

August 29, 2019

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration's (GSA's) Standard Tender of Service (STOS), Freight Management Program (FMP). **Please note that changes between this RFO and its FI dated August 29, 2019 and the DRAFT that was sent out on August 2, 2019 have been highlighted in red.**

This RFO and its FI differ from previous RFOs and FIs issued by GSA's FMP as rate offers are being requested for non-alternating, agency specific Standing Route Orders (SROS) specifically for the transportation of vehicles. The following non-alternating SRO rate offers will apply directly to GSA's Office of Fleet Management (OFM) and **will not** alternate with any other accepted rate offers: Domestic Drive Away (OFMDA); Domestic Carrier Away (OFMCA); Domestic Tow Away (OFMTA) and International (OFMIN). As the FMP's TransPort Integrator (TPI) system does not currently have the capability to receive and accept vehicle rate offers, the FMP will be utilizing the rate filing capabilities of GSA's Transportation Management Services Solution (TMSS) system to accept, validate and display rate offers for OFMDA, OFMCA, OFMTA and OFMIN. TMSS is currently only used for GSA's Centralized Household Goods Traffic Management (CHAMP); however, all submitted rate offers will be validated and accepted/rejected in accordance with GSA's STOS, Edition 4, dated May 28, 2019 and this RFO and its FI dated **August 29, 2019**.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in the GSA STOS, Edition 4, dated May 28, 2019, supplements and reissues thereto.

**TSPs interested in submitting a rate offer in response to this RFO and its FI must already be approved in the FMP and must have already provided notification to the FMP of their intent to submit a rate offer in response to this RFO and its FI.** Please note that although approved TSPs **have been** entered into TMSS for the purpose of submitting a rate offer, TSPs are not approved in CHAMP and cannot submit a rate offer in response to any CHAMP RFO without first obtaining CHAMP approval (contact [relocation.programs@gsa.gov](mailto:relocation.programs@gsa.gov) for additional information on CHAMP).

**MANDATORY REQUIREMENT:** To submit a rate offer in response to this RFO and its FI, TSPs must have and maintain a current registration in the System for Award Management (SAM), have a Taxpayer ID Number (TIN) and have all GSA registration documents up to date and on file with the FMP.

TSPs are strongly encouraged to read this RFO and its FI and the [STOS](#) in their entirety.

Rate offers must be submitted in accordance with this RFO and its FI by the Initial Filing due date of 10:00 PM Central Time, **October 4, 2019**. Rate offers received after the Initial Filing due date and/or not submitted in accordance with this RFO and its FI will not be accepted.

All rate offers must be submitted electronically via TMSS. TSPs have three (3) different options when filing rate offers:

1. Utilize the rate filing capabilities of TMSS:
  - TSPs must have access to the "HHG Rate Filing" module within TMSS. A firm's TMSS

Group Administrator can give access to this module. Once the “HHG Rate Filing” Module has been accessed, a continuation of rate offers button will be displayed as a pop-up screen. The message will prompt the TSP to either accept or reject all rate offers to be carried over to the next rate filing cycle. As this is a new RFO requirement, there will be no “current” rate offers on file to carry over, so the TSP can select either the “Accept” or “Reject” option; and

- Once a selection is made, the rate filing module screens will be displayed so that the TSP may begin the rate filing process.

2. Utilize the Format Requirements and Electronic Submission instructions found in Sections 6 and 7 of this RFO and its FI.

3. Utilize the services of a Rate Filing Service Provider (RFSP).

Except as otherwise identified herein, the rate offers made in response to this RFO and its FI will be valid for the period **November 1, 2019 through October 31, 2020, with the option to extend for an additional year.** The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA’s right to extend the rates remains unchanged. Please refer to the corresponding Sections of the RFO and its FI for specifics.

Questions related to the traffic identified in this RFO and its FI and the STOS may be directed to Scott Kidd at [scott.kidd@gsa.gov](mailto:scott.kidd@gsa.gov). Question on creating and submitting rate offer files and/or using TMSS may be directed to Robyn Bennett at [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov) or 816-823-3644.

Sincerely,

Scott M Kidd Branch Chief  
Freight Management Program (FMP)  
Center for Transportation Management (QMCCA)

**FY 2020 Request for Offers and Filing  
Instructions For Bid  
GSA's Office of Fleet Management**

**Issued by:**

**General Services Administration Federal  
Acquisition Service  
Freight Management Program**

**August 29, 2019**



# SECTION 1: TERMS AND CONDITIONS

## 1-1. GENERAL

This FY 2020 Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rate offers for the General Services Administration's (GSA's) Freight Management Program (FMP). The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 4, dated May 28, 2019** are incorporated by reference. The provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS, in which case the provisions of this RFO and its FI take precedence. Direct any questions about this RFO and its FI to:

General Services Administration  
Federal Acquisition Service  
Freight Transportation Management Program  
Email: [frtrates.procurement@gsa.gov](mailto:frtrates.procurement@gsa.gov)  
Website: <http://www.gsa.gov/portal/category/21192>  
Acquisition Gateway: [Freight Hallway](#)

Traffic to be included under this RFO and its FI will be **vehicle** shipments for the following four (4) non-alternating, agency specific Standing Route Orders (SROs) specifically for the transportation of vehicles on behalf of GSA's Office of Fleet Management (OFM):

- Domestic Drive Away (OFMDA);
- Domestic Carrier Away (OFMCA);
- Domestic Tow Away (OFMTA); and
- International (OFMIN).

As the FMP's TransPort Integrator (TPI) system does not currently have the capability to receive and accept vehicle rate offers, the FMP will be utilizing the rate filing capabilities of GSA's Transportation Management Services Solutions (TMSS) system to accept, validate and display rate offers for OFMDA, OFMCA, OFMTA and OFMIN. TMSS is currently only used for GSA's Centralized Household Goods Traffic Management (CHAMP); however, all rate offers accepted in accordance with this RFO and its FI dated **August 29, 2019** will be in accordance with the STOS and this RFO and its FI.

## 1-2. EFFECTIVE PERIOD

Except as otherwise provided in this RFO and its FI, initial rate offers accepted in response to this RFO and its FI will be for the period **November 1, 2019 through October 31, 2020**. GSA has the option to extend rate offers for an additional year through October 31, 2021.

**The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.**

## 1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's FMP are **DUE by 10:00 PM Central Time, October 4, 2019**.

## 1-4. Rate Filing Deficiencies

RATE FILING DEFICIENCIES: TSP rate offers received between **August 29, 2019** and **October 4, 2019** which do not meet the rate filing requirements as stated in this RFO and its FI will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-6. of this RFO and its FI for clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of **October 4, 2019**. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date, rate offers will be considered unacceptable and the TSP will not be allowed to re-file. All corrected rate offers received by 10:00P.M. Central Time on the closing date will be entered into the database in accordance with Section 1-5. of this RFO and its FI. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 P.M. Central Time on October 4, 2019. A TSP or RFSP which submits a file for the last rate offer validation at 10:00 P.M. CST on the closing day of October 4, 2019 will not have an opportunity to correct any errors detected in that file after the closing time.**

RATE FILING SERVICE PROVIDERS (RFSP): If a TSP's rate offer is submitted in accordance with this RFO and its FI by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and **not** the TSP. The RFSP will be notified by email in accordance with Section 1-6. of this RFO and its FI for correction. Corrected rate offers must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of **October 4, 2019**. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of **October 4, 2019**, rate offers will be considered unacceptable and RFSPs/TSPs will not be allowed to re-file. All corrected rate offers received by 10:00 P.M. Central Time on the rate filing closing date of **October 4, 2019** will be entered into the database in accordance with Section 1-5. of this RFO and its FI. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 P.M. Central Time on October 4, 2019. A TSP or RFSP which submits a file for the last rate offer validation at 10:00 P.M. CST on the closing day of October 4, 2019 will not have an opportunity to correct any errors detected in that file after the closing time.**

## 1-5. ACCEPTED/EFFECTIVE DATE

Except in those instances of resubmission of filing deficiencies as identified in Section 1-4. of this RFO and its FI, accepted rate offers will be accepted and entered into the computer database on the date indicated below or the first working day of the month, whichever occurs first.

INITIAL FILINGS	
Date Received By	<b>08/29/2019 thru 10/04/2019</b>
Computer Entry Date	11-01-2019 or before
Accepted/Effective Date	11-01-2019

## 1-6. TSP/RFSP NOTIFICATIONS

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

## 1-7. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. The TSP's submissions of a rate offer(s) to GSA for the traffic identified in this RFO and its FI and GSA's acceptance of those rate offers constitutes the agreement between GSA and the TSP. **The TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered and accepted.** The TSP agrees to meet the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280 (See Appendix B of the STOS for a copy of the Form). **As a TSP submitting a rate offer, the TSP is stating it will honor that rate. Failure to do so will result in Temporary Nonuse, Suspension or Debarment from the GSA FMP as described in Section 8 of the STOS.**

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

## 1-8. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to GSA in accordance with this RFO and its FI, the TSP submitting the rate offer certifies that:

I have read and will comply with all the provisions contained in this RFO and its FI dated **August 29, 2019** as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 4, dated May 28, 2019 as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has supplied GSA their current operating authority and insurance as required by the GSA STOS Edition 4, dated May 28, 2019.

## 1-9. OPTION TO EXTEND

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

## 1-10. TERMINATION

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

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

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO and its FI to the date of such termination; and in the event of

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

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

## 1-11. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO and its FI unless otherwise noted.

A. Full Replacement Value: The TSP to whom the Bill of Lading (BL)/Government Bill of Lading (GBL) is issued to accepts full responsibility for Full Replacement Value of all shipments transported pursuant to the provisions of this RFO and its FI from acceptance of the vehicle at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government in accordance with the terms of this RFO and its FI in the event of loss or damage. Full Replacement Value is the level of released value and the cost of providing Full Replacement Value must be included in a TSP's rate offer. All domestic and international vehicles moved in accordance with this RFO and its FI are released at the Current Value of the vehicle based on the National Automobile Dealers Association (NADA) value for the vehicle up to \$200,000, unless otherwise stated on the document that constitutes the contract of carriage. This is generally the BL/GBL. If the Government determines the value of a vehicle exceeds \$200,000, the Government will contact the TSP to purchase additional insurance.

B. Liability:

1. Domestic Shipment: In the event of loss or damage to vehicular property during the course of a domestic shipment, the measure of damages will be the cost of repair or replacement not to exceed the current value of the vehicle based on the NADA value for the vehicle, plus the cost of transportation, delivery and customs clearance (if applicable) to the owner at destination residence. The quality of repair or replacement must equal or exceed the standards applied in the CONUS.

2. International Shipment: In the event of loss or damage to vehicular property during the course of an international shipment, the measure of damages will be the cost of repair or replacement not to exceed the current value of the vehicle based on the NADA value for the vehicle (in the month of landing converted to local currency), plus the cost of transportation, delivery and customs clearance (if applicable) to the owner at the port. The quality of repair or replacement must equal or exceed the standards applied in the CONUS.

C. Duty to Mitigate Loss: If loss or damage occurs to a shipment by an event of force majeure, the TSP may still be liable for additional damage that results from its failure to take reasonable steps to mitigate the extent of the loss. For example, if a shipment is damaged by water from a flood or hurricane, the TSP, as soon as practical, should attempt to clean and dry the items, rather than allow further damage (e.g., rust, warping, or mildew), to develop from prolonged exposure to dampness. In some cases, the OFM Government Representative may direct the TSP to undertake specific mitigation work, or may authorize payment for mitigation work, subject to later determination of whether the government or the TSP will be liable for the cost. The cost of any such mitigation efforts that are not paid for by the Government will be deducted from the TSP's maximum liability for loss or damage.

D. Insurance:

1. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or at the action of, the TSP or the TSP's sub-contracted employees and agents.

2. The TSP, at the TSP's expense, shall maintain Automotive Liability Insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

E. Claims: Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill and will be administered in accordance with 49 CFR § 378.

## **1-12. MANDATORY REQUIREMENTS**

Before applying for approval to participate in the FMP, a TSP must first register in the System for Award Management (SAM) if the company has not already done so. TSPs that are currently approved and active in the FMP must ensure that their SAM registration is current and active. The SAM is the on-line contractor database for the U.S. Federal Government. The SAM collects, validates, stores and disseminates data in support of agency and other eligible user acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website [www.sam.gov](http://www.sam.gov)

To register in the SAM, you must first obtain a DUNS number. A DUNS number is also free for Federal contractors, including TSPs participating in the FMP.

## **SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS**

### **2-1. EVALUATION**

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO) and its Filing Instructions (FI) and the General Services Administration's (GSA's) Standard Tender of Service (STOS), Edition 4, dated May 28, 2019 will be evaluated by the Freight Management Program (FMP) based on price only. Price will be determined by calculating either the price per mile (domestic shipments except for Alaska) or the flat price per vehicle (international shipments including Alaska). GSA's Office of Fleet Management (OFM) may use other methods of evaluation such as prior performance and key performance indicators; however, the FMP will provide accepted rate information according to Section 2-2. of this RFO and its FI.

### **2-2. ACCEPTANCE**

Accepted rate offers will be listed based on price within GSA's Transportation Management Services Solution (TMSS) system. TMSS will display the comparisons for the use by OFM. The listing of TSPs will be based on:

- A. The entered shipping date,
- B. The origin of the shipment,
- C. The destination of the shipment,
- D. The class of the vehicle, and
- E. The number of miles between the origin and destination of the shipment (for domestic shipments (except Alaska) only).

TSPs with applicable rate offers on file for the requested shipment will be listed on the cost comparison from low cost to high cost.

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

## SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

### 3-1. MILEAGE SOFTWARE APPLICATIONS

For shipments moved in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), submitted rate offers will be based on mileage provided by ALK Technologies, Inc., Web Based Version 33 (to include the most latest release to Version 33 available in the PC Miler server, for example 33.0.xx.xxxx). The parameters to use are:

- DistanceUnits - "Miles"
- VehType - "Truck"
- Routing - "Shortest"
- HwyOnly - True
- Borders Open – False

One exception is that shipments between any point in the United States (including Alaska) and a Canadian province will be based on the current Rand McNally mileage in place November 1, 2019.

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

## SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) AND REPORTING

### 4-1. INDUSTRIAL FUNDING FEE

In accordance with the General Services Administration's (GSA's) Standard Tender of Service (STOS), Edition 4, Dated May 28, 2019, all approved Transportation Service Providers (TSPs) must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this Request for Offers (RFO) and its Filing Instructions (FI). **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less any applicable Fuel Surcharge (see Appendix B of this RFO and its FI), multiplied by the applicable IFF percentage.

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

**Instructions for the collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.**

### 4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of the STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A of this RFO and its FI. This report will be sent to [ftrtsp.reports@gsa.gov](mailto:ftrtsp.reports@gsa.gov) in EXCEL with a subject line "SCAC (your company's SCAC) – 6% Transaction Fee."

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status by GSA's Freight Management Program (FMP).

**Questions should be directed to:**

Freight Management Program Email:  
[ftrtsp.reports@gsa.gov](mailto:ftrtsp.reports@gsa.gov)

# SECTION 5: GENERAL SERVICES ADMINISTRATION'S OFFICE OF FLEET MANAGEMENT'S STANDING ROUTE ORDER SUBMISSION

## 5-1. IDENTIFICATION OF STANDING ROUTE ORDER TRAFFIC

Identified below is the General Services Administration's (GSA's) Office of Fleet Management's (OFM's) traffic for which GSA's Freight Management Program (FMP) is requesting **non-alternating, agency specific** Standing Route Order (SRO) rate offers. Rate offers may only be submitted for SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this Request for Offers (RFO) and its Filing Instructions (FI) for the identified OFM traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. Rate offers will only be accepted for the origins/destinations identified in Section 6 of this RFO and its FI and filed specifically for OFM. Rate offers submitted for any other origin/destination will automatically be rejected. An offering Transportation Service Provider (TSP) must be able to service all points within each origin/destination state/country for which a rate is offered.

A. Domestic Drive Away (OFMDA): The process by which a driver of the TSP arrives at the origin location of the vehicle and drives the vehicle to the destination location. Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

B. Domestic Carrier Away (OFMCA): The process by which the TSP either tows the vehicle or mounts it to a specialty trailer for movement. Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

C. Domestic Tow Away (OFMTA): The process by which the TSP either tows an inoperable vehicle or mounts an inoperable vehicle to a specialty trailer for movement. Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

D. International (OFMIN): **For a vehicle with a domestic origin**, the process by which a vehicle is transported from the origin location to the port, either containerized and/or stored below deck on the ocean vessel or barge for transport, and then transported to the destination port. **For a vehicle with an international origin, the process by which a vehicle is transported from the port, either containerized and/or stored below deck on the vessel or barge for transport, and then transported to the destination port and then on to the final destination location.** Empty runs from/to the origin location and/or empty runs from/to the destination location are not chargeable.

## 5-2. APPLICATION OF DOMESTIC AND INTERNATIONAL

For the purposes of the traffic identified in this RFO and its FI, the following definitions apply:

A. Domestic: Transportation 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. See Section 6 of this RFO and its FI for filing codes and origin and destination service areas for the submission of rate offers.

B. International: Transportation between the Domestic points (points in the U.S. (including the District of Columbia and Alaska, but excluding Hawaii) and Canada) and an international country, offshore location or Hawaii, or between two international countries, off-shore locations or Hawaii. A TSP must provide complete through service from the origin to the destination. See Section 6 of this RFO and its FI for filing codes and country names for the submission of rate offers.

## 5-3. GENERAL TSP REQUIREMENTS

By submission of a rate offer(s) in response to this RFO and its FI, the TSP:

A. Certifies compliance with 49 CFR § 391 and all other rules and regulations governing the movement of vehicles as described in this RFO and its FI;

B. Assumes responsibility for ensuring that all drivers and transporters possess all appropriate

licenses required for the type of transportation and vehicle involved;

C. Agrees to provide all services, labor, equipment and supervision to affect the services in accordance with this RFO and its FI;

D. Agrees that its responsibility shall include, but is not limited to: all planning, programing administration and management necessary to ensure that all operations are conducted in accordance with this RFO and its FI and all applicable laws, regulations, codes or directives including the maintenance of accurate and complete records, files and regulations which are necessary to the services being performed under this RFO and its FI. TSP shall ensure that all work meets or exceeds commercial standards of quality;

E. Assumes responsibility for assuring that all US Custom and other relevant federal regulations are met for exportation or importation of a vehicle;

F. Agrees to maintain control and responsibility for the tracing, expedition and prompt completion of services, including work that is sub-contracted to other sources. When the OFM Government Representative requests information regarding services performed, the TSP shall provide such information within two (2) hours of the request;

G. Agrees to notify the OFM Government Representative prior to the performance of minor mechanical or tire failures beyond the control of the TSP. In case of an accident or major mechanical failure, the TSP must notify the OFM Government Representative immediately for instructions. Immediate notification must be followed by written notification outlining the incident and the written statement must be provided within twenty-four (24) hours. Under no circumstances is the vehicle to be abandoned; and

H. Certifies compliance with the valuation and liability for loss and damage requirements of Section 1-11. of this RFO and its FI.

#### **5-4. BILL OF LADING (BL)/ GOVERNMENT BILL OF LADING (GBL) PREPARATION**

The TSP agrees to prepare the BL/GBL for all shipments moving under this RFO and its FI. TSP must comply with the terms and conditions set forth in FMR Parts 102-117 and 102-118 and the “U.S. Government Freight Transportation—Handbook” from GSA’s Transportation Audit Division (QMCA). For international shipments, the TSP must complete a GBL and distribute copies of each GBL following the instructions published in the “U.S. Government Freight Transportation—Handbook” from GSA’s Transportation Audit Division (QMCA). All BLs/GBLs must include reference to the applicable Tender Number (positions 4-7 of the Rate Record as identified in Section 7-3. of this RFO and its FI) accepted in accordance with this RFO and its FI and must also reference that the terms of the STOS and this RFO and its FI apply. The OFM will provide any additional specific instructions on the preparation and maintenance of BLs/GBLs. The TSP shall furnish a legible memorandum copy of all BLs/GBLs or a legible copy of all BLs/GBLs prepared and distributed to the OFM Government Representative **for signature before the shipment pick-up date.**

#### **5-5. RATES AND CHARGES FOR OFMDA, OFMCA AND OFMTA**

A. The amount stated in the submitting TSP’s rate offer represents a price per mile applicable to the following services:

1. preparation of vehicle;
2. completion of Vehicle **Condition Report** (see Section 5-8. of this RFO and its FI);
3. pickup of vehicle at origin;
4. applicable transportation from origin to destination;
5. all ferry, tunnel and/or bridge charges/tolls;
6. all necessary export and import documentation services involving customs clearances, if applicable;
7. monitoring of Temporary Import Bond (TIB), if applicable (if a vehicle is covered under a TIB, it is the TSP’s responsibility to ensure all requirements and regulations are met with the appropriate customs office that the TIB is filed through);
8. filing of documentation for vehicles covered under a TIB;
9. possess and maintain Transportation Worker Identification Credential (TWIC) cards if required

by the origin and/or destination location;

10. twenty-four (24) hour notice provided prior to delivery to both the destination point of contact (POC) and the OFM Government Representative that signed the BL/GBL;
11. delivery to final destination; and
12. Full Replacement Valuation TSP liability as defined in Section 1-11. of this RFO and its FI.

B. Vehicles Sizes by Gross Vehicle Weight Rating (GVWR):

1. Class 1: 1 – 5,999 GVWR
2. Class 2: 6,000 – 11,999 GVWR
3. Class 3: 12,000 and Over GVWR

C. Minimum Charge: In those instances when the distance for driving/transporting a vehicle is less than 100 miles, a minimum charge of 100 times the offered price per mile will apply (e.g. Actual mileage between the origin location and the destination location is 82 miles. As it is less than the 100 mile minimum, the TSP may charge 100 times their offered price per mile instead of 82 times their offered price per mile)

D. Alaska Only: The amount stated in the submitting TSP's rate offer represents a flat charge (not a price per mile) applicable to the services identified in Section 5-5.A., above. Rate offers apply to any point within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska.

## 5-6. RATES AND CHARGES FOR OFMIN

A. The amount stated in the submitting TSP's rate offer represents a flat charge applicable to the following services:

1. preparation of vehicle to include fuel tank drainage to less than 1/4<sup>th</sup> of the tank;
2. completion of Vehicle Condition Report (see Section 5-8. of this RFO and its FI);
3. pickup of vehicle at origin;
4. applicable transportation from origin to destination;
5. all ferry, tunnel and/or bridge charges/tolls;
6. containerization or below deck storage in the ocean going vessel;
7. all necessary export and import documentation services involving customs clearances;
8. monitoring of Temporary Import Bond (TIB), if applicable (if a vehicle is covered under a TIB, it is the TSP's responsibility to ensure all requirements and regulations are met with the appropriate customs office that the TIB is filed through);
9. filing of documentation for vehicles covered under a TIB;
10. possess and maintain Transportation Worker Identification Credential (TWIC) cards if required by the origin and/or destination location;
11. twenty-four (24) hour notice provided prior to delivery to both the destination point of contact (POC) and the OFM Government Representative that signed the BL/GBL;
12. delivery to final destination; and
13. Full Replacement Valuation TSP liability as defined in Section 1-11; and

B. Vehicles Sizes by Gross Vehicle Weight Rating (GVWR):

1. Class 1: 1 – 5,999 GVWR
2. Class 2: 6,000 – 11,999 GVWR
3. Class 3: 12,000 and Over GVWR

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

## **5-7. ACCESSORIALS**

All accessorial services required for the transportation of a vehicle in accordance with this RFO and FI must be included in the TSP's rate offer. The only accessorials that may be submitted, with supporting documentation, as a separate line item when invoicing are:

- A. Fuel Surcharge in accordance with Appendix B of this RFO and its FI. Does not require approval by OFM if a Fuel Surcharge is applicable in accordance with the STOS.
- B. Bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the BL and supported by prorated paid ocean TSP invoices of the actual amount.
- C. Vessel carrier and hazardous material associated fees as identified in Section 5-6.C. of this RFO and its FI. The TSP must submit a copy of the original receipt from the vessel carrier for reimbursement if it is determined to be a legitimate, associated cost for the service.
- D. Charges related to the purchase of additional insurance for any vehicle identified to the TSP by the OFM Government Representative as exceeding the \$200,000 value of a vehicle identified in Section 1-11. of this RFO and its FI.
- E. Detention charges, when caused by the fault of the Government, must be billed at the actual cost incurred by the TSP and shown as a separate line item when invoicing charges. When invoicing, the TSP must include documentation to support the charges.
- F. TSP must submit a written request to the OFM Government Representative for approval for the following types of accessorials and must receive approval in writing from the OFM Government Representative prior to the services being performed in order to invoice as a separate line item. If the request is not submitted in writing and pre-approval in writing is not received by the OFM Government Representative, the TSP may not invoice for the accessorial:
  - 1. Any Government or public authority ordered charge for additional inspection, disinfestations, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP; and
  - 2. Any other accessorial service for which the TSP could not have been aware of when submitting a rate offer

## **5-8. VEHICLE CONDITION REPORT AND TSP ACCOUNTABILITY**

The TSP supplied Vehicle Condition Report (sample provided in Appendix C of this RFO and its FI) will be used by the OFM Government Representatives/Consignee Representative and the TSP to document the contents and condition of a vehicle to include any damage at the time of pickup and again at the time of final delivery. The TSP supplied Vehicle Condition Report must be completed for each vehicle transported in accordance with this RFO and its FI.

- A. The Vehicle Condition Report may be completed via hard copy and scanned in for electronic invoice submission.
- B. TSP must enter the plate number (if applicable), VIN, Mileage, Model Year, Make, Model, Color, Transport Company and Total Keys/Remotes on the Vehicle Condition Report.
- C. TSP shall be fully responsible for the vehicle itself and for the safeguarding of license plates, keys and the GSA Fleet Services cards as applicable.
- D. The GSA Fleet Services card may not be used at any time by the TSP.
- E. TSP is required to thoroughly inspect the vehicle in order to provide an accurate assessment of the condition of the vehicle. The Vehicle Condition Report will be used to document the results of the assessment. Any damage identified at destination that was not noted on the Vehicle Condition Report at origin (and acknowledged by the signature of the OFM Government Representative at origin) will be determined to be the fault of the TSP.
- F. TSP will be liable for any damages, accidents, pilferage, theft, etc... from the time the vehicle is

picked up to the time of release/delivery to the Consignee Representative. In the event of a breakdown, accident or stolen or missing GSA Fleet Services card and/or license plate(s), the TSP must immediately notify the OFM Government Representative by both phone and email.

G. The Vehicle Condition Report must be signed at both origin and destination by an OFM Government Representative/Consignee Representative and the TSP attesting to the correctness of the information on the form to include the condition of the vehicle and any damage and the presence, or lack thereof, of the GSA Fleet Services card, license plate(s) and keys/remotes as applicable.

## 5-9. PICKUP and DELIVERY LOCATIONS

The OFM will provide the TSP with the pickup and delivery addresses and point of contact (POC) details for the shipment of the vehicle. The TSP will be responsible for contacting the POC for additional delivery details. Pickup and delivery locations are open dependent on each location’s preference, but they are typically open between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding Federal holidays. **The TSP must coordinate the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities.**

## 5-10. INSPECTION

Authorized OFM Government Representatives have the right to inspect TSP equipment and facilities and to inspect the performance of services in connection with any shipment handled under the provisions of this RFO and its FI.

## 5-11. UNSATISFACTORY SERVICE

A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI for unsatisfactory service.

B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the Government; any failure after this written notification shall result in immediate removal from further participation in the traffic named in this RFO and its FI.

## 5-12. TRANSIT TIMES

A. Transit time starts the business day after pick-up and ends on the day the shipment has been offered for delivery or delivered.

B. In general, transit time will not start on weekends and Federal holidays, and Saturday, Sunday and Federal holidays do not count in the transit time.

C. A delivery date that falls on a non-business day (weekend or Federal holiday) will automatically be moved to the next business day.

D. An exception to transit time standards is oversize, overweight, or HAZMAT shipments that have movement constraints (for example, daylight movement only).

E. Transit Times for OFMDA and OFMTA (excluding Alaska which will not exceed twenty (20) business days). Days shown are business days:

Distance	Business Days
<= 500 miles (805 km)	1
501 - 1000 miles (806 - 1610 km)	2
1001 – 1500 miles (1611 – 2415 km)	3
1501 – 2000 miles (2416 – 3220 km)	4
2001 – 2500 miles (3221 – 4025 km)	5
> 2501 miles (4026 km)	6

F. Transit Times for OFMCA (excluding Alaska which will not exceed twenty (20) business days). Days shown are business days:

Distance	Business Days
<= 500 miles (805 km)	3
501 - 1000 miles (806 - 1610 km)	4
1001 – 1500 miles (1611 – 2415 km)	5
1501 – 2000 miles (2416 – 3220 km)	6
2001 – 2500 miles (3221 – 4025 km)	7
> 2501 miles (4026 km)	7

G. Transit Times for OFMIN: Refer to Appendix D of this RFO and its FI. Days shown in Appendix D are calendar days.

### 5-13. INVOICING

A. TSP shall not invoice for any services until such services are completed and the vehicle is delivered to the requested destination. The TSP must invoice for completed services within thirty (30) days of delivery.

B. For each vehicle moved under this RFO and its FI, the invoice must include:

1. BL/GBL Number;
2. Pickup location
3. Delivery location
4. VIN #
5. Date of Transportation Request
6. Date of pickup
7. Date of delivery
8. Mileage
9. Tender Number
10. Rate of Transport
11. Fuel Surcharge or Bunker Surcharge
12. Authorized Accessorials and all supporting documentation
13. Completed and properly signed Vehicle Condition Report

### 5-14. PAYMENT FOR SERVICES

Upon the submission of an acceptable invoice and a successful pre-payment audit, the TSP must accept payment for services provided via the GSA Fleet Services Card through their eSubmit ACH/Direct Deposit process. For the eSubmit process, TSPs must sign up for this service via [gsamerchantsupport@wexinc.com](mailto:gsamerchantsupport@wexinc.com) no later than November 1, 2019 and the appropriate application process will be coordinated through this

email exchange. Once a TSP's application is processed (generally 3-5 business days if all paperwork is included), they will receive the eSubmit spreadsheet with their TSP number hard coded at the top of the form. The GSA Fleet Services Card will provide the TSP with eSubmit transaction process instructions and their unique spreadsheet for the TSP to utilize to submit transactions to [GSAFleet.Transportation@gsa.gov](mailto:GSAFleet.Transportation@gsa.gov) for review and verification. Upon verification, the approved spreadsheet will be forwarded to the GSA Fleet Services Card for payment. The TSP will be responsible for any charges associated with accepting payment via ACH/Direct Deposit through the GSA Fleet Services Card eSubmit process (currently 3.5% of the cost of the transaction) - this charge can be incorporated into the rate offer(s) but cannot be listed as a separate line item on either the invoice or the eSubmit spreadsheet for reimbursement.

## 5-15. VOLUME

The OFM is estimating the following number of shipments under this RFO and its FI based on annual historical traffic volume. The estimates provided, however, should not be interpreted as a guarantee to TSPs of any traffic. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

### A. Domestic Volume:



Zone	Fiscal Year	Class Weight (GVWR)	Estimated Annual # of Shipments Originating From the Zone
1	FY20	Class 1 1-5,999 GVWR	74
		Class 2 6,000-11,999 GVWR	67
		Class 3 12,000 and Above GVWR	24
2	FY20	Class 1 1-5,999 GVWR	46
		Class 2 6,000-11,999 GVWR	25
		Class 3 12,000 and Above GVWR	0

Zone	Fiscal Year	Class Weight (GVWR)	Estimated Annual # of Shipments Originating From the Zone
3	FY20	Class 1 1-5,999 GVWR	40
		Class 2 6,000-11,999 GVWR	45
		Class 3 12,000 and Above GVWR	10
4	FY20	Class 1 1-5,999 GVWR	300
		Class 2 6,000-11,999 GVWR	600
		Class 3 12,000 and Above GVWR	200

B. International Volume:

ORIGIN		Destination		Frequency
City	State	City	State / Country	Estimated Annual # of Shipments
Honolulu	HI	Kahului	HI	20
Kahului	HI	Honolulu	HI	20
Honolulu	HI	Hilo	HI	30
Hilo	HI	Honolulu	HI	30
Nawiliwili	HI	Honolulu	HI	10
Kawaihae	HI	Honolulu	HI	5
Honolulu	HI	Kawaihae	HI	5
Honolulu	HI	Lanai	HI	1
Lanai	HI	Honolulu	HI	1
Honolulu	HI	Molokai	HI	1
Molokai	HI	Honolulu	HI	1
Houston	TX	Soto Cano	Honduras	10
Edison	NJ	SanJuan	Puerto Rico	45
Jacksonville	FL	GTMO	Cuba	212
GTMO	Cuba	Jacksonville	FL	50
Baltimore	MD	Rotterdam	Netherlands	10
Savanna	GA	Livorno	Italy	10
Wackernheim	Germany	Customer Locations	Europe	400
Customer Locations	Europe	Wackernheim	Germany	350
Livorno	Italy	Customer Locations	Europe	250

## SECTION 6: FILING CODES AND ABBREVIATIONS

### 6-1. AGENCY SPECIFIC, NON-ALTERNATING STANDING ROUTE ORDER CODES

Listed below are the Agency Specific, Non-Alternating Standing Route Order (SRO) Codes for which the General Services Administration's (GSA's) Freight Management Program (FMP) is requesting rate offers. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency/bureau/office as specified in Section 7 of this RFO and its FI.

Federal Agency Name	Description	Code	Type
General Services Administration, Office of Fleet Management	Domestic Drive Away	OFMDA	Non-Alternating
General Services Administration, Office of Fleet Management	Domestic Carrier Away	OFMCA	Non-Alternating
General Services Administration, Office of Fleet Management	Domestic Tow Away	OFMTA	Non-Alternating
General Services Administration, Office of Fleet Management	International	OFMIN	Non-Alternating

### 6-2. DOMESTIC SERVICE AREAS

The following codes will be used when completing electronic rate transmission record requirements as defined in Section 7 of this RFO and its FI.

#### A. Interstate Identification Codes.

Service Area Pair Definitions	Origin Service Area	Destination Service Area
Points in the State of California	CA00	0100
Points in the States of Washington and Oregon	WA00 OR00	0200
Points in the States of Nevada and Utah	NV00 UT00	0300
Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming	ID00 MT00 ND00 SD00 WY00	0400

<b>Service Area Pair Definitions</b>	<b>Origin Service Area</b>	<b>Destination Service Area</b>
Points in the State of Colorado	CO00	0500
Points in the States of Arizona and New Mexico	AZ00 NM00	0600
Points in the States of Oklahoma and Texas	OK00 TX00	0700
Points in the States of Iowa, Kansas, Missouri, and Nebraska	IA00 KS00 MO00 NE00	0800
Points in the States of Michigan, Minnesota, and Wisconsin	MI00 MN00 WI00	0900
Points in the States of Illinois, Indiana, Kentucky, and Ohio	IL00 IN00 KY00 OH00	1000
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee	AR00 AL00 LA00 MS00 TN00	1100
Points in the State of Florida	FL00	1200
Points in the States of Georgia, North Carolina, and South Carolina	GA00 NC00 SC00	1300
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia	DE00 DC00 MD00 VA00 WV00	1400
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania	CT00 RI00 MA00 NJ00 NY00 PA00	1500
Points in the States of Maine, New Hampshire, and Vermont.	ME00 NH00 VT00	1600

<b>Service Area Pair Definitions</b>	<b>Origin Service Area</b>	<b>Destination Service Area</b>
Points in Alaska:		
- Anchorage, Alaska	AN00	2200
- Cordova, Alaska	CV00	2201
- Fairbanks, Alaska	FB00	2202
- Juneau, Alaska	JN00	2203
- Ketchikan, Alaska	KN00	2204
- Kodiak, Alaska	KD00	2205
- Petersburg, Alaska	PB00	2206
- Sitka, Alaska	SA00	2207
- Wrangell, Alaska	WG00	2208
Points in Canada:		
- Alberta, Canada	AB00	2300
- British Columbia, Canada	BC00	2301
- Manitoba, Canada	MB00	2303
- New Brunswick, Canada	NB00	2304
- Newfoundland and Labrador	NL00	2313
- Northwest Territory, Canada	NT00	2311
- Nova Scotia, Canada	NS00	2306
- Ontario, Canada	ON00	2307
- Prince Edward Isle, Canada	PE00	2308
- Quebec, Canada	PQ00	2309
- Saskatchewan, Canada	SK00	2310
- Yukon, Canada	YT00	2312

**Note:** If submitting a rate offer for an intra-state Alaska shipment, please use the service area pairs (AN00 – WG00 for Origins and 2200 – 2208 for Destinations) listed above, in lieu of the intrastate identification codes in Section 6-2.B. of this RFO and its FI.

**B. Intrastate Identification Codes.**

<b>State</b>	<b>Code</b>
Points in Alaska:	
- Anchorage, Alaska	AN00
- Cordova, Alaska	CV00
- Fairbanks, Alaska	FB00
- Juneau, Alaska	JN00
- Ketchikan, Alaska	KN00
- Kodiak, Alaska	KD00
- Petersburg, Alaska	PB00
- Sitka, Alaska	SA00
- Wrangell, Alaska	WG00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00

<b>State</b>	<b>Code</b>
Canadian Provinces:	
- Alberta	AB00
- British Columbia	BC00
- Manitoba	MB00
- New Brunswick	NB00
- Newfoundland and Labrador	NL00
- Northwest Territories	NT00
- Nova Scotia	NS00
- Ontario	ON00
- Prince Edward Island	PE00
- Quebec	PQ00
- Saskatchewan	SK00
- Yukon	YT00
Colorado	CO00
Connecticut	CT00
Delaware	DE00
District of Columbia	DC00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Maine	ME00
Maryland	MD00
Massachusetts	MA00
Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00
Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Rhode Island	RI00
South Carolina	SC00
South Dakota	SD00

<b>State</b>	<b>Code</b>
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wyoming	WY00

### 6-3. INTERNATIONAL SERVICE AREAS

The following codes will be used when completing electronic rate transmission record requirements as defined in Section 7 of this RFO and its FI.

<b>Country</b>	<b>Code</b>
Afghanistan – All Other Points	111A
- Herat	11HR
- Kabul	11KB
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A
Aruba	630A
Australia – All other Points	160A
- Adelaide	16AD
- Brisbane	16BB
- Canberra	16CB
- Darwin	16DW
- Melbourne	16MB
- Perth	16PH
- Sydney	16SD
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840
Belarus	102B
Belgium	1900
Belize	2270

<b>Country</b>	<b>Code</b>
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil – all other points	220A
- Brasilia	22BB
- Recife	22RF
- Rio De Janeiro	22RJ
- Sao Paulo	22SP
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cabo Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000
Cyprus	3050
Czech Republic	3100
Democratic Republic of the Congo (formerly Zaire)	2910
Denmark	3150
Djibouti	3170
Dominican Republic	3200
East Timor	107D
Ecuador	3250
Egypt	9220
El Salvador	3300
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350
Fiji	3380

<b>Country</b>	<b>Code</b>
Finland	3400
France	3500
Gabon	3880
Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui, Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India – All other points	4550
- Chennai	455C
- Hyderabad	455H
- Kolkata	455K
- Mumbai	455M
- New Delhi	455N
Indonesia	4580
Iran	110N
*Iraq – All other points	110I
- Baghdad	110B
- Mosul	110M
- Basrah	110S
- Erbil	110E
- Kirkuk	110R
Ireland	4700
Israel	4750
Italy	4800
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250
Kenya	5050
Korea (South)	5150
Kosovo	110K
Kuwait	5200
Kyrgyzstan	121K

<b>Country</b>	<b>Code</b>
Lao People's Democratic Republic	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
North Macedonia	125M
Madagascar	5750
Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marshall Islands	127M
Mauritania	5920
Mauritius	5930
Mexico – all other points	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Montenegro	113M
Morocco	6100
Mozambique	6150
Myanmar (formerly Burma)	2500
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Mariana Islands - all other points	0690
- Saipan	069S
Norway	6850
Okinawa	490K
Oman	6160

<b>Country</b>	<b>Code</b>
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia – all other points	8250
- Moscow	82MC
- St. Petersburg	82SP
- Vladivostock	82VS
Rwanda	132R
Saint Lucia	7700
Sao Tome/Principe	133S
Saudi Arabia	7850
Senegal	7870
Serbia	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Somalia	7899
Solomon Islands	789S
South Africa – all other points	8010
- Capetown	80CT
- Durban	80DB
- Johannesburg	80JB
- Pretoria	80PT
South Sudan	8360
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Kingdom of eSwatini (formerly Swaziland)	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand – All other points	8750
- Bangkok	875B
- Chian Mai	875C

<b>Country</b>	<b>Code</b>
Togo	115T
Trinidad	205T
Tunisia	8900
Turkemenistan	116T
Turkey	9050
Uganda	9100
Ukraine	9280
United Arab Emirate	8880
United Kingdom – all other points	925U
- London	925L
- Edinburgh	925D
- Northern Ireland	925I
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Zambia	9900
Zimbabwe	8180

## SECTION 7: FORMAT REQUIREMENTS

### 7-1. Format Requirements

Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) submitting rate offers in response to this Request for Offers (RFO) and its Filing Instructions (FI) MUST submit their rate offers electronically via one of the three (3) methods identified in the Cover Letter of this RFO and its FI. TSPs or RFSPs “Uploading” rate offers and not using the Transportation Management Services Solution (TMSS) rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 7-2. and Section 7-3. of this RFO and its FI. A TSP or RFSP must have access to the “HHG Rate Filing” module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-6. of this RFO and its FI.

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

- A. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
- B. Record type ‘H1’ is mandatory and all TSPs must file this record.
- C. Record type ‘H2’ is an **optional** record and should be filed only by a RFSP. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
- D. When the rate file preparation is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

## 7-2. HEADER RECORDS

### A. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the TSP
Separator	1	53-53	\ [backslash]
Effective Date- -YYYYMMDD	8	54-61	<b>Initial Filing:</b> must be 20191101
Separator	1	62-62	\ [backslash]
Reserved	9	63-71	Please enter 9 spaces (space bar)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
TSP's Government Representative	45	88-132	Name of TSP's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

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

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

C. Example.

H1ABCD\YOUNG TOWING \20191101\ \12345DUNS\1234\KAnderson  
H2HHGB\RATE FILING SERVICES, INC \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 7-2.A. and 7-2.B. of this RFO and its FI. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

**7-3. RATE RECORD**

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "16" for Domestic Drive Away (OFMDA) Enter "16" for Domestic Carrier Away (OFMCA); Enter "16" for Domestic Tow Away (OFMTA); Enter "17" for International (OFMIN)
Separator	1	3	Use a comma ( , )
TSP Tender Number <b>NOTE:</b> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	Enter OFMDA for Domestic Drive Away Enter OFMCA for Domestic Carrier Away Enter OFMTA for Domestic Tow Away Enter OFMIN for International
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>For OFMDA, OFMCA and OFMTA:</b> INTERSTATE – Use the ORIGIN Service Area Codes in Section 6-2.A.; <u>INTRASTATE</u> - use the Service Area Codes in Section 6-2.B. (For intrastate Alaska, use the ORIGIN Service Area Codes in SECTION 6-2.A.) <b>For OFMIN:</b> Use Service Area Codes in Section 6-2.B. and 6-3
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>FOR OFMDA, OFMCA and OFMTA:</b> <u>INTERSTATE</u> -Use the DESTINATION Service Area Codes in Section 6.2.A.; <u>INTRASTATE</u> - use the Service Area Codes in Section 6-2.B. (For intrastate Alaska, use the DESTINATION Service Area Codes in Section 6-2.A.) <b>For OFMIN:</b> Use SERVICE AREA CODE IN SECTION 6-2.B. and 6-3
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>Not Applicable – Zero Fill</b>

Record Field	Maximum Positions	Positions	Contents
Separator	1	29	Use a comma ( , )
Class 1 Vehicle	6	30-35	<b>OFMDA, OFMCA and OFMTA (except for Alaska):</b> price per mile for vehicle less than 5,999 GVWR; example 000050 (\$.50). <b>OFMIN (including Alaska):</b> Flat price per vehicle less than 5,999 GVWR; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Class 2 Vehicle	6	37-42	<b>OFMDA, OFMCA and OFMTA (except for Alaska):</b> price per mile for vehicle between 6,000 and 11,999 GVWR; example 000050 (\$.50). <b>OFMIN (including Alaska):</b> Flat price per vehicle between 6,000 and 11,999 GVWR; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Class 3 Vehicle	6	44-49	<b>OFMDA, OFMCA and OFMTA (except for Alaska):</b> price per mile for vehicle over 12,000 GVWR; example 000050 (\$.50). <b>OFMIN (including Alaska):</b> Flat price per vehicle over 12,000 GVWR; example: 000975 (\$975); 003900 (\$3900).
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT) Percentage	4	51-54	<b>Not Applicable – Zero Fill</b>
Separator	1	55	Use a comma ( , )
Accessorial	4	56-59	<b>Not Applicable – Zero Fill</b>
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage (UAB)	4	61-64	<b>Not Applicable – Zero Fill</b>
Separator	1	65-65	Use a comma ( , )
Phone Number <b>NOTE:</b> When using an “800” number, remember that in some areas the number is not accessible in certain locations.	12	66-77	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. Phone number <b>must be</b> a toll free number used to book shipments.
Separator	1	78-78	Use a comma ( , )
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91-91	Use a comma ( , )
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record.

A. Examples.

16,1234,OFMDA,CA00,1400,0000,000050,000050,000050,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
16,1236,OFMCA,OK00,OK00,0000,000050,000050,000050,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
16,1236,OFMTA,OK00,0100,0000,000050,000050,000050,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
17,1303,OFMIN,210H,CA00,0000,000975,0000975,0000975,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

B. Rate Edit Criteria: The following is a list of the rate edit criteria used during the review and validation of TSP rate submissions to insure that the requirements as provided in this request are met.

1. Missing Header Record, Must provide record type H1
2. Invalid record type, Must be H1
3. Valid TSP's Government Representative must be provided
4. Invalid record type, Must be H2
5. RFSP's Name must be provided
6. Valid RFSP's Email Address must be provided
7. Invalid RFSP's SCAC number
8. Invalid SCAC number
9. Invalid Phone Number
10. Invalid Fax Number
11. Email ID is required
12. Invalid Domestic Origin
13. Invalid International Origin
14. Invalid Domestic Destination
15. Invalid International Destination
16. Invalid Domestic Service Pair Combination
17. Invalid Agency Code
18. Type 16, Records Rejected, TSP Not Authorized for Domestic Transportation
19. Type 17, Records Rejected, TSP Not Authorized for International Transportation
20. Records that don't contain valid rates for Domestic
21. Records that don't contain valid rates for International

## SECTION 8. ELECTRONIC SUBMISSION

### 8-1. RATE OFFER TRANSMISSION

The below information applies only to rate offer submissions when Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) are not using the Transportation Management Services Solution (TMSS) rate filing screens for the creation/addition/deletion of rate offers, but instead are manually creating rate offers to “upload.”

**A. Electronic Transmission.**

All electronic rate transmissions submitted in accordance with this Request for Offers (RFO) and its Filing Instructions (FI) MUST be accomplished via the “Upload Rate File” function of TMSS within the TMSS HHG Rate Filing module. Non-electronic submissions will not be considered.

**B. Format Requirements.**

Format requirements, as set out in Section 7 of this RFO and its FI must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

**C. File Preparation.**

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

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

**D. File Naming Convention.**

This File Naming Convention applies to Initial rate offer(s) transmitted in accordance with this RFO and its FI.

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

Example of filenames:

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

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

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: HHGABCD001

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

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

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

## 8-2. ACCESSING UPLOAD RATE FILE

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

When rate offers are ready for submission, the user will click on the Upload Rate File Link. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download. The user will then need to locate the file and then select it for upload.

## 8-3. UPLOAD DIRECTORY ACCESS

Once the rate offers have been uploaded using the Upload Rate File function, the user may verify that the firm’s file was successfully transmitted. If the file doesn’t appear in the firm’s directory, the user will need to “Upload” the file again. This will only assist in verifying that the firm’s rate offer file was transferred successfully and WILL NOT verify that the contents of the firm’s rate offer file have been formatted correctly.

To access the firm’s own directory, click on the File Download link from the main menu. The user will then be taken to a directory tree. Scroll down to find the firm’s folder, which will be identified by its Standard Carrier Alpha Code (SCAC). The user will then be able access the folder and verify that the file(s) are present. NOTE: This will only allow the user to verify that the file is present in the directory. The user will need to follow the provisions of 8-4., below, to check for error reports and acceptance of rate records in TMSS.

## 8-4. CONFIRMING RATE OFFER TRANSMISSION

Every day during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day by TSPs and RFSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP’s email address OR the RFSP’s email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the firm’s directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will **not** have an opportunity to correct any errors detected in a file submitted for the last rate offer(s) validation at 10:00pm CST validation on the closing date of **October 4, 2019**. Users will need to connect to their directory via the File Download Module, using the instructions referenced in Section 8-3., above, to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with Section 1-6. of this RFO and its FI.



## APPENDIX B - FUEL SURCHARGE

General: The Fuel Surcharge provides a TSP flexibility to obtain reasonable relief from sudden and unforeseen increases in diesel fuel prices. Since fuel-related rate adjustments for gradual changes in a TSP’s fuel related costs over a longer period of time are beyond the purpose of this provision, a TSP should consider gradual fuel price changes when it submits new rate offers during a rate filing open window if such changes significantly affect the TSP’s operating costs.

Application: The Fuel Surcharge is applicable to all rate offers accepted under this Request for Offers and its Filing Instructions (FI). The Fuel Surcharge may be waived or altered only by the General Services Administration’s (GSA’s) Freight Management Program (FMP) or the GSA’s Office of Fleet Management (OFM).

A. Setting Baseline. Diesel fuel price ranges and corresponding applicable percent rate adjustment levels were collaboratively established with the motor TSP industry as of November 2000. The levels specified in this section reflect current standard industry practice and will be reviewed and revised on an as-needed basis.

B. Determination of Adjustment. Each Monday, or first working day thereafter if the Monday falls on a Federal Holiday (after referred to as “Monday”), the Department of Energy, Energy Information Administration (EIA), posts the National U.S. Average diesel fuel price. If a Fuel Surcharge is justified based on each Monday’s posting, the Fuel Surcharge applies to shipments picked up the ensuing Wednesday through the following Tuesday (Note: shipment pickup date is controlling for Fuel Surcharge purposes). A TSP is responsible for monitoring diesel fuel prices each Monday using one of the sources identified below to determine whether a Fuel Surcharge will apply for the one-week period beginning the upcoming Wednesday through Tuesday of the following week.

EIA Website: <http://www.eia.doe.gov/>  
 EIA Weekly Petroleum Status Report  
 EIA Hotline: (202) 586-6966

C. Amount of Adjustment. If on any given Monday National U.S. Average diesel fuel prices, as published in one of the sources identified above, exceed the neutral range, the TSP may increase its linehaul charge by the appropriate percentage specified in the table below.

D. Schedule: The following table specifies the percentage Fuel Surcharge to be applied based on diesel fuel cost per gallon:

	<b>Cost Per Gallon</b>	<b>Percent Increase</b>
NEUTRAL RANGE	\$1.00 – \$1.10	0
	\$1.11 – \$1.15	0.5
	\$1.16 – \$1.20	1.0
	\$1.21 – \$1.25	1.5
	\$1.26 – \$1.30	2.0
	\$1.31 - \$1.35	2.5
	\$1.36 – \$1.40	3.0
	\$1.41 - \$1.45	3.5
For each 5 cents per gallon above \$1.45, add 0.5%		

# APPENDIX C – SAMPLE TSP SUPPLIED VEHICLE CONDITION REPORT

	<b>Your Company Name</b> 123 Company Lane - New York, NY 12345 Tel. (123) 456-7890 - Fax. (123) 456-7890	BILL OF LADY
---	--	--------------

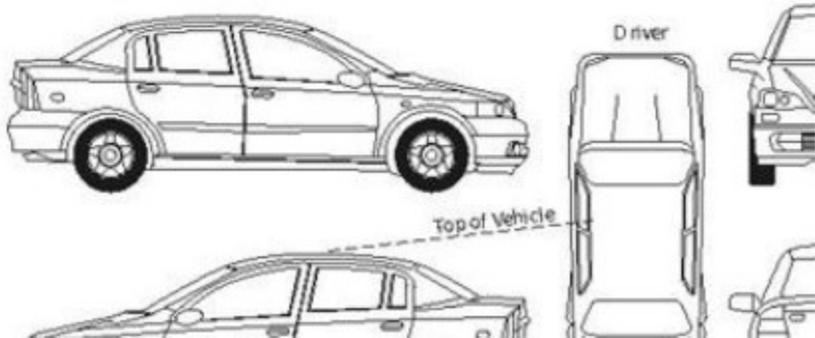
**Section A** (Must be completed by the customer or releaser of the vehicle.)

Customer hereby requests the Broker to make arrangements for the transport of the following described vehicle. Broker is subject to the terms and conditions contained herein, including those on the back of this form, or

<p><b>Origin</b></p> Customer Name _____ Address _____ Phone # _____ Dealer Name _____ Address _____ Phone # _____	<p><b>Destination</b></p> Customer Name _____ Address _____ Phone # _____ Dealer Name _____ Address _____ Phone # _____
---	--

**Section B**

Car	SUV	Van	Bill	CO
Year	Make	Model	Color	
Plate #	VIN #			
Interior Condition				
Additional Info				



## APPENDIX D - INTERNATIONAL TRANSIT TIMES

Refer to Section 5-12. of this Request for Offers (RFO) and its Filing Instructions (FI) for additional information.

International Transit Times identified below are shown in Calendar Days, represent the maximum number of days allowable and apply between a domestic location and the named countries below.

The Transit Times between any two International locations is limited to sixty (60) calendar days.

Country	Days	Country	Days	Country	Days
Afghanistan	65	Germany	64	Northern Ireland	62
Albania	71	Ghana	66	Northern Mariana Islands	82
Algeria	65	Greece	71	Norway	60
American Samoa	55	Grenada	61	Okinawa	70
Angola	80	Guadeloupe	50	Oman	67
Antigua	50	Guam	61	Pakistan	79
Argentina	67	Guatemala	62	Palau	65
Armenia	66	Guinea	66	Panama	63
Aruba	66	Guinea-Bissau	66	Papua New Guinea	78
Australia	75	Guyana	66	Paraguay	67
Austria	64	Haiti	50	Peru	66
Azerbaijan	65	Hawaii	47	Philippines	80
Azores	65	Holy See	50	Poland	64
Bahamas	50	Honduras	63	Portugal	65
Bahrain	64	Hong Kong	69	Puerto Rico	45
Bangladesh	82	Hungary	61	Qatar	64
Barbados	50	Iceland	57	Romania	71
Belarus	71	India	79	Russia	64
Belgium	61	Indonesia	78	Rwanda	80
Belize	63	Iran	65	Saudi Arabia	66
Benin	66	Iraq	65	Saint Lucia	50
Bermuda	50	Ireland	62	Sao Tome/Principe	71
Bolivia	65	Israel	66	Scotland	65
Bosnia-Herzegovina	59	Italy	61	Senegal	66
Botswana	66	Jamaica	50	Serbia	71
Brazil	65	Japan	58	Sierra Leone	80
Brunei	80	Jordan	66	Singapore	76
Bulgaria	71	Kazakhstan	80	Slovak Republic	65
Burkina Faso	80	Kenya	80	Slovenia	64
Burma	72	Korea	72	Solomon Islands	78
Burundi	80	Kosovo	62	Somalia	70
Cambodia	77	Kuwait	64	South Africa	80
Cameroon	80	Kyrgyzstan	65	Spain	64

Country	Days	Country	Days	Country	Days
Canary Islands	64	Lao People's Democratic Rep	78	Sri Lanka	79
Cabo Verde	65	Latvia	61	Sudan	65
Cayman Islands	50	Lebanon	66	Suriname	66
Central African Republic	80	Lesotho	65	Kingdom of eSwatini	65
Chad	80	Liberia	65	Sweden	60
Chile	67	Libya	65	Switzerland	65
China	80	Lithuania	71	Syrian Arab Republic	66
Colombia	66	Luxembourg	61	Tahiti	55
Congo	80	North Macedonia	65	Taiwan	69
Costa Rica	61	Madagascar	80	Tajikistan	65
Cote D'ivoire	65	Malawi	80	Tanzania	80
Croatia	61	Malaysia	76	Thailand	78
Cuba	50	Mali	66	Togo	65
Cyprus	71	Malta	51	Trinidad And Tobago	56
Czech Republic	64	Marshall Islands	65	Tunisia	61
Denmark	60	Mauritania	61	Turkey	75
Djibouti	66	Mauritius	65	Turkmenistan	80
Dominican Republic	50	Mexico	53	Uganda	80
East Timor	65	Micronesia	61	Ukraine	80
Egypt	65	Moldova	65	United Arab Emirates	67
Ecuador	56	Monaco	59	Uruguay	65
El Salvador	63	Mongolia	65	Uzbekistan	80
England	62	Montenegro	65	Venezuela	66
Equatorial Guinea	65	Morocco	64	Viet Nam	78
Eritrea	65	Mozambique	65	Virgin Islands St. John	45
Estonia	60	Namibia	66	Virgin Islands St. Thomas/St. Croix	45
Ethiopia	80	Nepal	82	Western Samoa	65
Fiji	78	Netherlands	61	Yemen	80
Finland	60	Netherlands Antilles	66	Yugoslavia	71
France	61	New Zealand	79	Zaire	80
Gabon	66	Nicaragua	61	Zambia	80
Gambia	65	Niger	80	Zimbabwe	80
Georgia	65	Nigeria	80		