequent visual or electronic surveillance is maintained.

10-5. FEDERAL RESERVE BANK AND MINT SECURITY PROVISIONS

All U.S. Mint delivery personnel must have his/her reliability established in advance through a reasonably comprehensive background check by his/her respective TSP, including a fingerprint report from a law enforcement agency. All Mint delivery personnel must be provided with photo identification credentials by the TSP. Prior to the date of any shipment, the contractor (TSP) must make arrangements with the appropriate U.S. Mint Police representatives at shipping locations for necessary security clearance of his/her personnel.

Due to increased security at the Federal Reserve Banks all TSPs wishing to carry minor coin for the United States Mint must fax the following information to the consignee 24 hours in advance of arrival:

Name of TSP

- Name of driver
- Tractor and Trailer number(s) along with license plate number and state of issue

All delivery personnel must have TSP issued ID cards with their photo affixed to them

10-6. REPORTING OF DELAYS AND/OR PROBLEMS

TSPs must establish adequate controls over coin movements through appropriate notification to its relay stations and terminals to permit prompt telephone reports of delays or difficulties involving these shipments. All delays and difficulties must be reported immediately to the United States Mint facility originating the shipment. In addition, any delay, such as theft, vehicular accident, or any other problem resulting in a delay of 24 hours or more must be reported promptly to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 (tel. (202) 354-7450). After the TSP has actual delivery with the consignee, any delay in performing such delivery must be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is NOT required to notify the consignee in the event of difficulties and/or delay.

10-7. TIME OF PICK UP AND DELIVERY

The TSP must coordinate the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities. Pickup and delivery at banks of the Federal Reserve System and facilities of the Mint must be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted TSP or truck's that do not display the signage of the contracted TSP, must fax at least 24 hours in advance the actual name of the sub-contracted TSPs to the appropriate Mint originating facility (see 11.18). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

10-8. LOADING AND UNLOADING

- A. PALLETIZED SHIPMENTS: Shipment of coins to be transported on Pallets will be loaded in the TSPs conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP must perform all blocking and bracing required to secure the load.
- B. DELIVERY: The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Enclosure 1 or in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are contained in Enclosure 1. Major and repetitive differences in actual delivery requirements from those stated in Enclosure 1 should be reported in writing to the General Services Administration. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees must be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

This is a reminder, that trucks entering U. S. Mint facilities should not contain pets or animals of any kind in the tractor, trailer or sleeper. The Mint Police will turn away any vehicle that does contain an animal, of any kind.

10-9. GOVERNMENT FURNISHED EQUIPMENT

The TSP must carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice must be given to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220. Failure to give such notice must be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use of Mint or Federal Reserve Bank furnished equipment.

10-10. DOCUMENTATION

One or more Bill(s) of Lading (BOLs) must be issued for each individual shipment. The terms and conditions of said BOLs, shall not be inconsistent with the terms and conditions stated here, and must apply to all shipments made under this RFO. The TSP must include One Master invoice monthly (ONLY for work performed under the RFO), this would include the Mint Shipping Number (TA Number), BOL number and the individual rate and a breakdown of incidental charges including fuel surcharge (if applicable) and a grand total which is being billed. Invoicing must be sent to the attention of the COTR (monthly) at the address in Section 11-18 and must include One TSP invoice, One Public Voucher for Transportation Charges (SF 1113) & all applicable original bill(s) of lading or Certified Copies. Payment will be made at prices stipulated less any deductions provided for; no partial payments will be authorized. The BOL, together with the Public Voucher for Transportation Charges (Standard Form 1113), must be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

10-11. VALUATION AND LIABLITY FOR LOSS AND DAMAGE

- A. MINOR COIN: Full value of United States Minor Coin (cents, nickels, and combined pennies and nickel shipments) is up to \$76,000 per truckload of pennies, \$180,000 per truckload of nickels, and \$180,000 per truckload of combined pennies and nickels. Total face value of the shipment must be determined by the U.S. Mint, and must be documented on the face of the accompanying Bill of Lading, and will normally not exceed \$76,000 for pennies, \$180,000 per truckload nickels, and \$180,000 per truckload of combined pennies and nickels.
- B. LIABILITY OF TSP: The origin TSP accepts full responsibility for the face value of United States minor coin and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage. If for any reason a shipment of United States minor coin should exceed \$76,000 per truckload pennies, \$180,000 per truckload for nickels, or \$180,000 per truckload of combined pennies and nickels value per truckload, the TSP is not relieved of responsibility for additional valuation. Should the value exceed \$76,000 per truckload pennies, \$180,000 per truckload for nickels, or \$180,000 per truckload of combined pennies and nickels value per truckload, the TSP will be so advised no later than time of request for pickup of the shipment.
- C. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSPs vehicles or other equipment by, or the action of, the TSP or the TSPs sub-contracted employees and agents. The TSP, at the TSPs expense, must maintain adequate public liability and property damage insurance during the continuance of this Request for Offers, insuring the TSP against all claims for injury or damage.

The TSP must maintain Workers' Compensation and other legally required insurance with respect to the TSPs own employees and agents.

The U.S. Mint, Federal Reserve, Consignee or Consignor shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the TSP or the TSPs employees, sub-contractors and agents in performing under this Request for Offers, and the U.S. Mint and Federal Reserve must be indemnified and saved harmless against claims for damage or injury in such cases.

10-12. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

A. GENERAL: TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of minor coins. Should the coin insurance coverage of

an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to the U.S. Mint.

B. INSURANCE REQUIREMENTS: The origin TSP must obtain, at its expense, a minimum of \$100,000 for pennies, and \$225,000 for nickels and combined pennies and nickel shipments in all-risk cargo insurance for the face value of United States minor coin and replacement cost of pallets. All insurance must be written with companies who are licensed and bonded, and all policies must include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy must include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States minor coin and the replacement value pallets. Any payment for loss or damage must be made to the U.S. Mint, U.S. Treasury Department, 801 9th Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. Each insurance policy must include a provision to furnish GSA a ten (10) days' notice of cancellation of the policy. Evidence of renewal of any policy must be furnished GSA not less than (10) days prior to the expiration of the existing coverage.

If the Insurance coverage required herein cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of coin unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSPs employees in the amount of \$100,000 for pennies and \$225,000 for nickel and combined pennies and nickel shipments. In such case the fidelity bond must include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed must be furnished GSA.

- C. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for minor coin must be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the "Coin Coverage Endorsement" and any other endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only minor and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.
- D. MINOR COIN COVERAGE ENDORSEMENT: The following endorsement properly counter signed must be included in any insurance policy providing coverage on minor coin (cents and nickels):

♦ ♦ Coin Coverage Endorsements ♦ ♦ ♦

In consideration of the premium charged, it is understood and agreed that this policy covers (insert as applicable: minor coin (cents and nickels)), and that the clauses and provisions of this endorsement are hereby made a part of the insuring conditions of this policy as respects the coverage provided on such coin and supersede any expressly modify all provisions, term, conditions, exclusions, and clauses in the policy and in all forms, riders, and endorsements attached thereto that are in conflict with this endorsement.

This insurance, as respects the movement of coin shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to \$100,000 for pennies and \$225,000 for nickels on any one loss, on any one vehicle or at any other one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating

movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from coverage hereunder.

It is agreed that any claim for loss and damage must be settled on the basis of the face value of the minor coin without application of any deductible or excess provision of this insurance; loss, if any, under this policy involving such coin must be payable to the U.S. Mint, U.S. Treasury Department, 501 13th Street, NW, Washington, DC, 20220, unless otherwise directed by an officer of the U.S. Mint.

It is a condition of this policy that the Company must furnish written notice to the General Services Administration ten (10) days in advance of the effective date of any reduction on or cancellation of this policy.

♦ ♦ End of Coin Coverage Endorsement ♦ ♦ ♦

10-13. SHIPMENT SIZE AND WEIGHT OF MINOR COIN

	Number of Skids per Truck	Dollar Value per Skid	Pieces per Skid	Total Value per Truckload	Weight (Lbs.)
Cents	19	\$4,000	400,000	\$76,000	44,840
Nickels	15	\$12,000	240,000	\$180,000	42,900
Cents & Nickels				\$180,000	

10-14. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS

These Specifications are a part of the conditions of carriage for minor coin, and failure to comply with the provisions hereof may result in suspension of TSPs from participation in the movement of coin.

10-15. COPIES OF GSA/US MINT SPECIFICATIONS (MINOR AND COIN)

As stated above, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at TSP terminals in Denver, Colorado, and Philadelphia, Pennsylvania.

10-16. ADDRESSES OF GOVERNMENT OFFICES:

<u>Contacts</u> <u>Telephone</u>

Headquarters, U.S Mint:

U.S. Mint Mr. Don Wheatley (202) 354-7450

Transportation Division

Washington, DC 20220

Shipping Facilities:

U.S. Mint John Cruz (303) 405-4680

320 W. Colfax Avenue

Denver, CO 80204

U.S. Mint Thomas Browne (215) 408-0447

151 N. Independence Mall East

Philadelphia, PA 19106

<u>Insurance</u>:

U.S. Mint HQ, CSBU TRFC/TRANS

Property and Traffic Management Division

Transportation & Property Management Center

10-17. ENCLOSURE 1 FOR IDENTIFICATION OF FRB's

Enclosure 1 contains the list of the points of contact, codes, addresses and other contract information for the Federal Reserve Banks necessary for delivery of shipments under this RFO.

FEDERAL AVIATION ADMINISTRATION, OKLAHOMA CITY, OK RATE OFFERS FOR STANDING ROUTE ORDER (SRO) TRAFFIC SUBMISSION

11-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

This section is for the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers. Rates will only be accepted for the origins/destinations identified below. "BETWEEN" rate offers are being requested for the FAA, Oklahoma City, OK. "BETWEEN" rate offers mean that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested.

IDENTIFICATION OF AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAAOK	Less Than Truckload and Truckload

11-2. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) "HOT SHOT" TRAFFIC

This section is for the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers for **HOT SHOTS**. Rates will only be accepted for the origins/destinations identified in this section.

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle, **NO** less-than-truckload rate offers will be accepted for Hot Shot rates.

IDENTIFICATION OF "HOT SHOT" AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAAHS	Truckload Cents-per- Mile

Please note that ONE RATE will apply for the Agency Code FAAHS from Oklahoma City, OK to All points within CONUS. If more than one rate is offered your tender will be rejected.

"HOT SHOT" REQUIREMENTS

1. TSPs submitting tenders must have facilities local to the FAA Oklahoma City, OK

- 2. One rate will apply to all States within CONUS
- 3. Pickup shipment is required within two hours of notification unless otherwise noted by shipper
- 4. Item 860 & 865 of the GSA National Rules Tender 200, "Item 860 Pickup or Delivery Service Sundays or Holidays & 865 Pickup or Delivery Service Saturday or After 5 P.M. on normal business day, Sunday or holidays pickup and delivery" will need to be incorporated into your rate and not be considered an additional charge when requested and annotated on shipping request;
- 5. Vehicles required are an open flatbed truck with a minimum of 8' x 4' of cargo space capable of carrying 1 ton minimum load. An 11' bed is suggested in order to handle the majority of FAA shipments.
- 6. Indicate the application of a back haul by filing a rate for SRO code FAABH.
- 7. Items 325 & 350 "Detention Vehicles with Power Units & Without Power Units", Item 450 "Fork Lift Service" & Item 1040 "Services Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 200 when the Shipping Request is annotated for these accessorial services.
- 8. Terminal services must be provided as specified in the tender and as directed on the Shipping Request.

IDENTIFICATION OF "BACK HAUL" AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS	FAA, Oklahoma City, OK	FAABH	Truckload Cents-per- Mile

Please note that ONE RATE will apply for the Agency Code FAABH from All points within CONUS back to FAA Oklahoma City, OK. If more than one rate is offered your tender will be rejected.

BACK HAUL REQUIREMENTS

- 1. Only those TSPs that qualify for FAAHS may file rates for the back haul SRO FAABH
- 2. One rate will apply to all States within CONUS

11-3. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) SPECIALIZED EQUIPMENT TRAFFIC:

This section for is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers for **SPECIALIZED EQUIPMENT**. Rates will only be accepted for the origins/destinations identified in this section. Please note that "**BETWEEN**" rate offers are being requested for the FAA, Oklahoma City, OK.

SPECIALIZED EQUIPMENT REQUIREMENTS

- 1. Rate Offers must apply between Oklahoma City, OK and all points in CONUS
- 2. Rate Offers must apply to "ALL POINTS" within the named states. Tenders with more than one rate per named state, will be rejected
- 3. All rates are to be quoted as a cents-per-mile with a minimum charge per vehicle
- 4. Items 480 "Expedited Service" & 1040 "Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 200 when the Shipping Request is annotated for these accessorial services;

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used and **NO** less-than-truckload rate offers will be accepted.

IDENTIFICATION OF "FAAFB - FLATBED" "FAASD - SINGLE/DOUBLE DROP" & "FAALB - LOW BOY" AGENCY CODES:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAAFB	Truckload Cents-per- Mile
FAA, Oklahoma City, OK	All Points in CONUS	FAASD	Truckload Cents-per- Mile
FAA, Oklahoma City, OK	All Points in CONUS	FAALB	Truckload Cents-per- Mile

11-4. INSURANCE REQUIREMENTS

The FAA at times may require insurance, which is in addition to your specified cargo limit. In these instances the cargo value will be declared and you must make appropriate insurance arrangements to provide this loss/damage coverage when the FAA requests it. The cost of this additional insurance should be incorporated into your transportation rate as needed CFR 48, 47.102b. In those instances where the cargo value exceeds your liability limits and no additional insurance is requested your cargo liability is as specified on your insurance certificate

11-5. FAA CONTACT

Questions concerning FAA freight, please call Larry Baranski at (405) 954-5446 or by e-mail at larry.baranski@faa.gov. For the GSA contact information, please see Section 1 of this RFO.

NATIONAL ARCHIVES AND RECORDS ADMINSTRATION (NARA) STANDING ROUTE ORDER TRAFFIC SUBMISSION

12-1 IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

In this section are the requirements for NARA traffic for which the General Service Administration (GSA) is requesting SRO rate offers. A SEPARATE RATE OFFER MUST be submitted for EACH NARA Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified in this section. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for full truck load shipments in dry vans. All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used and NO less-than-truckload rate offers will be accepted. Only those rate offers submitted by the Initial Filing due date identified in Section 1, will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

12-2 IDENTIFICATION OF AGENCY CODES

Destination Service Area Code	Origin	Destination
ARARC	RIVERSIDE, CA 92501	San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
ARASB	SAN BRUNO, CA 94066	Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
ARADV	DENVER, CO 80225	San Bruno, CA 94066 Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740,
ARAWD	WASHINGTON, DC 20408	Washington DC 20408, Kansas City, MO 64131 San Bruno, CA 94066 Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Kansas City, MO 64131

Destination Service Area Code	Origin	Destination
		San Bruno, CA 94066, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV
ARAEG	ELLENWOOD, GA 30294	26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
		San Bruno, CA 94066 Ellenwood, GA 30294, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC
ARAMG	MORROW, GA 30260	20408, Kansas City, MO 64131
		San Bruno, CA 94066 Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC
ARACI	CHICAGO, IL 60629	20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294,
ARAVL	VALMEYER, IL 62295	Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
ARALK	LENEXA, KS 66219	San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740,
CIVALIN	LLIVLAN, NO UUZIO	Washington DC 20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC
ARAPM	PITTSFIELD, MA 01201	20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland,
ARAWM	WALTHAM, MA 02452	MD 20746, Seattle, WA 98115, Morgantown, WV

Destination Service Area Code	Origin	Destination
		26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
ADACAA	COLLECT DADY AND 30740	San Bruno, CA 94066 Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, Washington DC
ARACM	COLLEGE PARK, MD 20740	20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC
ARASU	SUITLAND, MD 20746	20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD
ARAKM	KANSAS CITY, MO 64131	20740, Washington DC 20408 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC
ARALM ARASM1	ST. LOUIS, MO 63138	20408, Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
		San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA 98115, Morgantown, WV 26506, College Park, MD 20740, Washington DC 20408,
ARASM2	ST. LOUIS, MO 63132	Kansas City, MO 64131 San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL 60629, Dayton, OH 45439, Denver, CO 80225, Fort
ARACH	CENTERVILLE, OH 45458	Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Philadelphia, PA 19154, Pittsfield, MA

Destination Service Area Code	Origin	Destination
		01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295,
		Suitland, MD 20746, Seattle, WA 98115, Morgantown,
		WV 26506, College Park, MD 20740, Washington DC
		20408, Kansas City, MO 64131
		San Bruno, CA 94066, Ellenwood, GA 30294,
		Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Denver, CO 80225, Fort Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH
		45458, Philadelphia, PA 19154, Pittsfield, MA 01201,
		Riverside, CA 92501, San Bruno, CA 94066, St. Louis,
		MO 63132 and 63118, Valmeyer, IL 62295, Suitland,
		MD 20746, Seattle, WA 98115, Morgantown, WV
ARADO	DAYTON, OH 45439	26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
AIADO	DATION, OII 45455	San Bruno, CA 94066, Ellenwood, GA 30294,
		Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Dayton, OH 45439, Denver, CO 80225, Fort
		Worth, TX 76102, Lees Summit, MO 64064, Lenexa,
		KS 66219, Centerville, OH 45458, Pittsfield, MA
		01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis, MO 63132 and 63118, Valmeyer, IL 62295,
		Suitland, MD 20746, Seattle, WA 98115, Morgantown,
		WV 26506, College Park, MD 20740, Washington DC
ARAPP	PHILADELPHIA, PA 19154	20408, Kansas City, MO 64131
		San Bruno, CA 94066, Ellenwood, GA 30294,
		Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Dayton, OH 45439, Denver, CO 80225, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH
		45458, Philadelphia, PA 19154, Pittsfield, MA 01201,
		Riverside, CA 92501, San Bruno, CA 94066, St. Louis,
		MO 63132 and 63118, Valmeyer, IL 62295, Suitland,
		MD 20746, Seattle, WA 98115, Morgantown, WV
ARAFT1	FORT WORTH, TX 761115	26506, College Park, MD 20740, Washington DC 20408, Kansas City, MO 64131
7.1.0.1.1.2		San Bruno, CA 94066, Ellenwood, GA 30294,
		Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Dayton, OH 45439, Denver, CO 80225, Lees
		Summit, MO 64064, Lenexa, KS 66219, Centerville, OH
		45458, Philadelphia, PA 19154, Pittsfield, MA 01201, Riverside, CA 92501, San Bruno, CA 94066, St. Louis,
		MO 63132 and 63118, Valmeyer, IL 62295, Suitland,
		MD 20746, Seattle, WA 98115, Morgantown, WV
404573	FORT WORTH TV TOTAL	26506, College Park, MD 20740, Washington DC
ARAFT2	FORT WORTH, TX 76140	20408, Kansas City, MO 64131
		San Bruno, CA 94066, Ellenwood, GA 30294, Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Dayton, OH 45439, Denver, CO 80225, Fort
		Worth, TX 76102, Lees Summit, MO 64064, Lenexa,
		KS 66219, Centerville, OH 45458, Philadelphia, PA
		19154, Pittsfield, MA 01201, Riverside, CA 92501, San
		Bruno, CA 94066, St. Louis, MO 63132 and 63118,
		Valmeyer, IL 62295, Suitland, MD 20746, Morgantown, WV 26506, College Park, MD 20740,
ARASW	SEATTLE, WA 98115	Washington DC 20408, Kansas City, MO 64131
		San Bruno, CA 94066, Ellenwood, GA 30294,
		Morrow, GA 30260, Waltham, MA 02452, Chicago, IL
		60629, Dayton, OH 45439, Denver, CO 80225, Fort
		Worth, TX 76102, Lees Summit, MO 64064, Lenexa, KS 66219, Centerville, OH 45458, Philadelphia, PA
		19154, Pittsfield, MA 01201, Riverside, CA 92501, San
		Bruno, CA 94066, St. Louis, MO 63132 and 63118,
		Valmeyer, IL 62295, Suitland, MD 20746, Seattle, WA
454444	AAODOANITOUAL VIII COTOS	98115, College Park, MD 20740, Washington DC
ARAMW	MORGANTOWN, WV 26506	20408, Kansas City, MO 64131

12-3. SPECIFIC REQUIREMENTS

When submitting rate offers for NARA please consider the following:

- TSP must coordinate the establishment of acceptable pickup and delivery appointments with the shipping and receiving facilities.
- All trailers should be clean, swept out and checked for holes or damage prior to arrival at shipper/origin.
- All shipments must have a seal intact and/or NARA lock intact upon arrival at destination. If the seal/lock number does not match the BOL or is missing, the entire load may be rejected and returned to the TSP at no cost to the Government.
- Submitted cents per mile rate offers WILL INCLUDE, at no additional cost, the services detailed below:
- Exclusive Use of Vehicle per Item 475 of the Uniform Rules Tariff.

12-4. CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments must move without undue delay, and must remain under surveillance from origin to destination. Shipments are deemed to be under surveillance if, while the vehicle is not in motion, doors giving access to the cargo are properly sealed by TSP and/or TSP personnel.

12-5. FREIGHT BILL PAYMENTS

The TSP and the Agency must both be registrants in PayPort Express to expedite payment. Proof of delivery and payment are executed through the TransPort Integrator (TPI) and the third party payment system, PayPort Express. It is the responsibility of the TSP to proactively perform the following steps in order to verify POD and receive payment.

- TSP logs into TPI
- TSP confirms charges as displayed in TPI under POD tab
- If the TSP needs to request changes of load or unplanned accessorial they notify the agency Transportation Officer (TO)
- The TO approves and overrides current charges and re-rates the load in TMS
- TO resends updated charges to TSP
- TSP receives updated load charges
- TSP print updated MBOL and POD
- A satisfactory POD approval triggers the pre-payment audit
- Payment is processed through PayPort Express
- Payment is received

12-6. NARA CONTACTS

Questions concerning NARA load status, freight concerns, please contact the person listed on the BL. For General shipping questions and billing concerns contact Pat Woodland or Ron Siegel at (301) 837-3260.

12-7. NARA Security Requirements

NARA shipments of Government records or holdings require trailers to remain locked and sealed at all times. These locks and seals may only be removed by Government personnel at the destination facility. Should a TSP be required to remove the NARA lock or seal, the driver must contact NARA Security immediately.

Security Hotline 301-837-2900 24 hours/day 365 days a year

The driver must provide NARA Security:

- The NARA BOL number;
- Truck address and position;
- Nature of the problem;
- Driver's name;
- Driver's phone number;
- Approximate time of the occurrence

NARA's Transportation Department will contact the driver to obtain additional information regarding the lock and seal removal and to provide instructions on how to proceed with the shipment.

RATE SUBMISSION SPECIAL INSTRUCTIONS

13-1. SUBMISSION INSTRUCTIONS: All electronic rate transmissions submitted in accordance with Sections 5,6,7,8, 9, 10, 11, and 12 of this Request and its FI **MUST** be via the rate filing capabilities of TPI, or via the internet.

13-2. ENCLOSURE TSP RATE PROCUREMENT FILING INSTRUCTIONS VERSION 2.0

13-3. BID CYCLE SPECIFIC INFORMATION

Bid Cycle Name: SPRING_2013 Open Bid Cycle Date: 5/28/2013 Close Bid Cycle Date: 6/25/2013

Respond by Date: 6/7/2013 **Effective Date:** 8/01/2013 **Expiration Date:** 9/30/2014

SRO Agency	Agency_Bureau	Services	Tariff Groups	Tariff Group Description	SROs Included
		TL	GENTL	General and Intrastate AK - Closed Van - TL	Blank
		LTL	GENLTL	General and Intrastate - Closed Van - AK – LTL	Blank
		TL	GNDDTL	General - Drop Deck – TL	GENDD
N/A	N/A	TL	GNFBTL	General - Flatbed – TL	GENFB
IV/A	IV/A	TL	GNGNTL	General - Goose Neck – TL	GERGN
		TL	GNLBTL	General - Lowboy – TL	GENLB
		TL	GNPUTL	General - Power Units – TL	GENPU
		TL	GNRVTL	General - Refrigerated Van – TL	GENRV
		TL	GNSDTL	General - Step Deck - TL	GENSD
Bureau of Census (BOC)	13 04	TL	BOCTL	Census Ground – TL	BOCXX
Buleau of Census (BOC)	13_04	LTL	BOCLTL	Census Ground – LTL	BOCXX
United States Mint (USM)	20. 12	NKTL, PETL	USMPTL	US Mint - Philadelphia - TL	USMPX
Offited States Wifit (USWI)	20_13	NKTL, PETL	USMCTL	US Mint - Denver - TL	USMCX
Ci-1 Cit A Jii-tti (CCA)	20.00	TL	SSATL	SSA – TL	SSAMD
Social Security Administration (SSA)	28_00	LTL	SSALTL	SSA – LTL	SSAMD
		TL	WDCTL	GSS Fire – TL	WDCXX
Global Supply (GSS)	47_09				
		TL	FAVTL	FAA - Closed Van - TL	FAAOK
		LTL	FAVLTL	FAA - Closed Van - LTL	FAAOK
		TL	FAHSTL	FAA - Hotshot - TL	FAAHS
Federal Aviation Administration (FAA)	69_05	TL	FABHTL	FAA - Backhaul - TL	FAABH
		TL	FAFBTL	FAA - Flatbed - TL	FAAFB
		TL	FASDTL	FAA - Single Double - TL	FAASD
		TL	FALBTL	FAA - Lowboy - TL	FAALB
E-d-m-l Dui In dton (EDI)	15 14	TL	FPITL	FPI – TL	FPIXX
Federal Prisons Industry (FPI)	15_14	LTL	FPILTL	FPI – LTL	FPIXX
C	04.00	TL	GPOTL	GPO – TL	GPOXX
Government Printing Office (GPO)	04_00	LTL	GPOLTL	GPO – LTL	GPOXX
United States Department of Agriculture (USDA) Farm Services Agency (FSA)	12_01	CFTL, DRTL	USDTL	USDA FSA – TL	USDXX
National Archives and Records Administration (NARA)	88_00	TL	NARATL	NARA – TL	ARAXX

NOTE: If the letter "X" is in the SRO ID, it is a placeholder. For Example, there are many SRO IDs for Tariff Group EDCTL. They all start with EDC, and end with a unique code (EX: EDCAL, EDCAR). Please reference the SRO for Specific SRO codes