FILING INSTRUCTIONS
2008 - 2009 FILING CYCLE

SECTION 1
TERMS AND CONDITIONS

GENERAL: The following 2008-2009 Request for Offers (RFO) and its Filing Instructions (FI) are provided in addition to the terms and conditions of the General Services Administration's (GSA), General Freight Traffic Management Programs, Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto; however, certain provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO and its FI will be freight-all-kinds (FAK) shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the following three (3) categories:

1. General freight rate offers (those rate offers which neither apply from, to, or between specific shipping locations) applicable to those Federal civilian agencies/locations identified in Section 8-2 of this RFO and its FI;

2. Non-alternating Standing Route Order (SRO) rate offers where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The non-alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 9, 10, 11, 12-2, 12-3, and 13 of this RFO and its FI and WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used in the construction of combination through rates, charges or other provisions. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA; and

3. Alternating SRO rate offers where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 12-1, and 14 of this RFO and its FI and MAY alternate with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-1. EFFECTIVE PERIOD: Except as otherwise provided herein initial rate offers made in response to this request will be for the period **May 1, 2008, through April 30, 2009**. Supplemental rate offers will be effective for the period of **November 1, 2008 through April 30, 2009**.

1-2. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 10:00 P.M. Central Standard Time, Monday, April 14, 2008**, and will be processed in accordance with Paragraph 1-2.F.1, below.

B. NEW FILINGS: TSPs receiving approval to participate, in accordance GSA TOS No. 1-F, Section 2 Participation, after the Initial Filing Period due date of **April 14, 2008**, may submit a rate offer in response to this RFO and its FI in accordance with the supplemental filing period identified in Paragraph 1-2.F.2.

C. RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **March 10, 2008 - April 14, 2008** for Initial Filings or between **September 8, 2008 – October 6, 2008**, for New, Late, or Supplemental Filings, which do not meet the requirements as stated in this RFO and its FI will be considered unacceptable. These rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. TSPs utilizing the JUPLOAD per (Section 16) to transfer rate files, will be notified daily of any deficiencies per Section 16-5 by an email confirmation acknowledging the receipt and processing of the file. The email will contain the number of records processed and the number of errors encountered. If a firm's rate

offer is submitted in accordance with this Request and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP. Corrected rate offers **must be** resubmitted no later than **by 10:00 P.M. Central Standard Time, Monday, April 14, 2008 for Initial Filings and no later than 10:00 P. M. Central Standard Time Monday, October 6, 2008 for New, Late, or Supplemental Filings (Rate offers created using TMSS are validated in real time).** TSP's will not be allowed to correct any errors encounter after the 10:00pm CST validation. In those instances where corrections are not received **per 1-2.A**, rate offers will be considered unacceptable and the firm will not be allowed to re-file.

RATE OFFERS SUBMITTED BY JUPLOAD WILL BE VALIDATED DAILY AT 10:00 AM, 2:00PM, 6:00PM, AND 10:00 PM CST, ALLOWING TSPs AND RFSPs TO RESUBMIT CORRECTIONS AFTER EACH VALIDATION. TSPs AND RFSPs WILL NOT HAVE AN OPPORTUNITY TO CORRECT ANY ERRORS FOUND DURING TH 10:00PM VALIDATION ON THE CLOSING DATE OF APRIL 14, 2008.

D. LATE FILINGS: TSPs who have received approval to participate in GSA's Freight Management Program prior to the established Initial Filing due date but who did not submit rate offers by the established due date identified in Paragraph 1-2.A., Initial Filing, above, will be reviewed and processed in accordance with Paragraph 1-2.F.2., below.

E. SUPPLEMENTAL FILINGS: The supplemental filing period as identified in Paragraph 1-2.F.2., below, has been established to review and process changes to a firm's originally accepted rate offer (i.e. to change territorial coverage, to change offered rates, to change an offer made on the required item percentages for accessorial services, to submit a new rate offer, and/or to add newly approved underlying carriers) and to receive new and late rate offers. Rate offers submitted in accordance with the supplemental filing period must be strictly adhered to.

F. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into TMSS on the date indicated below or the first working day of the month, whichever occurs later.

1. INITIAL FILINGS: Initial rate offers allowable under Paragraph 1-2.A. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

2008 FILING YEAR

DATE RECEIVED	TMSS POSTING DATE	ACCEPTED/EFFECTIVE DATE
03/10/2008 through 04/14/2008	**05/01/2008 or Before**	**05/01/2008**

2. NEW FILINGS, LATE FILINGS, AND SUPPLEMENTAL FILINGS: New filings allowable under Paragraph 1-2.B., Late Filings of otherwise acceptable rate offers under Paragraph 1-2.D., and Supplemental Filings allowable under Paragraph 1-2.E. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

2008 FILING YEAR

DATE RECEIVED	TMSS POSTING DATE	ACCEPTED/EFFECTIVE DATE
09/08/2008 through 10/06/2008	**11/1/2008 or Before**	**11/01/2008**

G. TSP NOTIFICATIONS: If the submitting firm or appropriate Rate Filing Service Provider receives no communication from GSA pursuant to Paragraph 1-2.C. by the appropriate computer entry date identified in Paragraphs 1-2.F.1. and/or 1-2.F.2., the firm is on notice that rate offer(s) has been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

1-3. APPLICABILITY OF RATE OFFERS:

A. By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered. By submission of a rate offer to GSA for the non-alternating SRO's and alternating SRO's freight traffic identified in this RFO and its FI, the TSP agrees that it can and will service the identified origin facility(ies) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered.

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

NOTE: As a TSP submitting a rate offer in accordance with this RFO and its FI you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Debarment, or Suspension within GSA's Freight Management Program.

1-4. 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 ninety (90) days.

1-5. TERMINATION:

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

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

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulations (CFR) 41-105-68;

B. Upon termination of the rate offer under 1-5.A.1 and/or 2., above, the Carrier shall be paid any sum due the Carrier 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 Carrier and the Government shall have the right to offset any such claims against such payment.

1-6. 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.

1-7. AGENCY/LOCATION SPECIFIC CONTACTS: Questions with regard to specific customer agencies/locations should be directed to the agencies/locations appropriate National Account Manager Office. For information relating to the identification of the National Account Manager Offices, please visit our website at: http://www.moveit.gsa.gov and select the link "Contact Us". Customer agencies/locations with funding agreements on file can be found within TMSS by selecting the "Freight Agreements", for specific customer agencies/locations participating in GSA's Freight Management Program you can utilize the mailing list within TMSS.

1-8. GENERAL CONTACTS: General questions with regard to this RFO and its FI should be directed to Jim Stroup at (816) 823-3646, or by e-mail at jim.stroup@gsa.gov.

SECTION 2
EVALUATION AND ACCEPTANCE

2-1. EVALUATION: All submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), Special Filing Instructions (FI), and the General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to paragraph 2-2, below.

2-2. ACCEPTANCE: Accepted rate offers will be listed base on price within GSA's TMSS system. TMSS displays freight comparisons for the use by federal agencies. The listing of firms on individual cost comparisons will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. Please note that in the case of brokers and shippers agents/Intermodal Marketing Companies that the broker's name and/or the shippers agent's/Intermodal Marketing Company's name and not the names of underlying carriers will be identified on the cost comparison. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of a broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. When two or more firms have offered the exact same rate, (both for transportation and the requested accessorial services) TMSS will display the TSPs on the cost comparisons in alphabetical order according to the TSPs name.

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

SECTION 3
LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO), and Filing Instructions (FI), the submitting firm certifies that:

> I have read and will comply with all the provisions contained in this RFO and its FI dated **March 10, 2008**, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 (See Below) and Section 2 of the GSA General Freight Tender of Service No. 1-F.
>
> Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:
>
> "LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shippers agents, or shippers associations shall possess the required carrier or Surface Transportation Board (STB) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State and local regulatory agencies."

SECTION 4
SUBSTITUTED SERVICE – RAIL FOR MOTOR

If a firm utilizes Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request for Offers (RFO) and its Filing Instructions (FI), the submission of a rate offer(s) constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

SECTION 5
TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES &/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-5.

SECTION 6
TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Per this RFO and its FI, 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." In accordance with Section 5 of this RFO and its FI, rate offers accepted in accordance with this RFO and its FI are also automatically subject to the Government's shipping "terms and conditions." The bill of lading for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit http://www.gpoaccess.gov/cfr/ search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

SECTION 7A
BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

Section 7 of this Request for Offers (RFO) and its Filing Instructions (FI) supersedes all mileage references in the Standard Tender of Service (STOS), to include the General Freight Tender of Service No. 1-F, the National Rules Tender No. 100-D, and the Baseline Rate Publication No. 1000-D, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO and its FI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by **ALK Technologies, Inc., 5 digit Zip Code, Version 21 (coincides with PC*Miler 21). ALK Technologies, Inc., 5 digit Zip, Version 21** will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used when constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.
OW/OD: borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: http://dtod.sddc.army.mil/. Once there, follow the links "Industry" and then "PC*Miler Default Settings."

SECTION 7B
APPLICATION OF 4 % TRANSACTION FEE

TSPs will be required to remit directly to GSA a 4% Transaction Fee based on the total transportation charges paid, including the fuel surcharge, to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than sixty (60) calendar days after the end of the calendar quarter. The TSP will remit the Transaction Fee to GSA based on the number of shipments paid per calendar quarter. This Transaction Fee to GSA will be based on the quarterly report submitted by the TSP within sixty (60) calendar days after the end of the calendar quarter. The checks must be made payable to the "General Services Administration" and reference on the check, "GSA-GL 474.2 TMSS (followed by your company name and Bill of Lading number(s))." When using regular USPS mail, send the check to the General Services Administration, Miscellaneous Receipts for Non-Federal Claims, P.O. Box 979009, St. Louis, MO 63197-9009. When using FedEx or another company for express delivery, send the check to US Bank, Attn. Government Lockbox 979009, Mail Code # SL - MOCIGL, 1005 Convention Plaza, St. Louis, MO 631 01-9009. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.

Quarter	Months	Submission Due
1st	Jan, Feb, Mar	Apr 1thru May 31
2nd	Apr, May, Jun	Jul 1 thru Aug 31
3rd	Jul, Aug, Sep	Oct 1 thru Nov 30
4th	Oct, Nov, Dec	Jan 1 thru Feb 28 (29)

SECTION 7C
TSP REQUIRED TO SUBMIT REPORT

TSPs are required to submit a quarterly report to GSA based on the number of shipments paid per calendar quarter along with their 4% Transaction Fee. Report must include the following information: Agency bill to address, BL/invoice number, Tender Id, weight, mileage, total line haul charge, accessorial type(s)/charge(s), and 4 % Transaction Fee. Reports must be submitted within sixty (60) calendar days after the end of the calendar quarter. This report should be sent to transportation.proqrams@qsa.qov on EXCEL spreadsheet with a subject line "SCAC – 4% Transaction Fee" or may be faxed to (703) 605-9953 attention Raymond F. Price, Jr. If you have any questions, please contact Raymond F. Price, Jr. at (703) 605-2890 or raymond.price@qsa.qov. Failure to remit the Shipment Reports could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.

Quarter	Months	Submission Due
1st	Jan, Feb, Mar	Apr 1thru May 31
2nd	Apr, May, Jun	Jul 1 thru Aug 31
3rd	Jul, Aug, Sep	Oct 1 thru Nov 30
4th	Oct, Nov, Dec	Jan 1 thru Feb 28 (29)

SECTION 8

IDENTIFICATION OF GENERAL FREIGHT TRAFFIC FOR THE SUBMISSION OF GENERAL & INTRASTATE ALASKA FREIGHT RATE OFFERS

8-1. IDENTIFICATION OF GENERAL FREIGHT TRAFFIC: Traffic to be included as "General Freight Traffic" includes those rate offers which utilize closed van equipment which neither apply from, to, or between specific shipping locations. General Freight rate offers are being requested for:

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

Please NOTE: Rates **WILL NOT** be accepted under this RFO for shipments moving from/to points in CONUS from/to points in ALASKA.

Rates may be, but are not required to be, submitted for all origins/destinations and/or rate groups requested. (Please refer to Section 15 for complete formatting requirements).

A. CONUS TRAFFIC:

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

B. INTRASTATE ALASKA TRAFFIC:

1. Identification of Intrastate Alaska Traffic:

- Rate offers submitted for the identified Alaska Rate Groups MUST be submitted as **highway miles** only; and
- Rates submitted for Truckload shipments **MUST** be submitted as a cents per mile with a minimum charge per vehicle used.

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

2. Identification of Intrastate Alaska Rate Groups:

INTRASTATE ALASKA GENERAL TRAFFIC					
Rate Group Code	Rate Group	Points Covered by Rate Group	Rate Group Code	Rate Group	Points Covered by Rate Group
26	Anchorage	Anchorage, Anchorage International, Elmendorf A.F.B, Fort. Richardson, Mountain View, Spenard	36	Hoonah	Hoonah
27	Big Delta	Big Delta, Buffalo Center, Delta Junction, Donnelly Flats, Fort Greely, Tok	37	Juneau	Auke Bay, Douglas, Juneau, Skagway
28	Big Lake	Big Lake, Cantwell, Clear, Clear A.F.B., Houston, Jonesville, Matanuska, Moose Creek, Nenana, Willow	38	*Beyond Juneau	Gustavus, Pelican
29	Cordova	Cordova	39	Kenai	Girdwood, Kenai, Nikiski, Soldotna,
30	Delta	Big Delta, Buffalo Center, Denali, Clear, Ft. Greely, Delta Junc, Donnelly Flats	40	Ketchikan	Ketchikan, Ketchikan International, Ward Cove
31	Eagle River	Eagle River	41	*Beyond Ketchikan	Craig, Hydaburg, Klawock, Thorne Bay
32	Fairbanks	College, Denali Park, Eielson A.F.B, Fairbanks, Fairbanks International, Fort. Wainwright, Grael, Healy, North Pole	42	Kodiak	Kodiak
33	Glennallen	Cooper Center, Gakona, Gakone Junction, Glennallen, Gulkana, Gulkana Juntion, Valdez	43	Palmer	Birchwood, Chugiak, Eklutna, Palmer, Wasilla
34	Haines	Haines, Skagway	44	Prudhoe Bay	Deadhorse, Milne Point, Prudhoe Bay
35	Homer	Anchor Point, Clam Gulch, Cooper Landing, Homer, Kalifonsky, Kasilof, Naptowne, Seward	45	Sitka	Mount Edgecumbe, Petersburg, Sitka, Wrangell

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

8-2. APPLICABILITY: Rate offers submitted for "General Freight Traffic" will apply **ONLY** to those customer agencies/locations that have entered into Transportation Service Agreements (TSA) with the General Services Administration (GSA) for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA's World Wide Web Page at the address identified in Section 1-7. As new customer agencies/locations enter into funding agreements with GSA, GSA will post these additions into TMSS identified in Paragraph 1-7. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO and its FI on the day that the agency/location is added to TMSS.

SECTION 9

IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR U. S. DEPARTMENT OF AGRICULTURE/FARM SERVICE AGENCY (USDA/FSA)

9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the USDA/FSA traffic for which the General Service Administration (GSA) is requesting **non-alternating** SRO rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its FI for the identified USDA/FSA 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. A **SEPARATE RATE OFFER MUST** be submitted for **EACH USDA/FSA** - Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified below. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for full truck load shipments of food products in dry or refrigerated vans. All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record **MUST** be used (Please refer to Section 15.) **NO** less-than-truckload rate offers will be accepted.

9-2. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES: Only those rate offers submitted by the Initial Filing due date identified in Section 1, Paragraph 1-2A, will be considered for acceptance. **THERE WILL BE NO SUPPLEMENTAL RATE FILINGS**. Rates may be, but are not required to be, submitted for all origins/destinations requested.

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

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

9-3. EQUIPMENT REQUIRED: TSP shall provide the equipment for use in the services to be preformed hereunder. TSP shall employ in the operation of such equipment qualified personnel, licenses and permits as required by local, state or Federal authority.

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

9-4. SPECIFIC REQUIREMENTS: When submitting rate offers for the USDA/FSA please consider the following:

A. The GSA National Rules Tender 100-D, Items 1005, & 1075 – USDA/FSA frequently requires Sealed Closed Van Service and Stopoff's, when these types of shipments are requested, they will be billed separately.

B. TSP must coordinate the establishment of acceptable pick up and delivery appointment with the shipping and receiving facilities.

C. Driver Activities Loading and Delivery: If the shipment is a multi-stop shipment, the shipper will furnish a seal for each stop. It then becomes the responsibility of the TSP to properly seal the trailer at each intermediate stop. All shipments must have a seal intact upon arrival at destination. If the seal number doesn't match the BL or is missing, the entire load may be rejected back to the carrier.

D. The TSP submitting a refrigerated rate (USDRV) cannot use Intermodal to accomplish delivery of refrigerated shipments.

9-5. CONTROL AND SAFEGUARDING DURING TRANSIT: Shipments shall move without undue delay, and shall remain under surveillance from origin to destination. Shipment shall be deemed to be under surveillance if, while the vehicle is not in motion, doors giving access to the cargo are properly sealed by carrier and/or TSP personnel.

9-6. EQUIPMENT INSPECTION: The TSPs equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading of material to be shipped will be rejected by the shipper. The rejected TSPs equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirement constitutes unsatisfactory service under the terms of this RFO.

9-7. TIME OF PICK UP AND DELIVERY: The TSP shall coordinate for the establishment of acceptable pick up and delivery hours with the shipping and receiving facilities. Pick up and delivery shall be made during regular working hours unless other arrangements have been made.

9-8. DELIVERY: Consignees shall be notified prior to tender of delivery so that arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time will be at no expense to the Government.

9-9. DOCUMENTATION: A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipments made hereunder. The bill(s) of lading, together with the Public Voucher for Transportation Charges (Standard Form 1113), shall be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

9-10. OPERATING AUTHORITY: In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer.

9-11. USDA/FSA CONTACTS: Questions concerning USDA/FSA load status, desired temperatures, or freight concerns, please call (816) 926-6303 and ask for Karen Hayes or Judy Purkey. For freight bill or claims concerns, please call (816) 926-6663.

9-12. OVERCHARGE/UNDERCHARGE CLAIMS: Claims for overcharges and undercharges shall be filed within 180 days from the date USDA/FSA receives the carrier's freight bill, and will be administered in accordance with 49 CFR 378.

9-13. FREIGHT BILL PAYMENTS: Freight bills must include, at a minimum, a copy of the Bill of Lading and a proof of delivery. Proof of delivery shall include, at a minimum, date delivered, number of units delivered in good order, and the signature of the person receiving the shipments. Freight bill should be mailed to:

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

9-14. 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 may result in immediate removal from further participation in the traffic named in this RFO and its FI.

NOTE: INTERMODAL IS NOT TO BE USED FOR ANY REFRIGERATED SHIPMENTS

SECTION 10

IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF FIRE SUPPRESSION SUPPORT SERVICE RATE OFFERS

10-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: The General Services Administration (GSA) is requesting non-alternating rate offers for the provision of wildlife protection equipment and supplies to the U.S. Forest Service Regions for Fire Suppression Support Services. Identified below are the Destination Service Area Codes and Destination States that have been established for shipments originating from GSA's Western Distribution Center (WDC), French Camp, CA.

Please note that separate rate offers MUST be submitted for each Destination Service Area under the WDC (Please refer to Section 15). If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Rates may be, but are not required to be, submitted for all origins/destinations requested. Rates submitted for origins/destinations not requested will automatically be rejected.

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a C3 rate record **MUST** be used (Please refer to Section 15. **NO** less-than-truckload rate offers will be accepted.

Offers from carriers that were suspended for non-performance during the 2007 Fire Season will not be considered for this traffic. TSPs submitting tenders must posses a terminal local to the WDC.

PLEASE NOTE: Only those rate offers submitted by the Initial Filing due date identified in Paragraph 1-2.A. will be considered for acceptance. **NO** supplemental filings as identified in Paragraph 1-2.E. will be accepted.

A. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES:

Destination Service Area Code	Destination Service Area Description	PUC Mileage from WDC to Dest. Service Area		Destination Service Area Code	Destination Service Area Description	PUC Mileage from WDC to Dest. Service Area
WDC01	Alturas, CA	342		WDCGA	Georgia	
WDC02	Amador, CA	52		WDCID	Idaho	
WDC03	Arcadia, CA	345		WDCIL	Illinois	
WDC04	Downieville, CA	152		WDCIN	Indiana	
WDC05	Elsinore, CA	398		WDCIA	Iowa	
WDC06	Eureka, CA	339		WDCKS	Kansas	
WDC07	Fairfield, CA	61		WDCKY	Kentucky	
WDC08	Fortuna, CA	322		WDCLA	Louisiana	
WDC09	Fresno, CA	112		WDCME	Maine	
WDC10	Hesperia, CA	367		WDCMD	Maryland	
WDC11	Holister, CA	112		WDCMA	Massachusetts	
WDC12	King City, CA	179		WDCMI	Michigan	
WDC13	Lathrop, CA	14		WDCMN	Minnesota	
WDC14	Los Angeles, CA	336		WDCMS	Mississippi	
WDC15	Ontario, CA	364		WDCMO	Missouri	
WDC16	Mariposa, CA	98		WDCMT	Montana	
WDC17	Melones Reservoir, CA	58		WDCNE	Nebraska	
WDC18	Monterey, CA	142		WDCNV	Nevada	
WDC19	Napa, CA	77		WDCNH	New Hampshire	
WDC20	Pioneer (Sacramento City), CA	208		WDCNJ	New Jersey	
WDC21	Porterville, CA	191		WDCNM	New Mexico	
WDC22	Pt. Hueneme, CA	343		WDCNY	New York	

WDC23	Redding, CA	215		WDCNC	North Carolina	
WDC24	Santa Barbara, CA	330		WDCND	North Dakota	
WDC25	Somesbar, CA	412		WDCOH	Ohio	
WDC26	Three Rivers, CA	184		WDCOK	Oklahoma	
WDC27	Willits, CA	232		WDCOR	Oregon	
WDC28	Willow Creek, CA	311		WDCPA	Pennsylvania	
WDC29	Wilton, CA	42		WDCRI	Rhode Island	
WDC30	Yreka, CA	307		WDCSC	South Carolina	
WDC31	Yosemite, CA	100		WDCSD	South Dakota	
WDCAK	Alaska (via highway mile ONLY)			WDCTN	Tennessee	
WDCAL	Alabama			WDCTX	Texas	
WDCAZ	Arizona			WDCUT	Utah	
WDCAR	Arkansas			WDCVT	Vermont	
WDCCA	California (to points other than those cities identified by 01-31			WDCVA	Virginia	
WDCCO	Colorado			WDCWA	Washington	
WDCCT	Connecticut			WDCWV	West Virginia	
WDCDE	Delaware			WDCWI	Wisconsin	
WDCDC	District of Columbia			WDCWY	Wyoming	
WDCFL	Florida					

10-2. SPECIFIC REQUIREMENTS: When submitting rate offers for the identified Fire Suppression Support Services, please consider the following:

A. The GSA National Rules Tender 100-D, Item 1040: Services – Dual Driver Services, will be used on these types of shipments when required to meet the Required Delivery Date.

B. Submitted cents per mile rate offers WILL INCLUDE, at no additional cost, the six (6) services detailed below:
   1. Exclusive Use of Vehicle;
   2. Twenty-Four Hour Availability;
   3. Pickup within Two Hours from Notification for Equipment; and
   4. Delivery within the Required Delivery Date and Time Shown on the Bill of Lading; and
   5. Direct Continuous Movement to Destination with Expedited Service.
   6. EXPEDITED SERVICE (ITEM 480)

10-3. PERFORMANCE STANDARDS: Identified below are the performance standards that MUST be met. Service failures will be documented in writing to the TSPs by GSA's Transportation Management Branch, San Francisco, CA. Unsatisfactory performance will result in suspension from participation in the Fire Suppression Support Services traffic:

A. Timely response for pickup in accordance with the scheduled date and time requested by the WDC, French Camp, CA;

B. Required Delivery Date and time as shown on the Bill of Lading with the direct, continuous movement to destination;

C. Copies of the Bill of Lading MUST accompany the shipment and MUST BE GIVEN to the consignee at the time of delivery. Proper distribution of the shipping documentation is of great importance. TSP's are to ensure that their terminal operations' personnel and all drivers are given instructions to provide a copy of the Bill of Lading during delivery.

SECTION 11

IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDERS (SRO) TRAFFIC FOR THE SUBMISSION OF UNITED STATES MINT RATE OFFERS (MINOR COIN)

11-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the United States Mint locations for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers. Rates will only be accepted for the origins/destinations identified below. Rates may be, but are not required to be, submitted for all origins/destinations requested. (Please refer to Section 15 for complete formatting instructions.)

11-2. GENERAL: Traffic to be included under this RFO and its FI will be Minor coin (cents and nickels) moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 44,840 pounds) shipments. TL rate offers will be applicable only to interstate shipments moving in the Contiguous United Sates (CONUS) and the identified intrastate shipments within CONUS. Non-Alternating rate offers will be accepted for the following two U.S. Mint facilities:

1. The United States Mint, **Denver, CO**; and
2. The United States Mint, **Philadelphia, PA**

MINOR COIN: Rate offers covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive **TL cents per mile rate** with a **Minimum TL Charge**. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in the Enclosure 1 to this RFO and its FI must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

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transit at TSP terminals with appropriate minimal security (e.g. closed with night watchman, fenced in with electronic surveillance, operating with supervisory knowledge of trailer's contents). Constant observation of the vehicle is not required if the power unit is disconnected and the trailer is parked in such a manner that doors giving access to the cargo cannot be opened without movement of the trailer and frequent visual or electronic surveillance is maintained.

11-5. FEDERAL RESERVE BANK AND MINT SECURITY PROVISIONS: All U.S. Mint delivery personnel shall have his/her reliability established through a reasonably comprehensive background check by his/her respective TSP, including a fingerprint report from a law enforcement agency. All Mint delivery personnel shall be provided with photo identification credentials by the TSP. Prior to the date of any shipment, the contractor (TSP) shall make arrangements with the appropriate U.S. Mint Police representatives at shipping locations for necessary security clearance of his/her personnel.

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

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

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

11-6. REPORTING OF DELAYS AND/OR PROBLEMS: TSPs shall establish adequate controls over coin movements through appropriate notification to its relay stations and terminals to permit prompt telephone reports of delays or difficulties involving these shipments. All delays and difficulties shall be reported immediately to the United States Mint facility originating the shipment. In addition, any delay, such as theft, vehicular accident, or any other problem resulting in a delay of 24 hours or more shall be reported promptly to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220 (tel. (202) 354-7450). After the TSP has actual delivery with the consignee, any delay in performing such delivery shall be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is not required to notify the consignee in the event of difficulties and/or delay.

11-7. TIME OF PICK UP AND DELIVERY: The TSP shall coordinate the establishment of acceptable pick up and delivery hours with the shipping and receiving facilities. Pick up and delivery at banks of the Federal Reserve System and facilities of the Mint shall be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted carrier or truck's that do not display the signage of the contracted carrier, must fax at least 24 hours in advance the actual name of the sub-contracted carrier to the appropriate Mint originating facility (see 11.18). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

11-8. LOADING AND UNLOADING:

A. PALLETIZED SHIPMENTS: Shipment of coin to be transported on Pallets will be loaded in the TSPs conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP shall perform all blocking and bracing required to secure the load.

B. DELIVERY: The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Enclosure 1 in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are contained in Enclosure1. Major and repetitive differences in actual delivery requirements from those stated in Enclosure 1 should be reported in writing to the General Services Administration. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees shall be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

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

11-9. GOVERNMENT FURNISHED EQUIPMENT: The TSP shall carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice shall be given to the United States Mint, Transportation Division, 801 9th Street, Washington, DC 20220. Failure to give such notice shall be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use of Mint or Federal Reserve Bank furnished equipment.

11-10. RATES AND CHARGES:

A. MINOR COIN: Rate offers covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive truckload cents per mile rate offer with a minimum truckload charge. **All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in Enclosure 1 must also be included in the single factor rate.** Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

B. STATEMENT OF FINANCIAL CONDITION: If requested by the government, the TSP shall furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSPs financial responsibility and ability to perform.

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

11-12. OPERATING AUTHORITY: In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer. The appropriate Department of Transportation or State regulatory authority number(s) shall be included on the tender of rates and charges or on file with the U.S. Mint or GSA.

The TSP will secure at its expense the necessary permits, franchises, licenses, or other authorities for effecting shipments.

11-13. VALUATION AND LIABLITY FOR LOSS AND DAMAGE:

A. MINOR COIN: Face value of United States Minor Coin (cents, nickels, **and combined pennies and nickel shipments**) is up to **$76,000 per truckload of pennies, $180,000 per truckload of nickels, and $180,000 per truckload of combined pennies and nickels**. Total face value of the shipment shall be determined by the U.S. Mint, and shall be documented on the face of the accompanying Bill of Lading, and will normally not exceed **$76,000 for pennies, $180,000 per truckload nickels, and $180,000 per truckload of combined pennies and nickels.**

B. LIABILITY OF TSP: The origin TSP accepts full responsibility for the face value of United States minor coin and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage. If for any reason a shipment of United States minor coin should exceed $76,000 per truckload pennies, $180,000 per truckload for nickels, or $180,000 per truckload of combined pennies and nickels value per truckload, the TSP is not relieved of responsibility for additional valuation. Should the value exceed $76,000 per truckload pennies, $180,000 per truckload for nickels, or $180,000 per truckload of combined pennies and nickels value per truckload, the TSP will be so advised no later than time of request for pick up of the shipment.

C. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSPs vehicles or other equipment by, or the action of, the TSP or the TSPs sub-contracted employees and agents. The TSP, at the TSPs expense, shall maintain adequate public liability and property damage insurance during the continuance of this Request for Offers, insuring the TSP against all claims for injury or damage.

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

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

11-14. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

A. GENERAL: TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of minor coins. Should the coin insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to the U.S. Mint.

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

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

B. EVIDENCE OF INSURANCE: The only acceptable evidence of insurance coverage for minor coin shall be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage

under the policy or policies, and including the "Coin Coverage Endorsement" and any other endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only minor and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.

C. MINOR COIN COVERAGE ENDORSEMENT: The following endorsement properly counter signed must be included in any insurance policy providing coverage on minor coin (cents and nickels):

♦ ♦ ♦ Coin Coverage Endorsements ♦ ♦ ♦

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

This insurance, as respects the movement of coin shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to **$100,000 for pennies and $225,000 for nickels** on any one loss, on any one vehicle or at any other one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

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

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

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

♦ ♦ ♦ End Of Coin Coverage Endorsement ♦ ♦ ♦

11-15. SHIPMENT SIZE AND WEIGHT OF MINOR COIN:

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

11-16. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS: These Specifications are a part of the conditions of carriage for minor coin, and failure to comply with the provisions hereof may result in suspension of TSPs from participation in the movement of coin.

11-17. COPIES OF GSA/US MINT SPECIFICATIONS (MINOR AND COIN): As stated under Section 11-2, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO and its FI. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at TSP terminals in Denver, Colorado, and Philadelphia, Pennsylvania.

11-18. ADDRESSES OF GOVERNMENT OFFICES:

	Contacts	**Telephone**
Headquarters, U.S Mint:		
U.S. Mint Transportation Division Washington, DC 20220	Mr. Don Wheatley	(202) 354-7450
Shipping Facilities:		
U.S. Mint 320 W. Colfax Avenue Denver, CO 80204	John Cruz	(303) 405-4658
U.S. Mint 151 N. Independence Mall East Philadelphia, PA 19106	Francine Moore	(215) 408-0201

Insurance:

U.S. Mint HQ, CSBU TRFC/TRANS
Property and Traffic Management Division
Transportation & Property Management Center

11-19. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC:

Identified below are the facilities and routes for which the General Services Administration (GSA) and the U.S. Mint are requesting non-alternating SRO rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its FI for the identified 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. A separate rate offer must be submitted for each of the four identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to both facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located.* (Please refer to Section 15 for complete formatting instructions.)

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

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record **MUST** be used (Please refer to Section 15). **NO** less-than-truckload rate offers will be accepted.

A. TRUCKLOAD SHIPMENTS ORIGINATING FROM THE U.S. MINT:
Truckload (TL) (20,000 pounds to 44,840 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified in Section 11-19 B, below to the destination cities/points (Federal Reserve Banks (FRB)) identified in Enclosure 1). Please reference Enclosure 1 for

specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Minor (cents and nickels) coin.

B. SRO AGENCY IDENTIFIER:

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

PHILADELPHIA MINT ARRIVALS

NOTICE: Effective January 7, 2008 the Mint Police inspection station of Delaware Avenue will no longer be in operation. All trucks will proceed directly to the Philadelphia Mint's main dock. The loading dock operation will be from 7:15am-2:45pm. All trucks must be scheduled through the Philadelphia Mint Cash Office into a one hour time slot. If a truck does not show up at the appointed time, they will not be able to enter the Mint. Because the outside area of the Mint is a residential area, trucks will not be able to "stage" around the Mint Building over-night; you will need to find another area.

New fax information and numbers for Philadelphia Mint Security Forms:
ATTN: VALERIE PACETTI
(215) 408-4750 or (215) 408-2762

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

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

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

Fax to both numbers: 215-408-4750

215-408-2762

FEDERAL RESERVE BANK(S) DELIVERIES

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

Name of Company, or Subcontracted Carrier

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

FEDERAL RESERVE OFF-SITE(S) DELIVERIES

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

11-20. ENCLOSURE 1 FOR IDENTIFICATION OF FRB's

SECTION 12

IDENTIFICATION OF ALTERNATING AND NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF FEDERAL AVIATION ADMINISTRATION, OKLAHOMA CITY, OK RATE OFFERS

12-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting alternating SRO rate offers. Rates will only be accepted for the origins/destinations identified below. Please note that **"BETWEEN"** rate offers are being requested for the FAA, Oklahoma City, OK. By "BETWEEN" it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested.

All rate offers **MUST** be submitted as a B2 rate record (Please refer to Section 15.)

A. IDENTIFICATION OF ALTERNATING AGENCY CODE:

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

12-2. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers for **HOT SHOTS**. Rates will only be accepted for the origins/destinations identified below. Please note that **"BETWEEN"** rate offers are being requested for the FAA, Oklahoma City, OK. By "BETWEEN" it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates are required to be submitted for all origins/destinations requested. (Please refer to Section 15 for complete formatting instructions.)

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record **MUST** be used (Please refer to Section 15.) **NO** less-than-truckload rate offers will be accepted.

A. IDENTIFICATION OF NON-ALTERNATING **"HOT SHOT"** AGENCY CODE:

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

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

HOT SHOT REQUIREMENTS

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

2. One rate will apply to all States within CONUS;
3. Pickup shipment within two hours of notification unless otherwise noted by shipper;
4. Item 860 & 865 of the GSA National Rules Tender 100-D, "Item 860 Pickup or Delivery Service – Sundays or Holidays & 865 Pickup or Delivery Service – Saturday or After 5 P.M. on normal business day, Sunday or holidays pickup and delivery" will need to be incorporated into your rate and not be considered an additional charge when requested and annotated on shipping request;
5. Vehicles required are an open flat bed truck with a minimum of 8' x 4' of cargo space capable of carrying 1 ton minimum load. An 11' bed is suggested in order to handle the majority of our shipments;
6. Indicate the application of a back haul by filing a rate for SRO code FAABH;
7. Items 325 & 350 "Detention - Vehicles with Power Units & Without Power Units", Item 450 " Fork Lift Service" & Item 1040 "Services – Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 100-D when the Shipping Request is annotated for these accessorial services;
8. Terminal services must be provided as specified in the tender and as directed on the Shipping Request;

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record **MUST** be used (Please refer to Section 15.) **NO** less-than-truckload rate offers will be accepted.

B. IDENTIFICATION OF NON-ALTERNATING "BACK HAUL" AGENCY CODE:

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

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

BACK HAUL REQUIREMENTS

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

12-3. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers for **SPECIALIZED EQUIPMENT**. Rates will only be accepted for the origins/destinations identified below. Please note that **"BETWEEN"** rate offers are being requested for the FAA, Oklahoma City, OK. By "BETWEEN" it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates are required to be submitted for all origins/destinations requested. (Please refer to Section 15 for complete formatting instructions.)

SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rate Offers must apply Between Oklahoma City, OK and all points in CONUS;
2. Rate Offers must apply to "ALL POINTS" within the named states. Tenders with more than one rate per named state, will be rejected;
3. All rates are to be quoted as a Cents-per-Mile with a Minimum Charge per Vehicle;
4. Items 480 "Expedited Service" & 1040 "Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 100-D when the Shipping Request is annotated for these accessorial services;

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record **MUST** be used (Please refer to Section 15.) **NO** less-than-truckload rate offers will be accepted.

A. IDENTIFICATION OF NON-ALTERNATING **"FAAFB - FLATBED"** "**FAASD - SINGLE/DOUBLE DROP**" & "**FAALB - LOW BOY**" AGENCY CODE:

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

12-4. INSURANCE REQUIREMENTS: The FAA at times may require insurance, which is in addition to your specified cargo limit. In these instances the cargo value will be declared and you must make appropriate insurance arrangements to provide this loss/damage coverage when the FAA requests it. The cost of this additional insurance should be incorporated into your transportation rate as needed CFR 48, 47.102b. In those instances were the cargo value exceeds your liability limits and no additional insurance is requested your cargo liability is as specified on your insurance certificate. Per a carrier survey the average time to acquire additional coverage is one hour after notice from FAA to receipt of a faxed insurance certificate to the FAA.

12-5. GSA CONTACT: Questions concerning electronic rate filing procedures Per Sections 15 & 16 please contact Jim Stroup at (816) 823-3646 or by e-mail at jim.stroup@gsa.gov.

12-6. FAA CONTACT: Questions concerning FAA freight, please call Larry Baranski at (405) 954-5446 or by e-mail at larry.baranski@faa.gov.

SECTION 13
IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF NON-ALTERNATING SRO RATE OFFERS

13-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting **non-alternating** SRO rate offers. Please note that information provided below with regard to "Estimated Annual Tonnage and/or # of Shipments Annually" is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the TSP that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a **SEPARATE** rate offer **MUST** be submitted for **EACH** non-alternating SRO. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested. (Please refer to Section 15 for complete formatting instructions).

A. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES:

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
Bureau of the Census, Data Preparation Division, **Jeffersonville, IN**	Boston, MA; Detroit, MI; New York, NY; Philadelphia, PA; Westchester, IL; Kansas City, KS; Seattle, WA; Charlotte, NC; Atlanta, GA; Dallas, TX; Lakewood, CO; Van Nuys, CA; Washington, DC; Tuscon, AZ; Hagerstown, MD	BOCIN	720,000 lbs. 6,000 shipments (60,000 lbs., 50 shipments per destination)	Office supplies, Forms, and Paper	*Pickup between 1:30 pm and 3:30 pm. *Delivery by appointment only.
Bureau of the Census, Data Preparation Division, Jeffersonville, IN	**All Points in CONUS (excluding locations listed in BOCIN)**	**BOCUS**	**14,400,000 lbs 5,265 shipments**	**Office supplies, Forms, Paper and other FAK**	
Social Security Administration, Office of Receiving Storage & Issue, **Baltimore, MD**	All Points in CONUS	SSAMD	2,534,855 3,369 shipment.	Printed Material, Forms, and Publications	None
FPI, UNICOR, **Loretto, PA**	Red River Army Depot, Texarkana, TX	FPIPA	153,924 lbs. 110 shipments	Cable Assemblies	*Subject to search.
FPI, UNICOR, **Manchester, KY**	All Points in CONUS	FPIMC	15,000 – 18,000 50 shipments	Gortex Pants	*Vehicles and Persons subject to search. *Pickup/delivery times are 7:30 am to 3:00 pm Monday thru Friday.
FPI, UNICOR, **Tuscon, AZ**	All Points in Conus	FPIAZ	193,550 lbs. 115 shipments	Painters Dropcloths	*Loads picked up outside the institution MUST be picked up & delivered between 8:00 am and 2:00 pm. *Loads picked up inside the institution MUST be picked up at 5:30 am. *Inside docks are only used for pickups. *Empty trailers must be spotted at 5:30 am on one day and picked up at 5:30 am on the next day to insure that no inmates are hiding in trailer.
FPI, UNICOR, Fort **Dix, NJ**	All points in TN, NY, GA, PA, MD, MA, TX, KS, CA, VA, IL, SC, MS, WA, IL, CO, FL, ME, NV	FPINJ	4,634,616 lbs. 1980 shipments	Wooden plaques, Specialty fabric bags	*Pickup and delivery between 8:00 am and 2:30 pm ONLY. *Trucks entering compound must be escorted by Facility Staff at all times.

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
FPI, UNICOR, **Atlanta, GA**	All Points in CONUS	FPIGA	Unknown	Mattresses & Upholstered Box Springs	None

SECTION 14

IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF ALTERNATING SRO RATE OFFERS

14-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting alternating SROs. Please note that information provided below with regard to "Estimated Annual Tonnage and/or # of Shipments Annually" is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the firm that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a **SEPARATE** rate offer **MUST** be submitted for **EACH** alternating SRO identified for which a firm intends to submit a rate offer. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested. (Please refer to Section 15 for complete formatting instructions).

A. IDENTIFICATION OF ALTERNATING AGENCY CODES:

AGENCY/ORIGIN	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
FPI, UNICOR, Terre Haute, IN	All Points in CONUS	FPIIN	3,407,332 lbs. 902 shipments	Terry products, Mail bags	*Pickup and Delivery Times between 7:30 am and 11:00 am and between 12:00 pm and 2:30 p.m.
FPI, UNICOR, Bastrop, TX	All Points in CONUS	FPIBA	Unknown	FAK	None
FPI, UNICOR, Lexington, KY	All Points in CONUS	FPIKY	Unknown	FAK	None
FPI, UNICOR, Miami, FL	All Points in CONUS	FPIFL	Unknown	FAK	None
FPI, UNICOR, Tallahassee, FL	All Points in CONUS	FPITA	Unknown	FAK	None
FPI, UNICOR, Terminal Island, CA	All Points in CONUS	FPITI	13,344,015 lbs. 3,250 shipments	Steel Shelving/Steel Lockers	*Trailers must be spotted overnight. *Trailers available for pickup between 8:30 am and 10:45 am and between 12:00 pm and 2:00 pm.
FPI, UNICOR, Memphis, TN	All Points in CONUS	FPITN	Unknown	FAK	None
FPI, UNICOR, Sandstone, MN	All Points in CONUS	FPISD	Unknown	FAK	None
FPI, UNICOR, Leavenworth, KS	All Points in CONUS	FPIKS	Unknown	FAK	None
FPI, UNICOR, Ashland, KY	All Points in CONUS	FPIAS	2,400,000 lbs. 6,000 shipments	Laminated office furniture	*Merchandise is palletized. *Pickup and delivery times are between 7:30 am and 2:30 pm Monday thru Friday and Saturdays upon request
Government Printing Office, **LAUREL, MD**	All Points in CONUS	GPOMD	Unknown	Printed Material	Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers
Government Printing Office, Washington, DC	All Points in CONUS	GPODC	Unknown	Printed Material	Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers
Government Printing Office, Pueblo, CO	All Points in CONUS	GPOCO	Unknown	Printed Material	Primarily shipping Less-than-Truckload Accepting both LTL and TL rate offers

SECTION 15
FILE FORMAT REQUIREMENTS

15-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: TSPs submitting rate offers for this RFO and its FI, **MUST** submit their rate offers electronically per instructions located in Section 16, or via the filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs submitting rate offers via GSA-supplied Java Upload Client (JUpload) must also adhere to format requirements contained in this section. Rate offers received which do not conform to these format requirements will be found unacceptable. Please note that Sections 8 - 15 can provide general data and rate collection information to those TSPs utilizing TMSS to create their rate offers.

15-2. HEADER RECORD FORMAT REQUIREMENTS: In addition to each TSPs rate records, for all rate offers filed in accordance with this RFO TSPs must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA.

- **Important Notes:**

  Mandatory E-mail Address: Booking office e-mails contained in the rate offer have become **MANDATORY** for the purpose of online booking within TMSS;

  The TSP must provide an Email address and are encouraged to provide a fax number for each rate record. The e-mail address provided in the rate record will be used by TMSS for automated booking notification. The e-mail is expected to be associated with the booking office at the route level. If no such e-mail can be provided at the route level, a corporate level e-mail must be provided in this record. For automated booking notifications to be sent by TMSS to the TSP's, the government will consider offering a system-to-system level information exchange between TMSS and the TSP's system, in lieu of sending a booking request via e-mail. TSP's interested in this feature of TMSS are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.

NOTE: When the rate file 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.

A. List of Header Record Types and their Usage

Record Type	Description
F1	Mandatory record. This record will contain TSPs specific information, Rate offer will be rejected if this record is not submitted
F2	Optional record. A Rate Filing Service Provider (RFSP), when filing rates on behalf of a TSP, **must** submit this record. All rate filing related communications will use the RFSP's Email address specified in this record.
F3	Optional record. Must be submitted when TSP is a Broker/ Shipping Agent/ Intermodal marketing company. This record is used to submit the underlying TSPs represented by a Broker. ***(TSP underlying carriers must be approved in GSA's Freight Management Program)*** Each 'F3' record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional 'F3' record line.

B. Header Information of TSP (Mandatory Record)

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters 'F1'
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code of the TSP
Separator	1	7-7	\ [backslash]
TSPs Name	45	8-52	Name of TSP participating in this RFO

Record Field	Maximum Positions	Positions	Contents
Separator	1	53-53	\ [backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be **20080501** Supplemental Filing, Initial Filing, New Filings per 1-2.F.2. **20081101**
Separator	1	62-62	\ [backslash]
TIN	9	63-71	Tax Payer Identification Number, assigned by the IRS to the TSP. Do not use hyphen. Example: 321456789
Separator	1	72-72	\ [backslash]
DUNS	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	82-82	\ [backslash]
DUNS Extension	4	83-86	Do not use hypen. 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	87-87	\ [backslash]
TSPs Government Representative	45	88-117	Name of TSPs 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.

C. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters 'F2'
RFSP CODE	4	3-6	4 Digit RFSP 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 uploaded file processing statistics and confirmation.**

D. Record for Underlying TSPs Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Repeat Formatting Process Until All Underlying TSPs Have Been Identified For A Maximum Of 50 SCACS Per Line. If Additional Space Is Needed, Start Next Line With F3 And Repeat Formatting Process Shown Above

Record Field	Maximum Positions	Maximum Positions	Contents
Record ID	2	1-2	Must be the letters 'F3'
SCAC	4	2-5	SCAC of 1st Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	6-6	\ [backslash]
SCAC	4	7-10	SCAC of 2nd Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	11-11	\ [backslash]
			…Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 use an additional 'F3' record.

15-3. RATE RECORDS:

A. Rate Record for Rate Offers Based on a Percent of the Minimum Charge, a Percent of the Less Than Truckload, and a Percent of the Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D.

PLEASE NOTE: B1 rate records CANNOT be used for:

Intrastate Alaska traffic identified in Section 8
USDA/FSA identified in Section 9
WDC Fire Suppression identified in Section 10
US Mint identified in Section 11
FAA traffic identified in Section 12

Example:

```
B1ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,089,072,115          100  see required item
B1ABC1,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,089,072,090          100  percentages
```

NOTE: Rate Record MUST ALL Fit on One (1) Line.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B1
Participant's Tender Number	4	3-6	Participant 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	7-7	Use a comma (,)
SRO Agency Identifier	5	8-12	**Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A** **Use SRO's (Agency Code) identified in Section 13 for Individual Federal Agencies (non-alternating)** **Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (alternating)**
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.

Record Field	Maximum Positions	Positions	Contents
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma (,)
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 090, 100. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Separator	1	95-95	Use a comma (,)
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Separator	1	99-99	Use a comma (,)
Percent of Truckload	3	100-102	Percent of the Truckload Base Rate being Offered. Examples: 075, 108. If not offering a Percent of Truckload, enter zeros (000) to indicate Not Applicable.
Filler	18	103-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. **DO NOT USE COMMA DELIMETERS** The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages **must** be offered for all Required Items not indicated with **.

B. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Based on a State to State Basis:

PLEASE NOTE: B2 rate records CANNOT be used for: WDC Fire Suppression identified in Section 10

Example:

```
B2ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,089,072,115,045000      100  see required item
B2ABC1,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,089,072,090,045000      100  percentages
B2ABC1,FAAOK,OK,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,089,072,135,045000      100  121-123 & 124-252
```

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B2
Participant's Tender Number	4	3-6	Participant 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	7-7	Use a comma (,)
SRO Agency Identifier	5	8-12	**Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A, and B** **Use SRO (Agency Code) identified in Section 9 – Truckload only** **Use SRO (Agency Code) identified in Section 11 U.S. Mint** **Use SRO (Agency Code) identified in Section 12 for the FAA Oklahoma** **Use SRO's (Agency Code) identified in Section 13 for Individual Federal Agencies (non-alternating)** **Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (alternating)**
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State.
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma (,)
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Separator	1	95-95	Use a comma (,)

Record Field	Maximum Positions	Positions	Contents
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Separator	1	99-99	Use a comma (,)
Cents Per Mile Truckload	3	100-102	Cents per Miles offered for Truckload shipments. Examples: 090 ($0.90 cents per mile), 101 ($1.01 cents per mile).
Separator	1	103-103	Use a comma (,)
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 ($450.00), 130000 ($1,300.00). A Minimum Truckload Charge **must** be entered if cents per mile offer is entered.
Filler	11	110-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. **DO NOT USE COMMA DELIMETERS** The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages **must** be offered for all Required Items not indicated with **.

C. Rate Record for Rate Offers Based on a Flat Dollars and Cents Charge Per Truckload:

PLEASE NOTE: B4 rate records CANNOT be used for:

Intra Alaska traffic identified in Section 8
USDA/FSA identified in Section 9
WDC Fire Suppression identified in Section 10
US Mint identified in Section 11
FAA traffic identified in Section 12

Example:

```
B4ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,090000                100  see required item
B4ABC1,     ,OK,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,120000                100  percentages
B4ABC1,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM          ,090000                100  121-123 & 124-252
```

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B4
Participant's Tender Number	4	3-6	Participant 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	7-7	Use a comma (,)
SRO Agency Identifier	5	8-12	**Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A** **Use SRO's (Agency Code) identified in Section 13 for Individual Federal Agencies (non-alternating)** **Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (alternating)**
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State.
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma (,)
Flat Charge Per Truckload	6	92-97	A flat dollar and cents charge offered for a truckload shipment. Example: 090000 (for $900.00), 120000 (for $1,200.00)
Filler	22	98-120	Spaces (USE SPACE BAR)

Record Field	Maximum Positions	Positions	Contents
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. **DO NOT USE COMMA DELIMETERS** The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages **must** be offered for all Required Items not indicated with **.

D. Rate Record for Rate Offers Based on a Cents Per Mile for Truckload Rates when Based on a State to State & Intrastate Basis:

PLEASE NOTE: C3 rate records CAN only be used for: Section 10 Fire Suppression Support Services French Camp, CA

Example:

```
C3ABC2,WDC01,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,115,050000          100  see required item
C3ABC2,WDC02,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,125,050000          100  percentages
C3ABC2,WDCWA,CA,WA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,180,045000          100
                                                                                                                   121-123 & 124-252
```

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	C3
Participant's Tender Number	4	3-6	Participant 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	7-7	Use a comma (,)
SRO Agency Identifier	5	8-12	**Use SRO (Agency Codes) identified in Section 10-1 A. ie: WDC01, WDC02…** **There are a total of 81 agency codes for Section 10**
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State (CA)
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Filler	8	91-98	Spaces (USE SPACE BAR)
Separator	1	99-99	Use a comma (,)
Cents Per Mile Truckload	3	100-102	Cents per Miles offered for Truckload shipments. Examples: 090 ($0.90 cents per mile), 101 ($1.01 cents per mile).
Separator	1	103-103	Use a comma (,)

Record Field	Maximum Positions	Positions	Contents
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 ($450.00), 130000 ($1,300.00). A Minimum Truckload Charge **must** be entered if a cents per mile offer is entered.
Filler	11	110-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. **DO NOT USE COMMA DELIMETERS** The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSPs are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages **must** be offered for all Required Items not indicated with **.

15-4. RATE OFFER EXAMPLES:

A. Example of multiple rate offers for a TSP, being sent as one (1) file, filed by an RFSP:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20080501\123456789\987654321\1234\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                   \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
B1ABC1,     ,MO,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,115                100  see required item
B1ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100  see required item
B1ABC1,     ,MO,IA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100  percentages
B1ABC1,     ,MO,NE,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100  121-123 & 124-252
B1ABC1,     ,KS,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100  121-123 & 124-252
B1ABC1,     ,IA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100  121-123 & 124-252
B1ABC1,     ,NE,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100  121-123 & 124-252

B2ABC2,FAAHS,OK,TX,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,152,100000         100  121-123 & 124-252
B2ABC2,FAABH,TX,OK,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,100,050000         100  121-123 & 124-252


B4ABC2,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                     100  121-123 & 124-252
B4ABC2,BOCIN,IN,MI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                     100
B4ABC2,BOCIN,IN,NY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,110000                     100 121-123 & 124-252
B4ABC2,BOCIN,IN,PA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                     100 121-123 & 124-252
B4ABC2,BOCIN,IN,IL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                     100  121-123 & 124-252
C3ABC2,WDC01,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,115,050000         100  121-123 & 124-252
C3ABC2,WDC02,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,125,050000         100  121-123 & 124-252
C3ABC2,WDCWA,CA,WA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,180,045000         100
C3ABC2,WDCMO,CA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,150,045000         100 121-123 & 124-252
                                                                                                                          121-123 & 124-252
```

B. Examples of multiple rate offers being sent as separate rate file, filed by a TSP:

1. First Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20080501\123456789\987654321\1234\JOHN K DOE
B1ABC1,     ,MO,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,115                100  see required item
B1ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100  percentages
B1ABC1,     ,MO,IA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100  121-123 & 124-252
B1ABC1,     ,MO,NE,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                100
B1ABC1,     ,KS,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100
B1ABC1,     ,IA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100
B1ABC1,     ,NE,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                100
```

2. Second Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20080501\123456789\987654321\1234\JOHN K DOE
B2ABC2,FPIIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100  see required item
B2ABC2,FPIIN,IN,MI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC2,FPIIN,IN,NY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100 percentages
B2ABC2,FPIIN,IN,PA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100 121-123 &  124-252
B2ABC2,FPIIN,IN,IL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100  121-123 & 124-252
```

3. Third Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20080501\123456789\987654321\1234\JOHN K DOE
B4ABC2,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                      100  see required item
B4ABC2,BOCIN,IN,MI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                      100
B4ABC2,BOCIN,IN,NY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,110000                      100 percentages in positions
B4ABC2,BOCIN,IN,PA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                      100 121-123 &  124-252
B4ABC2,BOCIN,IN,IL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                      100  121-123 & 124-252
```

4. Fourth Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20080501\123456789\987654321\1234\JOHN K DOE
C3ABC2,WDC01,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,115,050000          100  see required item
C3ABC2,WDC02,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,125,050000          100  percentages
C3ABC2,WDCWA,CA,WA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,180,045000          100  121-123 &  124-252
C3ABC2,WDCMO,CA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,150,045000          100  121-123 &  124-252
```

C. Examples of multiple rate offers being sent as one (1) file, TSP is a broker with underlying TSP:

```
F1ABCD\ABC BROKER SERVICE INC                     \20080501\123456789\987654321\1234\JOHN K DOE
F3BBBB\CCCC\DDDD\EEEE\FFFF\  only 50 SCACS can be recorded per "F3" line
B1ABC1,     ,MO,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,115                 100  see required item
B1ABC1,     ,MO,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                 100  percentages in positions
B1ABC1,     ,MO,IA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                 100  121-123 & 124-252
B1ABC1,     ,MO,NE,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,083,125                 100  121-123 & 124-252
B1ABC1,     ,KS,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                 100  121-123 & 124-252
B1ABC1,     ,IA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                 100  121-123 & 124-252
B1ABC1,     ,NE,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,100,135                 100  121-123 & 124-252
B2ABC2,FPIIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100  121-123 & 124-252
B2ABC2,FPIIN,IN,MI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC2,FPIIN,IN,NY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100 121-123 &  124-252
B2ABC2,FPIIN,IN,PA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,098,000,000000          100 121-123 &  124-252
B2ABC2,FPIIN,IN,IL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100  121-123 & 124-252
B4ABC2,BOCIN,IN,MA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                      100  121-123 & 124-252
B4ABC2,BOCIN,IN,MI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                      100
B4ABC2,BOCIN,IN,NY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,110000                      100 121-123 &  124-252
B4ABC2,BOCIN,IN,PA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,120000                      100 121-123 &  124-252
B4ABC2,BOCIN,IN,IL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,090000                      100  121-123 & 124-252
C3ABC2,WDC01,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,115,050000          100  121-123 & 124-252
C3ABC2,WDC02,CA,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,125,050000          100  121-123 & 124-252
C3ABC2,WDCWA,CA,WA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,180,045000          100  121-123 &  124-252
C3ABC2,WDCMO,CA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,150,045000          100  121-123 &  124-252
```

SECTION 16
RATE SUBMISSION SPECIAL INSTRUCTIONS

16-1. SUBMISSION INSTRUCTIONS: All electronic rate transmissions submitted in accordance with Sections 8, 9, 10, 11, 12, 13, 14, 15, and 16 of this Request and its FI **MUST** be via the rate filing capabilities of TMSS, or via the internet, utilizing the GSA-supplied Java Upload Client (JUpload). Below are the instructions for accessing the JUpload module.

NOTE: If the company intends to transmit its rate offer(s) via JUpload without utilizing the services of a Rate Filing Service Provider (RFSP) and the company does not already have an assigned **User ID and Password** under GSA's Freight Management Program, they will need to notify the Transportation Management Zone Office, Kansas City, MO, in order to receive a User ID and Password to access the JUpload. Requests for a User ID and Password may be emailed or faxed to the attention of Jim Stroup at **jim.stroup@gsa.gov**, or (816) 823-3656. The response from GSA assigning the company a User ID and Password will be emailed, so please be sure to include the company's email address when submitting a request. Please be aware that it will take several days upon the receipt of your request to process and assign a User ID and Password to the JUpload.

* **NOTE: THE JUpload USER ID AND PASSWORD ARE NOT THE SAME USER ID AND PASSWORDS AS TMSS.**

A. FORMAT REQUIREMENTS**:** Electronic format requirements as set out in this Request and its FI must be strictly adhered to. Submissions received from TSPs, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Sections 8, 9, 10, 11, 12, 13, 14, 15, and 16 will be found unacceptable.

B. FILE PREPARATION**:**

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

16-2. FILE NAMING CONVENTION: Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with this Request and FI. Extensions like **.FRT** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
TSPs SCAC	4	1-4	***RFSP***: If transmitting rates on behalf of a TSP, enter **TSPs** 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 (ie; .FRT) will NOT be supported.**

Examples of filenames for SCAC with different number of positions:
File name where assigned SCAC has four positions: FRTABCD001 where 'ABCD' is the SCAC
File name where assigned SCAC has three positions: FRTABC001 where 'ABC' is the SCAC
File name where assigned SCAC has two positions: FRTAB001 where 'AB' is the SCAC

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

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: FRTABCD001
TSP transmitting two files: First File Name: FRTABCD001, Second File Name: FRTABCD002
TSP transmitting three files: First File Name: FRTABCD001, Second File Name: FRTABCD002, Third File Name: FRTABCD003.

If as a TSP, RFSP, or TPA, you are unsure of TSPs SCAC/RFSP Code (up to 4 positions) or TPA code (up to 4 positions) in GSA's Freight Management Program, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov, for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your directory on the server and/or automatic rejection of the rate offer(s).
Furthermore, if your company submits multiple rate files on the same day, files named the same will be overwritten without a warning; therefore, it is extremely important that files submitted on the same day have different names**.**

16-3. ACCESSING JUpload:

If TSPs choose not to use the rate filing module within the Transportation Management Services Solution (TMSS) system to file rate offers under this RFO and its FI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. In the past, each TSP, either through their own submission, or via a service provider, has submitted rates through the FTP Server. However, in order to replace the FTP procedure, now a new File Upload module has been created within the TMSS web based system for the transmission of rate files. GSA "WILL NOT" accept or process rate offers submitted via FTP.

A. In order to access the new Rate File Upload module, the TMSS Group Administrator must first designate who will have access to this module and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the Main screen. This takes them to the Account Info - Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure the "Rate File" toggle button is also checked.

B. 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 Freight Rates screen.

Please Note: If the TSP currently has other freight rate offers on file within TMSS, the user will receive a pop-up window when they first access the "Freight Rate Filing" link stating "I would like to transfer the following rates in the current rate cycle to the next rate cycle." The ____ will be filled in with a description of the types of rate offers that are about to expire. The user should select "Accept" if they want the identified rate offers copied over. If the user plans on re-filing the identified rate offers via the new JUpload function, the user should select "Reject." If "Accept" is selected, TMSS must process the request and notification will be sent once it is completed. The user will not be able to continue until processed. If "Reject" is selected, the user may continue with the JUpload process.

C. When the rate files are ready for submission, the User will click on the Upload Rate File link. At that point, the module will load and bring up a login screen to authenticate to the server.

Please Note: The User's system must have Java installed 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 free download.

D. At the login screen, it will ask to input a User Name and Password. This User Name and Password is the same as used for annual rate submissions. If User Name and Password is unknown, please contact GSA as identified in this RFO.

E. Once logged in, the easiest way to get acclimated with the module is to view the Help File.

16-4 DIRECTORY ACCESS:

Once you have placed a file within your TSP's directory using GSA JUpload, you may verify that your company's file was successfully transmitted by using the File Download option in the TMSS Main page. If the file doesn't appear in your directory, you will need to "Upload" the file again. This will only assist you in verifying that your rate offer/file was transferred successfully and WILL NOT verify that the contents of your rate offer/file have been formatted correctly. Please refer to the Help File for futher information on how to check your directory where the files are uploaded to the server and follow the instructions.

16-5. CONFIRMING RATE TRANSMISSIONS:

An automated process will search for rate files uploaded by TSPs and RFSPs then process them at 10:00am, 2:00pm, 6:00pm and 10:00pm CST each day during the rate filing window. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSPs email address or the RFSPs 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 TSPs or RFSPs upload directory and will be named as FRTSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP. You need to connect to File Download link and download the error files, if any. If appropriate, TSPs will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.C. of this Request and FI. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date April 14, 2008, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offers created using TMSS are validated in real time.