

# General Services Administration Domestic 500A–2017 Tariff



**Names rates and charges on shipments of household goods transported under the General Services Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP)**

**Applicable between points in the United States (including the District of Columbia and Alaska but excluding Hawaii) and between points in the United States (including the District of Columbia and Alaska but excluding Hawaii) and Canada**

**Issued by:  
General Services Administration  
Employee Relocation Resource Center  
1800 F Street NW  
Washington, DC 20405**

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## Supplements Issued

Version No.	Supplement No.	Description	Issued	Effective	Page No.
GSA500A-2016	1	<p>Added "Supplements Issued" table</p> <p>Definitions – Removed "As used in this HTOS" from definition of "Shipment"</p> <p>Appendix B – Additional Rates tab – Under "Notes" for Item No. 28 removed "Per CWT" and replaced with "Per Occurrence"</p>	12/15/16	12/16/16	<p style="text-align: center;">2</p> <p style="text-align: center;">9</p>

## Revisions Made in New Issuances of the GSA500A

Version No.	Item No.	Description	Issued	Effective	Page No.
GSA500A-2017	20	Paragraph 2 removed	9/27/17	01/01/18	30
	33	Majority of Paragraph 2 removed and HTOS reference added for application of shuttle service			35
	Section 2	Application of Transportation Charges - clarification added to 4) and Notes 1 and 3 for shipments moving from or to Alaska and intra-state Alaska			43-44
	125	HTOS reference added for application of shuttle service			53
	227	Clarification added for shipments moving from or to Alaska and intra-state Alaska			65-66
	228	Note 1 removed			66

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## Acronyms and Abbreviations

BL	Bill of Lading	SDF	Storage-in-Transit Discount Factor
BLH	Base Linehaul Charge	SIT	Storage-in-Transit
BLIO	Bill of Lading Issuing Officer	Tariff	GSA500A Tariff
CHAMP	Centralized Household Goods Traffic Management Program	TSP	Transportation Service Provider
Cu. Ft.	Cubic Feet	UAB	Unaccompanied Air Baggage
CWT	Hundredweight	U.S.	United States
DLF	Destination Linehaul Factor	USPS	United States Postal Service
DOE	U.S. Department of Energy		
DSC	Destination Service Charge		
ERRC	Employee Relocation Resource Center		
FTR	Federal Travel Regulation		
GBL	Government Bill of Lading		
GPA	General Price Adjustment		
GSA	General Services Administration		
GSA500A	General Services Administration Domestic 500A Tariff		
HHG	Household Goods		
HTOS	Household Goods Tender of Service		
LDF	Linehaul Discount Factor		
LH	Linehaul Charges		
MMS	Move Management Services		
MOA	Memorandum of Agreement		
NADA	National Automobile Dealers Association		
OLF	Origin Linehaul Factor		
OSC	Origin Service Charge		
PBP&E	Professional Books, Papers & Equipment		
POD	Point Of Debarkation		
POE	Point Of Embarkation		
POV	Privately Owned Vehicles		
RFO	Request For Offers		

## Definitions

### A

Advanced Charges (Third Party Charges) – A charge advanced by the TSP for services of others (companies not owned by the TSP or its Agent or their personnel, drivers or crew) engaged at the request of the Bill of Lading Issuing Officer, or required by Federal, State or local law.

Agency – The party responsible for the payment of the Bill of Lading, usually the employer of the Owner. Any reference in this Tariff made to “Agency” will be understood to mean Federal shipping agency, Federal ordering agency, Federal civilian agency or Federal agency.

Agent – A business firm, corporation, or individual acting for or on behalf of a TSP. A bona fide agent of a personal property TSP, as distinguished from a broker, is a person who, or business enterprise which, represents and acts for a TSP and performs its duties under the direction of the TSP pursuant to a pre-existing agreement with the TSP providing for a continuing relationship between the two.

Article – See Item.

### B

Base Linehaul Charge (BLH) – The charge element for the transportation of a shipment is based on the total weight of the shipment from origin address as identified on the Bill of Lading to the destination address as identified on the Bill of Lading, through any stops along the way (refer to Item 28).

Bill of Lading (BL) – An accountable shipping document used for the acquisition of authorized transportation and related services from commercial TSPs for the movement of HHG shipments under this Tariff. (Refer to Federal Management Regulation (FMR) Part 117 (41 CFR Part 102-117) for GBL terms and conditions for all Government shipments moving under this Tariff.)

Bill of Lading Issuing Officer (BLIO) – The individual or his/her designated representative within the shipping or receiving Agency responsible for household goods traffic management functions.

Bonded Warehouse – A storage facility authorized by the Customs authority where imported goods are stored prior to customs duties and taxes being paid.

### C

Calendar Days – Consecutive days of the week, Sunday through Saturday, without regard to Federal, state, and overseas, locally observed holidays.

Certified Scale – Means any scale inspected and certified by an authorized scale inspection and licensing authority, and designed for weighing motor vehicles, including trailers or semi-trailers not attached to a tractor, or designed as a platform or warehouse type scale.

Code C: Domestic Household Goods – Movement of Household Goods in a Container from origin residence to destination residence. When specifically requested by the Agency, the movement of a domestic household goods shipment in a Container (supplied by the TSP) from origin to destination. Use of commercial best practice containers is authorized. Shipments must always be containerized, will never be Owner packed and cannot be left unsecured or outdoors. Containerization must be completed at the Owner’s residence unless the BLIO authorizes, in writing, containerization at TSP/Agent warehouse. **As with all shipments moved under CHAMP and this Tariff, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.**

Code D: Domestic Household Goods – Movement of Household Goods in a Motor Van or Container from origin residence to destination residence. The actual mode of service is at the discretion of the TSP. TSPs must advise the BLIO of their intent to containerize a shipment. When the TSP elects to containerize the shipment at their discretion, it will be at no additional cost to the Agency. **As with all shipments moved under CHAMP and this Tariff, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.**

Cube – A measure of the volume of an item.

## D

Designated Representative – A person(s) authorized by the Owner to act on his/her behalf or a person(s) authorized by the BLIO to act on his/her behalf.

Destination Linehaul Factor (DLF) – An additional linehaul component that accounts for varying transportation costs associated with each destination Service Area as based on the destination address as identified on the Bill of Lading.

Destination Service Charge (DSC) – Includes elevator service, stair and excess distance carries, and the additional transportation charge (ATC). Applies on a hundredweight basis for each destination Service Area based on the destination address as identified on the Bill of Lading to compensate the TSP for handling and servicing the shipment at each location.

Domestic Transportation – The movement of a relocated Government employee’s HHG between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and points in Canada.



## **E**

Extended Storage – Service for long-term storage, other than storage-in-transit, of personal property at the Owner's or Government's expense. Also known as permanent storage or non-temporary storage.

## **G**

General Services Administration (GSA) – The Agency responsible for the administration of this Tariff and the Centralized Household Goods Traffic Management Program (CHAMP).

## **H**

Household Goods (HHG) – The personal effects of Government employees' and their dependants (Refer to Item 100).

Household Goods Tender of Service (HTOS) – The HTOS is the document governing the requirements of the GSA's CHAMP.

Hundredweight (cwt) – A pricing unit used in transportation equal to 100 pounds.

## **I**

In Bond – Goods on which a duty is due are "in bond" when placed in the custody of a government or bonded warehouse or are moving by a bonded carrier. Bonding guarantees that the duty will be paid.

Item (Or Article) – The terms "item" and "article" used in this Tariff shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item. Any item taken apart or knocked down for handling or loading shall constitute one item.

## **L**

Linehaul Charges (LH) – The charges associated with the loading, transporting, and unloading of a shipment.

Linehaul/Transportation Discount Factor (LDF) – The inverse of the percentage filed by the TSP for linehaul/transportation used to calculate linehaul associated charges (1.00 – filed % = LDF).

## O

Origin Linehaul Factor (OLF) – An additional linehaul component that accounts for varying transportation costs associated with each origin Service Area as based on the origin address identified on the Bill of Lading.

Origin Service Charge (OSC) – Includes elevator service, stair and excess distance carries, and the additional transportation charge (ATC). Applies on a hundredweight basis for each Origin Service Area as based on the origin address as identified on the Bill of Lading to compensate the TSP for handling and servicing the shipment at each location.

Owner – Shall include the person whose property is being shipped and whose name the property is stored under, the person who is entitled to a shipment at Agency expense, even if that person does not have formal legal title to all of the goods that are shipped, the Owner's designated representative, or, in the case of a deceased Owner, the survivors or estate of the Owner.

## P

Port of Embarkation/Debarkation (POE/POD) – Includes dock, wharf, pier, berth at which cargo is loaded aboard ship or is discharged from ship, including the TSP's port terminal facility or warehouse serving the port.

Privately Owned Vehicles (POV) – Any motor vehicle owned by, or on a long-term lease (twelve (12) or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation. (Refer to the Federal Travel Regulation (FTR) (41 CFR Part 302) for complete details.)

## S

Shipment – A single load of household goods, Unaccompanied Air Baggage or a Privately Owned Vehicle consigned to a TSP for movement from origin to destination on a single set of shipment documents.

Shorthaul Factor (SH) – An additional linehaul component for shipments moving 800 miles or less (via all modes combined).

Storage-in-Transit (SIT) – Temporary storage of a HHG shipment placed in a warehouse facility, other than extended storage, incidental to final delivery.

SIT Discount Factor (SDF) – The inverse of the percentage filed by the TSP for SIT used to calculate SIT associated charges (1.00 – filed % = SDF).

## **T**

Transportation Service Provider (TSP) – This term refers to a household goods carrier or forwarder and means a firm engaged in the transportation, for compensation or hire, of used household goods by means of motor vehicles being used in the transportation. TSPs possess the appropriate Federal and State operating authorities for the routes they serve. This term includes all of the TSP's agents and carriers it employs to perform the required services. TSPs must be approved in CHAMP.

## **U**

Unaccompanied Air Baggage (UAB) – The necessary personal items that are taken to an Owner's new duty station before his/her shipment of household goods arrives. The determination of items considered as UAB is at the discretion of each Agency. Where gross weight of a UAB shipment exceeds its volume weight, the TSP must charge for gross weight.

## **W**

Waterhaul (WH) – An additional weight based transportation component that takes into account the varying transportation costs associated with shipments to/from Alaska via motor-water-motor mode (does not apply to Intra-State Alaska).

## Introduction

The General Services Administration's Domestic 500A (GSA500A) Tariff (Tariff) serves as the principal domestic Tariff that governs the transportation of household goods (HHG), personal effects, property and other similarly defined articles between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including District of Columbia and Alaska but excluding Hawaii) and points in Canada for the account of the U.S. Government – GSA – in accordance with the terms and conditions of GSA's Centralized Household Goods Traffic Management Program (CHAMP). This Tariff is published and maintained by GSA. It contains two components: 1) the Tariff rules, regulations and governing provisions as published in this electronic document, and 2) a Microsoft Excel Workbook shown in the Baseline Rate Tariff Files (Appendix B), listing the applicable baseline rates and charges applicable for transportation and accessorial (additional) services. References to this Tariff include both components.

GSA does not endorse any 3<sup>rd</sup> party software or products that utilize information or data found in either this Tariff and/or Appendix B to compute shipment costs. GSA is not responsible for any discrepancies between such 3<sup>rd</sup> party software or products and those contained in this Tariff and/or Appendix B. Only the rates, charges and provisions provided by GSA will be the final authority for payment.

Distance-based rates and charges between points in the U.S. are determined by PC\*Miler issued by ALK Technologies, Inc. based on the applicable **5-digit postal zip codes** obtained from the National 5-Digit Zip Code and Post Office Directory issued by the United States Postal Service (USPS). However, for shipments with an origin and/or destination within Canada, mileage distances will be determined by the Rand McNally Mileage Guide 19, in lieu of ALK Technologies, Inc.

To simplify the application of charges, this Tariff incorporates many of the commonly applied individual Additional Services charges into a single Origin/Destination Service Charge that applies in addition to the transportation charges. The Service Areas and their associated Services Cost Schedules and other non-mileage based rates and charges for services performed at points in the U.S. are determined based on the applicable **3-digit postal zip code** issued by the USPS. Services performed at points in Canada are based on a single cost schedule for all points in Canada.

The shipment charges are based on the shipment weight, the distance the shipment is transported and the additional services provided at each location. To determine the distance, first, use the 5-digit postal zip code applicable at the points of origin and destination to determine the mileage between the two points. Second, use the 3-digit postal zip code to determine the appropriate origin and destination Service Areas and their associated Services Cost Schedules to determine the rates and charges applicable for additional services performed at each location.

## **Transportation Charges** **(Refer to Section 2 for Application of Transportation Charges)**

The transportation charges in this Tariff include one shipment loading at the point of origin, vehicle transportation to the point of destination and shipment unloading at destination. Transportation charges do not include the additional services listed in Section 1 and 2 of this Tariff.

Transportation charges named apply for the transportation of HHGs:

1. Between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii); and
2. Between points in the U.S. (including District of Columbia and Alaska but excluding Hawaii) and points in Canada.

Unless otherwise specifically provided in this Tariff, all rules, rates and charges in effect on the date the shipment is picked up shall apply. In addition, any transportation and storage discounts that apply are based on the date the shipment is picked up, unless otherwise specifically provided in this Tariff.

## **Additional Services** **(Refer to Section 2 for Application of Additional Services)**

Additional Services rates and charges apply for services that are requested by the Bill of Lading Issuing Officer (BLIO) as necessary to complete the shipment. Appendix B of this Tariff names the applicable Additional Services rates and charges.

## **Limitation of Action**

All claims and actions at law by the issuing Transportation Service Provider for recovery of its charges on shipments subject to the provisions of this Tariff will be filed in accordance with 49 U.S.C. Sec. 14705.

# Section 1: Rules and Regulations

## **Item 1**

### **Application of Tariff**

1. This Tariff applies for the transportation of household goods (HHG) shipments between all points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including District of Columbia and Alaska but excluding Hawaii) and points in Canada transported under the General Services Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP). **This Tariff has no application for shipments that are not transported under GSA's CHAMP program.**

This Tariff is published and made available to all users. It contains two components: 1) the Tariff rules, regulations and governing provisions as published in this electronic document, and 2) a Microsoft Excel Workbook shown in the Baseline Rate Tariff Files, Appendix B (Appendix B), listing the applicable baseline rates and charges applicable for transportation and accessorial (additional) services. References to this Tariff include both components.

2. In submitting a rate offer(s), the Transportation Service Provider (TSP) represents to the Federal Government that services shall be performed in accordance with the rules and regulations of this Tariff, the applicable GSA Household Goods Tender of Service (HTOS) and applicable GSA Request for Offers (RFO), each as amended or superseded. By submitting a rate offer, the TSP also affirms that it possesses the required Operating Authority to transport HHG shipments from, to or between places set forth in the TSPs individual rate offer(s). The GSA's Employee Relocation Resource Center (ERRC) reserves the right to place in temporary non-use or to revoke any TSP's participation in CHAMP, to include all or some accepted rate offers, if found to have filed a rate offer(s) in a location in which they do not possess the appropriate authority.

## **Item 2**

### **Available for Future Use**

## **Item 3**

### **Prior Rates**

For rates in effect prior to the effective date of the implementation of this Tariff, please refer to the GSA Government Rate Tender Number GSA01, supplements and reissues thereto. Items not brought forward, revised or renumbered are hereby cancelled and designated as *Available for Future Use*.

## **Item 4**

### **Weighing and Weights**

1. TSPs transporting shipments shall determine the weight of each shipment transported prior to the assessment of any charges depending on the shipment weight. Except as otherwise provided in this Item, the weight shall be obtained on a scale meeting the definition of a certified scale as provided in 49 CFR 375.103.

#### 2. Weighing Procedure

a. Except as otherwise provided in this Item, the weight of each shipment shall be obtained by determining the net weight – the difference between the tare weight of the vehicle on which the shipment is to be loaded prior to the loading and the gross weight of this same vehicle after the shipment is loaded; or, the difference between the gross weight of the vehicle with the shipment loaded and the tare weight of the same vehicle after the shipment is unloaded.

b. At the time of both weighings the vehicle shall have installed or loaded all pads, dollies, hand trucks, ramps and other equipment required in the transportation of such shipments. Neither the driver nor any other persons shall be on the vehicle at the time of either weighing unless the scale facility where the weighing occurs requires that the driver remain on the vehicle. In those instances, the driver must remain on the vehicle during all weighings of the shipment.

c. The fuel tanks on the vehicle shall be full at the time of each weighing or, in the alternative, no fuel may be added between the two weighings when the tare weighing is the first weighing performed.

d. The trailer of a tractor-trailer vehicle combination may be detached from the tractor and the trailer weighed separately at each weighing providing the length of the scale platform is adequate to accommodate and support the entire trailer at one time.

e. Containerized shipments or shipments weighing 1,000 pounds or less, may be weighed on a certified platform or warehouse scale prior to loading for transportation or subsequent to unloading. The net weight of shipments transported in containers shall be the difference between the tare weight of the container, including all pads, blocking and bracing used or to be used in the transportation of the shipment and the gross weight of the container with the shipments loaded therein (49 CFR 375.509(d)).

f. The Owner (or his/her designated representative) or the Bill of Lading Issuing Officer (BLIO) (or his/her designated representative) shall have the right to observe all weighings of the shipment. If requested by the Owner or the BLIO, the TSP must advise said party of the time and specific location where each weighing will be performed and must give that party a reasonable opportunity to be present to observe the weighing or reweighing. Waiver of the opportunity to observe any weighing or reweighing does not affect any right of the Owner or the Agency under applicable regulations or otherwise.



g. TSPs may substitute manufacturer's weight for automobiles, trucks, vans, motorcycles, campers and boats in lieu of obtaining separate weight tickets on these articles whenever such articles are included within a shipment. Manufacturer's weight will be obtained from either the Branham Automobile Reference Book, the National Automobile Dealers Association (N.A.D.A.) Official Used Car Guide (the "Guide"), or from other appropriate reference sources of manufacturer's weight or the Owner may provide the TSP with copies of manufacturer's documents evidencing the weight of the article included in the shipment, unless otherwise weighed as part of the gross weight of the shipment.

h. Professional Books, Papers and Equipment (PBP&E) shall be weighed separately on a platform or other type scales. Where an adequate scale is unavailable, a constructive weight of 7 pounds per cubic foot will apply for approved PBP&E.

### 3. Weight Tickets

a. TSP shall obtain a separate weight ticket for each weighing required under this Item except when both weighings are performed on the same scale, one weight ticket may be used to record both weighings. Every weight ticket must be signed by the weigh master performing the weighing and must contain the following information:

- 1) The complete name and location of the scale;
- 2) The date each shipment was weighed;
- 3) Identification of the weight entries (tare, gross, and/or net weights);
- 4) Company or TSP identification of the vehicle;
- 5) Owner's last name as it appears on the Bill of Lading; and
- 6) The TSP's shipment registration or Bill of Lading number.

b. The original weight ticket or tickets relating to the determination of the weight of a shipment must be retained by the TSP as part of the file on the shipment. All invoices presented to collect any shipment charges dependent on the weight transported must be accompanied by true copies of all weight tickets obtained in the determination of the shipment weight. This also applies to weight tickets to support reweighs as identified in Paragraph 4 of this Item.

### 4. Reweighing of Shipments

a. TSPs, upon request of the Owner or the BLIO, must accomplish requested reweighs prior to the actual commencement of unloading the shipment for delivery or into storage. TSP must inform the Owner and BLIO of the reweigh and allow either party the opportunity to witness the reweigh. Waiver of the opportunity to observe any weighing or reweighing does not affect any right of the Owner or Agency under these regulations or otherwise. Reweighing of the shipment shall be performed on a scale different from the one on which the original weighing occurred.

b. When the initial weighing of a shipment results in a weight which exceeds 18,000 pounds, the TSP MUST reweigh the shipment prior to the actual commencement of unloading the shipment for delivery to residence or into storage. If a reweigh is not performed, the TSP MAY NOT invoice for more than 18,000 pounds.

c. When a shipment is reweighed in accordance with Paragraph 4.a. or b. of this Item, the lower of the two net scale weights shall be used for determining the applicable charges and copies of both sets of weight tickets must be submitted to the Agency responsible for the payment of the charges prior to invoicing for charges.

d. The TSP may bill the Agency for the cost of the reweigh scale charge but no reweigh service charge will apply.

## **Item 5**

### **Expedited Service, Exclusive Use of Vehicle or Space Reservation for a Portion of Vehicle**

When the BLIO or Agency orders a specific vehicle service, i.e., Expedited Service, Exclusive Use of Vehicle or Space Reservation for a Portion of Vehicle, the TSP will provide the service in accordance with the provisions below:

#### **1. Expedited Service:**

a. Expedited Service as used herein means tendering delivery of a shipment of less than 5,000 pounds on or before a specified date.

b. Expedited Service is subject to the availability of equipment for a particular service desired. An Agency may obtain expedited service on a shipment of less than 5,000 pounds and transportation charges shall be computed on the basis of 5,000 pounds and Tariff rates applicable to 5,000 pounds. The TSP shall not be required to provide Exclusive Use of Vehicle under this Paragraph. For exclusive use of vehicle, refer to Paragraph 2 of this Item.

Bill of Lading to be marked or stamped:

( ) EXPEDITED SERVICE ORDERED BY AGENCY  
DELIVER ON OR BEFORE \_\_\_\_\_

c. Except in case of the fault of the Owner, BLIO or Agency, in the event the shipment is not tendered for delivery on or before the delivery date, this Item shall not apply. In such case, the charges for the shipment shall be subject to all other applicable rules and provisions of this Tariff.

#### **2. Exclusive Use of a Vehicle:**

a. Subject to the availability of equipment, the BLIO or Agency may order Exclusive Use of a Vehicle of specific cubic capacity, for transportation of a shipment. Transportation charges shall be based on actual weight subject to minimum charges as

follows:

1) If the capacity of vehicle ordered is 1,400 cu.ft. or less, the minimum charge shall be based on 9,800 pounds.

2) If the capacity of vehicle ordered is in excess of 1,400 cu. ft., the minimum charge shall be based on 7 pounds per cubic foot of total vehicle space ordered.

b. If at time of loading such shipment, the TSP does not have available a vehicle of capacity ordered, the TSP may substitute a vehicle or vehicles of an equivalent or greater capacity. Transportation charges and minimum therefore shall be the same as would apply had the TSP furnished a vehicle of the capacity ordered.

Bill of Lading to be marked or stamped:

( ) EXCLUSIVE USE OF A \_\_\_\_\_ CU.FT. VEHICLE ORDERED

### 3. Space Reservation for Portion of Vehicle:

Subject to availability of equipment, the BLIO or Agency may reserve a portion of the capacity of a vehicle by ordering a specific quantity of space and accepting transportation charges based on the actual weight of the shipment subject to the minimum weights as follows:

300 cu.ft. or less	2,100 Pounds
More than 300 cu. ft.	700 Pounds per each 100 cu. ft. or fraction thereof ordered

Bill of Lading to be marked or stamped:

( ) SPACE RESERVATON \_\_\_\_\_ CU.FT. ORDERED

## Item 6 Consolidation of Shipments

The term "shipment" means property tendered by one Agency, and accepted by the TSP for loading the same day or consecutive days, at one place or origin (except as otherwise provided in Item 28), for one Owner, at one destination (except as otherwise provided in Item 28), and covered by one Bill of Lading. The name of only one Agency and one Owner shall appear on the Bill of Lading, but the Bill of Lading may also specify the name of a party (or more than one party when Item 28 is applicable) to notify of the arrival of the shipment at destination(s). (Refer to Item 17 for computation of charges on a portion of a shipment stored in transit.)

**Item 7**  
**GSA Approved Transportation Service Providers (TSPs)**

TSPs participating in this Tariff must be approved to participate in GSA's CHAMP. Refer to [Approval Requirements](#) for additional information.

**Items 8 – 11**  
**Available for Future Use**

**Item 12**  
**Cancellation of Tariff Pages, Items or Portions Thereof**

Normally, this Tariff will be updated and revised on an annual basis by the reissue of the publication. If it becomes necessary in the opinion of GSA to issue interim updates or revisions, the updates and revisions will be accomplished by issuing a Supplement(s) to the Tariff. The provisions of any Supplement(s) issued, which amend or cancel portions of the Tariff, will be incorporated into the next subsequent annual reissue of the Tariff.

**Item 13**  
**Available for Future Use**

**Item 14**  
**Inspection of Articles**

1. When the TSP or its agent believes it necessary that the contents of packages be inspected, they shall make such inspection, cause it to be made, or require other sufficient evidence to determine the condition and contents of the property.
2. TSP will not accept the following:
  - a. Property which by its inherent nature is liable to impregnate, contaminate or otherwise cause damage to other property or equipment.
  - b. Articles which cannot be taken from or delivered to the premises without damage to the articles or the premises.

**Item 15**  
**Available for Future Use**

## Item 16 Fuel Policy

1. Except as specified below, the amount of the Fuel Surcharge to apply will be calculated (as provided herein) based on the distance between the origin address as identified on the Bill of Lading and the destination address as identified on the Bill of Lading, and if applicable, the distance between the Storage-in-Transit (SIT) facility and the shipment origin as identified on the Bill of Lading (when SIT is performed at origin) or the distance between the SIT facility and the shipment destination address as identified on the Bill of Lading (when SIT is performed at destination) as determined by using the governing distance guide(s) identified in Item 18.

a. The provisions of this Item shall apply on any applicable transportation segment transported by truck between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U. S. (including the District of Columbia and Alaska but excluding Hawaii) and Canada (excluding mileage traversed through Canada on shipments traveling between Alaska and the Lower 48 states via all-motor service) (refer to NOTE 1).

b. The amount of the Fuel Surcharge will be based on the mileage specified by ALK Technologies, Inc. However, for shipments originating from or destined to points in Canada, the amount of the Fuel Surcharge will be based on the mileage specified by Rand McNally (refer to Item 18).

c. For shipments originating in or destined to other international points, the amount of the Fuel Surcharge will be calculated as provided in Paragraph 1 of this Item based on the distance between the port of embarkation or debarkation and the origin or destination of the shipment within the U.S.

2. The “national U.S. average” price per gallon of diesel fuel will be determined based on the price stated by the U. S. Department of Energy (DOE), U. S. Energy Information Administration’s (EIA’s) survey of “Retail On-Highway Diesel Prices on the first Monday of each calendar month.” This price will be obtained by calling the DOE Fuel Hot Line at 202-586-6966 or via the DOE website at:

<http://www.eia.gov/petroleum/gasdiesel/>

3. If the first Monday of the calendar month is a Federal holiday, the price will be determined based on the stated DOE price that is available on the next subsequent business day.

4. The applicable Fuel Surcharge will be subject to the adjustment each month as provided in Paragraphs 2 and 3 of this Item and the applicable diesel fuel price obtained from the DOE will apply on the fifteenth (15<sup>th</sup>) day of the same month. The Fuel Surcharge will apply for shipments loaded beginning on the 15<sup>th</sup> day of the month and

remain in effect through the 14<sup>th</sup> day of the following month.

For example, if the reported price of self-service diesel fuel determined on Monday, June 4<sup>th</sup> is \$3.499 per gallon, the Fuel Surcharge based on that price would apply for shipments loaded as of June 15<sup>th</sup> through July 14<sup>th</sup>. Then, if the reported price of diesel fuel on Monday, July 2<sup>nd</sup> increased to \$3.699 per gallon, the Fuel Surcharge based on the new amount would apply for shipments loaded as of July 15<sup>th</sup> through August 14<sup>th</sup>.

5. The amount of the Fuel Surcharge to apply will be calculated based on the per gallon price of diesel fuel, determined as provided herein, that **exceeds \$2.999 per gallon** multiplied by the billable distance (miles) and factored by the miles-per-gallon amount under the following formula:

**Total Billable Miles DIVIDED by 5.0 Miles-Per-Gallon MULTIPLIED BY  
An amount equal to the DOE National U.S. Average Diesel Fuel Price LESS \$2.999  
EQUALS the amount of the Fuel Surcharge to apply.**

**Example:**

Miles: 750	$750/5 = 150$ gallons
DOE Fuel: \$4.595	$\$4.595 - 2.999 = 1.59$
Fuel Surcharge:	$150 \times \$1.59 = \$238.50$

6. To eliminate rounding issues, calculations will be truncated at 2 decimals for the gallons consumed, the difference in the cost of fuel, and the calculation of the charge. No rounding up or down will take place in determining the calculation.

**Examples:**

**Gallons Consumed**

1194 miles	$1194/5 = 238.80$	238.80 will be used
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**Fuel Cost**

DOE price \$4.711	$\$4.711 - \$2.999 = \$1.712$	\$1.71 will be used
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**Calculation**

$\$1.71 \times 238.80 = \$408.348$	\$408.34 will be used
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7. Notwithstanding any other provisions of this Tariff, the Fuel Surcharge as identified in this Item WILL APPLY on SIT shipments when such shipments are delivered to or removed from the SIT location during the period that a Fuel Surcharge was in effect. At the time of billing, the TSP must provide documentation of the distance between the SIT facility and the shipment origin as identified on the Bill of Lading (for SIT at origin) or the distance between the SIT facility and the shipment destination as identified on

the Bill of Lading (for SIT at destination), using the billable mileage as identified in the appropriate distance/mileage guide as identified in Item 18. The TSP must also provide documentation identifying the date of the pickup to SIT or the date of the delivery out of SIT.

**NOTE 1:** Shipments to/from Alaska are only authorized a Fuel Surcharge for the portion driven in Alaska if they are picked up/delivered over 50 miles from the named Alaskan points. Shipments from/to Fairbanks, Alaska are not authorized additional transportation charges between Anchorage, Alaska and Fairbanks, Alaska and TSPs are not authorized a Fuel Surcharge when the shipment is picked up/delivered 50 miles or less from Fairbanks, Alaska. For these shipments, the waterhaul charge includes transportation between Tacoma, Washington and Fairbanks, Alaska. Shipments that are picked up/delivered over 50 miles from the nearest named Alaskan point are authorized a Fuel Surcharge if applicable.

**NOTE 2:** If a Privately Owned Vehicle (POV) is transported on the same truck with the household goods, the TSP will not be entitled to charge a separate Fuel Surcharge for the POV. If the POV is not going to be transported with the household goods, then prior to the commencement of loading, the TSP must notify the Agency responsible for payment of the charges that a separate Fuel Surcharge may be required and written approval from the Agency must be obtained. If the POV is transported via a car hauler and the car hauler charges a Fuel Surcharge, that Fuel Surcharge can be passed through to the Agency as a separate line item. The TSP must provide a copy of the original bill to the Agency for reimbursement. If the POV is transported via a separate household goods truck/trailer, the TSP may calculate a Fuel Surcharge using the standard procedures identified in this Item.

**NOTE 3:** In the event the shipment is transported from origin to port or port to destination on an ocean line through Bill of Lading, the TSP is not entitled to a Fuel Surcharge in accordance with this Item and can only pass through any fuel surcharge amount that may be generated from the ocean line. The TSP must provide a copy of the original bill to the Agency for reimbursement.

## **Item 17**

### **Storage-in-Transit (SIT)**

1. Storage-In-Transit (SIT) of property covered by this Tariff is the holding of the shipment or portion thereof in the facilities or warehouse used for storage by the TSP or its agent pending further transportation and will be effected only at specific request of the BLIO and as shown on the Bill of Lading or under the conditions specified in Paragraph 15 of this Item. The facilities or warehouses used by the TSP or its agent for SIT shall be commercial facilities or warehouses used by the TSP or its agent in the normal course of business for receipt and storage of household goods awaiting further transportation. Unless approved by the BLIO in writing, the use of trailers, vans, public warehouses and self-storage units is prohibited.



2. The TSP must provide SIT at destination unless SIT at origin is specified on the Bill of Lading or authorized in writing by the BLIO. Shipments shall not be placed in SIT at a location in excess of fifty (50) miles from the destination address as identified on the Bill of Lading (or origin address as identified on the Bill of Lading if SIT at origin is specified on the Bill of Lading or approved in writing by the BLIO) and shall be at the TSPs' or agent's nearest available SIT facility or warehouse to the destination address as identified on the Bill of Lading unless otherwise specified on the Bill of Lading or authorized by the BLIO in writing. Placing a shipment in SIT does not constitute a delivery or completion of service. Delivery of the shipment to the final destination and completion of destination services shall be performed after the goods are removed from SIT as part of the through service.

3. All SIT and related charges shall be based on the **destination address** as identified on the Bill of Lading (or origin address as identified on the Bill of Lading if SIT at origin is specified on the Bill of Lading or approved in writing by the BLIO) without regard to the actual storage location.

4. A shipment or portion thereof may be placed in SIT one or more times for an aggregate period not to exceed 150 days. When not removed from SIT at midnight of the 150<sup>th</sup> day, liability of the TSP shall terminate after such time, the interstate or intrastate character of the shipment or portion thereof shall cease, the warehouse location shall be considered the destination of the property, the warehouseman shall become the agent for the Owner, the property shall then be subject to the rules, regulations and charges of the warehouseman and the Owner shall be responsible for all future storage charges (refer to Item 17-2).

5. When SIT is at origin (as either specified on the Bill of Lading or with written approval of the BLIO), charges may be billed after SIT is effected as follows:

a. Transportation charges between the origin address as identified on the Bill of Lading and warehouse location where SIT is effected (refer to Item 210).

b. Storage charges due at time of billing.

c. Charges for additional services, third party charges and other lawful charges.

6. When SIT is at other than origin, charges must be billed at the time SIT is effected, as follows:

a. Transportation charges between the origin address as identified on the Bill of Lading and the destination as identified on the Bill of Lading, regardless of where the shipment is actually stored.

b. At the time of billing under this Paragraph, storage charges due the TSP may be billed. Storage charges for subsequent days of storage that property remains in SIT may be billed as they become due.

c. Charges for additional services, third party charges and other lawful charges.



7. Delivery of shipments to residence from SIT at origin, en route or at destination will be made on the date requested, if possible. If the TSP is unable to perform delivery on that date, every effort will be made to deliver as soon as possible subject to the following:

a. If shipment is not removed from storage by the 5<sup>th</sup> working day (excluding Saturday, Sunday and Holidays) after the requested delivery date(s), storage charges will cease to accrue after such date.

b. If shipment is removed from storage prior to the 5<sup>th</sup> working day after the requested delivery date(s), storage charges will cease to accrue the day the shipment is removed.

8. The transportation charges to apply on a shipment when only a portion of a shipment is stored in transit en route to destination will be the applicable transportation rate based on the total weight of the entire shipment, for total distance between pickup and delivery as identified by the origin and destination addresses specified on the Bill of Lading, plus additional service charges applicable to each portion of the shipment, as applicable. The total charges for any picked-up and/or delivered portions shall apply from the point of origin to destination address as identified on the Bill of Lading regardless of the storage locations.

9. The transportation charges to apply on a portion of a SIT shipment delivered from storage location to destination will be the applicable transportation rate based on the actual weight of such portion, subject to the minimum weights provided in this Tariff and Paragraph 13.

10. On property consigned to SIT where an overflow of property requires a split shipment delivered to the storage location on different dates, the charges for such property shall be as follows:

a. Transportation charges from initial point of pickup to delivery address as identified on the Bill of Lading based on the combined weight of the property stored in transit and computation of transportation charges will be as provided herein.

b. Storage charges in effect on the date of initial pickup will be assessed separately on each portion of shipment stored in transit, except the 1,000 minimum weight will apply to the combined weight of property stored in transit. Storage will be rated separately for each portion added, subject to the provisions of this Item and Item 185.

c. All subsequent charges will be based on the combined weight of the property stored in transit.

11. When the BLIO provides notice to the TSP that the destination has changed from the original Bill of Lading, such change must be recorded on the Bill of Lading (Correction Notice) and a copy provided to the TSP. When the interstate character of the shipment is terminated at the storage location before expiration of the time limit specified in Paragraph 4 of this Item, transportation and other lawful charges shall apply per Paragraph 5 or 6 of this Item, whichever is applicable.

12. When household goods have been placed into SIT at the TSP's or agent's storage location, both the TSP and the warehouseman must have in their possession records showing the following:

- a. An itemized list of the property with the Bill of Lading number noted thereon.
- b. The shipment's point of origin and destination.
- c. The condition of each article when received at and forwarded from the storage location.
- d. The dates when all charges, advances or payments were made or received.
- e. Dates property was delivered to and forwarded from the storage location.

13. During the SIT period, the Owner may withdraw a portion of the property. When the selection of items requires un-stacking and/or re-stacking of the shipment or a portion of the shipment, charges for such handling shall be assessed in accordance with Item 120. Charges for transportation furnished, if any, for the portion selected for delivery shall be assessed on same basis as would apply to that portion as an individual shipment. With reference to the portion of the shipment, which remains at the storage location, the BLIO may elect in writing to terminate the SIT service and place the remaining property in storage with the warehouseman in possession, in which event the storage location will be considered the destination of the property. If the Owner elects to have the remaining portion remain in SIT, the following shall be applicable:

- a. Storage charges shall continue to apply on the weight of remainder of the property.
- b. Charges for transportation furnished, if any, for the delivery of the remainder of the property shall be assessed on the same basis as would apply to that portion as an individual shipment.

14. During the SIT period, the Owner, if approved in writing by the BLIO, may add property to that already in SIT. Charges for such property added shall be as follows:

- a. Transportation charges on the addition apply from the initial point of pickup and warehouse location.
- b. Storage charges as provided in Item 185 will apply on the addition, subject to a 1,000 pound minimum charge.
- c. All subsequent charges including SIT will be based on the total weight of the combined property.

15. If delivery cannot be made at the address specified on the Bill of Lading because of impractical operation as defined in Item 33, or for any reason other than the fault of the TSP, and neither the Owner or BLIO designates another address at which delivery can be made, TSP will place the property in SIT pursuant to the provisions of this Item and the BLIO must be promptly notified accordingly.

16. When property is placed in SIT, the TSPs limitations on liability also apply to the party in possession of the property.

**Refer to Item 210 for the Application of SIT Pickup and Delivery Transportation Charges**

**NOTE 1:** When property is placed in SIT in segments on different dates, the transportation rates and additional service charges in effect on the date of the pick-up of the initial shipment will apply to each property segment placed in SIT.

**NOTE 2:** When property is removed from SIT and extra pick-ups are ordered, the transportation rates and additional service charges in effect on the date of the pick-up of the initial shipment will apply based on the weight of the property removed from SIT or constituting the extra pick-up.

**NOTE 3:** Each portion of the shipment will be rated at the applicable rate in effect on the date of the pickup of the initial shipment, based on the total weight of the entire shipment.

**NOTE 4:** Refer to Item 17-2 for provisions governing Notification by TSP When Status of a SIT Shipment Changes.

**Item 17-1  
Attempted Delivery to Residence from SIT**

**(17-1A) – Attempted Delivery – 50 Miles or Less**

**(17-1B) – Attempted Delivery – Over 50 Miles**

**(17-1C) – Attempted Delivery – 1<sup>st</sup> Day**

**(17-1D) – Attempted Delivery – 50 Miles or Less – Overtime**

**(17-1E) – Attempted Delivery – Over 50 Miles – Alaska**

TSP compensation for attempted delivery to residence from SIT when failure to deliver is not the fault of the TSP will be as follows:

1. Round Trip distance from the storage facility to residence and return:
  - a. If total mileage is 50 miles or less, Item 210, Pickup or Delivery Transportation Charges on SIT Shipments will apply.
  - b. If total mileage is greater than 50 miles, the transportation rate in the applicable linehaul rate section will apply.
2. **SIT:** A second first day storage charge will apply when the shipment is returned to SIT at the warehouse location and the same SIT control number will apply. Storage

charges will continue to apply at the additional daily rate until shipment is removed or delivered from storage, except as provided in Item 17, Paragraph 7.

3. **Waiting Time:** The provisions of Item 120 WILL APPLY if TSP is required to wait at residence.

**NOTE 1:** If the shipment remains on the same vehicle until delivered the second first day storage charge as identified in Paragraph 2 of this Item will not apply.

**NOTE 2:** The provisions of this Item **will not** apply;

a. When the delivery is attempted after 5:00 p.m. or before 8:00 a.m. unless prior approval is received in writing from the BLIO; or

b. When the delivery is attempted between the hours of 8:00 a.m. and 5:00 p.m. but at a time other than that previously requested or agreed to by the Owner; or

c. If delivery is not attempted or Owner is not otherwise contacted, within 90 minutes of the prearranged and agreed to delivery time.

## **Item 17-2 Notification by TSP When Status of a SIT Shipment Changes**

1. The TSP rendering SIT shall, no less than 10 days prior to the expiration of either the specified period of time during which the goods are to be held in such SIT or the maximum period of time provided in Item 17 for SIT, notify the Owner in writing of:

a. The date of conversion to extended storage.

b. The existence of a 9-month period subsequent to the date of conversion to extended storage during which the Owner may file claims against the TSP for loss and/or damage which occurred to the goods in transit or during the SIT period.

c. The fact that at midnight on the date of conversion the liability of the TSP shall terminate and the property shall be subject to the rules, regulations and charges of the warehouseman.

2. The required notification shall be made by facsimile transmission; email; overnight courier; or certified mail, return receipt requested. TSPs holding goods for SIT for a period of time less than 10 days shall, no less than 1 day prior to the expiration of the specified time during which the goods are to be held in such storage, give notification to the Owner of the information specified in Paragraph 1.a., b. and c. of this Item and maintain a record thereof as part of its record of the shipment. Failure or refusal of a TSP to notify the Owner in accordance with the foregoing shall automatically effect a continuance of the TSP liability pursuant to the applicable Tariff provisions with respect to SIT until the end of the day following the date upon which notice is given.

3. When converted to extended storage, it must be done so in the name of the Owner and the Owner must be provided with the contact information of the extended storage location to include the telephone number, mailing address and/or email address. Once converted to extended storage, the Agency may not revive the TSP's liability under the original Bill of Lading or reinstate the original Bill of Lading. If the Agency wishes to continue the funding of the shipment and pay for continued storage and/or for delivery of the shipment, it must enter into a new contract with the warehouseman and/or the delivering entity.
4. For shipments converted to Owner's expense, the TSP will refund any prepayments due to the nonperformance of the service (i.e. Item 105A (Unpacking), 135B, etc...).
5. The provisions of this Item will apply and take precedence over corresponding provisions of Item 17.

## Item 18 Governing Publications

This Tariff is governed by the following publications:

Title of Publication	Issuing Agency or Entity
GSA Approved TSPs and their Respective Approved Scopes of Operations	GSA
All GSA Governing Publications (i.e. HTOS, RFO, etc.)	GSA
National 5-Digit Zip Code and Post Office Directory	United States Postal Service (USPS)
PC*Miler issued by ALK Technologies, Inc. – for Distances between Domestic Points (refer to NOTES)	ALK Technologies, Inc.
Mileage Guide Number 19 – for Distances between Points in the United States and Canada (refer to NOTES)	Rand McNally

The application of this Tariff is governed by the postal zip code of each area or place within the U.S. as assigned by the U.S. Postal Service (USPS) in the National 5-Digit Zip Code and Post Office Directory. The first three (3) digits of the applicable postal zip code define the applicable geographic service areas for rate application purposes and the determination of non-mileage related charges (refer to Appendix B). For Canada,

the Province is used to determine the applicable geographic service areas for determination of non-mileage related charges (refer to Appendix B).

**NOTE 1:** This Tariff uses mileage distances specified by PC\*Miler issued by ALK Technologies, Inc. to rate shipments between points in the U.S. All mileage determinations are based on the applicable 5-digit zip code as obtained from the National 5-Digit Zip Code and Post Office Directory issued by the USPS.

**NOTE 2:** For shipments with an origin and/or destination within **Canada**, mileage distances specified in Mileage Guide Number 19 issued by Rand McNally will be used in lieu of ALK Technologies, Inc.

**NOTE 3:** If the USPS changes a 3-digit code area of a postal zip code after the effective date of this Tariff, the old 3-digit code area shall continue to apply for shipment rating purposes until a new corresponding 3-digit code area is incorporated into a revised edition or supplement to this Tariff.

**NOTE 4:** References to specific publications also refers to the subsequent reissues and/or amendment of/to these publications.

## **Item 19 Available for Future Use**

## **Item 20 Late Payments and Interest Penalties**

1. The Agency shall pay TSP applicable Tariff rates and charges due for transportation services rendered 30 days after receipt of a TSP's proper transportation bill (invoice).
2. The interest penalty payment will be computed based on the percentage interest rate determined by the Secretary of the Treasury for interest payments pursuant to the Contract Disputes Act of 1978 (41 U.S.C. § 7109(b)).
3. Interest penalty amounts which remain unpaid at the end of any 30 day period shall be added to the initial applicable transportation bill and, thereafter, additional applicable interest penalties shall apply to an amount equal to the transportation bill plus remaining unpaid penalties.

## **Item 21 Available for Future Use**

## **Item 22 Hourly Rates**

Charges based on time shall be computed by multiplying the hourly rate by the time involved. Unless otherwise provided, fractions of an hour will be disposed of as follows:

1. When the time involved is 15 minutes or less, the charge shall be for one quarter of an hour.
2. When in excess of 15 minutes but not more than 30 minutes, the charge shall be for one half hour.
3. When in excess of 30 minutes but not more than 45 minutes, the charge shall be for three quarters of an hour.
4. When in excess of 45 minutes, the charge shall be for one hour.

## **Items 23 – 24 Available for Future Use**

### **Item 25 Minimum Charge**

Except as otherwise specifically provided for in this Tariff, or as amended, shipments transported under the provisions of this Tariff weighing less than 1,000 pounds shall be accepted only at a weight of 1,000 pounds and applicable rates and charges based on weight shall be subject to a 1,000 pound minimum.

**NOTE:** All shipments subject to weighing provisions as provided in Item 4.

## **Item 26 Available for Future Use**

### **Item 27 Warehouse Pickup and Delivery Service**

1. When a shipment is delivered to or picked up from a warehouse (including third party warehouse and self-storage/mini-warehouse locations), the charges for transportation include only the unloading or loading at door, platform, or other point convenient or accessible to the vehicle.

2. Refer to Item 225 for application of charges to apply when the TSP enters the warehouse (including third party warehouse and self-storage/mini-warehouse locations) at the BLIO's request, for the purpose of removing items stored from or placing items into the warehouse (including third party warehouse and self-storage/mini-warehouse locations) (refer to Item 17 for application of SIT charges).

## **Item 28**

### **Stopoffs (Extra Pickups and Extra Deliveries) and Diversions**

#### **(28A) – Stopoff - Extra Pickup**

#### **(28B) – Stopoff - Extra Delivery**

#### **(28C) – Diversion Charges**

1. Self-storage/mini-warehouse locations. Extra pickup charges will not apply when the only pickup/delivery is from a self-storage or mini-warehouse.

2. **Stopoffs and Diversions.** This Item contains the provisions that apply when a shipment is diverted or when additional stops are made to perform extra pickups or deliveries.

3. **Stopoffs.** At the request of the BLIO, in writing and/or on the Bill of Lading, extra stops or calls will be made at locations necessary to accomplish the extra pickup or extra delivery of portions of the shipment.

a. Extra stops or calls are additional pickups made after the first pickup or additional deliveries made prior to the final delivery of the shipment. Each such extra stop or call shall constitute an extra pickup or delivery. An extra stopoff fee will apply for each extra pickup or delivery that is performed, in addition to the transportation and additional service charges provided in Paragraph 3. b. and c. of this Item.

b. Transportation charges on shipments with extra pickups or extra deliveries are determined based on the weight of the total shipment, including any additional weight picked-up or delivered at any stopoff(s), and will be rated based on the mileage from the origin address identified on the Bill of Lading to the destination address identified on the Bill of Lading VIA any stopoff point(s).

c. The rates for additional services performed in conjunction with any extra pickup(s) will be based on the additional service rates applicable at the shipment origin address as identified on the Bill of Lading. The rates for additional services performed in conjunction with any extra delivery(s) will be based on the additional service rates applicable at the shipment destination address as identified on the Bill of Lading.

4. **Diversions.** Upon instructions made and confirmed in writing by the BLIO, a



shipment will be diverted subject to the following terms and conditions:

a. The term “diversion” as used herein means either:

- 1) A change in the destination (while en route) to a destination outside of a 30 mile radius of the original destination address as identified on the Bill of Lading; or
- 2) A change in the route at the request of the BLIO.

b. When the TSP receives an order for diversion, diligent effort will be made to locate the shipment and effect the change desired, but the TSP is not responsible for failure to effect the change ordered unless such failure is due to error or negligence on the part of the TSP.

c. The transportation charges on shipments diverted to a new destination, while the vehicle is en route to or upon arriving at the original destination as identified on the Bill of Lading will be based on the total transportation charge from the shipment origin as identified on the Bill of Lading to the point where the shipment was diverted, plus the transportation charge from the point where the shipment was diverted to the final destination.

d. On shipments diverted to a warehouse for SIT at a location other than the original destination as identified on the Bill of Lading, the warehouse will be considered the destination point and transportation charges to the warehouse will be assessed under the provisions of Paragraph 4. c. of this Item. Charges for storage and further transportation will apply based on the rates and charges named in this Tariff.

e. These provisions are not applicable if diversion instructions are received prior to the movement of the shipment or if the shipment is in SIT at destination. For delivery out of destination SIT, shipments will be rated according to charges for further transportation in Item 210 and subject to the discounts in effect on the Bill of Lading that brought the shipment into SIT.

**Refer to Appendix B for Stopoff and Diversion Charges**

## **Items 29 – 31 Available for Future Use**

### **Item 32 Prohibited and Restricted Articles**

1. TSP will not accept for shipment property liable to contaminate or otherwise damage equipment or other property, nor will TSP accept for shipment articles which cannot be taken from the premises without damage to the article or the premises. TSP will not

accept perishable articles including frozen foods, articles requiring refrigeration or perishable plants except as provided in Paragraphs 2, 3 or 4 of this Item.

2. Frozen food will be accepted for transportation provided;

a. The food is contained in a freezer, which at time of loading is at normal deep freeze temperature;

b. The shipment is to be transported not more than 150 miles and/or delivery accomplished within twenty-four hours from time of loading;

c. No storage of shipment is required; and

d. No preliminary or en route servicing by use of dry ice, electricity or other preservative methods is required of the TSP.

3. Perishable plants will be accepted for transportation provided:

a. The shipment is to be transported not more than 150 miles and/or delivery accomplished within twenty-four hours from time of loading;

b. No storage is required; and

c. No preliminary or en route servicing or watering or other preservative methods are required of the TSP.

4. TSP will not be responsible for any perishable article included in a shipment without the TSP's knowledge.

5. TSP WILL NOT ACCEPT for shipment under any circumstances tanks or bottles designed to contain butane or propane, including tanks and containers for gas barbecue grills, torches, tools or appliances. This prohibition also includes tanks or bottles that have been certified as empty.

### **Item 33**

#### **Impractical Operations and Application of Shuttle Service**

1. **Impractical Operations.** Nothing in this Tariff shall require the TSP to perform any service at any point or location where, through no fault or neglect of the TSP, the furnishing of such services is impractical because:

a. Conditions of roads, streets, driveways, alleys or approaches thereto would subject operations to unreasonable risk of loss or damage to life or property;

b. Loading or unloading facilities are inadequate;

c. Any force majeure, war, insurrections, riot, civil disturbance, strike, picketing or

other labor disturbance would:

1) Subject operations to unreasonable risk of loss or damage to life or property,  
or

2) Jeopardize the ability of the TSP to render linehaul or pickup or delivery or any other service from, to or at other points or locations;

d. TSP's hauling contractors, TSP's employees or TSP's agents are precluded, for reasons beyond TSP's control, from entering premises where pickup or delivery is to be made; or

e. Local, state or Federal restrictions, regulation or laws prohibit performance of such services by linehaul equipment.

When service is impractical for reasons stated in this rule and service can be completed through the employment of services of a third party, refer to Item 35.

## **2. Application of Shuttle Service.**

a. Refer to Section 5.12.1, Provision of Shuttle Service of GSA's applicable HTOS for the application of shuttle service.

b. Refer to Item 125, when applicable, for details on shuttle service charges which shall be in addition to all other transportation or accessorial charges.

## **Item 34 Available for Future Use**

## **Item 35 Third Party Charges**

### **(35A) – Third Party Service**

### **(35B) – Service Charge – Florida Keys and Points in Canada**

1. This Item applies, unless otherwise specified herein, when prior approval has been provided in writing by the BLIO for the TSP to obtain services of others (companies not owned by the TSP or its Agent or their personnel, drivers or crew) for the completion of the move or as may be required by Federal, State or Local law. These services include, but are not limited to third party service charges, parking permits, agricultural inspections and any other services not otherwise identified in this Tariff but requested and approved in writing by the BLIO as necessary for the completion of the move. All such Third Party Charges must be supported by paid receipts and will apply in addition

to all other applicable Tariff charges provided that prior approval for services has been authorized in writing by the BLIO.

2. Exception: Prior approval is NOT REQUIRED for the payment of toll (bridge and ferry) charges advanced by the TSP for expenses incurred by the TSP as a result of transiting bridges or ferries that are subject to officially assessed Federal, state, county or local use fees (refer to NOTE 1). All such charges must be supported by paid receipts and will apply in addition to all other applicable Tariff charges.

### **Refer to Appendix B for Service Charges**

**NOTE 1:** Except as otherwise specifically provided herein, tolls are restricted to bridges or ferries that are subject to officially assessed Federal, state, county or local use fees. Third Party Charges will not apply for highway, turnpike or other related service charges. The charges for these costs must be included in a TSP's transportation charge. Shipments, however, transported from or to Plantation Key, FL or Islamorada, FL and points south and west in the Florida Keys and the Canadian points identified in Appendix B, will be subject to a transportation service charge. This charge shall apply in addition to any applicable bridge and ferry charges, based on the weight at which the linehaul transportation charges are computed. Tolls should be based on the weight of the shipment, subject to the applicable minimum weights.

**NOTE 2:** When only a portion of a shipment is transported over a bridge or ferry, the charge will be based on the weight of such portion, subject to applicable minimum weights.

**NOTE 3:** When the origin or destination of the shipment, or a portion thereof, is located at a point accessible only by the use of a ferry, the following provisions apply:

a. The actual ferry charges will be billed by the TSP to the Agency as Third Party Charges as provided herein.

b. When TSP's normal linehaul vehicle/equipment cannot be accommodated by the ferry system, shuttle service will be provided, subject to the charges and provisions named in Item 33, Paragraph 2 and Item 125.

c. Waiting time charges as provided in Item 120 will apply commencing with the arrival of the TSP's vehicle/equipment at the ferry point of embarkation, during the vehicle/equipment crossing and terminating when the vehicle/equipment disembarks from the ferry. The allowable free waiting time provisions provided in Item 120 will not apply during the ferry waiting and transportation period described herein.

**NOTE 4:** Fuel surcharge is not authorized and shall not be billed or paid on Third Party Services.

**NOTE 5:** Third Party Charges do not apply to servicing washers and other household articles that require bracing/stabilization (and debracing/destabilization) of moveable parts IN or ON such appliances. The cost of this service is considered to be part of the

TSP's transportation charge. Refer to Item 120, Paragraph 6 for an exception to front load washing machines and associated pedestals.

**NOTE 6:** Crating is not authorized as a Third Party charge (refer to Item 105, Part 3 for exceptions). When crating is accomplished in combination with a Third Party Service (i.e. pool table disassembly), the TSP will be reimbursed for the cost of the crate, not to exceed the authorized cost for same size crate utilizing Item 105. The TSP must provide documentation identifying the crate dimension and separate costing for the crate. TSPs will only be paid according to the charges in Item 105. Crating DOES NOT APPLY to flat screen televisions with screen sizes 60 diagonal inches and below (refer to Item 105).

## **Items 36 – 39 Available for Future Use**

### **Item 40 Annual General Price Adjustment**

1. This Item provides for the mechanism by which GSA may choose to apply a General Price Adjustment (GPA) to the rates and charges contained in this Tariff.
2. Unless otherwise provided, effective November 1<sup>st</sup> of each calendar year, the rates and charges in this Tariff shall, upon taking other factors into consideration, as appropriate, be subject to a GPA as determined by the specified U. S. Department of Labor indices for a preceding 12 month annual basing period, April to April. GSA will provide notification to TSPs on changes, if any, to the rates and charges contained in Appendix B in conjunction with such adjustment.
3. Applicable U.S. Department of Labor indices are as reported on the Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)) website as follows:
  - a. **CPI Index** information is based on the Consumer Price Index, for All Urban Consumers (CPI-U). Not seasonally adjusted, U.S. City Average, for All Items (less Food and Energy), Series ID cuur0000SA0L1E.
  - b. **CEU Index** information is based on the average hourly earnings of production workers in the National Employment Index for Hours and Earnings, Not seasonally adjusted, for Transportation and Warehousing, specialized freight trucking, under NAICS Code 4842, Series ID ceu4348420008.
4. The GPA will be based on the increase in the CEU times .41 (representing the labor portion of TSP's expenses) plus the increase in the CPI times .59 (representing the reciprocal of .41) as specified in Paragraph 3 of this Item.

5. To determine the GPA to apply, if any:

a. First, determine the unadjusted indexes for each index (CPI and CEU) applicable at the beginning and at the end of the specified 12 month basing period (April to April).

b. Second, to determine the percentage increase in the CEU, subtract the ending CEU from the beginning CEU and divide that answer by the beginning CEU and then multiply that answer times .41.

c. Third, to determine the percentage increase in the CPI, subtract the ending CPI from the beginning CPI and divide that answer by the beginning CPI and then multiply that answer times .59.

d. Finally, add the two weighted subtotals together to determine the GPA percentage increase/decrease that may apply. The GPA and background calculations will be rounded to the 9<sup>th</sup> decimal place. All final costs will be rounded to the second decimal place (i.e. background data is \$1.245343423, will round to \$1.25).

For example (X = index number to be determined as provided herein):

CPI Index =	$\frac{\text{April}}{X}$	to	$\frac{\text{April}}{X}$	$\frac{\% \text{ Change}}{X}$	times	$\frac{\text{Factor}}{.59}$	=	$\frac{\text{GPA}}{X}$
CEU Index =	X		X	X		.41		X

6. The GPA, if applicable, will apply for all shipments loading beginning November 1<sup>st</sup> through the following October 31<sup>st</sup>, based on the April-to-April annual basing period; for example, the April 2017 to April 2018 basing period will be applied on November 1, 2018.

7. Notwithstanding any other provisions of this Tariff, the GPA WILL NOT APPLY to the charges advanced for the performance of Third Party Services, Item 35 or Full Value Protection Service, Item 190.

## **Items 41 – 43 Available for Future Use**

### **Item 44 Definition of Holidays**

1. Except as otherwise specifically provided in this Tariff, reference to the term “holiday” shall be the date such Canadian, U. S. Federal or officially declared State holidays are observed.

2. When a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

3. Charges for holidays in this Tariff shall apply only when service is rendered on an observed holiday. Any service performed on a weekend or holiday where the TSP is seeking additional compensation must be pre-approved by the BLIO.

4. For reference only – U. S. Federal Holidays are:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr. Day	The 3 <sup>rd</sup> Monday in January
Washington – Lincoln Day	The 3 <sup>rd</sup> Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	The 1 <sup>st</sup> Monday in September
Columbus Day	The 2 <sup>nd</sup> Monday in October
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	The 4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>
January 20 <sup>th</sup> of each fourth year after 1965 - Inauguration Day at any point in the District of Columbia, Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church in Virginia.	

5. For reference only – Canadian Holidays are:

New Year's Day	January 1 <sup>st</sup>
Good Friday	The Friday before Easter
Victoria Day	The Monday before May 24th
St. Jean Baptiste Day	June 24 <sup>th</sup> (Quebec Only)
Dominion Day	July 1st
Civic Day	The 1 <sup>st</sup> Monday in August
Labor Day	The 1st Monday in September
Thanksgiving Day	The 2 <sup>nd</sup> Monday in October
Armistice Day	November 11th
Christmas Day	December 25 <sup>th</sup>
Boxing Day	December 26th

### **Item 45 Transit Time Penalty**

A transit time penalty charge of \$100 per day will apply when the actual transit time for direct delivery shipments exceeds the transit time defined in Section 10, Transit Times of GSA's applicable HTOS and shall be payable to the Agency paying the charges for each calendar day, or fraction thereof. Transit time will be measured in calendar days from the date loading is completed to the date on which the shipment is offered for delivery at the residence, except when the last day of the transit time falls on a

Saturday, Sunday or Federal Holiday, then the next Government working day will be considered the last day of transit, subject to Section 8.4.1., Late Delivery Reduction of GSA's applicable HTOS.

**Item 46**  
**Collection of Transportation Charges on Household Goods**  
**Shipments Involving Loss or Destruction-in-Transit**

TSP can collect, or require the Agency to pay, any applicable transportation charges (including charges for additional services) when a shipment is totally lost or destroyed in transit, only if in accordance with the terms and conditions of GSA's CHAMP, the TSP has paid to the Owner Full Replacement Value for the lost or destroyed items.

**Items 47 – 49**  
**Available for Future Use**

**Item 50**  
**Effective Date Governing Application of Rules, Rates and Charges of**  
**this Tariff**

1. Except as otherwise specifically provided in this Tariff, all rules, rates and charges in effect on the date shipment is picked up shall apply.
2. Refer to specific provisions in Item 17 for effective dates governing the application of these provisions.

**Items 51 – 55**  
**Available for Future Use**

**Item 56**  
**Rates Based on Minimum Weight or Minimum Volume**

1. Except as otherwise specifically provided for in this Tariff, transportation charges for shipments of individual Owners as described in Item 100 are based on minimum weights or volume. TSP must indicate on the Bill of Lading the minimum weight or volume – base rate and the minimum charges applicable to the shipment.
2. If the TSP fails to comply with the provisions of Paragraph 1 of this Item the minimum weight or volume provisions will not apply, and in lieu thereof, the actual



weight or actual volume of the shipment will be used to determine the applicable transportation charges.

## **Item 57 Available for Future Use**

## **Item 58 Removal or Placement of Property from or to Inaccessible Locations**

It is the responsibility of the Owner to make property available to the TSP and to remove and place property from or to attics, basements and other locations where the location of property and goods to be shipped or delivered is 1) not accessible by a permanent stairway (does not include ladders of any type), 2) is not adequately lighted, 3) does not have a flat continuous floor, or 4) does not allow a person to stand erect. If the BLIO requests and TSP agrees to the removal or placement of property from or to such areas not readily accessible, Item 120, Extra Labor charges, will apply for this service. Approval in writing by the BLIO is required prior to the performance of service.

## **Item 59 Travel Time-Extra Driver**

**(59A) Extra Driver – Per Hour**

**(59B) Extra Driver, Return – 500 Miles or Less**

**(59C) Extra Driver, Return - 501 to 1,000 Miles**

**(59D) Extra Driver, Return – 1,001 to 1,500 Miles**

**(59E) Extra Driver, Return – 1,501 Miles and Over**

1. Linehaul transportation rates in this Tariff do not include the services of more than one driver. Upon request of the BLIO in writing, TSP will furnish an extra driver if operational considerations permit.

2. Charges for the extra driver, if furnished, will be as follows, and shall be in addition to all other applicable Tariff charges:

a. Rate applies per hour for the extra driver's service based on the time vehicle departs from the point of the loading until the time vehicle arrives at point of unloading.

b. In addition to the charge identified in Paragraph 2.a. of this Item, mileage

charges will apply for transportation for the return of extra driver to point of loading.

**Refer to Appendix B for Travel Time-Extra Driver Charges**

**NOTE:** This Item WILL NOT APPLY when TSP, for its own convenience, utilizes an extra driver.

**Items 60 – 99  
Available for Future Use**

**Item 100  
Classification of Articles (Commodity Description)**

1. The description of property to which rates, charges, rules and regulations apply is that class of property defined by 49 U.S.C. Section 13102 (10) (A) and (B), as amended.

2. **Household Goods.** The term “household goods” as used in connection with transportation, means PERSONAL EFFECTS AND PROPERTY USED OR TO BE USED IN A DWELLING, when a part of the equipment or supply of such dwelling, and similar property if the transportation of such effects or property is:

a. Arranged and paid for by the householder, except such term does not include property moving from a factory or store, other than property that the householder has purchased with the intent to use in his or her dwelling and is transported at the request of, and the transportation charges are paid to the carrier, by the householder; or

b. Arranged and paid for by another party.

# SECTION 2: TRANSPORTATION CHARGES AND ADDITIONAL SERVICES

## Application of Transportation Charges

Transportation charges in this Tariff include the loading of the shipment at the point of origin, vehicle transportation to the point of destination and the unloading of the shipment at destination **but do not include** the Additional Services identified in Sections 1 and 2 of this Tariff.

The Transportation Charges are shown in three (3) separate Sections contained in the Baseline Rate Tariff Files, Appendix B (Appendix B):

- 1) **Section 3** contains the Linehaul transportation charges applicable between all points in the United States (U.S.) (including the District of Columbia but excluding Alaska and Hawaii) and between all points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and Canada.
- 2) Sections 4 and 5 are Reserved and Available for Future Use.
- 3) **Section 6** contains Waterhaul (Ocean) transportation charges applicable between the Port of Tacoma, Washington and any point within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska.
- 4) **Section 7** contains **additional** transportation **mileage** charges applicable between the named points in Alaska identified in Section 6 and points in Alaska that are more than a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska **identified in Section 6 and are on the Alaskan Road system and either the origin or destination of the shipment is in the U. S. (including the District of Columbia but excluding Hawaii).**

Transportation charges apply for shipments of household goods (HHG) consisting entirely of articles embraced in Item 100 and apply based on the actual weight of the shipment plus the weight additives named in Item 130, when applicable, subject to the minimum weights provided in the rules of the Tariff.

Distance-based rates and charges between points in the U.S. are determined by PC\*Miler issued by ALK Technologies, Inc. based on the applicable **5-digit postal zip codes** obtained from the National 5-Digit Zip Code and Post Office Directory issued by the U.S. Postal Service (USPS).

Exception: For shipments with an origin and/or destination within Canada, mileage distances will be determined by the Rand McNally Mileage Guide 19, in lieu of ALK Technologies, Inc.

Unless otherwise specifically provided in this Tariff, all rules, rates and charges in effect on the date the shipment is picked up shall apply. In addition, any transportation and

storage discounts that apply are based on the date the shipment is picked up, unless otherwise specifically provided in this Tariff.

**NOTE 1:** Compensation methodology for all shipments between the U.S. (including the District of Columbia but excluding Hawaii) and Alaska will be based on the **Linehaul transportation charges identified in Section 3 to/from the Port of Tacoma, Washington plus the Ocean Waterhaul table charges identified in Section 6 to/from the named points in Alaska identified in Section 6.**

**NOTE 2:** TSPs electing to use the Alcan Highway will be compensated based on compensation methodology identified in NOTE 1, above.

**NOTE 3:** Refer to Item 227 for **additional information on Alaska shipments.**

### **Application of Additional Services**

Additional Services rates and charges apply for services that are requested by the Agency and/or the Bill of Lading Issuing Officer (BLIO) or are necessary to complete the shipment. Appendix B of this Tariff names the applicable Additional Services rates and charges.

Except as may otherwise be specifically provided for, the Additional Services rates and charges provided for in this Section 2 apply throughout the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and Canada and are in addition to all other rates and charges in this Tariff.

All shipments moving pursuant to GSA's CHAMP under the provisions of this Tariff are deemed to be released at an amount equal to \$6.00 times the weight of the shipment (in pounds) or the declared lump sum value, whichever is greater (refer to Item 190 for provisions to apply).

To simplify the application of charges, this Tariff incorporates many of the commonly applied individual Additional Services charges into a single Origin/Destination Service Charge that applies in addition to the transportation charges. The Service Areas and their associated Services Cost Schedules and other non-mileage based rates and charges for services performed at points in the U.S. are determined based on the applicable **3-digit postal zip code** issued by the USPS. Services performed at points in Canada are based on a single cost schedule for all points in Canada.

If the USPS changes a 3-digit code area of a postal zip code after the effective date of this Tariff, the old 3-digit code area shall be used for rating purposes until a new corresponding 3-digit code area is incorporated into a revised edition or a supplement to this Tariff, including Appendix B.

**Items 101 -104  
Available for Future Use**

**Item 105  
Packing and Unpacking Services**

**(105A) – Full Packing and Unpacking Service**

**(105B) – Pack Regular Crate**

**(105D) – Debris Removal Within 30 Days**

**(105E) – Unpack Regular Crate**

**(105J) – Storage Inspection Fee (in lieu of Full Packing Service ONLY)**

**Packing**

1. This Item applies when the TSP furnishes the cartons and performs the packing of some or all of the articles in the shipment. This Item applies on a hundredweight basis for complete (full-pack jobs) shipments. Overtime labor rates will only apply after the TSP has the pre-approval in writing from the BLIO. Regular time and overtime rates apply, based on the time of the day and day of the week that the service is performed. The rates contained in Appendix B include the containers, cartons and packing materials.

2. The Agency will pay for Full Packing and Unpacking Service only when packing is performed and the TSP has provided the applicable service at origin and destination. TSP's rates/discounts off the Tariff will apply to the total of full pack/unpack service.

3. For shipments that are terminated after packing has begun but before shipment departs the origin pickup address:

a. In order to be paid for services rendered, the TSP is required to submit a legible inventory, signed by the Owner or his/her designated representative and approved by the BLIO, of all items packed, disassembled, or prepared for movement. TSP will be compensated for packing/unpacking charges based on all items packed, disassembled or prepared for movement and listed on the inventory by cubic foot of the Items. The cubic feet will be converted to a weight basis using 7 pounds per cubic foot.

b. Unpacking charges (if applicable) will apply based on the destination address as identified on the Bill of Lading.

**Refer to Appendix B for the Applicable Charges  
Defined in Parts 1, 2, and 3 of this Item**

Except as otherwise provided, the charges for the services provided in this Item apply based on the location where the service is provided as identified by the origin or

destination address shown on the Bill of Lading and the TSP performs packing, unpacking, debris removal, crating or uncrating service described herein for the shipment.

### **Part 1: Full Packing and Unpacking Service**

Full Packing and Unpacking Service includes all of the cartons, containers and packing service required and provided by the TSP to pack the shipment for transportation (refer to NOTE 7 of this Item).

Full Packing and Unpacking Service rates apply based on the net weight of the shipment and include all cartons and containers (refer to NOTE 9 of this Item) furnished by the TSP. Full Packing and Unpacking Service consists of packing and unpacking of all such cartons and containers and debris removal on the day of delivery. Owner is authorized to retain all cartons and containers, but may elect to surrender all or a portion of cartons and containers to the TSP at delivery for removal. Debris removal of such cartons and containers for up to 30 days after delivery will only be performed when authorized by the BLIO and must be pre-approved in writing (refer to Part 2 of this Item).

Full Packing and Unpacking Service charges do not include crating service (refer to Part 3 of this Item) and will not apply on shipments that the TSP does not pack (e.g. shipments released from extended storage, shipments from SIT where the Bill of Lading has been terminated). In lieu of Full Packing Service, an inspection fee per actual net cwt will apply for shipments that pickup from storage warehouse and are already packed (refer to Appendix B, Item 105J for the charge to apply).

The charges in this Part 1 apply based on the net shipment weight. The weight of motor passenger vehicles (automobiles, pick-up trucks, vans, sport utility vehicles and dune buggies) and any weight additives applicable in Item 130 will be deducted from the shipment weight prior to determining the Full Packing and Unpacking Service charges contained in this Part.

### **Part 2: Debris Removal Service**

a. Debris Removal Charges apply when BLIO requests in writing that the TSP perform debris removal of cartons unpacked by the Owner subsequent to the date of delivery and the service is performed.

b. Debris Removal Service applies in conjunction with Owner-unpacked cartons; a debris removal charge WILL NOT APPLY for the cartons unpacked by the TSP at the time of delivery.

c. Debris removal service performed after delivery must be performed within thirty (30) days of delivery date and be preapproved in writing by the BLIO.

### **Part 3: Crating Service**

a. Crating Service charges apply when the TSP is requested in writing by the BLIO to provide crates (specially constructed for mirrors, paintings, glass or marble tops and

similar fragile articles) based on the gross measurement of the crate (subject to a minimum charge based on four (4) cubic feet). The packing service charge for crates applies per cubic foot and includes the construction and packing of such crates, which remain the property of the Owner. Separate charges apply for the unpacking of crates.

b. When the Owner furnishes crate(s) for TSP to pack items, TSP may only charge labor for the sealing of crate and for uncrating.

c. In the event the TSP does not possess qualified personnel to construct such crates (specially constructed for mirrors, paintings, glass or marble tops and other similar fragile articles), TSP may request written preapproval from the BLIO to obtain Third Party Services to perform the construction of such crates; the request to the BLIO must include an estimate of the anticipated crating charge. If written preapproval from the BLIO is received, TSP may engage a Third Party for the construction of such crate(s) and the charges of the Third Party Provider, as supported by the paid receipt, will apply in lieu of the charges provided in Appendix B. However, the BLIO has the right to negotiate the crating charges, in whole or in part, based on the circumstances of the use of Third Party Services.

**NOTE 1:** When Item 105J (Reinspection Fee) applies in lieu of Full Packing Service of Item 105A (Full Pack), the appropriate full unpack amount due will be based on the applicable rate named for unpacking service in Appendix B.

**NOTE 2:** Unless prior written authorization is obtained from the BLIO, all crating shall be done at the origin residence as identified on the Bill of Lading. All uncrating shall be done at destination residence as identified on the Bill of Lading.

**NOTE 3: Extra Stops.** On shipments picked up or delivered at more than one location, the requested pickup address as identified on the Bill of Lading and the requested delivery address as identified on the Bill of Lading shall be the basis for determination of rates and charges under this Item.

**NOTE 4: Overtime Hours.** The TSP must have prior, written approval from the BLIO for overtime hours. Container Service charges for packing, unpacking, debris removal and crating/uncrating apply when service is performed during regular service hours, which, for purposes of this Item, are defined between 8:00 a.m. and 5:00 p.m. Monday through Friday (excluding holidays). When service is performed on Saturdays, Sundays or holidays, or between the hours of 5:00 p.m. and 8:00 a.m. Mondays through Fridays, charges for overtime service will apply subject to written preapproval by the BLIO. When performed for the TSP's convenience, overtime shall not apply. Overtime for debris removal or crating service, if applicable, will be paid in accordance with overtime labor rates in Item 120D. Overtime for Full Pack/Unpack Service will be paid under the labor rates in Item 175.

**NOTE 5: Determining Weights.** TSPs may substitute the manufacturer's weight for automobiles, pick-up trucks, vans, motorcycles, sport utility vehicles, dune buggies and specialty motor vehicles in lieu of obtaining separate weight tickets on these articles



whenever such articles are included within a shipment. Manufacturer's weight will be obtained from either the Branham Automobile Reference Book, the N.A.D.A.'s Official Used Car Guide, or from other appropriate reference sources of manufacturer's weight, or the Owner may provide the TSP with copies of manufacturer's documents evidencing the weight of the article included in a shipment.

**NOTE 6: Cartons Furnished by Owner.** Container Service rates in this Item apply ONLY for cartons and containers that are furnished by the TSP.

**NOTE 7: Rates Not Applicable for Cartons or Containers ONLY.** The rates provided DO NOT APPLY for any containers that are supplied but not packed by the TSP.

**NOTE 8: Repacking Shipper Cartons and/or Containers Under Full Packing Service.** When the TSP, to ensure safe transportation, determines it necessary to unpack and repack cartons and/or containers that have been packed by the Owner, no additional labor, unpacking and/or additional re-packing charges will apply beyond the applicable Full Packing Service rates.

**NOTE 9:** No additional compensation will be provided for Flat screen television cartons and/or containers. Subject to written authorization by the BLIO, crating charges may apply only to flat screen televisions in excess of a 60 inch diagonal screen size. TSPs may utilize the Owner's previously used shipping container, if available and serviceable, at no cost to the Agency. The Owner shall be responsible for the servicing of such televisions at origin and destination, including all associated connection and disconnection and mounting and unmounting costs. (Flat screen televisions include Plasma, LED, Liquid Crystal Display (LCD) and other types of televisions which are four inches or less in depth and incapable of standing alone without a form of support.)

**NOTE 10:** Memory Foam, Tempur-Pedic or comparable mattresses, will be shipped utilizing best commercial practices and in accordance with the Manufacturer's instructions. Crating is not authorized for shipping mattresses unless prior written authorization is obtained from the BLIO.

**NOTE 11:** When awarded a Code C shipment, unless authorized and preapproved in writing by the BLIO, any crating performed is at the discretion of the TSP and at no additional cost to the Agency.

## **Items 106 – 119 Available for Future Use**



## **Item 120**

### **Extra Labor, Special Services and Waiting Time**

**(120A) – Extra Labor Regular**

**(120B) – Special Services**

**(120C) – Waiting Time Labor Regular**

**(120D) – Extra Labor Regular – Overtime**

**(120E) – Special Services – Overtime**

**(120F) – Waiting Time Labor – Overtime**

**(120G) – Servicing of Front Load Washing Machines and Associated Pedestals**

1. **Extra Labor, Special Services and Waiting Time.** This Item applies when the TSP provides extra labor, special services (such as disassembling or assembling unusual articles) or waiting time, when prior approval, in writing, is obtained from the BLIO. Refer to Appendix B for applicable charges.

2. The hourly rates named in Appendix B will apply for services performed by the TSP, except as otherwise specified herein. Rates apply based on the location where the service is performed, pursuant to the Stopoff provisions of Item 28.

3. **Extra Labor.** Extra Labor charges apply when the TSP performs any services that are required by the BLIO that are not included in the transportation charge and for which there are no other applicable charges in this Tariff.

a. Extra labor charges apply per worker per hour on both a regular time and an overtime basis.

b. Regular time rates apply when service is provided between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays (refer to Item 44 for definition of holidays).

c. Extra Labor Overtime (Item 120D) is a part of the total Extra Labor service and is not accounted for under the Item 175, Overtime Loading and Unloading Service. Extra Labor Overtime hours apply when extra labor service is performed:

- 1) Between 5:00 p.m. and 8:00 a.m. Monday through Friday, excluding Holidays;
- 2) During any hour on Saturdays, Sundays or Holidays; or
- 3) During any hour on Good Friday when service is provide in New York City area (Zip Codes: 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 124, 125, 126 and 127).

4. **Removing and/or Disassembling and Reassembling.** The transportation charges

in this Tariff **do not include** any special services or labor required to:

a. Remove any article(s) embedded in the ground OR secured to a building (i.e., floor, ceiling, roof or wall); or

b. Disassemble or reassemble any article(s), including, but not limited to, steel utility cabinets, swing sets, sky rides, jungle gyms, German schranks, steel shelving, pool tables, elongated work tables, counters or other articles of unusual nature, in order to ensure their transportation.

c. Subject to written preapproval by the BLIO, TSP will provide such services at the applicable rates identified in Appendix B. If the TSP is unable to furnish or secure the necessary equipment or qualified personnel, the TSP will, upon written preapproval of the BLIO, arrange for such service as provided for in Item 35, Third Party Charges. Charges advanced by the TSP pursuant to Item 35 will apply in lieu of the charges named in this Item. (If the TSP bills for the service under this Item, then Item 35, Third Party Charges will not apply.)

#### **5. Appliance and Other Household Articles – Service and Re-Service.**

The transportation charges in this Tariff include ONLY service performed by the TSP to accomplish the bracing/stabilizing (and de-bracing/destabilizing) of moveable parts IN or ON appliances and other household articles (including, but not limited to, refrigerators, deep freeze cabinets, cooking ranges, dishwashers, washing machines, clothes dryers, stereo systems, radios, record players, television sets and air conditioners), which if not properly serviced prior to loading could be damaged in or incident to transit. Third Party Servicing DOES NOT APPLY to household goods appliances or articles that require bracing/stabilization (and de-bracing/destabilization) of moveable parts IN or ON such appliances. The cost of this service is considered to be part of the TSP's transportation charge.

*It is important to note that the servicing and re-servicing of appliances and other household articles DOES NOT include:*

*a. Any special service or labor (plumbing, electrical, carpentry, gas or ventilation connection, etc.) required to DISCONNECT or RECONNECT such appliances and other household articles from or to the premises; and/or*

*b. Any preparation of article(s) by a third party in order to permit the safe transportation of the article(s) which IF NOT PROPERLY SERVICED prior to loading, could be damaged in or incident to transit.*

*c. Subject to written preapproval by the BLIO, TSP will provide such special services or labor described in a. and b. above at the applicable rates identified in Appendix B, subject to the TSP's ability to furnish qualified personnel. If the TSP is unable to furnish or secure qualified personnel, the TSP will, upon written preapproval of the BLIO, arrange for such service as provided for in Item 35, Third Party Charges. Charges advanced by the TSP pursuant to Item 35 will apply in lieu of the charges named in this Item. (If the TSP bills for the service under this Item, then Item 35, Third Party Charges will not apply.)*

## 6. Servicing of Front Load Washing Machines and Associated Pedestals.

a. TSPs may charge a not-to-exceed flat fee for servicing front load washing machines. This flat fee includes the cost of the washer pack (unless provided by the Owner) and all labor associated with the installation and removal of the pack. The term *washer pack* refers to any device especially designed for the safe transport of front load washers.

b. For washing machines and/or dryers with a pedestal, the TSP may charge a not-to-exceed flat fee for servicing the pedestal associated with a washing machine and/or dryer. This flat fee is to cover additional labor associated with servicing pedestal-variety type machines.

c. A combination washer/dryer will be considered as one (1) article.

d. Refer to Item 120G of Appendix B for applicable charges.

7. **Rigging, Hoisting and Lowering Service.** If, in the judgment of the TSP, it is necessary to use rigging, hoisting or lowering services in order to accomplish the pickup or delivery of the shipment, or any portion thereof, the TSP will perform such services at the rates identified in Appendix B, subject to prior, written approval by the BLIO and the TSP's ability to furnish the necessary equipment and qualified personnel to perform the service. If the TSP is unable to furnish or secure the necessary equipment or qualified personnel, the TSP will, upon written preapproval of the BLIO, arrange for such service as provided for in Item 35, Third Party Charges. Charges advanced by the TSP pursuant to Item 35 will apply in lieu of the charges named in this Item. (If the TSP bills for the service under this Item, then Item 35, Third Party Charges will not apply.),

8. **Waiting Time.** Charges for waiting time apply on an hourly basis for each hour that the TSP provides waiting time service.

a. Waiting time is a service that is subject to the availability of the TSP to perform such service and is only applicable if requested and preapproved in writing by the BLIO and performed beyond the free waiting times indicated in this Item.

b. Charges for waiting time, when not the fault of the TSP and when requested and preapproved in writing by the BLIO, apply between the hours of 8:00 a.m. and 5:00 p.m. ONLY (refer to Paragraph 8.e. of this Item), subject to an allowance of two hours of free waiting time at destination. After the expiration of the two hours of free waiting time, additional waiting time will be provided at the charges named herein, subject to the TSP's convenience. If the TSP is unable to provide additional waiting time, the shipment may be placed into SIT, pursuant to Item 17, and the BLIO must be promptly notified accordingly.

c. The TSP is responsible for coordinating the pickup with the Owner and one hour free waiting time shall be allowed at origin.

d. When the shipment is delivered from SIT under the provisions of Item 210 of this Tariff and delivery was scheduled and confirmed by the BLIO and/or the Owner the allowable free waiting time is one hour (also, refer to Item 17-1).

e. Charges will apply per hour for each vehicle, each driver and each helper furnished by the TSP, providing that waiting time will only apply for helpers after delivery has been scheduled and attempted and then only for the balance of that same day. If the BLIO requests waiting time before it is necessary to obtain helper(s), the labor charges for helpers will not apply. Helpers are defined to include co-drivers and permanent helpers.

f. Charges do not apply on Sundays or on Holidays, except when a Sunday or holiday pickup or delivery is specifically requested by the BLIO (refer to Item 44 for definition of Holidays).

g. When the origin or destination of the shipment, or a portion thereof, is located at a point accessible only by the use of ferry, the following provisions apply:

1) The actual ferry charges will be paid by the TSP and billed to the Agency as an additional charge when supported by a paid receipt;

2) When TSP's normal linehaul equipment cannot be accommodated by the ferry system, shuttle service will be provided, subject to the charge and provisions named in Item 33, Part 2 Application of Shuttle Service, and Item 125 Shuttle Service; and

3) Waiting time charges as provided herein will apply commencing with the arrival of the TSP's vehicle at the ferry point of embarkation, during the vehicle crossing, and terminating when the vehicle disembarks from the ferry. The allowable free waiting time provisions will not apply during the ferry waiting and transportation period described herein.

**Refer to Appendix B for Extra Labor, Special Services and Waiting Time Charges**

**NOTE:** When applying charges for fractions of an hour for all services provided for in this Item, refer to Item 22 Hourly Rates.

**Items 121 – 124  
Available for Future Use**

## Item 125 Shuttle Service

**(125A) – Shuttle Service – 25 Miles or Less**

**(125B) – Shuttle Service – Over 25 Miles (Additional Distance Charge)**

**(125C) – Shuttle Service – 25 Miles or Less – Overtime**

**(125D) – Shuttle Service – Over 25 Miles – Overtime**

1. **Shuttle Service (refer to Section 5.12.1, Provision of Shuttle Service of GSA's applicable HTOS for the application of shuttle service).** This Item applies when it is physically impossible for the TSP to perform pickup of the shipment at the origin address named on the Bill of Lading or to complete the delivery of the shipment at the destination address as named on the Bill of Lading with normally assigned linehaul vehicle/equipment. This Item requires preapproval in writing by the BLIO and must contain the supporting documentation as identified in **Section 5.12.1, Provision of Shuttle Service of GSA's applicable HTOS.**

2. Applicable rates and charges named in Appendix B shall apply for all shuttle pickup or delivery requested and approved in writing by the BLIO and subject to the provisions of Item 33 and **Section 5.12.1, Provision of Shuttle Service of GSA's applicable HTOS.**

3. Except as otherwise provided, Shuttle Service charges apply at the point where the service is performed, pursuant to the Stopoff provisions of Item 28. The rates and charges shown include the cost of the shuttle vehicle and labor required to perform the Shuttle Service. Other additional services may apply depending on the circumstances and conditions at the pickup or delivery locations. These include, but are not limited to, Waiting Time (Item 120) and Stopoffs and Diversions (Item 28).

4. **Shuttle Service Charges.** The charges provided are applicable when Shuttle Service is performed at job sites (residence or storage locations) that are within 25 miles of the location (storage facility or rental facility) from where the shuttle vehicle is provided or obtained.

a. When Overtime Shuttle Service is requested in writing by the BLIO, overtime charges apply when service is performed between 5:00 p.m. and 8:00 a.m., Monday through Friday, or at any time on Saturdays, Sundays and holidays. Overtime charges will not apply when service is performed for TSP's convenience. The Overtime Shuttle Service charges provided for herein are applicable ONLY for shuttle service operation; refer to Item 175 for additional overtime charges that may also be applicable.

b. Charges apply based on the weight of the shipment, or portion thereof (plus weight additives of Item 130, when applicable) that is transferred to/from linehaul equipment to/from a smaller truck, subject to a minimum weight of 1,000 pounds. When an automobile(s), truck(s) or other vehicle(s) is included in the shipment, the weight of such vehicle(s), unless physically shuttled on the auxiliary vehicle, shall be

deducted from the weight of the shipment when determining the applicable charges under this Item.

**5. Additional Distance Charge (over 25 miles).** If the distance between the job site (residence or storage locations) and the location (storage facility or rental facility) from where the shuttle vehicle is provided or obtained is over 25 miles, an additional charge applies for each 25 miles or fraction thereof. This charge is in addition to the shuttle charge otherwise provided for in the Item. If the distance between the job site (residence or storage locations) and the location (storage facility or rental facility) from where the shuttle vehicle is provided or obtained is 25 miles or less, the Additional Distance Charge does not apply.

**Refer to Appendix B for Shuttle Service Charges**

## **Items 126 – 129 Available for Future Use**

### **Item 130 Light and Bulky Article Classifications and Weight Additives**

**1. Light and Bulky Articles.** When a shipment includes light or bulky articles as listed below, an additional loading and unloading charge shall apply, subject to preapproval in writing from the BLIO.

The rates named herein include BOTH the complete loading/unloading service and the handling and blocking of the articles named herein; the rate applies once per shipment when a complete loading/unloading service is required; the rate applies a second time if the shipment requires SIT which requires a complete loading/unloading service (except when SIT is performed for TSP convenience).

**Exception:** Bulky item charges do not apply on shuttles when the TSP transfers from one vehicle to another.

**(130A)** – AUTOMOBILES, sedan, coupe, convertible, roadster, hatchback, lift-back, station wagons; TRUCKS, pickup, any size, without mounted campers or camper shells; DUNE BUGGIES and SPECIALTY MOTOR VEHICLES (not otherwise provided for herein) (except go-carts and three or four-wheel all terrain cycles).

**(130B)** – MOTORCYCLES; MOTORBIKES; GO-CARTS; THREE OR FOUR-WHEEL ALL TERRAIN CYCLES; RIDING MOWERS; or TRACTORS (less than 25 horsepower); SNOW MOBILES; MOTORIZED GOLF CARTS; JET SKIS; WINDSURFERS; TRAILERS, INCLUDING UTILITY AND POP-UP TRAILERS less than



14 feet in length; and CANOES, SKIFFS, ROWBOATS, DINGHIES, SCULLS AND KAYAKS less than 14 feet in length (mounted or un-mounted on trailers) (excluding toys and articles capable of being transported in standard cartons as defined in Item 105).

BOATS, CANOES, SKIFFS, ROWBOATS, KAYAKS, SAILBOATS AND BOAT TRAILERS (See above and also refer to Weight Additives in this Item).

**(130C)** – FARM EQUIPMENT; FARM IMPLEMENTS; FARM TRAILERS or TRACTORS (25 horsepower and over); STRETCH LIMOUSINES (Auto); TRUCKS, pickup any size, with campers or camper shells mounted thereon; VANS, any size and SPORT UTILITY VEHICLES.

**(130D)** – TRAILERS, INCLUDING UTILITY and POP-UP TRAILERS 14 feet or over in length (except boat trailers, travel camper trailers/mini-mobile homes, see Weight Additives in this Item).

CAMPERS or CAMPER SHELLS MOUNTED on pickup trucks, apply above classification for trucks, pickup with campers or camper shells mounted thereon (except travel camper trailers/mini-mobile homes, see Weight Additives in this Item).

CAMPERS or CAMPER SHELLS, NOT MOUNTED on pickup trucks (See Weight Additives in this Item).

**(130E)** – BATH TUBS; HOT TUBS; SPAS; WHIRLPOOL BATHS AND JACUZZIS (measuring less than 65 cubic feet in dimension) (transported set-up, not dismantled).

**(130F)** – PLAYHOUSES, TOOL SHEDS, UTILITY SHEDS; ANIMAL HOUSES/KENNELS; DOLL HOUSES (transported set-up, not dismantled) (excluding toys and articles capable of being transported in standard cartons as defined in Item 105).

**(130G)** – PIPE ORGANS, GRAND PIANOS, HARPSICHORDS and all other types of PIANOS and ORGANS (any size); GUN SAFES, GUN CABINETS and GUN LOCKERS (excluding toys and articles capable of being transported in standard cartons as defined in Item 105).

**(130H)** – LARGE-SCREEN TELEVISIONS, 40 INCHES AND OVER (EXCLUDES FLAT SCREEN TELEVISIONS (refer to NOTE 7)), SATELLITE TELEVISION/RADIO RECEIVING DISCS/DISHES, INCLUDING MOUNTS, STANDS AND ACCESSORIAL EQUIPMENT (excluding toys and articles capable of being transported in standard cartons as defined in Item 105).

**(130I)** - GRANDFATHER CLOCKS OR GRANDMOTHER CLOCKS (transported set-up, not dismantled).

### **Refer to Appendix B for Light and Bulky Article Charges**

2. **Weight Additives.** When a shipment includes any of the following items(s), the transportation charges will be based on the net scale weight of the shipment, plus a

weight additive calculated in accordance with the below:

(130W-a) - AIRPLANES, GLIDERS (except hang gliders) or ULTRALIGHTS: 120 pounds per linear foot of total length of the fuselage.

(130W-b) - CAMPER SHELLS, any size, not mounted on trucks; BOATS and SAILBOATS less than 14 feet in length (mounted or un-mounted on trailers); and CANOES, SKIFFS, ROWBOATS, DINGHIES, SCULLS and KAYAKS 14 feet and over in length (mounted or un-mounted on trailers): 700 pounds.

(130W-c) - BOATS and SAILBOATS 14 feet and over in length: 2500 pounds.

(130W-d) - BOAT TRAILERS any length: 1600 pounds.

(130W-e) - TRAVEL CAMPER TRAILERS/MINI-MOBILE HOMES (other than utility and pop-up trailers); CAMPERS (excluding camper shells) NOT MOUNTED ON TRUCKS; or HORSE TRAILERS: 7000 pounds.

(130W-f) - BATH TUBS, HOT TUBS, SPAS and WHIRLPOOL BATHS and JACUZZIS (measuring 65 cubic feet and over in dimension) (transported set-up, not dismantled): 700 pounds (refer to NOTE: 3).

**NOTE 1:** Classification/Weight Additive provisions are applicable on boats, sailboats, canoes, skiffs, rowboats, dinghies, sculls, and kayaks without regard to whether such articles are mounted or un-mounted on trailers. The Weight Additive named above for boat trailers any length applies in addition to these provisions.

**NOTE 2:** When shipment contains two or more articles subject to the weight additive, the total weight additive for that shipment will be the sum of the individual additives for each bulky article calculated separately.

**NOTE 3:** Except as otherwise provided, in determining lengths for the purpose of this Item, all fractions of a foot will be disregarded.

For Bath Tubs, Hot Tubs, Spas, Whirlpool Baths and Jacuzzis, the determination of dimension will be arrived at by measuring the outside of the Item and multiplying the Item's width times the length times the height (in inches) and dividing the result by 1728 (the number of cubic inches in a cubic foot); round the total up to the next whole number to determine the total number of cubic feet.

For example, 74 inches wide times 84.5 inches long times 33 inches high equals 206349 inches divided by 1728 equals 119.41 cubic feet, which rounds up to 120 cubic feet.

**NOTE 4:** The length of boats, canoes, skiffs, rowboats, kayaks, sailboats or jet skis shall be determined by the straight center line distance between the top center point of the transom and a point perpendicular with the foremost part of the bow. Manufacturer's "length overall" or "center line length" shall apply as the correct length for the purposes of this Item in lieu of physical measurement by TSP.



**NOTE 5:** On shipments having movement via water, a loading or unloading from TSP's vehicle may be required at the Alaskan port of transportation by the ocean vessel, and a further loading or unloading of TSP's vehicle at Tacoma, WA.

**NOTE 6:** Unless otherwise specifically provided, the Bulky Article Charge or Weight additive WILL APPLY for any of the articles contained in this Item either whole or in a disassembled or partially disassembled condition. Weight Additives will be based on the longest applicable disassembled part (refer to NOTE 4 herein for proper measurement of specified articles).

**NOTE 7:** Bulky Article charges are not authorized for flat screen televisions (refer to Item 105, NOTE 9).

**EXCEPTION 1:** Unless waived in writing by the BLIO, the provisions of this Item WILL NOT apply when Items are crated by the TSP; the crating charges will apply in lieu of the charges in this Item.

**EXCEPTION 2:** This Item WILL NOT apply when BLIO orders Exclusive Use of Vehicle under Item 5, Paragraph 2.

## **Items 131 – 134 Available for Future Use**

### **Item 135 Origin and Destination Service Charge**

#### **(135A) – Origin Service Charge**

#### **(135B) – Destination Service Charge**

1. **Application.** The Origin and Destination Service Charge includes elevator service, stair and excess distance carries, and the additional transportation charge (ATC). This Item applies on a hundredweight basis at the origin address as identified on the Bill of Lading and/or the destination address as identified on the Bill of Lading to compensate the TSP for handling and servicing the shipment at each location.

2. All shipments shall be subject to an Origin and Destination Service Charge, which shall apply once at origin and once at destination based on the net weight of the shipment (refer to NOTES 2 and 4 of this Item), on a per hundredweight basis. The Origin and Destination Service Charges apply for the handling and servicing of the shipment at the origin address as identified on the Bill of Lading and/or the requested destination address as identified on the Bill of Lading and/or third party storage or other facility, whether inside or outside a building, providing such places are safe and accessible to TSP's personnel. This includes the cost for bracing/stabilization (and de-bracing/destabilization) of moveable parts IN or ON household appliances (refer to Items 35 and 120).

3. If additional services (such as, but not limited to Extra Labor, Waiting Time, Shuttle Service, Light and Bulky Articles, Overtime Pickup and Delivery or Pickup and Delivery Service Applicable at Third Party and Self-Storage Warehouses) are requested or necessary to complete the handling and servicing of a shipment and are approved in writing by the BLIO, they will be performed subject to the conditions, rates and charges named in Sections 1 and 2 of this Tariff and shall apply in addition to the charges named herein.

### **Refer to Appendix B for Origin and Destination Service Charges**

**NOTE 1:** Origin and Destination Service Charges apply on a per hundred weight (cwt) basis, based on the weight at which the transportation charge is based, the origin address as identified on the Bill of Lading and the destination address as identified on the Bill of Lading.

**NOTE 2:** On shipments picked up or delivered at more than one place, the initial point of origin identified on the Bill of Lading shall be the basis for the determination of charges at points of extra pickup, the destination address as identified on the Bill of Lading shall be the basis for the determination of charges at points of extra delivery, and the total (combined) net weight of the shipment shall be the basis for the determination of charges under this Item.

**NOTE 3:** On diverted shipments, the origin address as identified on the Bill of Lading and/or the final destination address (not the point of diversion) shall be applicable points for the determination of charges under this Item. On shipments that are diverted back to origin, the Origin Service Charge will apply twice.

**NOTE 4:** On SIT shipments, the determination of the charges under this Item is based on the origin address as identified on the Bill of Lading and/or the destination address as identified on the Bill of Lading. If the shipment terminates at the SIT facility, then the storage site shall be considered the final point of delivery. For shipments converted to Owner's expense, refer to Item 17-2.

## **Items 136 – 144 Available for Future Use**

### **Item 145 Export and Import of Canadian Shipments**

**(145A) - Export and Import**

**(145B) - Bonded Storage Service**

On all shipments moving to or from Canada, an additional charge based on the weight

at which the transportation rate is assessed will be applicable.

### **Refer to Appendix B for Canadian Export and Import Charges**

**NOTE 1:** This charge includes the TSP's services for clearance but DOES NOT include SIT, brokerage fees or the cost of any other services required to be performed by third persons. If customs clearance requires that any cargo be unloaded from the vehicle and reloaded on the vehicle, such service will be provided by the TSP at the Extra Labor rates published in Item 120. When shipments move in bond, the charge for Waiting Time, Item 120, will apply while holding shipment pending arrival of Customs Officials for clearance prior to delivery. Shipment may be placed in SIT at the option of the TSP. Bonded Storage Service will be provided at the request of the BLIO at the rate shown in Appendix B and is in addition to the charges provided in Item 185.

**NOTE 2:** Transportation charges on shipments requiring U.S. Customs clearance at a point other than final destination will be assessed on the mileage from origin to final destination via the required U.S. Custom Clearance Office.

## **Items 146 – 174 Available for Future Use**

### **Item 175 Overtime Loading and Unloading Service**

#### **(175A) – Overtime Loading/Unloading**

1. **Pickup or Delivery Service on Saturday, Sundays or Holidays.** This Item applies when TSP performs pickup or delivery service on weekends, holidays or after hours at the specific request, in writing, of the BLIO or if required by landlord requirements or local laws or ordinances. This Item is not applicable when done for TSP convenience.
2. Except as otherwise provided for and subject to applicable NOTES below, an additional charge for each overtime loading or each overtime unloading shall apply at point where such service is performed, pursuant to Stopoff provisions of Item 28.
3. Overtime loading and unloading charges apply on all shipments when service is provided on Saturdays, Sundays or holidays or between the hours of 5:00 p.m. and 8:00 a.m. Monday through Friday when this service is made necessary by:
  - a. Specific request, in writing, of the BLIO;
  - b. Landlord requirements; or
  - c. Prevailing laws and/or ordinances.

### **Refer to Appendix B for Overtime Loading and Unloading Charges**

**NOTE 1:** Overtime loading and unloading charges will be based on actual weight subject to a minimum of 1,000 pounds.

**NOTE 2:** Overtime loading or unloading charges will not apply when service is performed for TSP's convenience.

**NOTE 3:** Overtime loading or unloading services will be rendered only at the option of the TSP.

**NOTE 4:** Overtime unloading charges will not apply at destination when shipments are delivered to a SIT facility.

**NOTE 5:** Overtime loading and unloading charges also apply on Good Friday when service is rendered on that day in the New York City area (Zip Codes 100,101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 124, 125, 126 and 127).

**NOTE 6:** The provisions of this Item DO NOT APPLY when the overtime provisions of Items 120 or 210 are applicable.

## **Items 176 – 184 Available for Future Use**

### **Item 185 Storage-in-Transit (SIT)**

#### **(185A) – SIT First Day**

#### **(185B) – SIT Additional Days**

1. This Item applies when SIT is performed.
2. SIT charges are in dollars and cents per cwt and apply based on the origin address or destination address as identified on the Bill of Lading. Charges for this service shall be based on actual weight of goods stored in transit, subject to a 1,000 pound minimum.
3. SIT charges apply for each day of storage and apply each time SIT service is rendered. Storage days will include the day goods are placed in SIT and the day goods are removed from SIT (except as otherwise provided in Item 17, Paragraph 7). If the goods are removed from SIT on the same day they are placed in SIT, one day SIT will apply.

#### **Refer to Appendix B for SIT Charges**

**NOTE 1:** TSP must provide SIT at destination unless SIT at origin is specified on the Bill of Lading or authorized in writing by the BLIO. TSP must provide SIT service within 50 miles of the destination address as identified on the Bill of Lading (or the origin

address as identified on the Bill of Lading if SIT at origin was specified on the Bill of Lading or approved in writing by the BLIO).

**NOTE 2:** If SIT facilities (TSP or foreign warehouse) are not available within the required 50 miles of the destination address as identified on the Bill of Lading (or the origin address as identified on the Bill of Lading if SIT at origin was specified on the Bill of Lading or authorized in writing by the BLIO), the BLIO will be advised and SIT will be effected at: a) the nearest available facility (TSP or foreign warehouse), or b) an otherwise agreed facility. In which case, charges will be assessed based on the destination address as identified on the Bill of Lading (or the origin address as identified on the Bill of Lading if SIT at origin was specified on the Bill of Lading or authorized in writing by the BLIO).

**NOTE 3:** The BLIO can waive, in writing, the 50 mile distance and pricing requirement at his/her discretion. When a waiver is granted, the billing must be supported by a copy of the waiver indicating that the BLIO waived the 50 mile distance requirement and that charges are based on the location where the SIT was performed.

## **Items 186 – 189 Available for Future Use**

### **Item 190 Full Value Protection Service (Applicable on All Shipments Moved in Accordance with this Tariff)**

1. All shipments moving pursuant to GSA's CHAMP Program under the provisions of this Tariff are deemed to be released at an amount equal to \$6.00 times the weight of the shipment (in pounds) or the declared lump sum value, whichever is greater.
2. In the event that a greater value (than \$6.00 for each pound of weight in the shipment) is declared, a Full Value Charge (\$0.85 per \$100 or fraction thereof) will apply on that portion of the valuation declared in excess of the \$6.00 per pound amount. A SIT Full Valuation Protection Storage Liability Charge equal to \$0.18 per \$100 or fraction thereof will also apply on that portion of the valuation declared in excess of the \$6.00 per pound amount on shipments placed into SIT.
3. The TSP will guarantee either replacement of articles lost or destroyed while in the TSP's custody, reimbursement for the full replacement cost (as determined by current retail price for the same or similar Items of like kind, quality and functionality), or repairs, or the cost of repairs to the damaged item(s) to the extent necessary to restore the Item(s) to the same condition as when received by the TSP from the Owner. Actual replacement articles, if any, shall consist of articles of like kind and quality without deduction for depreciation.

4. TSP's maximum liability shall not exceed the released or declared value on the shipment or the full cost of repair to the damaged property, whichever is less. TSP shall have the option of repair or replacement of damaged articles or providing reimbursement equal to the cost of the repair or the cost of the replacement.
5. All items which are replaced or for which the full current market value has been paid become the property of the TSP.
6. Provisions of this Item are contractual limits of liability as provided for in Section 14706 of the ICC Termination Act of 1995 and are not to be construed as "insurance."

## **Items 191 – 199 Available for Future Use**

### **Item 200 Transportation-Related Move Management Services**

1. TSP's may elect to provide Move Management Service (MMS) for shipments pursuant to GSA's CHAMP on behalf of requesting Agency participants in CHAMP.
2. A Memorandum of Agreement (MOA) is to be executed by the TSP and the Agency detailing the individual Agency move management requirements.
3. Refer to the CHAMP HTOS and RFO for additional information on move management requirements and services included.

## **Items 201 – 209 Available for Future Use**

### **Item 210 Pickup and Delivery Transportation Charges on SIT Shipments**

- (210A) – SIT Pickup/Delivery 50 Miles or Less**
- (210B) – SIT Pickup/Delivery Over 50 Miles**
- (210C) – SIT Pickup/Delivery 50 Miles or Less – Overtime**
- (210D) – SIT Pickup/Delivery Over 50 Miles – Alaska**

1. **Pickup and Delivery Transportation Charges on SIT Shipments.** This Item applies on SIT shipments when the TSP provides pickup or delivery service between

the SIT location and the residence. TSP must provide SIT at destination unless SIT at origin is specified on the Bill of Lading or authorized in writing by the BLIO. TSP must provide SIT service within 50 miles of the destination address as identified on the Bill of Lading (or origin address as identified on the Bill of Lading if SIT at origin was specified on the Bill of Lading or approved in writing by the BLIO). SIT charges will be based on the destination address as identified on the Bill of Lading (or origin address as identified on the Bill of Lading if SIT at origin was specified on the Bill of Lading or approved in writing by the BLIO).

When the Distance Between the Origin/Destination Address as Identified on the Bill of Lading and the Storage Facility is:	The Applicable Charges Are:
Up to 50 Miles	Pickup and Delivery Transportation Charges (Apply 210A – Regular Time or 210C – Overtime)
Over 50 Miles	Transportation Charges (210B) Apply the Linehaul charges in Section 3 of Appendix B.
Over 50 Miles (Alaska only)	Transportation Charges (210D) Apply the Intra-Alaska Charges in Section 7 of Appendix B

a. When the BLIO preapproves in writing Overtime Pickup or Delivery Service, overtime charges apply when service is performed between 5:00 p.m. and 8:00 a.m. Monday through Friday or at any time on Saturdays, Sundays and holidays.

b. The Overtime SIT Pickup or Delivery Service charges provided herein DO NOT APPLY when the distance between the storage location and the residence is over 50 miles; refer to Item 175 for overtime charges that apply. Overtime charges will not apply when service is performed for TSP convenience.

c. SIT Pickup and Delivery charges apply based on the net weight of the shipment, plus weight additives in Item 130, when applicable, subject to the minimum weights as provided for in the Tariff, including pickup or delivery of portions of a shipment which are placed into or removed from SIT, which are subject to a minimum weight of 1000 pounds.

d. SIT Pickup and Delivery charges include the loading and unloading of the shipment and the transportation of the shipment from or to the SIT facility, but do not

include any other Additional Services named in this Tariff.

- e. The provisions of this Item apply, subject to the valuation provisions in Item 190.

**Refer to Appendix B for SIT Pickup and Delivery Charges**

**Items 211 – 218  
Available for Future Use**

**Item 219  
TSP Supervisory Personnel**

**(219A) – TSP Supervisory Personnel, Regular Hours or Days**

**(219B) – TSP Supervisory Personnel, Overtime Hours or Days**

Except as otherwise provided for in this Tariff, when requested and authorized in writing by the BLIO, TSP will provide supervisory personnel at origin and/or destination.

**Refer to Appendix B for Supervisory Personnel Charges**

**NOTE 1:** Regular hours or days shall be between the hours of 8:00 a.m. to 5:00 p.m. Mondays through Fridays (except holidays).

**NOTE 2:** Overtime hours or days shall be between the hours of 5:00 p.m. and 8:00 a.m. Mondays through Fridays and any time on Saturdays, Sundays or holidays.

**Items 220 – 224  
Available for Future Use**

**Item 225  
Pickup and Delivery Service Applicable to Third Party and Self-  
Storage Warehouses**

**(225A) – Pickup/Delivery Self/Mini Storage**

**(225B) – Pickup/Delivery Self/Mini Storage – Overtime**

1. Except as otherwise provided herein, when TSP picks up or delivers a shipment to/from a third party warehouse (including self-storage/mini-warehouse locations), a charge will apply when the TSP is requested by the BLIO to enter the warehouse for the purpose of removing items stored from, or placing items into, the warehouse space rented/controlled by the Owner or the Agency. This service must be approved in



writing by the BLIO prior to performance of the service. The Overtime Warehouse Pickup or Delivery Charges provided for herein are applicable ONLY for the portion of the pickup or delivery service that is performed inside the warehouse space (refer to Item 175) for additional overtime charges that may apply.

2. Charges apply at the point where the service is performed, pursuant to the Stopoff provisions of Item 28, based on the weight of the shipment, or portion thereof, that is placed into or removed from the warehouse, subject to a minimum weight of 1,000 pounds.

3. When Overtime Pickup or Delivery Service is requested and approved in writing by the BLIO, overtime charges will apply when service is performed between 5:00 p.m. and 8:00 a.m. Monday through Friday, or at any time on Saturdays, Sundays and holidays. Overtime charges will not apply when service is performed for TSP's convenience.

### **Refer to Appendix B for Third Party and Self-Storage Pickup and Delivery Charges**

**NOTE 1:** Extra pickup (Item 28) charges will not apply when the only pickup/delivery is from or to a self-storage or mini-warehouse.

## **Item 226 Available for Future Use**

## **Item 227 Alaska Shipments**

This Item applies to the transportation of HHG shipments BETWEEN all points in the U.S. (including the District of Columbia but excluding Hawaii) AND the named Alaskan points **identified in Section 6 to include** intra-state **moves within** Alaska.

1. The applicable Transportation Charges and related Sections are identified below and are contained in Appendix B:

- 1) **Section 6** contains Waterhaul (Ocean) transportation charges applicable between the Port of Tacoma, Washington and any point within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska.
- 2) **Section 7** contains **additional** transportation **mileage** charges applicable between the named points in Alaska identified in Section 6 and points in Alaska that are more than a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska **identified in Section 6 and are on the Alaskan Road system and either the origin or destination of the shipment is in the U. S. (including the District of Columbia but excluding Hawaii).**

2. Compensation methodology for all shipments between the U.S. (including the District of Columbia but excluding Hawaii) and Alaska will be based on the **Linehaul transportation charges identified in Section 3 to/from the Port of Tacoma, Washington plus the Ocean Waterhaul table charges identified in Section 6 to/from the named points in Alaska identified in Section 6.**
3. TSPs electing to use the Alcan Highway will be compensated based on compensation methodology identified in Paragraph 2 of this Item.
4. Shipments to/from Alaska must utilize the point in Section 6 that is nearest to the requested pickup address and/or the requested delivery address as identified on the Bill of Lading.
5. Shipments traveling intra-state Alaska (**when both the origin is within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska identified in Section 6 and is on the Alaskan Road system and the destination is within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska identified in Section 6 and is on the Alaskan Road system**) will be based on **transportation** mileage compensation (Section 7) and will not be compensated based on **the Ocean Waterhaul tables identified in Section 6.**
6. A TSP may charge as a separate line item a fuel surcharge for bunker charges on shipments moving from/to Alaska. The TSP must provide a copy of the original bill to the Agency for reimbursement.

## **Item 228 Shorthaul Factor**

1. A shorthaul factor will apply for shipments moving 800 miles or less (via all modes combined).
2. Shorthaul distance is computed by determining the mileage between the origin address as identified on the Bill of Lading and destination address as identified on the Bill of Lading and is measured as hundred weight-miles (CWT-M).
3. CWT-M is determined by multiplying total shipment MILES times CWT.

### **Refer to Appendix B for Shorthaul Charges**

**NOTE 1:** Exclusions apply such as changes prior to pickup and diversions.

**NOTE 2:** In order to determine if a shorthaul factor is applicable, TSP must factor in all transportation segment miles. If a shorthaul factor is paid and a shipment moves greater than 800 miles, the TSP **MUST** reimburse the Government the total shorthaul amount paid.

**NOTE 3:** Excludes all Alaska Interstate shipments.

## **Appendix A: How to use this Tariff**

## **Appendix A**

### **How to Use this Tariff**

This Appendix A of the General Services Administration's (GSA's) Domestic 500A (GSA500A) Tariff (Tariff) provides instructions and examples for rating shipments transported under GSA's Centralized Household Goods Traffic Management Program (CHAMP) utilizing this Tariff.

The Baseline Rate Tariff Files, Appendix B (Appendix B), of this Tariff names the baseline Linehaul/Transportation and the Additional Services rates and charges which are then subject, as appropriate, to the accepted linehaul/transportation and Storage-in-Transit (SIT) percentage discounts in effect for each Transportation Service Provider (TSP). These discounts can be found in GSA's Transportation Management Services Solution System (TMSS) and are based on the date a shipment was picked up.

**NOTE 1:** TSPs file discounts as a percentage off of the Tariff; however, when displayed in TMSS they are shown as a percentage of the Tariff. When applying the linehaul/transportation discount and/or the SIT discount, use the percentage of the Tariff. To determine this, take 1.00 minus the filed discount where the discount is expressed as a fraction (for example a 55% discount is 0.55). So if a 55% linehaul/transportation discount was filed by a TSP, you would multiply the charges by 45% ( $1.00 - .055 = .45$ ) to determine the discounted charges. In this Appendix A, the percentage to apply to calculate discounted charges (45% in our example) will be referred to a TSP's Linehaul/Transportation Discount Factor (LDF) or a TSP's SIT Discount Factor (SDF).

**NOTE 2:** For terms, conditions and application of rates and charges when shipping Privately Owned Vehicles (POVs) and/or Unaccompanied Air Baggage (UAB) (Alaska and Canada only), please refer to the applicable CHAMP Request for Offers (RFO). Refer to TMSS for accepted rate offers and discounts.

## Determining Linehaul/Transportation (LH) Charges

The LH charges are the charges associated with loading, transporting and unloading a shipment. The LH charges are distance-based and are applicable between points in the United States (U.S.) (including the District of Columbia and excluding Hawaii) as determined by PC\*Miler issued by ALK Technologies, Inc. Mileage determination are based on the applicable **5-digit postal zip codes** obtained from the National 5-Digit Zip Code and Post Office Directory issued by the U.S. Postal Service (USPS).

Exception: For shipments with an origin and/or destination within Canada, mileage distances will be determined by the Rand McNally Mileage Guide 19, in lieu of ALK Technologies, Inc.

**Formula:**     $LH = (BLH + OLF + DLF + SH) \times LDF$

**NOTE:** Shorthaul (SH) may or may not apply. Refer to the Tariff for additional information.

<b>Example Information</b>			
Origin Zip (Davenport, IA)	52804	Destination Zip (Oklahoma City, OK)	73104
Origin Service Area No.	292	Destination Service Area No.	636
Origin Services Cost Schedule	2	Destination Services Cost Schedule	3
Estimated Weight	8,500	Linehaul/Transportation Discount	55%
Shipment Hundredweight (cwt)	85	Linehaul/Transportation Discount Factor (LDF)	45% (1.00 - .55)
Miles	682	Pickup Date	01/22/18

- 1) Determine the **Base Linehaul (BLH)** charge by going to the “Linehaul” tab of Appendix B to view Section 3 – Linehaul. Using the applicable mileage (based on the origin and destination addresses as identified on the Bill of Lading) and the weight of the shipment, locate the BLH.

In our example, BLH = \$9,362.00

- 2) Determine the **Origin Linehaul Factor (OLF)** and **Destination Linehaul Factor (DLF)** by going to the “City Reference” tab of Appendix B. Using the first three digits of the origin zip (528 in our example) and the destination zip (731 in our example), find the applicable Service Areas (292 for the origin and 636 for the destination in our example).

Next go to the “Geographic Schedule” tab in Appendix B and find the row for the Origin Service Area to identify the applicable OLF (\$1.68 per cwt in our example) and then find the row for the Destination Service Area to identify the applicable DLF (\$0.22 per cwt in our example). Multiply each factor by the shipment cwt.

In our example:

The OLF would be  $\$1.68 \text{ times } 85 = \$142.80$

The DLF would be  $\$0.22 \text{ times } 85 = \$ 18.70$

- 3) In accordance with the Tariff, determine if a **Shorthaul (SH)** factor applies to the shipment. If it does, the SH factor is determined by multiplying the shipment cwt times the miles (CWT-M or  $85 \times 682 = 57,970$  in our example). Go to the “Additional Rates” tab of Appendix B and find Item 228. Then find the row that corresponds with the CWT-M.

In our example, SH = \$245.71

- 4) Determine the **LH** by adding together the BLH, the OLF, the DLF, and the SH (if applicable) and then multiplying by the TSP’s LDF.

In our example, it would be:

$(\$9,362.00 + \$142.80 + \$18.70 + \$245.71) \times .45 = \$4,396.14$

## Determining Linehaul/Transportation (LH) Charges for Shipments From and To Alaska

The LH charges are the charges associated with loading, transporting and unloading a shipment. The LH charges are distance-based and are applicable between points in the United States (U.S.) (including the District of Columbia and excluding Hawaii) as determined by PC\*Miler issued by ALK Technologies, Inc. Mileage determinations are based on the applicable **5-digit postal zip codes** obtained from the National 5-Digit Zip Code and Post Office Directory issued by the U.S. Postal Service (USPS).

Exception: For shipments with an origin and/or destination within Canada, mileage distances will be determined by the Rand McNally Mileage Guide 19, in lieu of ALK Technologies, Inc.

The Linehaul charges for shipments from and to Alaska are determined from three separate rate tables contained in Appendix B:

- a) Linehaul/Transportation charges applicable between all points in the U.S (including the District of Columbia but excluding Alaska and Hawaii) and the Port of Tacoma, Washington (refer to Section 3);
- b) Waterhaul (ocean) transportation charges applicable between the Port of Tacoma, Washington and any named point within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska (refer to Section 6); and
- c) Linehaul/Transportation charges applicable between the named points in Alaska identified in Section 6 and points in Alaska that are more than a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska (refer to Section 7).

**Formula:    LH = (BLH + WH + OLF + DLF + SH) x LDF**

**NOTE:** SH may or may not apply. Refer to the Tariff for additional information.

Example Information			
Origin Zip (Casper, WY)	82601	Destination Zip (Fairbanks, AK)	99705
Origin Service Area No.	880	Destination Service Area No.	22
Origin Services Cost Schedule	2	Destination Services Cost Schedule	4
Estimated Weight	10,000	Linehaul/Transportation Discount	55%
Shipment Hundredweight (cwt)	100	Linehaul/Transportation Discount Factor (LDF)	45% (1.00 - .55)
Miles (from origin/destination to Port of Tacoma, Washington)	1,086	Pickup Date	01/22/18

- 1) Determine the **Base Linehaul (BLH)** charge by going to the “Linehaul” tab of Appendix B to view Section 3 – Linehaul. Using the applicable mileage (based on the origin or destination address as identified on the Bill of Lading and the Port of Tacoma, Washington) and the weight of the shipment, locate the BLH Charge.

In our example, BLH = \$13,006.00

- 2) Determine the **Waterhaul (WH)** charge by going to the “Accessorials” tab of the Appendix B to view Section 6 – AK Waterhaul. Using the applicable named point in Alaska and the weight of the shipment, locate the WH charge.

In our example, WH = \$17,073.00

- 3) Determine the **Origin Linehaul Factor (OLF) and Destination Linehaul Factor (DLF)** by going to the “City Reference” tab of Appendix B. Using the first three digits of the origin zip (826 in our example) and the destination zip (997 in our example), find the applicable Service Areas (880 for the origin and 22 for the destination in our example).

Next go to the “Geographic Schedule” tab in Appendix B and find the row for the Origin Service Area to identify the applicable OLF (\$1.02 per cwt in our example) and then find the row for the Destination Service Area to identify the applicable DLF (\$5.23 per cwt in our example). Multiply each factor by the shipment cwt.

In our example:

The OLF would be \$1.02 times 100 = \$102.00

The DLF would be \$5.23 times 100 = \$523.00

- 4) In accordance with the Tariff, determine if a **Shorthaul (SH)** factor applies to the shipment. In our example, it does not.
- 5) Determine the **LH** by adding together the BLH, the WH, the OLF, the DLF, and the SH (if applicable) and then multiplying by the TSP’s LDF.

In our example, it would be:

$(\$13,006.00 + \$17,073.00 + \$102.00 + \$523.00) \times .45 = \$13,816.80$



## Determining Non-Linehaul Rate/Additional Services Rates and Charges

The Service Areas and their associated Services Cost Schedules and other non-mileage based rates and charges for services performed at points in the U.S. (including the District of Columbia and excluding Hawaii) are determined based on the applicable **3-digit postal zip code** (the first 3-digits of the 5-digit Zip Code) issued by the USPS. Use the 3-digit postal zip code to determine the appropriate origin and destination Service Areas and their associated Services Cost Schedules for the rates and charges applicable for the Additional Services performed. Additional Services performed at points in Canada are based on a single cost schedule for all points in Canada.

<b>Example Information</b>			
Origin Zip (Davenport, IA)	52804	Destination Zip (Oklahoma City, OK)	73104
Origin Service Area No.	292	Destination Service Area No.	636
Origin Services Cost Schedule	2	Destination Services Cost Schedule	3
Origin SIT P/D Schedule	3	Linehaul/Transportation Discount	55%
Estimated Weight	8,500	Linehaul/Transportation Discount Factor (LDF)	45% (1.00 - .55)
Shipment Hundredweight (cwt)	85	SIT Discount	47%
Miles	682	SIT Discount Factor (SDF)	53% (1.00 - .47)
Crate	4.30 cubic feet	SIT Days (total)	30
Pickup Date	01/22/18	Destination SIT P/D Schedule	3

### 1) Determine Origin Service Charge (OSC) and Destination Service Charge (DSC)

#### a) Determine OSC (135A)

**Formula:**  $135A = (135A \text{ rate} \times \text{shipment cwt}) \times \text{TSP's LDF}$

i. Determine the OSC by first referring to the “City Reference” tab of Appendix B. Using the first three digits of the origin zip as identified on the Bill of Lading (528 in our example), find the applicable Origin Service Area (292 in our example).

ii. Next go to the “Geographic Schedule” tab in Appendix B and find the row for the Origin Service Area to identify the applicable OSC (\$5.02 per cwt in our example).

iii. Using this number, compute the charge by using the 135A rate x the shipment cwt and then multiply that by the TSP’s LDF.

In our example, the OSC would be  $(\$5.02 \times 85) \times .45 = \$192.02$

b) Determine DSC (135B)

**Formula:**  $135B = (135B \text{ rate} \times \text{shipment cwt}) \times \text{TSP's LDF}$

i. Determine the DSC by first referring to the City Reference tab of Appendix B. Using the first three digits of the destination zip as identified on the Bill of Lading (731 in our example), find the applicable Destination Service Area (636 in our example).

ii. Next go to the “Geographic Schedule” tab in Appendix B and find the row for the Destination Service Area to identify the applicable DSC (\$5.01 per cwt in our example).

iii. Using this number, compute the charge by using the 135B rate x the shipment cwt and then multiply that by the TSP’s LDF.

In our example, the DSC would be  $(\$5.01 \times 85) \times .45 = \$191.63$ .

2) Determine Full Packing and Unpacking Service (105A)

**Formula:**  $105A = ((\text{Full Packing rate} \times \text{shipment cwt}) + (\text{Full Unpacking rate} \times \text{shipment cwt})) \times \text{TSP's LDF}$

**NOTE:** Before determining Full Packing and Unpacking Service charges, use the Origin Service Area (292 in our example) and go to the “Geographic Schedule” tab of Appendix B to identify the appropriate Origin Services Cost Schedule (2 in our example). Then use the Destination Service Area (636 in our example) to identify the appropriate Destination Services Cost Schedule (3 in our example). Then refer to the "Additional Rates" tab of Appendix B.

a) Determine Full Packing (105A)

i. Look up the Full Packing rate for the Origin Services Cost Schedule (2 in our example) and the weight bracket (16,000 lbs and under in our example). (Note - there are 4 service areas so make sure to use the one that applies to the appropriate Origin Services Cost Schedule). In our example, the rate would be \$58.98 per cwt.

ii. Multiply the rate by the shipment cwt

In our example, Full Packing would be  $\$58.98 \times 85 = \$5,013.30$ .

b) Determine Full Unpacking (105A)

i. Look up the Full Unpacking rate for the Destination Services Cost Schedule (3 in our example) and the weight bracket (Note - there are 4 service areas so make sure to use the one that applies to the appropriate Destination Services Cost Schedule. And there is only one Unpacking rate per Destination Services Cost Schedule regardless of the weight). In our example, the rate would be \$6.78 per cwt.

ii. Multiply the rate by the shipment cwt

In our example, Full Unpacking would be  $\$6.78 \times 85 = \$576.30$ .

c) Determine Full Packing and Unpacking Service Charge (105A)

Add the Full Packing charge and the Full Unpacking Charge together and then multiply the total by the TSP's LDF.

In our example, the Full Packing and Unpacking Service Charge would be  $(\$5,013.30 + 576.30) \times .45 = \$2,515.32$

3) Determine Crating/Uncrating Regular Crate Rates (105B and 105E)

**Formula:** Crating = (Crating rate (per schedule) x cubic foot) x TSP's LDF  
Uncrating = (Uncrating rate (per schedule) x cubic foot) x TSP's LDF

**NOTE:** Crating and uncrating is charged by cubic foot and is subject to four cubic feet minimum. Crating is based on the rate per cubic foot at the Origin Services Cost Schedule and uncrating is based on the Destination Services Cost Schedule.

a) Determine Crating (Regular Crate) (105B)

i. In the "Additional Rates" tab of Appendix B, look up the rate for Item Code 105B for the Origin Service Cost Schedule (2 in our example). (Note - there are 4 service areas so make sure to use the one that applies to the appropriate Origin Services Cost Schedule). In our example, the rate would be \$28.29 per cubic foot.

ii. Multiply the rate by the cubic feet of the crate (4.30 in our example) and then multiply that by the TSP's LDF.

In our example, Crating would be  $(\$28.29 \times 4.30) \times .45 = \$54.74$ .

b) Determine Uncrating (Regular Crate) (105E)

i. In the "Additional Rates" tab of Appendix B, look up the rate for Item Code 105E for the Destination Services Cost Schedule (3 in our example). (Note - there are 4 service areas so make sure you use the one that applies to the appropriate Destination Services Cost Schedule). In our example, the rate would be is \$7.17 per cubic foot.

ii. Multiply the rate by the cubic feet of the crate (4.30 in our example) and then multiply that by the TSP's LDF.

In our example, Uncrating would be  $(\$7.17 \times 4.30) \times .45 = \$13.87$ .

4) Determine SIT CHARGES (185A and 185B)

**Formula:** 185A = (1<sup>st</sup> Day SIT Charge x shipment cwt) x TSP's SDF  
185B = (Addl SIT Charge x shipment cwt x Days) x TSP's SDF

**NOTE:** SIT rates are based on the origin or destination address as identified on the Bill of Lading and are NOT determined by the address of the SIT facility.

To calculate SIT charges, refer to the "Geographical Schedule" tab of Appendix B and apply the SIT rates shown based on the Origin or Destination Service Area of the shipment.

a) Determine SIT First Day & Warehouse Charges (185A)

i. In the "Geographic Schedule" Tab of Appendix B, look up the "185A SIT First Day and WHouse (per cwt)" rate applicable to the Origin Service Area (if SIT is at origin) or Destination Service Area (if SIT is at destination) of the shipment (in our example, SIT is at destination so the rate is \$15.80 per cwt)

ii. Multiply the rate by the shipment cwt and then multiply that by the TSP's SDF.

In our example, SIT would be  $(\$15.80 \times 85) \times .53 = \$711.79$

b) Determine SIT Additional Days (185B)

i. In the "Geographic Schedule" Tab of Appendix B, look up the "185B SIT Addl Days (per cwt)" rate applicable to the Origin Service Area (if SIT is at origin) or Destination Service Area (if SIT is at destination) of the shipment (in our example, SIT is at destination so the rate is \$0.67 per cwt)

ii. Multiply the rate by the shipment cwt to get the additional day SIT rate  $(\$0.67 \times 85 = 56.95)$ .

iii. Take the additional day SIT rate and multiply it by the number of additional days and then multiply that by the TSP's SDF.

In our example, SIT Additional Days would be  $(56.95 \times 29) \times .53 = \$875.32$

5) Determine P/D SIT - 50 Miles or Less (210A)

**Formula:**  $210A = 210A \text{ table charge} \times \text{TSP's SDF}$

**NOTE:** SIT rates are based on the origin or destination address as identified on the Bill of Lading and are NOT determined by the address of the SIT facility.

To calculate SIT charges, refer to the "Geographical Schedule" tab of Appendix B and apply the SIT rates shown based on the Origin or Destination Service Area of the shipment.

Determine P/D SIT - 50 Miles or Less (210A)

i. In the "Geographical Schedule" of Appendix B, identify the "SIT P/D Schedule" based on the Origin Service Area (if SIT is at origin) or the Destination Service Area (if SIT is at destination) (in our example, SIT is at destination and the SIT P/D Schedule is 3).

ii. In the "Accessorials" tab of Appendix B, look up "Item 210A P/D SIT – 50 Miles or Less" and identify the applicable Services Cost Schedule (3 in our example) and the weight being delivered to locate the rate (\$3,579 in our example).

iii. Multiply that rate by the TSP's SDF.

In our example, P/D SIT–50 Miles or Less would be  $\$3,579 \times .53 = \$1,896.87$

**Appendix B: Baseline Rate Tariff Files**  
**(Refer to the Excel Workbook at:**  
**<http://www.gsa.gov/portal/content/103864>)**