

Filing Instructions (Amended September 12, 2008)
2008 – 2009
United States Department of Commerce,
Census Bureau, Jeffersonville, IN

SECTION 1 (AMENDED SEPTEMBER 12, 2008)
TERMS AND CONDITIONS

General: The following 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's) Standard Tender of Service (STOS) dated December 04, 2001, 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.

Traffic to be included under this RFO and its FI will be air freight shipments from all points in the Continental United States (CONUS), Alaska, Hawaii, Guam, Virgin Islands, Philippine Islands and Puerto Rico to all points in CONUS, Alaska, Hawaii, Guam, Virgin Islands, Philippine Islands and Puerto Rico. **Rates accepted in accordance with this RFO and its FI will apply only to those shipments where the primary method of transportation is via air. If the same shipment could be delivered within the required delivery dates via another mode, rates accepted in accordance with this RFO and its FI cannot be used. The Census Bureau will consider rates contained in the Transportation Management Services Solution (TMSS) system for surface shipments.**

Non-alternating Standing Route Order (SRO) rate offers are being requested and will apply specifically to the United States Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau, Jeffersonville, IN (Census Bureau). The accepted rate offers 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. **Rates MUST be submitted for all origins/destinations requested in this RFO and its FI.**

1-1. EFFECTIVE PERIOD: Acceptable rate offers submitted in response to this RFO and its FI will be for the period October 1, 2008 through October 31, 2009 with an option to extend from November 1, 2009 through October 31, 2010.

1-2. FILING PERIOD: Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Pacific Standard Time (PST), September 22, 2008 and must be submitted in accordance with Sections 8 and 9 and Appendices A, B, C and D.

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the offeror agrees that it will service all points in an identified origin state/territory for which a rate is offered and all points within each identified destination state/territory for which a rate is offered.

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 18.e. of the Optional Form 280 (REV. 6/2003):

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

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the 41 Code of Federal Regulation (CFR) 102-117.

B. Upon termination of the rate offer under 1-5.A.1 and/or 2 above, the TSP shall be paid any sum due the TSP for services performed under this RFO and its SFI 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 any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

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 when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

1-7. CONTACTS: Questions should be directed to either Sharon Eckroth at (415) 522-2845, sharon.eckroth@gsa.gov or Robyn Bennett at (816) 823-3646, robyn.bennett@gsa.gov.

SECTION 2 EVALUATION AND ACCEPTANCE

GSA will evaluate all rate offer submissions to ensure they are submitted correctly in accordance with the terms and conditions of this RFO and its FI. The Census Bureau will make any TSP selections.

SECTION 3 LETTER OF INTENT CERTIFICATION

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

I have read and will comply with all the provisions contained in this request dated September 5, 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, all effective December 4, 2001, 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

TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Per this RFO and its SFI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in [41 CFR §§102-117 and 102-118](#). These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government’s shipping “terms and conditions.” The bill of lading 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 5

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 the 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. Below is the schedule for the submission of the 4% Transaction Fee:

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

GSA may adjust the 4% Transaction Fee during the effective period of this RFO and its FI. If an adjustment is required, GSA will provide notification to TSPs with acceptable rate offers on file and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.

**SECTION 6
TSP REQUIRED TO SUBMIT QUARTERLY REPORTS**

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. Reports 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.programs@gsa.gov 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@gsa.gov. 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. Below is the schedule for the submission of the Quarterly Reports:

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

**SECTION 7 (AMENDED SEPTEMBER 12, 2008)
IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR THE
CENSUS BUREAU, JEFFERSONVILLE, IN**

7-1. IDENTIFICATION OF NON-ALTERNTATING, STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Census Bureau, Jeffersonville, IN traffic for which 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 Census Bureau 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. Rates will only be accepted for the origins/destinations identified below. Rates submitted for any other origin/destination will automatically be rejected. **Rates MUST be submitted for all origins/destinations requested in this RFO and its FI.** An offering TSP MUST be able to service all points within each origin/destination state and territory identified.

7-2. COMMODITY APPLICATION: Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

7-3. LIABILITY OF TSP: Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and 41 CFR 102-1 through 102-220, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) shall be valued at full value.

7-4. SHIPMENT TRACKING: TSPs MUST have a secure Internet website that is accessible by the Census Bureau. This website must allow for the tracking and status of all Census Bureau shipments moved under this RFO and FI. Access to the website must be password controlled, available only to the Census Bureau and available 24 hours a day, seven days a week.

7-5. UNSATISFACTORY SERVICE:

A. The Government reserves the right to immediately remove the primary 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.

7-6. ORIGINS: All points in the Continental United States (CONUS), Alaska, Hawaii, Guam, Virgin Islands, Philippine Islands and Puerto Rico.

7-7. DESTINATIONS: All points in CONUS, Alaska, Hawaii, Guam, Virgin Islands, Philippine Islands and Puerto Rico.

7-8. RATE OFFERS: Door-to-door rate offers, including all applicable taxes, are being requested for the types of services identified below. Rates MUST be submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in Section 7-8.D. below for shipments weighing up to 5,000 pounds. Any charges relating to **an aviation** fuel surcharge MUST be identified on Attachment A as a % of the total transportation charges and MUST be shown as a separate line item on any affected freight bills, bills of lading or Transportation Service Orders (TSOs).

A. Priority Service/Next Flight: Shipments may be required to be picked up and/or delivered at any time during a 24 hour period. No specific time for pickup/delivery stated. This would include early a.m. deliveries.

B. Next Day Service: Shipments to be delivered by 5:00 p.m. of the following business day after pickup of shipment.

C. Second Day Service: Shipments to be delivered by 5:00 p.m. on the second business day after pickup of shipment.

D. Per Hundred Weight (cwt - pounds) Base-Line Rates Table:

Weight Group	Base-Line per Hundred Weight (cwt - pounds)
0 to 500 lbs	\$170
501 to 2,000 lbs	\$125
2,001 to 3,500 lbs	\$115
3,501 to 5,000 lbs	\$105

7-9. Accessorial Services: Except for Item 75, charges for the identified accessorial services MUST be submitted as a percentage of the charges identified in the GSA National Rules Tender No. 100-D of the STOS.

A. Item 75 - Palletizing and shrink-wrapping materials (submitted as a Flat Fee)

B. Item 425 – Hydraulic Lift Gate Service

C. Item 525 – Extra Labor – Loading or Unloading (to cover such services as covering floors, long carriers, no access to freight elevators, no semi allowed, etc...)

D. Item 550 – Handling Freight at Positions not Immediately Adjacent to Vehicle (inside pickup or delivery)

- E. Item 775 – Overdimension Freight
- F. Item 860 – Pickup or Delivery Service – Sundays or Holidays
- G. Item 865 – Pickup or Delivery Service – Saturday or After 5 P.M. on Normal Business Days
- H. Item 925 – Reconsignment or Diversion
- I. Item 950 – Redelivery
- J. Item 1010 – Sorting or Segregating Service and Charges
- K. Item 1025 – Services – Signature and Tally Record Service

7-10. ACCESSORIAL SERVICES NOT OTHERWISE IDENTIFIED: For any accessorial services required that are not identified specifically in Item 7-9, Accessorial Service, above, the TSP MUST provide the Census Bureau an estimated charge for the accessorial service(s) and obtain approval from the Census Bureau in writing prior to the performance of the accessorial service.

7-11. HISTORICAL TRAFFIC VOLUME: Identified below is historical traffic volume for the time period of November 1999 through October 2000. The data provided should not be interpreted as a guarantee to the TSP that future traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of shipment estimates to materialize will not constitute a basis for rate adjustments.

Shipment Weight	# of Shipments	Pounds
Less than 1,500 lbs	2,280	2,979,000
1,500 to 3,000 lbs	4,559	5,956,000
3,001 to 5,000 lbs	2,290	2,978,000

7-12. FUEL SURCHARGES: If needed, TSPs MUST submit an aviation fuel surcharge on Attachment A as a % of the total transportation charges and any aviation fuel surcharge MUST be shown as a separate line item on any affected freight bills, bills of lading or Transportation Service Orders (TSOs). However in order to obtain reasonable relief from sudden and unforeseen increases in aviation fuel prices during the effective period of this RFO and its FI, GSA will consider OF280 supplements to accepted rate offers to adjust the originally submitted and accepted aviation fuel surcharge %. GSA will monitor the average aviation fuel prices via the Department of Energy, Energy Information Administration (EIA) website at <http://www.eia.doe.gov>

SECTION 8
SUBMISSION REQUIREMENTS

8.1 SUBMISSION REQUIREMENTS:

A. Rate offers MUST be submitted on the attached Uniform Tender of Rates and/or Charges for Transportation, Optional Form 280 (OF280) and must be accompanied by a completed Appendix A, Appendix B, Appendix C and Appendix D.

B. Seven signed copies of the OF280 along with seven copies of each Appendix must be mailed to:

General Services Administration
Office of Travel and Transportation Services
Center for Transportation Management
450 Golden Gate Avenue
5th Floor (QMCCA)
San Francisco, CA 94102

C. Completed rate offers MUST be received at the address identified in Section 8-1.B. above, by 4:30 p.m. Pacific Standard Time (PST), September 22, 2008. Rate offers not received by 4:30 p.m. PST, September 22, 2008 will not be accepted.

D. Rate offers received that are not submitted in accordance with this RFO and its FI will be rejected.

**APPENDIX B
PRIORITY SERVICE/NEXT FLIGHT**

SCAC: _____ **Tender # (as shown in Block 2A of OF280):** _____

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Connecticut	Delaware	Illinois	Alabama	Iowa
Maine	D.C.	Indiana	Florida	Kansas
Massachusetts	Maryland	Michigan	Georgia	Minnesota
New Hampshire	Pennsylvania	Ohio	Mississippi	Missouri
New Jersey	Virginia	Wisconsin	North Carolina	Nebraska
New York	West Virginia	Kentucky	South Carolina	
Rhode Island			Tennessee	
Vermont				
Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
Arkansas	Arizona	California	Montana	Hawaii
Louisiana	Colorado	Nevada	Wyoming	
Oklahoma	New Mexico	Oregon	Idaho	
Texas	Utah	Washington	North Dakota	
			South Dakota	
Zone 11	Zone 12	Zone 13	Zone 14	
Alaska	Puerto Rico	Guam	Philippine Islands	
	Virgin Islands			

PRIORITY SERVICE/NEXT FLIGHT

Submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in Section 7-8.D.

FROM	TO	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

**APPENDIX C
NEXT DAY SERVICE**

SCAC: _____ **Tender # (as shown in Block 2A of OF280):** _____

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Connecticut	Delaware	Illinois	Alabama	Iowa
Maine	D.C.	Indiana	Florida	Kansas
Massachusetts	Maryland	Michigan	Georgia	Minnesota
New Hampshire	Pennsylvania	Ohio	Mississippi	Missouri
New Jersey	Virginia	Wisconsin	North Carolina	Nebraska
New York	West Virginia	Kentucky	South Carolina	
Rhode Island			Tennessee	
Vermont				
Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
Arkansas	Arizona	California	Montana	Hawaii
Louisiana	Colorado	Nevada	Wyoming	
Oklahoma	New Mexico	Oregon	Idaho	
Texas	Utah	Washington	North Dakota	
			South Dakota	
Zone 11	Zone 12	Zone 13	Zone 14	
Alaska	Puerto Rico	Guam	Philippine Islands	
	Virgin Islands			

NEXT DAY SERVICE

Submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in Section 7-8.D.

FROM	TO	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
3															
4															
5															
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7															
8															
9															
10															
11															
12															
13															
14															

**APPENDIX D
SECOND DAY SERVICE**

SCAC: _____ **Tender # (as shown in Block 2A of OF280):** _____

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Connecticut	Delaware	Illinois	Alabama	Iowa
Maine	D.C.	Indiana	Florida	Kansas
Massachusetts	Maryland	Michigan	Georgia	Minnesota
New Hampshire	Pennsylvania	Ohio	Mississippi	Missouri
New Jersey	Virginia	Wisconsin	North Carolina	Nebraska
New York	West Virginia	Kentucky	South Carolina	
Rhode Island			Tennessee	
Vermont				
Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
Arkansas	Arizona	California	Montana	Hawaii
Louisiana	Colorado	Nevada	Wyoming	
Oklahoma	New Mexico	Oregon	Idaho	
Texas	Utah	Washington	North Dakota	
			South Dakota	
Zone 11	Zone 12	Zone 13	Zone 14	
Alaska	Puerto Rico	Guam	Philippine Islands	
	Virgin Islands			

SECOND DAY SERVICE

Submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in Section 7-8.D.

FROM	TO	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

APPENDIX E OF280 COMPLETION INSTRUCTIONS

Block 1A. – enter complete TSP name

Block 1B. - enter appropriate Standard Carrier Alpha Code as issued by the National Motor Freight Traffic Association (NMFTA)

Block 2A. – enter TSP assigned Tender Number – can be numeric, alpha, or combination

Block 2B. – leave blank

Block 2C. – leave blank

Block 2D. – leave blank

Block 3 - pre-filled

Block 4 - enter the date that the OF280 is signed and submitted to GSA

Block 5 - pre-filled

Block 6 - pre-filled

Block 7 - pre-filled

Block 8 - leave blank

Block 9A. – leave blank

Block 9B. – pre-filled

Block 10A.(1) – leave blank

Block 10A.(2) - pre-filled

Block 10B.(1) - leave blank

Block 10B.(2) - pre-filled

Block 11 - pre-filled

Block 12A. – pre-filled

Block 12B. – pre-filled

Block 13 - enter TSP name, SCAC, Point of Contact (POC) and POC phone number and e-mail address

Block 14 - leave blank

Block 15A. – pre-filled

Block 15B. – pre-filled

Block 16 - MUST enter TSP's operating authority

Block 17 - complete as applicable

Bloc 20 - complete information pertaining to Issuing TSP and be sure to sign