

October 1, 2007

NOTICE OF AMENDMENT TO THE GENERAL RFO DATED MARCH 2, 2007

Dear Transportation Service Providers (TSPs):

Per this letter, the General Service Administration is amending the General Request for Offers (RFO) dated March 2, 2007. Rates may be, but are not required to be resubmitted during the identified supplemental window of October 1, 2007 – November 5, 2007. Please note that all terms and conditions of the RFO and its Filing Instructions (FI) dated March 2, 2007 are still applicable to those rate offers submitted and accepted during the supplemental filling window unless superseded by the below new terms and conditions.

The window for new filings, late filings and supplemental filling was originally identified in the March 2, 2007 RFO as September 7, 2007 - October 8, 2007. This amendment changes that window to October 1, 2007 – November 5, 2007.

Please note the following significant items:

- TSPs required to remit 4%: TSPs are required to remit a 4% Transaction Fee based on the total transportation charges billed, including the fuel surcharge, to GSA for all shipments subject to these Tenders 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 billed 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.**
- TSPs required to submit report: TSPs are required to submit a quarterly report to GSA based on the number of shipments billed per calendar quarter along with their 4% Transaction Fee, identifying the following information: SCAC, 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 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.

3. **Monitoring 4% Transaction Fee:** GSA will continue to monitor the shipment volume to determine if the 4% fee needs future adjustments. GSA wants to ensure that the appropriate percentage is being applied. GSA will also compare the Transaction Fee and quarterly report submitted by the TSPs with shipment reports furnished by participating agencies.

4. **New Rate Files Submission Procedures:**

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 Rate Filing Service Provider (RFSP), 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, your 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 may 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: Agency Specific Rates for ____." 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 your 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 you to 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, you will be asked to input a User Name and Password. This User Name and Password is the same as you used for annual rate submissions. If you do not know your User Name and Password, please contact GSA as identified at the closing of this letter.
- E. Once you have logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk you through the complete file upload process.
- F. Please review Amended Section 16 for additional information
5. **Filing Period:** Daily validation of rates will occur every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm Central Standard Time (CST). On the closing day of November 5, 2007, TSP's and RFSP will not be allowed to correct any errors encountered after the 10:00pm validation, 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.
6. **Section 7A Basis for Determining Applicable Distance/Mileage has been Updated to Version 21:** Per Section 7A 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).
7. **Section 11 U. S. Mint:** The U. S. Mint has added TWO new locations, OCASA Logistics in Miami, FL, Mint code MIAO (TMSS Dest. Code JN) and Loomis Fargo in Ontario, CA, Mint code LALF (TMSS Dest. Code CF)
8. **Submission of Fire Suppression Rate Offers:** Due to the implementation of the 4% Transaction Fee, the Fire Suppression Rate filing will also be open for TSPs to readjust their current rates or submit new rate offers, if needed.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov.

Sincerely,
/s/ Robyn L. Bennett

Robyn L. Bennett
Lead Traffic Management Specialist
Center for Transportation Management (QMCCB)

Enclosure