

AMENDMENT 4 EFFECTIVE MAY 1, 2017

The Department of State has amended Section 3-13.30 Rugs/Carpets Destined to Permanent Storage of their non-alternating, Agency Specific Code DOSDD. Attached is amended Page 3-25 of the 2016-2017 Request for Offers (RFO) dated September 14, 2016. The changes are highlighted in "blue." Please refer to the existing RFO for the remainder of Section 3 as well as any other published Amendments that may apply. The 2016-2017 RFO can be found at <https://www.gsa.gov/portal/content/103864>.

If you have any questions, please contact Robyn Bennett at robyn.bennett@gsa.gov or 816-823-3644 or Kim Chancellor at kim.chancellor@gsa.gov or 816-823-3650.

Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation (POV Only)	Dated 5-2006
Exhibit 7 EPA 3520-1 Air Pollution Compliance (POV Only)	Dated 9-2009
Exhibit 8 II RC-159 Treasury Department Supplemental Declaration (All)	See 3-4.9.4

3-13.29. Computer Software Requirement:

The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

3-13.30. Rugs/Carpets Destined to Permanent Storage:

All rugs and carpets destined to permanent storage shall be moth flaked, rolled, and wrapped in kraft paper, without folding, at the residence. Rugs which are 2.75 meters by 3.65 meters (9 FT X 12 FT) or larger must be identified on the inventory by color and size. The TSP shall be held responsible for all costs associated with additional services resulting from incorrect servicing of all rugs and carpets. **The cost shall be \$50.00 (USD) per rug/carpet not to exceed \$300.00 per shipment.**

3-13.31. Additional Provisions.

Refer to Section 12 of this RFO for additional information and requirements for DOSDD.

3-14. Department of State (DOS) – Hagerstown, MD (DOSHW)

3-14.1. General.

The DOS maintains a warehouse at the **United States Logistics Center** - Hagerstown, Maryland. In this warehouse are shipments of household goods effects that at some point in the past have been placed there in a permanent and/or extended storage status. Rate offers submitted in accordance with Section 3-14 are for the door-to-door delivery of these shipments to their final destination at an international location in accordance with the instructions provided on the government issued Bill of Lading. Shipments may be crated or loose. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

3-14.2. Application.

Except for the exceptions and additions noted elsewhere in this Section 3-14, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSHW.

3-14.3. Volume.

Between **May 1, 2015** and **April 30, 2016**, there were approximately **163** shipments with an average weight of **2,900** pounds. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from the selected TSPs.

3-14.4. Rate Offers.

Rate offers will only be accepted for shipments originating from the Hagerstown, MD warehouse (Service Area MD00) to all international locations. Rate offers will not be accepted for shipments from the international locations back to the Hagerstown, MD warehouse. Rate offers will also not be accepted for Category 1, 2, or 3 vehicles or UAB. TSPs should zero fill these positions when submitting rate offers for DOSHW.

3-14.5. Department of State, Hagerstown Warehouse Responsibilities.

Upon receipt of notification from the TSP that they accept an offered shipment, the designated Hagerstown Staff member will arrange to have the offered household goods effects staged and available within 48 hours of notification/acceptance from the selected TSP. For partial storage removals, the Hagerstown staff will be afforded ample time to communicate storage removal actions with the owner of the household goods effects. This is contingent on the owner's actions and timeliness. Upon completion, the designated Hagerstown staff member will notify the Operations staff and TSP that the household goods effects are available for pickup. Prior to the pack/pickup date, Hagerstown will notify the TSP of weights and pieces to be removed and any unusual items requiring special attention. TSPs will be provided with existing inventories on all shipments moving under DOSHW.

3-14.6. TSP Responsibilities.

Upon receipt of the Allocation worksheet, the TSP shall contact the designated Hagerstown Staff member within 24 hours of receipt to obtain shipment availability. **The TSP is required to load the shipment from the USLC-Hagerstown within 3 business days (5 days during peak season) of issuance of Bill of Lading. Multiple shipments can be scheduled for loading on the same truck to maximize resources.** The TSP is required to pack all liftvans on site at the Hagerstown warehouse. TSPs must then deliver the household goods effects back to its agent's warehouse for preparation and shipment to its final destination in accordance with all DOSDC and DOSHW guidelines. The TSP will be self-supporting in all aspects of their operations. The TSP shall furnish all equipment, materials and tools needed to pack and transport the shipment. The TSP can be charged for use of government resources. All debris generated by the TSP must be removed by the TSP. **The TSP will ensure that brand new ISPM#15 standard crates (as defined in DOSDC) are used for all export shipments to post.** The TSP shall affix four (4) seals according to the standards laid out above in DOSDC to lift vans