SECTION 1
SPECIAL INSTRUCTIONS

1-1. General.

The following 2008-2009 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4). By submission of a rate offer electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.

The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the Household Goods Tender of Service (HTOS). Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application of the Household Goods Tender of Service.

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

1-1.3. Effective Period.

Except as otherwise provided herein, offers made in response to this request will be for the period November 1, 2008, through October 31, 2009.

1-1.4. Eligibility to File.

All TSPs approved under the General Services Administration (GSA) Centralized Household Goods Traffic Management Program (CHAMP) Domestic and International, prior to the initial filing period due date as required in RFO Section 1-1.6.1, have the option to submit an offer under this request.

1-1.5. Electronic Transmission.

All submissions of rate filings must be accomplished via the Internet utilizing the Rate Upload module within the Transportation Management Services Solution (TMSS) system or via the rate filing module (TMSS) and meet the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via the Rate Upload module itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The TSP must submit a written request on company letterhead in order to receive a User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request. Requests may take several days to receive and process.

1-1.6. Filing Period.

1-1.6.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 10:00 P.M. Central Standard Time, October 1, 2008, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.2. New Filings.

New carriers receiving permanent approval and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 10:00 P.M. Central Standard Time, October 1, 2008, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.3. Late Filings.

Offers not responding to this request as required in Section 1-1.6.1, Initial Filing, may submit an offer in response to this request. Offers are due by 10:00 P.M. Central Standard Time, March 30, 2009, and will be reviewed and processed in accordance with Section 1-2.

1-1.6.4. Supplemental Filings.

The supplemental filing allows the TSP to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in Section 1-1.6. Supplemental offers must be submitted in accordance with this request and are due by 10:00 P.M. Central Standard Time, March 27, 2009, and will be reviewed and processed in accordance with Section 1-2.

1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.

TSP offers received between August 18, 2008, and October 1, 2008, or February 13, 2009, and March 27, 2009, which do not meet documentation requirements as stated in RFO Section 1-4 will be considered unacceptable, rates will not be included in the database, and the TSP will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 pm CST on the closing date of rates, October 1 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008 or March 27, 2009, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00 pm CST on the closing date, October 1, 2008, or March 27, 2009, will be entered into the database in accordance with RFO Section 1-2.

1-1.7.2. Rate Filing Deficiencies.

TSP offers received between August 18, 2008, and October 1, 2008, or February 13, 2009, and March 27, 2009, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the TSP or Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted by 10:00 pm CST on the closing date of rates, October 1, 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, offers will be considered unacceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00pm CST on the closing date of October 1, 2008, or March 27, 2009, will be entered into the database in accordance with RFO Section 1-2. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 pm CST on October 1, 2008, and March 27, 2009. A firm which submits a file at 10:00 pm CST on the closing day of October 1, 2008, or March 27, 2009, will <u>not</u> have an opportunity to correct any errors detected in that file after the closing time.**

1-1.7.3. Suspect Rate Offers.

TSP offers received between August 18, 2008, and October 1, 2008, or February 13, 2008, and March 27, 2009, with suspect rate offers (i.e. discounts that are considered to be in error; for example; 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a “suspect record”. TSPs and/or Rate Filing Service Providers will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of suspect offer. Corrections of suspect records must be resubmitted by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009. In those instances where corrections are not received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, suspect offers will be considered acceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, will be entered into the database in accordance RFO with Section 1-2.

1-1.7.4. Rate Filing Service Provider.

If a TSP's offer is submitted in accordance with this RFO by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and suspect rate offers and **not** the firm. The Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected offers must be resubmitted **by 10:00 pm CST** on the closing date of October 1, 2008, or March 27, 2009. In those instances where corrections are not received **by 10:00 pm CST** on the closing date of October 1, 2008, or March 27, 2009,

offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 10:00 pm CST on the closing date of October 1, 2008, or March 27, 2009, will be entered into the database in accordance with RFO Section 1-2.

1-1.8. Letter of Intent Certification.

By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: "I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated August 18, 2008, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated June 12, 2002, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1."

1-2. Accepted/Effective Date.

Offers will be accepted and entered into the computer database on the date indicated in RFO Section 1-2.5 or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under RFO Section 1-1.6.1 will be processed in accordance with RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.2. New Filings.

New filings allowable under RFO Section 1-1.6.2, will be processed in accordance with RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.3. Late Filings.

Late filings of otherwise acceptable offers allowable under the limited terms specified in Section 1-1.6.3, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

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1-2.4. Supplemental Filings.

Supplements to accepted offers allowable under the limited terms specified in Section 1-1.6.4 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.5. Schedule of Accepted Effective Dates.

		Calendar Year 2006-2007		
	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	08-18-08 thru 10-01-08	08-18-08 thru 10-01-08	2-13-09 thru 3-27-09	2-13-09 thru 3-27-09
Computer Entry Date	11-01-2008 or before	11-01-2008 or before	5-01-2009 or before	5-01-2009 or before
Accepted/Effective Date	11-01-2008	11-01-2008	5-01-2009	5-01-2009

1-3. TSP Notifications.

1-3.1. Domestic Rate Filings.

For rate offers submitted via JUpload, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-3.2. International Rate Filings.

For rate offers submitted via JUpload, he submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a TSPs rate offer, but no later than RFO Section 1-2.5, Schedule of Accepted Rates, Date Received By. In the absence of any one or all required documents, the TSPs rates will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and RFO Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with RFO Section 1-1.7.1, offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date after the final validation.

1-4.1. TSP Providing General Transportation and Move Management Services.

1-4.1.1. Trading Partner Agreement.

All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the TSP's rate filing will be subject to the provision in RFO Section 1-4, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

By the submission of a rate offer to the GSA PMO in accordance with this request, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS 2-4.6 requirements during the period of its accepted rate filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the HTOS 2-4.7, and subject to the provisions of RFO Section 1-4.1.3.1. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2008 through October 31, 2009, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.1.3.1. Addendum to the Performance Bond - International Only.

All TSPs approved to provide international General Transportation Services and international Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of $75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess reprocurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill

of lading deems it necessary to reprocure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized Household Goods Traffic Management Program, Transportation Management Branch (6FBD-X), 1500 East Bannister Road, Building 6, Kansas City, Missouri 64131, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.
NOTE 1: The word "contracts" as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.
NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in RFO Section 1-6.

1-4.3. Place of Receipt.

Receipt of documentation requirements by any other office of the General Services Administration or by a Rate Filing Service Provider shall not be construed as receipt by the office specified in RFO Section 1-6.

1-4.4. Time of Submission.

The TPA and Performance Bond must be submitted in accordance with RFO Section 1-4. These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in RFO Section 1-1.7.1.

1-5. TSP Certification Statement.

TSP certification of eligibility for the award of contracts for transportation.
(A) By submission of a rate offer electronically, the submitting TSP certifies that:

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

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

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

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

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

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the

carrier's performance of its obligations under is contracts for transportation with the Federal Government.
(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.
(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.
(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP)
Program Management Office (PMO) in Kansas City, MO

General Services Administration
Center For Transportation Management
1500 East Bannister Road (QMCCB)
Building 6
Kansas City, MO 64131

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