

September 14, 2009

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of non-alternating rate offers on behalf of the **Western Distribution Center (WDC) and Eastern Distribution Center (EDC)** for freight-all-kinds (FAK) traffic. Rate offers filed in response to this RFO and its FI will be in accordance with the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), this RFO and its FI. Please note that in some instances this RFO and its FI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto.

Traffic to be included under this RFO and its FI will be FAK shipments moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS.

Please be aware that rate offers for these facilities will automatically expire on October 31, 2009; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its FI if a firm wants rates effective November 01, 2009.

All Transportation Service Providers (TSPs) who have met GSA's approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO and its FI. Rate Filing Service Providers (RFSP) who have a valid Trading Partner Agreement on file with the Program Management Office (PMO) and have met all other approval requirements established by GSA may act as a RFSP on behalf of approved firms. Rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 9, & 10 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

TSPs and RFSPs have the option of submitting rates per Section 9 and 10 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of October 13, 2009.

Please note the following significant items:

- Section 7A, Basis for Determining Applicable Distance/Mileage has been Updated to WEB Version 23: 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, WEB Version 23.**
- Section 7B, Application of 6% Transaction Fee: TSPs will be required to remit directly to GSA a 6% Transaction Fee based on the total transportation charges paid, (excluding the fuel surcharge) to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than thirty (30) calendar days upon receipt of payment.**

3. **Section 7C, TSP Required to Submit Report:** TSPs are required to submit a monthly report to GSA based on the number of shipments paid per calendar month. These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment. A negative report is also required.

4. **Section 10, Eastern Distribution Center (EDC) is now requesting State-to-State rates:** EDC is requesting new State-to-State rates for Truckload (TL) and Less than Truckload (LTL).

5. **VENDOR Numbers Required for Payment:** All TSPs that submit acceptable rate offers for the traffic identified in this RFO and its FI will be required to access TMSS to verify that GSA's Finance Office has a valid Vendor Number on file. GSA's Finance Office will be unable to pay TSPs that do not have valid Vendor Numbers on file in TMSS. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.

6. **TMSS On-Line Booking Requests:** TSPs participating in this RFO and its FI are required to respond electronically via TMSS to all on-line booking requests generated by TMSS and sent by a participating agency. As a result, by the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it possesses the ability to respond electronically via TMSS to all shipments booked on-line.

7. **Continuation of Existing Rate Offers:** If a TSP wants to use the rate filing capabilities within TMSS to file their rates, or have their existing rates carry over into the next filing window, effective November 1, 2009, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact the PMO.) The continuation of existing rates button will be displayed as a pop-up screen. The message will prompt TSPs to either accept or reject all rate offers to be carried over to the next rate filing cycle.

- If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rates will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over.
- If a TSP wishes to change an existing rate or add a new rate after submitting the request to carry over all current rates, the TSP may go into the rate filing module the following day and do so.
- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed. The TSP may then go in and add new rates or edit existing rates for the November 1, 2009 effective date.

Existing tenders that have not been prompted by the TSP to be carried over during the initial filing window for the next rate cycle will be deleted from TMSS effective October 31, 2009. However, TSPs have the option to modify existing rates or add rates.

8. Section 10, Rate Offers for Eastern Distribution Center (EDC): Please note that “BETWEEN” State-to-State rate offers for Truckload (TL) and Less than Truckload (LTL) shipments are being requested for the EDC, Burlington, NJ.

8. Taxpayer ID number (TIN) and E-Mail address: TSPs submitting rate offers under this RFO and its FI must provide a valid TIN within the header record of the rate file. TSPs submitting rates via TMSS are also mandated to provide a TIN number on the appropriate TMSS screen. A TIN is defined as a business entity’s Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file. TSPs must also submit an email address with each rate submitted and are encouraged to provide a fax number.

9. Electronic Rate Filing: All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Any electronic transmissions that do not conform to the formatting requirements specified in this RFO and its FI in Sections 9, and 10, will not be accepted.

10. Electronic Rate Submission by JUpload: Electronic rate offers must be submitted to GSA in accordance with the time frames identified in Section 1, Paragraph 1-2 of this RFO and its FI. Per Section 11, an automated process will search the rate files uploaded that day and process them at 10:00am, 2:00pm, 6:00pm and 10:00pm CST. An e-mail confirmation acknowledging the receipt and processing of the rate file(s) will be sent to the TSPs or RFSPs e-mail address. The e-mail will identify the number of records processed and the number of errors encountered. If there are errors, an error file will be generated and will be kept under the same folder on the JUpload server where the TSP or RFSP originally uploaded the rate file(s). TSPs or RFSPs will need to use the “File Download” link within TMSS to view and/or download any error files (see section 10 for additional instruction on viewing error files). TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date of October 13, 2009. 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 October 13, 2009, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rates offers created using TMSS Online Rate Filing module are validated in real time.

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

Sincerely,

/s/ Sharon K. Eckroth

Sharon K. Eckroth
Lead Traffic Management Specialist
Center for Transportation Management (QMCCA)
Enclosure