

---

## SECTION 1 SPECIAL INSTRUCTIONS

### 1-1. General.

The following 2016-2017 Filing Cycle Special Instructions of the General Services Administration's (GSA's) 2016-2017 Extended Storage Tender of Service (XTOS) Request for Offers (RFO), are provided in addition to the instructions set out in the XTOS dated September 2016.

#### 1-1.1. Application of the Extended Storage Tender of Service.

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

#### 1-1.2. Effective Period.

Except as otherwise provided herein, rate offers made in response to this RFO and Special Instructions will be for the period December 16, 2016 through October 31, 2017, unless specified.

#### 1-1.3. Electronic Transmission.

All submissions of rate offers must be accomplished via the Internet utilizing the "HHG Rate Filing" module within the Transportation Management Services Solution (TMSS) system. When using the "HHG Rate Filing" module, Transportation Service Providers (TSPs) can either utilize the rate filing screens to create/add/delete rate offers or they can "upload" manually created rate offers.

#### 1-1.4. Filing Period.

##### 1-1.4.1. Initial Filing.

Only TSPs approved to participate in the CHAMP may submit rate offers in accordance with this RFO and Special Instructions. Rate offers are due by 10:00 P.M. Central Standard Time (CST), October 27, 2016 and will be reviewed and processed in accordance with Section 1-2 of this RFO and Special Instructions.

##### 1-1.4.2. Supplemental Filings.

The Supplemental Filing allows the TSP to review and process any changes to its originally accepted offer and/or for the submission of new and late rate offers. Supplemental rate offers must be submitted in accordance with this RFO and Special Instructions and are due by 10:00 P.M. CST, March 13, 2017 and will be reviewed and processed in accordance with Section 1-2 of this RFO and Special Instructions.

#### 1-1.5. Re-Filings of Filing Deficiencies.

##### 1-1.5.1. Non-Rate Related Technical Deficiencies.

TSP rate offers received between September 14, 2016 and October 27, 2016 or February 1, 2017 and March 13, 2017 which do not meet documentation requirements as stated in Section 1-4 of this RFO and Special Instructions will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by e-mail in accordance with Section 1-3 of this RFO and Special Instructions for correction. Corrected documentation must be re-submitted by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017 will be entered into the database in accordance with Section 1-2 of this RFO and Special Instructions.

##### 1-1.5.2. Rate Filing Deficiencies.

TSP rate offers received between September 14, 2016 and October 27, 2016 or February 1, 2017 and March 13, 2017 which do not meet the rate filing requirements as stated in this RFO and Special Instructions will be considered unacceptable, rate offers will not be included in the database, and the TSP or RFSP will be notified by e-mail in accordance with Section 1-3 of this RFO and Special Instructions for

clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 P.M. CST on the rate filing closing dates, rate offers will be considered unacceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. CST on the closing dates will be entered into the database in accordance with Section 1-2 of this RFO and Special Instructions. Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 P.M. CST on October 27, 2016 or March 13, 2017. A TSP or RFSP which submits a file at 10:00 P.M. CST on the closing day of October 27, 2016 or March 13, 2017 will not have an opportunity to correct any errors detected in that file after the closing time.

**1-1.5.3. Rate Filing Service Provider (RFSP).**

If a TSP's rate offer is submitted in accordance with this RFO by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and not the TSP. The RFSP will be notified by e-mail in accordance with Section 1-3 of this RFO and Special Instructions for correction. Corrected rate offers must be resubmitted by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 P.M. CST on the rate filing closing date of October 27, 2016 or March 13, 2017 will be entered into the database in accordance with Section 1-2 of this RFO and Special Instructions.

**1-1.6. Letter of Intent Certification.**

By the submission of a rate offer to GSA in accordance with this RFO and Special Instructions, the submitting TSP certifies that: "I have read and will comply with all the provisions contained in this RFO and Special Instructions dated September 14, 2016, as well as any supplements, changes, and/or reissues thereto and the GSA Extended Storage Tender of Service (XTOS) dated September 2016, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted meets the requirements of Section 1-4 of this RFO and Special Instructions."

**1-2. Schedule of Accepted Effective Dates.**

	INITIAL FILINGS	NEW FILINGS	SUPPLEMENTAL FILINGS
Date Received By	9-14-2016 thru 10-27-2016	9-14-2016 thru 10-27-2016	2-1-17 thru 3-13-17
Computer Entry Date	12-16-2016 or before	12-16-2016 or before	5-01-2017 or before
Accepted/Effective Date	12-16-2016	12-16-2016	5-01-2017

**1-3. TSP Notifications.**

**1-3.1. Extended Storage Shipments, Basic.**

For rate offers submitted via the "Upload Rate File" function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of rate offers processed, number of rate offers rejected, and the number of rate offers accepted. This notification will be by e-mail.

**1-3.2. Extended Storage Shipments, Climate Controlled.**

For rate offers submitted via the "Upload Rate File" function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of rate offers processed, number of rate offers rejected, and the number of rate offers accepted. This notification will be by e-mail.

**1-4. Documentation Requirements.**

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

=====

**1-4.1. TSPs Providing Extended Storage Services.**

**1-4.1.1. Trading Partner Agreement.**

All TSPs approved to provide Extended Storage Services are required as part of its filing to have on file with the Program Management Office (PMO), identified in Section 1-6 of the RFO and Special Instructions, a signed Trading Partner Agreement (TPA). A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

**1-4.1.2. Performance Bond.**

All TSPs approved to provide Extended Storage Services are required as part of its filing to furnish a new performance bond in the amount of \$20,000.00. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2016 through October 31, 2017, or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE **DOES NOT** SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.

**1-4.1.2.1. Addendum to the Performance Bond.**

All TSPs approved to provide Extended Storage Services are required as part of its filing to furnish a performance bond to the PMO in the amount of \$20,000.00. By the submission of a rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into an Authorization for Extended Storage document with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual authorization is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to procure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Transportation Management Branch (QMCCB), 2300 Main Street, 7<sup>th</sup> Floor NE, Kansas City, Missouri 64108, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above. NOTE 1: The word "contracts" as used herein means agreements for transportation and services as provided in applicable authorizations, initial orders, and bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Extended Storage Tender of Service Rate Solicitation. NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

**1-4.2. Submission To.**

All required documents must be submitted as originals with original signatures to the address specified in Section 1-6 of this RFO and Special Instructions. Electronic copies may be submitted via e-mail, with originals to follow via regular mail.

**1-4.3. Place of Receipt.**

Receipt of documentation requirements by any other office of the General Services Administration or by a RFSP shall not be construed as receipt by the office specified in Section 1-6 of this RFO and Special Instructions.

**1-4.4. Time of Submission.**

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

**1-5. TSP Certification Statement.**

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

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

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

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

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

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

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

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

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

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

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

**1-6. Program Management Office (PMO) Contact.**

General Services Administration  
Relocation Services Branch (QMCCB)  
2300 Main Street  
7<sup>th</sup> Floor NE  
Kansas City, MO 64108-2416

Kim Chancellor, [Kim.Chancellor@gsa.gov](mailto:Kim.Chancellor@gsa.gov)  
(816) 823-3650 - Direct

## SECTION 2 REQUEST FOR OFFERS

### 2-1. Application of Extended Storage Tender of Service.

This RFO and any resulting offer is subject to the provisions of the Extended Storage Tender of Service (XTOS), supplements thereto and reissues thereof.

### 2-2. Filing Possibilities.

#### 2-2.1. Filing Instructions.

Instructions for the submission of rate offers are set out in Sections 6 and 7.

#### 2-2.2. Scope of Rates or Charges.

TSPs submitting offers pursuant to this RFO may file offers that apply to all Federal agencies that use full valuation at \$6. TSPs participating in the XTOS must use their existing scope of operations as currently approved for in CHAMP. Offers submitted may be for the TSP's full scope of operation or any part thereof. Offers will be accepted on an individual state basis.

#### 2-2.3. Extended Storage, Basic.

TSPs submitting offers pursuant to this RFO may file offers that apply to the basic extended storage of personal property, including HHGs, over 150 days for domestic shipments and over 180 days for international shipments, and within an approved warehouse.

#### 2-2.4. Extended Storage, Climate Controlled.

TSPs submitting offers pursuant to this RFO may file offers that apply to climate controlled storage of personal property, where the humidity levels and temperature are regulated. Storage must be greater than 150 days for domestic shipments and over 180 days for international shipments, and within an approved warehouse.

#### 2-2.5. Extended Storage Locations.

Pursuant to this Request for Offers, and the XTOS, all extended storage shipments will be stored within domestic areas identified in CHAMP, excluding Canada. Section 5-2 of this RFO identifies those specific locations.

### 2-3. Rates and Charges

#### 2-3.1. Extended Storage, Basic.

The amount stated in the submitting TSP's rate offer for the extended storage of household goods shipment represents charges applicable to the following services:

(1) Packing, Loading, and Drayage:

Charges shall be computed on the basis of the net weight of the lot including necessary cartons, packaging, packaging materials, crates for mirrors, pictures, table tops, etc. Fuel shall be included within the cost of these services if mileage is within 50 miles from origin to warehouse.

- a. Packing and protection required by and incident to drayage, marking, disassembly of required items, tagging and inventory for storage (including flat wardrobes).
- b. Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform.
- c. Accessorial services (ATC charges, appliance servicing, bulky charges, stair carries, long carries)

Rates should be submitted based on hundredweight (CTW) for combined services identified above.

(2) Warehouse Handling:

- =====
- a. Warehouse Handling In – handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is an addition to that required for drayage to warehouse, and preservation of items for and during the storage period.
  - b. Warehouse Handling Out – handling out, labor and equipment required to remove property from the storage warehouse and prepare it for delivery to destination.

Rates should be submitted based on hundredweight (CTW) as a one-time charge for services identified.

(3) Storage:

Monthly storage charges shall be billed and paid in accordance with the instructions from the ordering agency, per computations as set forth below:

Storage rates should be submitted based on hundredweight (CTW) per month of storage.

(4) Special Services:

Charges for special services (examples below), should be itemized on the invoice, upon authorization by the ordering agency. These include, but are not limited to, the following:

- a. Upright wardrobes with a minimum 18-inch bar (cost each).
- b. Inventory of high value items (cost per inventoried carton).
- c. Special Crating
- d. 3<sup>rd</sup> party servicing
- e. Shuttle service

(5) Delivery Out of Extended Storage:

Charges for delivery out of the extended storage warehouse will be categorized in two ways, as identified below.

- a. Delivery within a 50 mile radius: Rates shall be submitted based on hundredweight (CTW), inclusive of unloading and unpacking.
- b. Delivery over 50 miles: General rates filed by the TSP will be used for delivery over 50 miles, excluding the cost of max-pack and replacing the 11.91% for estimated accessorials with a 5% estimate. Rates **do not** need to be resubmitted under the XTOS for delivery rates identified in this paragraph (b) to apply.

**2-3.2. Extended Storage, Climate Control.**

The amount stated in the submitting TSP's rate offer for the extended storage of household goods under a climate controlled environment, where the humidity levels and temperature are regulated, represents charges applicable to the following services:

(1) Packing, Loading, and Drayage:

Charges shall be computed on the basis of the net weight of the lot including necessary cartons, packaging, packaging materials, crates for mirrors, pictures, table tops, etc. Fuel shall be included within the cost of these services if mileage is within 50 miles from origin to warehouse.

- a. Packing and protection required by and incident to drayage, marking, disassembly of required items, tagging and inventory for storage (including flat wardrobes).
- b. Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform.
- c. Accessorial services (ATC charges, appliance servicing, bulky charges, stair carries, long carries)

Rates should be submitted based on hundredweight (CTW) for combined services identified above.

(2) Warehouse Handling:

- =====
- a. Warehouse Handling In - handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is an addition to that required for drayage to warehouse, and preservation of items for and during the storage period.
  - b. Warehouse Handling Out – handling out, labor and equipment required to remove property from the storage warehouse and prepare it for delivery to destination.

Rates should be submitted based on hundredweight (CTW) as a one-time charge for services identified.

(3) Storage:

Monthly storage charges shall be billed and paid in accordance with the instructions from the ordering agency, per computations as set forth below:

Storage rates should be submitted based on hundredweight (CTW) per month of storage.

(4) Special Services:

Charges for special services (examples below), should be itemized on the invoice, upon authorization by the ordering agency. These include, but are not limited to, the following:

- a. Upright wardrobes with a minimum 18-inch bar (cost each).
- b. Inventory of high value items (cost per inventoried carton).
- c. Special Crating
- d. 3<sup>rd</sup> party servicing
- e. Shuttle service

(5) Delivery Out of Extended Storage:

Charges for delivery out of the extended storage warehouse will be categorized in two ways, as identified below.

- a. Delivery within a 50 mile radius: Rates shall be submitted based on hundredweight (CTW), inclusive of unloading and unpacking.
- b. Delivery over 50 miles: General rates filed by the TSP will be used for delivery over 50 miles, excluding the cost of full pack and replacing the 11.91% for estimated accessorials with a 5% estimate. Rates **do not** need to be resubmitted under the XTOS for delivery rates identified in this paragraph (b) to apply.

## **2-4 Released Value**

### **2-4.1. Extended Storage**

#### **2-4.1.1. General.**

#### **2-4.1.2. Extended Storage Shipments, Basic and Climate Controlled.**

Unless otherwise noted in the XTOS, all extended storage shipments are released at full value.

#### **2-4.1.3. Application of Tariff or Bureau Issued GSA500A.**

Item 190 of GSA500A or any comparable item in an otherwise applicable intrastate tariff, will not apply.

#### **2-4.1.4. Cost included in TSP's offer.**

The cost of released value as defined in this provision will be included in the TSP's offer. Except as provided in Sections 2-4.2.2.1. TSP may not charge a Federal agency for full replacement value.

### **2-4.2. Extended Storage**

#### **2-4.2.1. Transportation and Storage.**

All extended storage shipments moving pursuant to the XTOS, unless as otherwise noted in this RFO or XTOS, are released at the base value of \$6.00 times the net weight of the shipment in pounds applicable to shipments both while in transit and extended storage.

**2-4.2.2. Employee's Increase in Base Valuation.**

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

**2-4.2.2.1. Shipments of Extended Storage In Transit.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

**2-4.2.2.2. Shipments of Extended Storage In Storage.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

**2-5. GSA Industrial Funding Fee (IFF)**

**2-5.1. Amount of Charge.**

The GSA IFF will be 2.50% of the net billable charges to the Government and must be paid in accordance with the provisions identified in Item 1-2 of the Extended Storage Tender of Service (XTOS).

**2-5.1.1. Included in IFF.**

The IFF is due on the total net transportation charges billable to the government and includes fees for the following services: packing/loading/dragage, warehouse handling in charges, and first month of storage.

**2-5.1.2. Cost Included in TSPs Offer.**

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

**2-5.2. Payment of Charge.**

The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the XTOS. IFF payments remitted to GSA will be based on the **packing date** for which service was performed. Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)

**2-5.3. Verification of IFF.**

To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e. 1stqtr16), or include with the IFF submission a copy of the shipment detail containing such information. **Documentation of IFF paid for XTOS shipments must be identified.**

**2-5.4. Failure to Submit IFF.**

Failure to submit the IFF due GSA for household goods extended storage shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP's approval.

**2-5.5. Consolidation of IFF.**

IFF for extended storage shipments under the XTOS, and shipments handled under the HTOS, current RFO, may be consolidated. Upon submission, the type of services must be identified on the check register or an accompanying document. It must be clear what services are represented by the IFF amount.

**2-6. Reserved.**

**2-7. Crating Services.**

=====

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GSA500A. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GSA500A, the RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

## **2-8. Weight Variance.**

In the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the RTO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the RTO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and extended storage charges when based on weight. The Federal Agency has the authority to waive this provision.

### **2.8.1. Verification of Weight Variance.**

In order to apply the weight variance rule, a copy of the pre-move survey is required to be included with the billing voucher and other documents.

## **2-9. Claim Settlement Penalty.**

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP's failure, the TSP will pay a \$30.00 per day penalty to the Federal agency. The total penalty shall not exceed \$300.00. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

## **2-10. Extension of Offer by the Government.**

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

## **2-11. Termination for Convenience of the Government.**

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

## **SECTION 3 RESERVED**

## **SECTION 4 ACCEPTANCE**

### **4-1. Acceptance.**

#### **4-1.1. Domestic Extended Storage.**

Accepted rate offers will be listed on the General Services Administration's (GSA's) cost comparisons in the Transportation Management Services Solution (TMSS) system for Federal Agency use.

### **4-2. Cost Comparison Listing.**

**4-2.1. Display.**

All Transportation Service Providers (TSPs) will be listed on the cost comparison in TMSS in random order.

**SECTION 5  
 FILING CODES AND ABBREVIATIONS**

**5-1. Agency Specific Codes.**

Listed below are the extended storage types and location codes for which the General Services Administration (GSA) is requesting rate offers. The following codes will be used when completing electronic rate transmission record requirements that apply to extended storage shipments, as specified in Section 6 of this Request for Offers (RFO) and Special Instructions.

<b>Code</b>	<b>Application</b>	<b>Type</b>
<b>EXSTG</b>	<b>Basic Extended Storage</b>	<b>Non-Alternating</b>
<b>CCNTL</b>	<b>Climate Controlled Extended Storage</b>	<b>Non-Alternating</b>

**5-2. Domestic Service Areas.**

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

**5-2.1. State Identification Codes.**

<b>Service Area Pair Definitions</b>	<b>Code</b>
Anchorage, AK	AN00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00
Colorado	CO00
Connecticut	CT00
Cordova, AK	CV00
Delaware	DE00
District of Columbia	DC00
Fairbanks, AK	FB00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Juneau, AK	JN00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Ketchikan, AK	KN00
Kodiak, AK	KD00
Maine	ME00
Maryland	MD00
Massachusetts	MA00

Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00
Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Petersburg, AK	PB00
Rhode Island	RI00
Sitka, AK	SA00
South Carolina	SC00
South Dakota	SD00
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wrangell, AK	WG00
Wyoming	WY00

## SECTION 6 FORMAT REQUIREMENTS

### 6-1. Format Requirements.

TSPs or RFSPs submitting rate offers in response to this RFO and Special Instructions, MUST submit their rate offers electronically via one of the methods identified in the Cover Letter of this RFO. TSPs or RFSPs “Uploading” rate offers and not using the TMSS rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 6-2 below. A TSP or RFSP must have access to the “HHG Rate Filing” module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-1.5.

#### **Important Notes on Rate Filing Process:**

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.

2. Record type 'H1' is mandatory and all TSPs must file this record.
3. Record type 'H2' is an optional record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
4. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is mandatory and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email should be provided in this record.
5. When the rate file preparation is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

## 6-2. Header Records.

### 6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	<b>Initial Filing, New Filings:</b> must be 20161216 <b>Late Filings, Supplemental Filings:</b> 20170501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	Enter all spaces. TIN/EIN is no longer required.
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
TSP's Government Representative	45	88-132	Name of TSP's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

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

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit Code Assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the TSP
Separator	1	53-53	\ [backslash]
RFSP's Phone	12	54-65	Phone number of the RFSP. This number will be used to

GSA 2016-2017 Request for Offers  
Extended Storage Program

Number			contact the RFSP for any rate filing related issues
Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the JUpload file transmission and confirmation

**6-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE \20161216\ \12345DUNS\1234\KAnderson  
H2HHGB\RATE FILING SERVICES, INC \888-555-1234\888-555-6789\JohnDoe@RFSI.COM  
Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

**6-3. Rate Record**

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter 11 for Extended Storage
Separator	1	3	Use a comma ( , )
TSP Tender Number <b>NOTE:</b> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	Enter EXSTG for Basic Extended Storage Enter CCNTL for Climate Controlled Storage
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic</b> Use state codes as identified in Section 5-2.
Separator	1	19	Use a comma ( , )
<b>Reserved</b>	4	20-23	<b>Zero Fill (0000)</b>
Separator	1	24	Use a comma ( , )
<b>Reserved</b>	4	25-28	<b>Zero Fill (0000)</b>
Separator	1	29	Use a comma ( , )
Packing, Loading, & Drayage per Hundredweight (CWT)	6	30-35	Price per services all inclusive. Example 005030 (\$50.30), 010000 (\$100) <u>Do not enter decimal points.</u>
Separator	1	36	Use a comma ( , )
Warehouse Handling-In Charge per Hundredweight (CWT)	6	37-42	Price per service, based on one time charge. Example 000550 (\$5.50), 002560 (\$25.60) <u>Do not enter decimal points.</u>
Separator	1	43	Use a comma ( , )
Monthly Storage Charge per Hundredweight (CWT)	6	44-49	Price per monthly rate of extended storage. Example 000775 (\$7.75), 003050 (\$30.50) <u>Do not enter decimal points.</u>
Separator	1	50	Use a comma ( , )
Local delivery within 50 miles from warehouse	4	51-54	<b>Enter a price per hundred pounds incorporating local delivery, unpacking, and other delivery services identified in the RFO/XTOS.</b>

GSA 2016-2017 Request for Offers  
Extended Storage Program

Record Field	Maximum Positions	Positions	Contents
			Example: 0550 (\$5.50 per 100 lbs.); 4700 (\$47.00 per 100 lbs.) <u>Do not enter decimal points.</u>
Separator	1	55	Use a comma ( , )
Warehouse Handling-Out in connection with Delivery Charge per Hundredweight (CWT)	4	56-59	Price per service, based on one time charge. Example 0550 (\$5.50), 2560 (\$25.60) <u>Do not enter decimal points.</u>
Separator	1	60	Use a comma ( , )
<b>Not Applicable</b>	4	61-64	<b>Zero Fill (0000)</b>
Separator	1	65	Use a comma ( , )
Phone Number NOTE: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	Phone number that requesting customer agency should utilize in order to book the extended storage shipment for this particular from/to rate application.
Separator	1	78	Use a comma ( , )
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91	Use a comma ( , )
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the extended storage shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email must be provided in this record.

**6-3.1. Examples.**

11,1234,EXSTG,CA00,0000,0000,003500,000500,001100,0550,0500,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
11,1234,CCNTL,MD00,0000,0000,007000,000750,003000,0600,0700,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

## SECTION 7 ELECTRONIC SUBMISSION

### 7-1. Rate Tender Transmission.

The below information applies only to rate submissions using the Rate File Upload module within the TMSS Rate Filing Module.

#### 7-1.1. Electronic Transmission.

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

**7-1.2. Format Requirements.**

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

**7-1.3. File Preparation.**

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

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

**7-1.3.1. File Naming Convention.**

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

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

Example of file names:

File name where assigned SCAC has four positions: HHGABCD001 where 'ABCD' is the SCAC  
 The TSP can send one or more files for rate filing. The TSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: HHGABCD001

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

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

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

**7-1.4. ACCESSING JUpload Module.**

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

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

#### **7-1.4.1. UPLOAD DIRECTORY ACCESS.**

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

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

#### **7-1.5. Confirming Rate Transmission.**

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

An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the TSPs e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The e-mail will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct e-mail address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date **of October 27, 2016 or March 13, 2017**. You need to connect to your directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RSVPs will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.5.2.

=====

## General Services Administration

### Basic Transportation Trading Partner Agreement

---

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

Freight Common Carrier (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)

Household Goods Common Carrier (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)

Freight Forwarder (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)

Household Goods Freight Forwarder (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)

Freight Broker (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)

Freight Shipper Agent/Intermodal Marketing Company (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)

Rate Filing Service Provider (All paragraphs, except Paragraph 5G, of this agreement will apply and are binding.)

#### 1. Introduction.

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

#### 3. Freight Reference.

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

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

#### 4. Household Goods Reference.

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

- *GSA Centralized Household Goods Traffic Management Program Extended Storage Tender of Service.*
- *Optional Form 280*
- *GSA Centralized Household Goods Traffic Management Program Extended Storage Request for Offers*

#### 5. Terms and Conditions.

A) GSA will place electronic documents in a publicly accessible website and when warranted in the directory of a confirmed trading partner (trading partner/<SCAC>), hereinafter referred to as *directory*. It will receive documents from confirmed trading partners in each confirmed trading partner's directory via TMSS. *Receipt by the trading partner is considered to occur when the document is placed in either the public directory or the trading partner's directory, as the case may be.*

B) GSA will bear the costs of maintaining the GSA TMSS server and the costs of placing documents issued by GSA in the appropriate directory on the GSA TMSS server, and the costs of managing documents put on the GSA TMSS server by its trading partners. The agency's trading partners are responsible for all costs associated with getting documents from or putting documents on the

GSA 2016-2017 Request for Offers  
Extended Storage Program

with conducting business with the General Services Administration.

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

**2. Purpose.**

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

G) If a participant uses a broker, shipper agent/Intermodal Marketing Company, or filing service to file its rates with GSA, documents submitted on behalf of the participant will be accepted as though submitted by the participant and GSA. The use of a broker, shipper agent/Intermodal Marketing Company, or filing service does not relieve the participant of any of its rights or obligations under the terms of this agreement, including the maintenance of a valid trading partner agreement with GSA.

**6. Force Majeure.**

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

**7. Effective Date.**

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

GSA TMSS server.

- C) When the transmissions are submission or rate tenders, the submitting firm must have first met all applicable approval requirements set out in the applicable, governing Tender of Service.
- D) GSA will be responsible for the accuracy of documents issued by it and placed in the GSA TMSS server directory. GSA will not be responsible for errors occurring in documents put on the GSA TMSS server, nor will GSA be responsible for errors occurring in documents gotten from the GSA TMSS server.
- E) GSA will not be responsible for any damages incurred by a trading partner as a result of missing or delayed transmissions when the problem is not with or caused by GSA or the agency's server.
- F) Any document placed in a directory maintained on the GSA TMSS server is to be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction. Likewise, any document from a trading partner put into a directory on the GSA TMSS server will be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction.

**8. Agreement Review.**

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

**9. Termination.**

- A) If GSA terminates a participant's participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice is given to a firm of its participation termination.
- B) If a participant terminated its participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice of such termination is received by the GSA.
- C) Except as provided above, this agreement may be terminated by either GSA or its trading partner, effective 30 days after receipt of written notice by either party. Termination will have no effect on transactions occurring before the effective date of termination.

**10. Whole Agreement.**

This agreement and all addenda constitute the entire agreement between the parties. No changes in terms and conditions of this agreement will be effective unless approved and signed by both parties. At the inception of this agreement, Addendum/Addenda (is) (are) not applicable. As the parties develop and implement

GSA 2016-2017 Request for Offers  
Extended Storage Program

---

additional EC capabilities, addenda may be incorporated into this agreement. Each addendum will be signed and dated by both parties. The latest date contained on the signature page will be the effective date of the addenda. The addendum will be appended to this agreement.

GSA 2016-2017 Request for Offers  
Extended Storage Program

=====

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

<b>Representing the General Services</b>
Name and Signature
Manager, Centralized Household Goods Traffic Management Program (CHAMP)
Title
Employee Relocation Resource Center (ERRC)
Firm
2300 Main Street, 7 <sup>th</sup> Floor NE
Street Address
Kansas City, MO 64108
City, State, Zip
816-823-3650
Telephone
N/A
Fax
Internet E-mail
Electronic Commerce Contact
816-823-3650
Telephone
N/A
Fax

GSA 2016-2017 Request for Offers  
Extended Storage Program

=====

Internet E-mail
Date

Internet E-mail
Date

<b>Trading Partner Agreement Number</b>	
---	--

(TO BE COMPLETED BY GSA)