SPECIAL FILING INSTRUCTIONS
2009 – 2011
Western Distribution Center, Eastern Distribution Center

SECTION 1
TERMS AND CONDITIONS

GENERAL**:** The following Request for Offers (RFO) and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F) dated December 04, 2001, supplements and reissues thereto. However, certain provisions and requirements of this RFO and this SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO and this SFI will be freight-all-kinds (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 **all** identified intrastate shipments within CONUS.

Non-alternating Standing Route Orders (SRO) rate offers are being requested 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 8, 9 and 10 of this RFO and this SFI 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.

Non-alternating SRO rate offers will be accepted for the following facilities:

1. Section 9 Non-alternating SRO's for the Western Distribution Center (WDC), French Camp, CA:

   LTL and TL shipments from French Camp, CA to CONUS and intrastate CA.

2. Section 10 Non-alternating SRO's for the Eastern Distribution Center (EDC), Burlington, NJ:

   LTL and TL shipments from Burlington, NJ to CONUS, intrastate NJ, and Guaranteed Zone traffic.

1-1. EFFECTIVE PERIOD: Acceptable rate offers submitted in response to this RFO and this SFI for Section 9 & 10 will be for the period **November 1, 2009 through October 31, 2011 with an option for the WDC/EDC to extend from November 1, 2011 through October 31, 2012**.

1-2. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time, **October 5, 2009**, and will be processed in accordance with 1-2.C.

B. NEW FILINGS: TSPs receiving approval to participate, in accordance with the GSA TOS No. 1-F, Section 2 Participation, after the Initial Filing Period due date of October 13, 2009, 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 for the EDC/WDC only.

C. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between **September 14, 2009, through October 13, 2009 for Initial Filings,** which do not meet the requirements as stated in this RFO and this SFI will be considered unacceptable and rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. TSPs utilizing the FTP will be notified daily of any deficiencies submitted per **Section 11-4** by an e-mail confirmation acknowledging the receipt and processing of the file. The e-mail 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 RFO and this SFI by a Rate Filing Service

Provider (RFSP), the RFSP will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted no later than **10:00 p.m. CST October 13, 2009 for Initial Filings and not later than 10:00p.m CST, for New, Late or Supplemental Filings**. In those instances where corrections are not received by **October 13, 2009**, rate offers will be considered unacceptable and the firm will not be allowed to re-file. TSP's utilizing TMSS online rate filing will **NOT** receive error reports on the FTP since the validation notifies the TSP in real time of any errors encountered.

RATE OFFERS CREATED USING THE TMSS ONLINE RATE FILING MODULE WILL BE PROCESSED AT 10:00AM, 2:00 PM, 6:00PM AND 10:00PM CST. TSPs AND RFSPs MAY CONTINUE SUBMITTING CORRECTIONS UNTIL ALL ERRORS ARE CORRECTED OR UNTIL THE CLOSING DATE OF OCTOBER 13, 2009.

RATE OFFERS CREATED WITHIN TMSS ONLINE RATE FILING ARE VALIDATED IN REAL TIME.

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 fling period as identified in Paragraph 1-2.F.2., below, has been established to review and process changes to only EDC/WDC 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 fling period must be strictly adhered to.

F. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into TMSS on the dates indicated below.

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 identified in Paragraph 1-2.C.

SRO	DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATES
Section 9 WDC with option to extend	0914/09 through 10/13/2009	10/13/2009 or before 10/05/2011	11/01/2009 through 10/31/2011 11/01/2011 through 10/31/2012
Section 10 EDC with option to extend	09/14/09 through 10/13/2009	10/13/2009 or before 10/05/2011	11/01/2009 through 10/31/2011 11/01/2011 through 10/31/2012

2. NEW FILINGS, LATE FILINGS AND SUPPLEMENTAL FILINGS: New filings allowable under Paragraph 1-2.B., Late Filings of otherwise acceptable rate offers under Paragrpah 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 Deficienies as identified in Paragraph 1-2.C.:

SRO	DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATES
Section 9 WDC with option to extend	03/15/10 through 4/12/2010	10/05/2009 or before 10/05/2011	5/01/2010 through 10/31/2010
Section 10 EDC with option to extend	03/15/10 through 4/12/2010	10/05/2009 or before 10/05/2011	5/01/2010 through 10/31/2010

G. TSP NOTIFICATIONS: If the submitting TSP or RFSP 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 TSP or RFSP is on notice that its rate offer(s) has been made available to GSA's Office of Transportation Audits.

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and this SFI, the offeror agrees that it can and will service the identified origin facility for which a rate is offered and all points within each identified destination State and/or destination service area for which a rate is offered.

Note: **As a TSP submitting a rate offer in accordance with this RFO and this SFI for the support of WDC**

and/or EDC traffic, 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 this SFI 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 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 this 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 this SFI 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 dealing with the identified WDC traffic should be directed to Maria Gutierrez at (415) 522-2846 or by e-mail at maria.gutierrez@gsa.gov. Questions dealing with the identified EDC traffic should be directed to John Wheeler at (703) 605-9190 or by e-mail at john.wheeler@gsa.gov. Questions dealing with the submission of electronic rate offers 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: The GSA Transportation Management Branch, San Francisco, CA, will conduct all evaluations of rate offers submitted for the identified WDC traffic. The GSA Transportation Management Branch, Washington, DC will conduct all evaluations of rate offers submitted for the identified EDC traffic. TSP notification of acceptance will be in accordance with Paragraph 1-2.G.

2-2. ACCEPTANCE: Accepted rate offers will be contained in GSA's Transportation Management Services Solution (TMSS) system. When identified in TMSS, the acceptable rate offers will be listed based on price only. The listing of TSP's and their rate offers 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. TSP's with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying TSP's will be identified on cost comparisons. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying TSP's and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSP's have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSP's will be listed on the cost comparison in alphabetical order according to the TSP's names.

PLEASE NOTE: The GSA Transportation Management Branch, San Francisco, CA and the GSA Transportation Management Branch, Washington, DC may consider other factors when routing shipments other than just price. As a result, the listing of TSP's 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 GSA in accordance with this RFO and this SFI, the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this request dated September 1, 2006, as well as any amendment, 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
SUBSTITUTED SERVICE – RAIL FOR MOTOR

If a TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this RFO and this SFI, 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 TSP 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 AND/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA in accordance with this RFO and this SFI, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280 (REV. 06/2003), as well as provided in Paragraph 1-5 of this RFO and its FI.

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

Per this RFO and this 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." In accordance with Section 5 rate offers accepted in accordance with this RFO and this SFI 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

Per this RFO and this SFI, 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, Web Version 23. ALK Technologies, Inc., 5 digit Zip Code, Web Version 23** 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.

HAZMAT; borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: http://dtod.sddc.army.mil/.

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**. The checks must be made payable to the "General Services Administration" and reference on the check, **"GSA-GL 474.2 TMSS, company name, SCAC code 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 63101-9009. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse.

GSA may adjust the 6% 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 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. 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 the **6%** Transaction Fee paid to GSA. This report will be sent to transportation.programs@gsa.gov on EXCEL spreadsheet with a subject line "SCAC – 6% Transaction Fee" or 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.

SECTION 8 (RESERVED)

SECTION 9

IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE WESTERN DISTRIBUTION CENTER (WDC), FRENCH CAMP, CA

9-1 IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC:
Listed below are the Western Distribution Center (WDC) SRO's for which the General Services Administration (GSA) is requesting **non-alternating** rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Please note that **"BETWEEN"** rate offers are being requested for the WDC. By **"BETWEEN"** it is meant that the same rate offered from the WDC to a destination will **ALSO** apply from that destination to the WDC. A firm is not required to offer rates to each of the identified Destination Service Area Codes. Offers received that contain origins/destinations not identified below will be found unacceptable. An offering firm must be able to service all points within an identified Destination Service Area Description. Rate offers submitted in response to this Request for Offers (RFO) and its Special Filing Instructions (SFI) for the identified WDC 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. An offering TSP must be able to service all points within each destination service area for which a rate is offered. GSA'S WDC, is located at **700 E Roth Road, Bldg 330, French Camp, CA 95231.**

Please note the following reminders and/or significant items:

A. Carriers may submit less than truckload and truckload rate offers for the WDC; however, ALL truckload rate offers must be submitted in cents per mile per vehicle used along with a minimum truckload charge.

B. Charges will be based on the selected TSP's tender for the WDC shipments; however, service requirements for transit time, beginning the day after pickup, will be:

A. Overnight Service for Travis Air Force Base
B. Two (2) days for points within California,
C. Three (3) days for points to AZ, CO, ID, OR, NM, NV, UT, WA.
D. Four (4) days for points to OK and TX
E. All other states are normal industry transit times

C. Carriers who submit rate offers for California intrastate shipments and less than truckload interstate shipments MUST have the capability to pickup the shipments in company owned/operated equipment. Use of pickup agents will not be allowed. Carriers MUST also have carrier owned/operated terminal facilities in the Sacramento and/or San Joaquin Valley areas and/or the San Francisco Bay Area.

9-2. IDENTIFICATION OF NON-ALTERNATING SERVICE AREA CODES:

INTERSTATE SERVICE AREAS					
Service Area Code	Service Area Description	Route No.	Service Area Code	Service Area Description	Route No.
CDC30 (destination code 30)	CT, MA, ME, NH, RI, VT DE, NJ, NY, PA DC, MD, VA, WV	411 420, 423 thru 426 430, 432, 436	CDC33 (destination code 33)	AR, LA, NM, OK, TX AZ & NV	470, 472, 475 thru 478 484, 491
CDC31 (destination code 31)	AL, FL, GA, MS, NC, SC, & TN	440, 442 thru 444, 446 thru 449	CDC34 (destination code 34)	CO, ID, MT, UT, WY OR & WA	480 thru 483, 487, 404 401 thru 402
CDC32 (destination code 32)	IL, IN, KY, MI, OH, WI IA, KS, MN, MO, ND, NE, & SD	450, 452 thru 457 460 thru 467			

INTRASTATE CALIFORNIA SERVICE AREAS					
Service Area Code	Service Area Description – Codes 11-18 are CA Counties	Route No.	Service Area Code	Service Area Description – Codes 11-18 are CA Counties	Route No.
CDC35 (destination State CA)	Siskiyou, Del Norte, Humboldt, Trinity, Lake Mendocino, Sonoma, & Marin Napa, Solano, Contra Costa & Alameda	A01–A08 D01 – D03, & D05	CDC38 ◈◈ (destination State CA)	Ventura & Los Angeles Riverside, San Diego, Orange, Imperial, San Bernardino	H01 – H02 I01 – I03 J01 – J02
CDC36 (destination State CA)	Modoc, Lassen, Shasta, Tehema, Plumas, Sierra, Nevada, Placer, Butte, Glenn, Colusa, Yuba, Sutter, Inyo, Kern, Kings, Tulare, Fresno, Madera, Mono, Mariposa, Tuolumne, Calaveras, Alpine, Amador, El Dorado,	B01 – B13 F01 – F13	CDC39 (destination State CA)	Travis Air Force Base, CA 94535 **OVERNIGHT SERVICE**	
CDC37 ◈ (destination State CA)	Santa Cruz, San Mateo, San Francisco, Santa Clara, Santa Barbara, San Luis Obispo, Monterey, San Benito Merced, Stanislaus, Yolo, Sacramento, & San Joaquin	C01 – C03, D04 G01 – G04 E01 – E05			

◈The San Francisco route at 450 Golden Gate Ave, San Francisco Access Store requires the use of a delivery truck under 12 feet tall and less then 20 feet long. The delivery dock is in the parking garage of the Phillip Burton Federal Building.

◈◈The San Diego Route at 525 B Street, San Diego, CA will only accept deliveries after 5PM or on Saturdays.

9-3. HISTORICAL TRAFFIC VOLUME AND INFORMATION:

A. Below is historical traffic volume for 2009 (approximately) for the identified Interstate and Intrastate CDC destinations. These figures represent LTL and Truckload shipments. 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 estimates to materialize will not constitute a basis for rate adjustments.

LTL and Truckload traffic for Interstate California Areas:

	MIN CHARGE	L5C	L1M	L2M	L5M	L10M	L20M	L30M	L40M	TOTAL SHIPMENTS	TOTAL WEIGHT
CDC30 CT,MA,ME,NH,RI, VT,DE,NJ,NY,PA, DC,MD,VA,WV	301	216	321	241	215	88	41	1	28	1452	3,427,373
CDC31 AL,FL,GA,MS,NC, SC,TN	137	75	93	49	17	4	1	–	–	376	264,190
CDC32 IL,IN,KY,MI,OH, WI,IA,KS,MN,MO, ND,NE,SD	575	303	682	333	175	38	12	3	1	2122	2,103,107
CDC33 AR,LA,NM,OK, TX,AZ,NV	2,176	1,444	3,062	1,876	1,009	133	49	13	5	9,767	10,661,263
CDC34 CO,ID,MT,UT, WY,OR,WA	1,290	941	1,865	1,114	714	152	68	23	14	6,181	9,054,162

LTL and Truckload traffic for Intrastate California Service Areas:

	MIN CHARGE	L5C	L1M	L2M	L5M	L10M	L20M	L30M	L40M	TOTAL SHIPMENTS	TOTAL WEIGHT
CDC35 A01–A08,D01–D03 & D05	642	109	177	133	104	34	12	7	5	1223	2,046,928
CDC36 B01–B13,F01–F13	209	42	70	31	29	9	5	4	5	404	851,743
CDC37 C01–C03, D04 G01–G04,E01–E05	617	105	196	113	51	22	9	3	3	1119	1,342,605
CDC38 H01–H02,I01–I03 J01–J02	1436	503	892	548	279	108	53	18	245	4082	16,277,595
CDC39 OVERNIGHT SERVICE	47	28	58	81	84	28	10	1	–	337	786,837

SECTION 10
IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR THE EASTERN DISTRIBUTION CENTER (EDC), BURLINGTON, NJ

10-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Eastern Distribution Center (EDC) SRO's for which the General Services Administration (GSA) is requesting **non-alternating** rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Please note that **"BETWEEN"** rate offers are being requested for the EDC, Burlington, NJ. By **"BETWEEN"** it is meant that the same rate offered from the EDC to a destination city would also apply from the destination city to the EDC. Rate offers submitted in response to this Request for Offers (RFO) and its Special Filing Instructions (SFI) for the identified EDC 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. An offering TSP must be able to service all points within each destination service area for which a rate is offered.

10-2. COMMODITY APPLICATION: Shipments shall consist of FAK, including hazardous material, excluding Class A, B, and C explosives. Hazardous materials will be specifically described on the shipping document in accordance with 49 CFR 172.202.

10-3. HAZARDOUS MATERIALS:

A. Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information as specified in 49 CFR 172.602 in the same manner as prescribed for shipping papers. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

B. If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

10-4. LIABILITY OF TSP AND GOVERNMENT:

A. 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 this SFI and the Standard Tender of Service (STOS) shall be valued at full value.

B. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.

C. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer on Flat Car (TOFC) service.

10-5. SERVICE REQUIREMENTS:

A. The TSP shall furnish suitable and sufficient personnel and equipment to perform pickup, sorting, and delivery services of freight which may be required each day. Vehicle requirements may vary on a daily basis depending on such factors as type of shipment, quantity, and destination unloading conditions (loading dock height, street unloading, etc…).

B. All freight must be transported in clean and sound closed vehicles of sufficient size to accommodate the shipment and must be of a type that can be locked during transit.

10-6. RESPONSIVE SERVICE:

A. The TSP agrees to have sufficient equipment and personnel in the EDC prior to the effective date of the rate offers and to respond to pickup requirements within 4 hours from time of request for services. TSPs will be required to maintain sufficient equipment and personnel to furnish responsive pickup service and backup support in the event of equipment breakdown or personnel failure to meet pickup and delivery schedule.

B. The TSP will have an acceptable terminal approved by GSA. The minimum features of an acceptable terminal will be: Dock and Floor Space sufficient to handle the volumes of freight to be transported.

10-7. EQUIPMENT POOL:

A. The TSP agrees to supply a pool of at least one empty van-type trailer at the EDC as required.

B. Detention charges will not apply to pool equipment.

C. The TSP will deliver its trailers or vans for the specific purpose of transporting freight to be shipped.

D. The TSP agrees to spot trailers for loading at the warehouse within 4 hours notice from the shipper.

E. The TSP agrees that it will exercise ordinary care and diligence to ensure that all trailers and vans are suitable for the purpose intended and warrants that all trailers and vans it supplies are either owned, or if not, are those which the TSP has a legal right to use and operate.

F. TSP agrees to indemnify and hold shipper harmless from claims for damages which do not result from negligence of the shipper.

G. The Government agrees to furnish storage space and normal security without cost to the TSP.

H. The TSP will assume liability for damage to its equipment due to movement with normal care and safety in operation.

10-8. EQUIPMENT INSPECTION: The TSP's equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading the material to be shipped will be rejected by the shipper. The rejected TSP's equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirements constitutes unsatisfactory service under the terms of this RFO.

10-9. QUALIFICATION OF DRIVERS: By submission of rate offers under this RFO, the TSP certifies compliance with 49 CFR 391 and all other rules and regulations governing the movement of traffic described in this RFO.

10-10. ON-SITE SURVEY: GSA reserves the option to conduct an on-site survey of the TSP's origin facilities and equipment prior to selection for traffic. Pre-award surveys may also entail TSP meetings with the shipper at the shipper's location. The purpose of on-site surveys and meetings is to determine if the TSP has the facilities, equipment, and operation expertise to satisfactorily perform movement requirements. The TSP may not be selected for traffic movement if, in the opinion of GSA, pre-award surveys or meetings indicate that requirements cannot be performed satisfactorily.

10-11. **TRUCKLOAD** REQUIRED TRANSIT TIME (RTT): The TSP will deliver all **TRUCKLOAD** shipments within a 1,000 mile radius of the agency shipping facility within 2 calendar days and will deliver all shipments exceeding a 1,000 mile radius of the agency shipping facility within 5 calendar days. For less-than-truckload shipments, the required transit times and application thereof will be in accordance with Item 5-1. of the STOS, General Freight Tender of Service, No. 1-F.

A. The TSP agrees to meet the RTT except when expedited service (exclusive use) of vehicle is requested.

B. On-time performance is required at least 95 percent of the time.

C. When exclusive use of the vehicle is requested, transit time will be governed by the required delivery date shown on the Bill of Lading (BL).

D. Transit time will begin on the day of pickup and end on the day of delivery or the day shipment is offered for delivery. If the TSP is required to schedule a delivery it must accept the first available delivery appointment on a working day, regardless of time. TSP, if requested, will be required to furnish proof of delivery date/time requested by consignee. Proof will include person's name, phone number, date, time of phone call placed or delivery attempted and disposition. Failure of TSP to honor first available appointment time or to provide the information stated in this paragraph upon request, shall be construed as unsatisfactory service.

E. Failure to meet RTT constitutes unsatisfactory service.

10-12. SATISFACTORY SERVICE: Satisfactory service will be understood to include delivery of shipment intact, or offer of delivery intact, without loss or damage on at least 95 percent of all shipments within the identified time frame.

10-13. UNSATISFACTORY SERVICE:

A. The Government reserves the right to immediately remove the primary TSP for the duration of this RFO for unsatisfactory service.

B. The selected TSP will be responsible for providing fully satisfactory service from origin to destination, whether by direct or joint-line service.

C. 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.

10-14. WITHDRAWAL AND/OR REMOVAL OF SELECTED TSPS:

A. After the selection and notice is given to the primary TSP, the Government will require that the selected TSP honor the arrangement under this RFO until the 2 year expiration date of the RFO.

B. When a situation requires that the selected TSP be removed or the TSP voluntarily decides to withdraw from participation in traffic movements identified in this RFO, the TSP will reman obligated as primary TSP until such time as GSA assigns alternate TSP responsibility and has established a definite start-up date.

10-15. NOTIFICATION PRIOR TO DELIVERY: As an exception to Item 40, Prelodging, of the 100-D, National Rules Tender, GSA Standard Tender of Service, when notification prior to delivery is required, TSP will, without additional charge, provide notice of arrival to the various ordering activities in accordance with instructions provided on the BL and/or as is required by the requesting activity.

10-16. PROOF OF DELIVERY:

A. TSP agrees to furnish a report of delivery of all shipments to Mr. Mark Dooley, on a monthly basis, at no additional cost. The report will be submitted within ten calendar days of the following month. The report may be submitted via:

e-mail: mark.dooley@gsa.gov
fax: 609-499-4904
regular mail: Traffic Department
Attn: Mark Dooley
1900 River Road
Burlington, NJ 08016

B. The report will be in BL number sequence and include delivery and/or offer date in calendar month, day, and year format.

C. Monthly, at no additional cost, TSP will provide no more than 5 percent legible, hard copy Proof of Deliveries (PODs) to Mr. Mark Dooley at the above e-mail, fax, or regular mail address. PODs will be selected randomly by Mr. Dooley.

10-17. NOTIFICATION OF SHIPMENT DISCREPANCIES: The TSP agrees to notify consignor of any shipment discrepancies (overages and shortages) within 24 hours from first 7:00 a.m. after date of delivery, excluding Saturday, Sundays, and Federal Holidays.

10-18. EXCLUSIVE USE OF VEHICLE:

A. Upon request of the shipper and by mutual agreement with the TSP, the TSP will furnish a vehicle assigned to and exclusively used by the TSP for transportation of shipment. BLs bearing a notation indicating that the shipper requests exclusive use must be provided for each vehicle.

B. The shipment will be transported in the same vehicle from origin to destination without transfer of lading, except in case of mechanical breakdown. Shipper, at own option, may apply seals to the vehicle with instructions that vehicle remain sealed until delivery.

C. The charge for exclusive use of vehicle will be subject to the actual weight at the applicable rate.

D. The TSP agrees that failure to meet Required Delivery Dates may result in removal as primary TSP.

10-19. EXPEDITED SERVICE:

A. The weight estimates in this RFO and this SFI include only routine movement requirements. Estimates shown do not include high-priority shipments requiring expedited service (exclusive use of vehicle). However, GSA, by mutual agreement with the TSP, may utilize a TSP to any destination in CONUS requiring expedited service under exclusive use of vehicle provisions named in Paragraph 10-18.

B. If the primary TSP does not wish to provide expedited service (exclusive use), an alternate TSP may be offered shipments under the conditions of Paragraph 10-19.A., above.

10-20. SEALING OF VEHICLE:

A. Except shipments for which the BL is annotated “Exclusive use of vehicle requested by the Government” or “Do not break seal except in case of emergency or upon prior authority of the consignor or consignee. If broken for emergency reasons, apply TSP seals as soon as possible and immediately notify the consignor and consignee,” the application of seals/locks and the recording of seal numbers in the block provided on the BL will not, in itself, require exclusive use of the vehicle.

B. When a seal or lock is applied to TSP conveyance, exclusive use will not be accorded the shipment unless the BL is annotated as shown in Paragraph 10-20.A. Seals or locks may be removed at TSP option.

C. Vehicles sealed either by the shipper or by the TSP, for TSP convenience, may not be construed as requiring exclusive use.

10-21. DETENTION TIME FOR TRAILERS SPOTTED WITH POWER UNITS: In addition to the terms, conditions, and charges identified in Item 325, Detention – Vehicles with Power Units, of the 100-D, National Rules Tender, of the Standard Tender of Service, the following apply:

A. The TSP agrees to arrive at the EDC loading door at times specified by the shipper. Normal arrival times will be between 7:30 a.m. and 3:30 p.m., Monday through Friday.

B. The TSP agrees to allow an additional 60 minutes added to the time allowed above for preparation of documents when necessary at no extra charge.

C. Loading time will consist of any time required to load after vehicle is positioned to load, as requested, at the designated loading door and ends when all freight consigned has been loaded in vehicle and billed.

D. Detention at origin shall consist of any time TSP's vehicle is required to be at terminal location in excess of time allowance stated in Item 325 (1) B. of the 100-D, plus additional time under Paragraph 10-21.B. Charges for detention will be billed and submitted separately and not included on the BL tendered for shipment. These bills will be properly certified for payment by GSA Depot Traffic Manager.

10-22. IDENTIFICATION OF NON-ALTERNATING SERVICE AREA CODES: Only those rate offers submitted by the Initial Filing due date identified in Section 1, Paragraph 1-2.A will be considered for acceptance.

A. Identification of Truckload Routes: Only Truckload rate offers will be accepted for the following EDC Service Area Codes.

TRUCKLOAD ROUTES								
Service Area Code	Destination Code	Service Area Description	Route No.		Service Area Code	Destination Code	Service Area Description	Route No.
EDCAL	AL	ALABAMA	017		EDCNC	NC	North Carolina	017
EDCAR	AR	ARKANSAS	030		EDCND	ND	North Dakota	031
EDCAZ	AZ	ARIZONA	037		EDCNE	NE	NEBRASKA	029
EDCCA	CA	CALIFORNIA	018		EDCNH	NH	New Hampshire	049
EDCCO	CO	COLORADO	038		EDCNJ	**NJ***	New Jersey	006
EDCCT	CT	CONNECTICUT	045		EDCNM	NM	New Mexico	037
EDCDE	**DE****	DELAWARE	008		EDCNV	NV	NEVADA	037
EDCFL	FL	FLORIDA	017		EDCNY	**NY***	NEW YORK	001
EDCGA	GA	GEORGIA	017		EDCOH	OH	OHIO	033
EDCIA	IA	IOWA	031		EDCOK	OK	OKLAHOMA	040
EDCID	ID	IDAHO	029		EDCOR	OR	OREGON	039
EDCIL	IL	ILLINOIS	031		EDCPA	**PA****	Pennsylvania	009
EDCIN	IN	INDIANA	031		EDCRI	RI	Rhode Island	046
EDCKS	KS	KANSAS	030		EDCSC	SC	South Carolina	017
EDCKY	KY	KENTUCKY	041		EDCSD	SD	South Dakota	031
EDCLA	LA	LOUISIANA	040		EDCTN	TN	TENNESSEE	017
EDCMA	MA	Massachusetts	047		EDCTX	TX	TEXAS	040
EDCMD	MD◈	MARYLAND	015		EDCUT	UT	UTAH	038
EDCME	ME	MAINE	050		EDCVA	**VA***◈**	VIRGINIA	056
EDCMI	MI	MICHIGAN	032		EDCVT	VT	VERMONT	048
EDCMN	MN	MINNESOTA	031		EDCWA	WA	Washington	039
EDCMO	MO	MISSOURI	030		EDCWI	WI	Wisconsin	031
EDCMS	MS	MISSISSIPPI	017		EDCWV	WV	West Virginia	057
EDCMT	MT	MONTANA	029		EDCWY	WY	WYOMING	029

***Refer to Enclosure 1 for excluded shipments to Manhattan, Bronx, Brooklyn, Queens, Staten Island, Long Island, NY, and Northern New Jersey**

****Rate offered will exclude shipments to New Cumberland Army Depot, New Cumberland, PA**

*****Rate offered will exclude shipments to Naval Supply Center, Norfolk, VA**

******Rate offered will exclude shipment to Dover AFB, Dover DE**

◈ Refer to Enclosure 2 for excluded shipments to Washington, DC

B. Below is historical traffic volume for 2009 (approximately) for the identified EDC destinations. These figures represent TL shipments. 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 estimates to materialize will not constitute a basis for rate adjustments

Eastern Distribution Center, Burlington, NJ Traffic Profile for TL ROUTES					
Estimated Annual Number of Shipments by Weight-break and Total Weight Shipped By Route					
Dest. State	20M	30M	40M	Total Shipments	Total Weight
EDC01 NY*,CT,RI,MA,VT,NH,ME	25	15	10	50	1,091,639
EDC02 NJ*,DE****,PA**,VA***,MD,WV	204	29	29	262	5,706,835
EDC03 AL, FL, GA, MS, NC, SC, TN,LA,OK,TX,AR	215	58	39	312	5,791,995
EDC04 KS,MO,NE,IA,IL,IN,MN,ND,SD,WI,MI,KY,OH	61	14	30	105	2,401,858
EDC05 ID,MT,WY,AZ,NV,NM,CO,UT,OR,WA,CA	30	15	4	49	907,708

C: Identification of Less-than-Truckload Routes: Only Less-Than-Truckload rate offers will be accepted for the following EDC Service Area Codes.

LESS-THAN- TRUCKLOAD ROUTES								
Service Area Code	Destination Code	Service Area Description	Route No.		Service Area Code	Destination Code	Service Area Description	Route No.
EDC40	40	ALABAMA	017		EDC65	65	North Carolina	017
EDC41	41	ARKANSAS	030		EDC66	66	North Dakota	031
EDC42	42	ARIZONA	037		EDC67	67	NEBRASKA	029
EDC43	43	CALIFORNIA	018		EDC68	68	New Hampshire	049
EDC44	44	COLORADO	038		EDC69	**69***	New Jersey	006
EDC45	45	CONNECTICUT	045		EDC70	70	New Mexico	037
EDC47	47	DELAWARE	008		EDC71	71	NEVADA	037
EDC48	48	FLORIDA	017		EDC72	**72***	NEW YORK	001
EDC49	49	GEORGIA	017		EDC73	73	OHIO	033
EDC50	50	IOWA	031		EDC74	74	OKLAHOMA	040
EDC51	51	IDAHO	029		EDC75	75	OREGON	039
EDC52	52	ILLINOIS	031		EDC76	76	Pennsylvania	009
EDC53	53	INDIANA	031		EDC77	77	Rhode Island	046
EDC54	54	KANSAS	030		EDC78	78	South Carolina	017
EDC55	55	KENTUCKY	041		EDC79	79	South Dakota	031
EDC56	56	LOUISIANA	040		EDC80	80	TENNESSEE	017
EDC57	57	Massachusetts	047		EDC81	81	TEXAS	040
EDC58	**58◈**	MARYLAND	015		EDC82	82	UTAH	038
EDC59	59	MAINE	050		EDC83	**83◈**	VIRGINIA	056
EDC60	60	MICHIGAN	032		EDC84	84	VERMONT	048
EDC61	61	MINNESOTA	031		EDC85	85	Washington	039
EDC62	62	MISSOURI	030		EDC86	86	Wisconsin	031
EDC63	63	MISSISSIPPI	017		EDC87	87	West Virginia	057
EDC64	64	MONTANA	029		EDC88	88	WYOMING	029

***Refer to Enclosure 1 for excluded shipments to Manhattan, Bronx, Brooklyn, Queens, Staten Island, Long Island, NY, and Northern New Jersey**

◈ Refer to Enclosure 2 for excluded shipments to Washington, DC

10-23. HISTORICAL TRAFFIC VOLUME AND INFORMATION:

A. Below is historical traffic volume for 2009 (approximately) for the identified EDC destinations. These figures represent LTL shipments. 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 estimates to materialize will not constitute a basis for rate adjustments.

Eastern Distribution Center, Burlington, NJ Traffic Profile for LTL								
Estimated Annual Number of Shipments by Weight-break and Total Weight Shipped By Route								
Service Area Code Destination. State(s)	Minimum Charge	5C	1M	2M	5M	10M	Total Shipments	Total Weight
EDC18 AL, FL, GA, MS, NC, SC, TN	2,898	880	2,810	1,964	1,386	376	10,314	12,024,964
EDC12 AR, KS, MO	386	75	304	225	158	39	1,187	1,357,894
EDC07 AZ,NV,NM	50	11	18	10	4	0	93	48,715
EDC10 - CA	302	82	213	183	154	64	998	1,409,159
EDC08 CO, UT	54	11	19	23	7	0	117	81,790
EDC25 - CT	134	36	105	80	44	4	403	357,564
EDC21 - DE	23	8	22	32	10	-	95	91,266
EDC13 IA, IL, IN, MN, ND, SD, WI	683	140	624	429	273	93	2,202	2,284,665
EDC06 NE, WY, ID, MT	16	9	8	1	2	-	36	17,316
EDC15 - KY	240	85	291	269	192	47	1,124	1,533,573
EDC09 LA, OK, TX	452	133	418	269	217	79	1,568	1,972,099
EDC27 - MA	138	39	155	88	59	14	493	523,485
EDC24 - MD	274	82	237	129	136	29	887	1,013,451
EDC30 - ME	124	27	98	61	32	11	353	333,723
EDC14 - MI	178	24	88	56	25	5	376	267,445
EDC29 - NH	35	6	12	20	20	-	93	94,085
EDC20 - NJ	88	31	94	105	68	22	408	607,549
EDC19 - NY	211	59	199	165	88	27	749	842,780
EDC16 - OH	195	41	141	103	61	5	546	463,218
EDC11 - OR, WA	92	34	49	32	23	6	236	200,671
EDC22 - PA	379	72	319	232	203	58	1,263	1,592,888
EDC26 - RI	30	17	43	33	10	1	134	118,113
EDC23 - VA	441	118	472	308	201	42	1,582	1,743,281
EDC28 - VT	34	9	23	18	5	1	90	67,958
EDC-17 - WV	119	27	106	115	52	12	431	487,930

SECTION 11
FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS VIA FTP

11-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: TSPs or RFSPs submitting rate offers for the identified NIB/NISH Work Centers, WDC & the EDC **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) instructions located in Section 12 or via the rate filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs or RFSPs submitting rate offers via FTP must also adhere to format requirements contained in this Section 11. TSPs filing rate offers via TMSS can use the TMSS help screens. Please not that this Section 11 can also provide general information to those TSP's utilizing TMSS to create their rate offers within TMSS online rate filing. Submissions received from TSPs or RFSPs not conforming to FTP or TMSS record requirements will not be accepted by TMSS and the TSP or RFSP will notified as identified in Section 1-2.**C**.

11-2. HEADER RECORD FORMAT REQUIREMENTS: In addition to each TSP's rate records, for all rate offers filed in accordance with this RFO TSP's 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 TSP's 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 TSP's represented by a Broker. Underlying carriers must also be approved within the TMSS system. Each 'F3' record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional 'F3' record.

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]
TSP's Name	45	8-52	Name of TSP participating in this RFO
Separator	1	53-53	\ [backslash]

Record Field	Maximum Positions	Positions	Contents
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20091101
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]
TSP's Government Representative	45	88-132	Name of TSP's 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 FTP file transmission and confirmation

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

Repeat Formatting Process Until All Underlying TSP's 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.

11-3. RATE RECORDS:

A. 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 or Intrastate Basis:

Record Field	Maximum Positions	Positions	Contents
Rate Type	2	1-2	Always enter B2
TSP's Tender Number	4	3-6	TSP 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 (,)
Agency ID	5	8-12	SROs for NIB/NISH, EDC & WDC; Enter appropriate NIB/NISH – Agency Code or appropriate EDC, WDC Service Area Code NAL01… EDC05… WDC02
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State (state in which the appropriate NIB/NISH Work Center is located or for Eastern Distribution Center and/or WDC)
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State (state in which the appropriate; NIB/NISH Work Center ships to (CONUS) or Codes 50 & 53; or EDC, WDC destination code
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 that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	45-45	Use a comma (,)
Email ID	45	46-90	**MANDATORY** Email ID 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. A Percent of Minimum Charge **must** be entered if a Percent of LTL is offered. **Not applicable to EDC01 – EDC05, EDC31-EDC34, EDC37.**
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: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. **Not applicable to EDC01 – EDC05, EDC31-EDC34, EDC37**
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). **Not applicable to EDC06 – EDC30, EDC35, EDC36**
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. **Not applicable to EDC06 – EDC30, EDC35, EDC36**
Separator	1	110-120	Spaces
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, TSP's 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. ****. For the EDC, the percentage offered for Item 40, Prelodging will not apply.**

11-4. 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.                    \20091101\123456789\98654321\1234\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                   \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,115,045000          100  see 11-3.A.for required
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  item percentages in
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,135,045000          100  pos. 121-123 & 124-252
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,EDC05,NJ,05,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,090,045000          100
C3ABC2,CDC30,CA,30,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,115,050000          100
C3ABC2,CDC34,CA,34,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,180,045000          100
```

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

1. First Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20091101\123456789\98654321\1234\JOHN K DOE
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,115,045000          100  see 11-3.A.for required
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  item percentages in
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,135,045000          100  pos. 121-123 & 124-252
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,EDC05,NJ,05,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,090,045000          100
```

2. Second Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                    \20091101\123456789\98654321\1234\JOHN K DOE
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  see 11-3.A.for required
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  item percentages in
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  pos. 121-123 & 124-252
B2ABC1,NAL02,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,EDC05,NJ,05,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,090,045000          100
```

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

```
F1ABCD\ABC BROKER SERVICE INC                     \20091101\123456789\98654321\1234\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                   \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
F3BBBB\CCCC\DDDD\EEEE\FFFF\  only 50 SCACS can be recorded per "F3" line
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,115,045000          100  see 11-3.A.for required
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  itempercentages in
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,135,045000          100  pos.121-123 & 124-252
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,EDC07,NJ,07,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC3,EDC08,NJ,08,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC3,EDC09,NJ,09,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC3,EDC10,NJ,10,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
B2ABC3,EDC11,NJ,11,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,000,000000          100
C3ABC2,CDC30,CA,30,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,115,050000          100
C3ABC2,CDC34,CA,34,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                        ,180,045000          100
```

SECTION 12
ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

12-1. SUBMISSION INSTRUCTIONS: All electronic rate transmissions submitted in accordance with Sections 9 & 10 of this RFO and its Filing Instructions (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 your company intends to transmit its rate offer(s) via JUpload without utilizing the services of a Rate Filing Service Provider (RFSP) and your company does not already have an assigned **User ID and Password** to access the JUpload, you will need to notify the PMO 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 your company a User ID and Password will be emailed, so please be sure to include your company's email address when submitting your 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.

A. FORMAT REQUIREMENTS**:** Electronic format requirements as set out in this RFO and this FI must be strictly adhered to. Submissions received from TSPs and RFSPs not conforming to format requirements identified in Section 9 and 10will be found unacceptable.

B. FILE PREPARATION**:**

In order to transfer the file via the 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.

12-2. 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 RFO and this FI. Extensions like **.FRT** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
TSP's SCAC	4	1-4	***RFSP***: If transmitting rates on behalf of a TSP, enter **TSP's** 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 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 or RFSP, you are unsure as to your TSP's SCAC/RFSP 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, respectively, 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 TSP's directory on the JUpload 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; therefore, it is extremely important that files submitted on the same day have different names.

12-3. ACCESSING THE JUpload:

If TSPs choose not to use the rate filing module within TMSS 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. GSA "WILL NOT" accept or process rate offers submitted via FTP.

A. In order to access the Rate File Upload module, your TMSS 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 Info 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 nee 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 NIB/NISH 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: Agency Specific Rates for _____." 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. Any changes made prior to the user receiving the e-mail WILL NOT be saved. DO NOT make any changes until receiving the e-mail that the request has been 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 in this RFO.

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.

12-4. 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 further information on how to check your directory where the files are uploaded to the server and follow the instruct\ions.

12-5. CONFIRMING RATE TRANSMISSIONS:

Every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm CST, an automated process will search the rate files uploaded by TSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP's email address OR the RFSP's 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 TSP's or RFSP's GSA JUpload 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 the "File Download" link from the TMSS main page and download the error file(s), if any. If appropriate, TSP's will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.C. of this RFO and its 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 of October 1, 2006 and April 13, 2009. These rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offer created using TMSS are validated in real time.