

SECTION 3 NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.

TSPs may file non-alternating, agency specific offers as identified below. Non-alternating offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted offer. By submission of a rate offer under this RFO Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof (RFO Section 2-4).

3-2 Department Of Veterans Affairs (VA) – Domestic (DVADC)

TSPs submitting offers in accordance with RFO Section 3-2, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-2.1. Released Valuation.

In lieu of released value as provided for in Item 190-1 of the GRT, supplements thereto and reissues thereof, all domestic VA shipments shall be released at \$6.50 with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.

3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$6.50 for domestic shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of domestic shipments released value of \$6.50 times the weight or \$117,000.00 whichever is less.

3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$6.50 per pound released value or \$117,000.00 whichever is less.

3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA domestic shipments shall be subject to a 110% weight variance.

3-2.4. Rate Basis.

By submission of a rate offer under RFO Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.

The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

3-3 Department Of Veterans Affairs (VA) – International (DVADC)

TSPs submitting offers in accordance with RFO Section 3-3, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1.

3-3.1. Released Valuation.

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, all international VA shipments shall be released at \$8.50 with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.

3-3.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 for international shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of international shipments released value of \$8.50 times the weight or \$153,000 whichever is less.

3-3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$8.50 per pound released value or \$153,000.00 whichever is less.

3-3.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

3-3.4. Volume.

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

**SECTION 3
NON-ALTERNATING - SPECIAL AGENCY PROVISIONS**

3-4. Department of State (DOS) – International (DOSDC)

3-4.1. General

TSPs submitting offers in accordance with RFO Section 3-4 may file offers applicable between the points specified in RFO Section 5-2 and 5-3, and identified as Agency Specific Codes in RFO Section 5-1. DOS will only accept corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. The selection of the origin agent (s) will be at the sole discretion of the corporate level management.

3-4.1.1. Shipment Reporting

All TSPs offering rates will be required to provide weights and pieces within five calendar days for UAB shipments and seven calendar days for surface shipments from the day after the shipment is picked up. Routing details must be provided within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted from post. Delivery information must be provided within one business day after the shipment is delivered to SIT or residence. A copy of the reporting form can be found in exhibit 3.

Reports must be submitted to the DOS office via e-mail to: TTMContracts@state.gov. In addition, a copy of the shipping details must be provided by the ITGBL Forwarder to all parties involved: the destination agent, the employee, the Despatch Agency, and to the Post GSO. DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates. Our agency reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the above provisions.

3-4.1.1. (A) General - Use of Agents

1. For all shipments, the TSP must provide their selected local agent to the booking counselor within 24 hours from the time the initial booking was received.
2. **Use of Domestic Agents:** If services are being performed within the Washington, DC Metro area (defined as the 50 miles radius of the Washington monument), the forwarder is requested to utilize one of the local Non-temp storage (NTS) pack and crate companies if the employee has a permanent storage shipment. This will minimize the number of companies in the employee's residence. If there is no NTS shipment, or if the shipment is originating outside the Washington DC Metro area, the TSP may select an agent of their choosing.
3. **Use of International Agents:** TSPs may only use those designated agents abroad as defined under Section 9 of the Request for Offer, The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.
4. **SCAC Code:** All Transportation Service Providers used as agents in the United States must be registered with the Directory of Standard Multi-Modal Transportation Service Provider (NMFTA) and have an active SCAC code. In addition TSPs must be registered and in good standing with the Better Business Bureau. Your packing company SCAC code must be unique to your organization and different from any of your affiliates.

3-4.1.2. Weight Variance

In lieu of the weight variance of 115%, as provided for in Section 2-7.12 of this RFO, all international shipments shall be subject to a 110% weight variance.

A copy of the premove survey must be submitted to the booking counselor and ALMArchive@state.gov, The subject line of the email must contain Work Order (BOL) number, shipment type, last name of the employee and "Premove Survey". The weight on the survey must be reported as part of the reporting procedures under 3-4.1.1 above.

3-4.1.3. Storage in Transit charges

Where storage and warehouse handling charges apply, based on location of the warehouse where storage in transit service is provided, SIT rates utilized are those of the destination point shown again on the GBL rather than the actual point of storage.

3-4.2. Household Goods

The percentage (%) cited in the submitting TSPs offer for the surface HHG represents a single-factor rate, based on the Base-Line Rates specified in Section 2-7.2.2.6, per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, Section 10 and RFO Section 3-4.6. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. The minimum weight is 1,000 pounds.

HHE that is sent by air should be billed at the filed rate for UAB. UAB guidelines concerning minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

3-4.2.1. Services included in rate

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All liftvans must be of new wood and in compliance with the ISPM#15 Standard.
2. Servicing of appliances, except third party service.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge.
6. Ferry, tunnel and bridge charges/tolls.
7. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rates. This includes all charges associated with pickup/delivery and warehouse related charges.
8. All rate offers solicited for the DOS must incorporate the following accessorial services:
 - ATC Charges
 - All long carry charges at origin
 - All long carry charges at destination
 - All stair carries
 - One-time elevator charge
 - All charges associated with heavy or bulky items, to include piano/organ.
 - All charges for shuttle service
 - Crating up to \$250 (any amount above this must be approved by DOS)
 - All charges associated with the pick up from Mini Storage facilities
 - Cost of special motorcycle container (Clip-Lok)
 - Bunker, War and Security Surcharges including 10-2 Rule Fees
 - All sea and air fuel surcharges
 - Television box requirements as identified in Section 2-7.2.2.1.2
9. All land, water, and air transportation, **EXCEPT** 3-4.2.2.below:

3-4.2.2. Services excluded from rate that require pre-approval for payment

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents, or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.

3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO, will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Port congestion surcharges.
6. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

3-4.3. Transit Times on International Shipments For HHE, CNS and POV

In lieu of the transit times identified in Section 12 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments to and from the United States and foreign countries:

Country	R D D	Country	R D D	Country	R D D
AFGHANISTAN	60	GERMANY	59	NORWAY	55
ALBANIA	66	GHANA	61	OMAN	62
ALGERIA	60	GREECE	66	PAKISTAN	74
ANGOLA	75	GRENADA	56	PALAU	60
ARGENTINA	62	GUATEMALA	58	PANAMA	58
ARMENIA	61	GUINEA-BISSAU	61	PAPUA NEW GUINEA	73
AUSTRALIA	75	GUYANA	61	PARAGUAY	62
AUSTRIA	59	HOLY SEE	45	PERU	61
AZERBAIJAN	60	HONDURAS	58	PHILIPPINES	75
AZORES	60	HONG KONG	64	POLAND	59
BAHAMAS	45	HUNGARY	56	PORTUGAL	60
BAHRAIN	59	ICELAND	52	QATAR	59
BANGLADESH	77	INDIA	74	ROMANIA	66
BARBADOS	45	INDONESIA	73	RUSSIA	59
BELARUS	66	IRAN	60	RWANDA	75
BELGIUM	56	IRAQ	60	SAUDI ARABIA	61
BELIZE	58	IRELAND	57	SCOTLAND	60
BENIN	61	ISRAEL	61	SENEGAL	61
BERMUDA	45	ITALY	56	SERBIA	66
BOLIVIA	60	JAMAICA	45	SIERRA LEONE	75
BOSNIA -HERZEGOVINA	54	JAPAN	63	SINGAPORE	71
BOTSWANA	61	JORDAN	61	SLOVENIA	59

GSA 2009-20010 Request for Offers
 Centralized Household Goods Traffic Management Program (CHAMP)

BRAZIL	60	KAZAKHSTAN	75	SLOVAK REPUBLIC	60
BRUNEI	75	KENYA	75	SOMALIA	65
BULGARIA	66	KOREA	67	SOUTH AFRICA	75
BURKINA FASO	75	KOSOVO	57	SPAIN	59
BURUNDI	75	KUWAIT	59	SRI LANKA	74
CAMBODIA	73	KYRGYZSTAN	60	SUDAN	60
CAMEROON	75	LAO PEOPLE'S DEMOCRATIC REP	73	SURINAME	61
CAPE VERDE	60	LATVIA	56	SWAZILAND	60
CENTRAL AFRICAN REPUBLIC	75	LEBANON	61	SWEDEN	55
CHAD	75	LESOTHO	60	SWITZERLAND	60
CHILE	62	LIBERIA	60	SYRIAN ARAB REPUBLIC	61
CHINA	75	LIBYA	60	TAIWAN	64
COLOMBIA	61	LITHUANIA	66	TAJIKISTAN	60
CONGO	75	LUXEMBOURG	56	TANZANIA	75
COSTA RICA	56	MACEDONIA	60	THAILAND	73
COTE D'IVOIRE	60	MALAGAY REPUBLIC	75	TOGO	60
CROATIA	56	MALAWI	75	TRINIDAD AND TOBAGO	51
CUBA	45	MALAYSIA	71	TUNISIA	56
CYPRUS	66	MALI	61	TURKEY	70
CZECH REPUBLIC	59	MALTA	46	TURKMENISTAN	75
DENMARK	55	MARSHALL ISLANDS	60	UGANDA	75
DJIBOUTI	61	MAURITANIA	61	UKRAINE	75
DOMINICAN REPUBLIC	45	MAURITIUS	60	UNITED ARAB EMIRATES	62
EQUADOR	51	MEXICO	48	UNITED KINGDOM	57
EAST TIMOR	60	MICRONESIA	56	URUGUAY	60
EGYPT	60	MOLDOVA, REPUBLIC OF	60	UZBEKISTAN	75
EL SALVADOR	58	MONGOLIA	60	WESTERN SAMOA	60
EQUATORIAL GUINEA	60	MONTENEGRO	60	VENEZUELA	61
ERITREA	60	MOROCCO	59	VIET NAM	73
ESTONIA	55	MOZAMBIQUE	60	YEMEN	75
ETHIOPIA	75	MYANMAR	67	ZAIRE	75
FIJI	73	NAMIBIA	61	ZAMBIA	75
FINLAND	55	NEPAL	77	ZIMBABWE	75
FRANCE	56	NETHERLANDS	56		
GABON	61	NEW ZEALAND	74		
GAMBIA	60	NICARAGUA	56		
GEORGIA	60	NIGER	75		
		NIGERIA	75		

3-4.3.1. Transit Times on International Shipments for UAB and HHE by air

Required delivery dates for UAB and HHE by air shipments is 18 Days.

3-4.3.2. Transit Times on International Shipments

Required delivery dates for shipments going between international locations are limited to 60 days. This RDD will be adjusted as historical data becomes available to validate and adjustment.

3-4.3.2 (A). Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of Paragraph 11-1.4. Late Delivery Reduction)

A late delivery reduction of \$100.00 per day will be payable to the Federal agency paying the transportation charges, for each calendar day or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 3-4.3 of the RFO, subject to the following items: (1) When the Government and the participant mutually agree to a transit time longer than the transit time as shown in this HTOS, the penalty will begin on the day after the agreed date; (2) When the Government and the participant mutually agree to a transit time chart other than the chart in this HTOS, the penalty will begin on the day after the agreed date; (3) When a shipment consigned to Storage-in-Transit (SIT) at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery; (4) This item will apply only for shipments which: (a) weigh or are rated at 1000 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year; OR. (b) weigh or are rated at 1500 pounds or more that are picked up during the period from May 15 through September 30 of each year; (5) This item will not apply if delay is caused by reasons beyond the participant's control, described as "Impractical Operation" in the participant's governing Government Rate Tender; (6) This item will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction; (7) This item will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20) percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow); (8) This item will apply when reconsignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination; (9) The total reimbursement shall not exceed an amount equal to total charges for the shipment, excluding SIT; (10) This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the participant.

3-4.3.3. Calculating Transit Times

Transit times will be calculated from the last day of pick up until the shipment is available for delivery. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. The request to forward shipment to post must be made within three business days after pack out is completed.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office and TTMContracts@state.gov. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. A monthly report will be provided to all ITGBL providers listing total shipments completed within the calendar year and RDD statistics. Forwarders will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report.

3-4.4. Application of International Rates for Specific Cities within South Africa and Brazil

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable to and from specific points within the country of South Africa and Brazil, as identified below. City codes are identified in RFO Section 5-3.

Cape Town, Durban, Johannesburg, Pretoria,
Brasilia, Rio De Janeiro, Recife, Sao Paulo,

3-4.5. Released Valuation –International

3-4.5.1. Transportation

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer surface shipments being released at a base value of \$8.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.6. Excess Released Value

3-4.6.1. Transportation

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$8.50 times the weight.

3-4.6.2. Storage-in-Transit

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$8.50 per pound released.

3-4.7. International Volume

The DOS is estimating that the volume of shipments under this RFO is 9,000 shipments.

3-4.8. Forms required for the exportation of POV

Exhibit 1 List of Forms

Exhibit 2 Power of attorney format

Exhibit 3 Reporting form (from 3-4.1.1)

Exhibit 4 Reporting locations

3-4.9. Instructions for Lift Vans to be used for shipment of Household Effects

Containers/Lift Vans to be used for a surface shipment of household effects must be new soundly constructed of ¾ inch plywood, lined with a waterproof barrier, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipments. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The Department of State will not accept containers constructed of Oriented Strand Board (OSB). The dimensions of a standard container/lift van is 87 x 47 x 87 inch. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Lining and Banding of All Shipping Containers

A. The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the Department of State before use.

B. Steel tension banding shall be applied tightly and securely to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/4 inch) in width by .0889 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by .0889 centimeters thick (.035 inch) shall be used.

C. Containers 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the container. Containers over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girthwise, parallel to the base, around the four sides of the container, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to insure stability or to bridge unsupported spans.

3-4.10. Preparation of Unaccompanied Air Baggage (UAB) for Shipment

A. All articles shall be packed into a shipping container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.

B. All cartons, boxes, wrapping and cushioning materials, and shipping containers used by the contractor in the performance of services under this contract shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.

C. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cube (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is 1/2 inch.

D. If there are articles that are too large to fit into the standard containers, the contractor must first notify the Transportation Advisory Section to determine if those items are allowable.

E. The maximum weight of any packed container shall not exceed 90.72 Kilograms gross weight (200 pounds) without prior approval of the authorizing Government Agency.

F. All packed baggage must be completely wrapped in a reinforced kraft-asphalt-kraft waterproof material prior to banding.

G. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.

H. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Government Agency. The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage.

I. D containers are not to be use.

3-4.11 Shipment of Alcohol via Air, Due to the many varied air restrictions for each country the shipment of alcoholic beverages by air is strictly prohibited.

3-5. Department of State (DOS) – Domestic (DOSDD)

3-5.1. General

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-5.2. Released Valuation – Domestic

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer shipments being released at a base value of \$6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.3. Excess Released Value

3-5.3.1. Transportation

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.50 times the weight.

3-5.3.2. Storage-in-Transit

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$6.50 per pound released.

3-5.4. Application of Rate Offers

All domestic rate offers solicited for the DOS must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to \$250 (any amount above this must be approved by DOS)
- All uncrating
- Extra labor, long carry and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves

3-5.6. Domestic Volume

The DOS is estimating that the volume of shipments under this RFO is 2,500 shipments.

3-5.7. Storage In Transit (SIT)

Service providers are required by the DOS to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DOS is instructing the carrier that any shipment placed in SIT outside the 50-mile radius will be considered SIT at carriers convenience (HTOS 7-4.4.2). Under the HTOS, carriers are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

(SPECIAL) SPECIAL SERVICES THAT APPLY TO TWO OR MORE SECTIONS

3-5.8. Billing through Department of State Domestic and International

Power Track Participation

TSPs submitting offers under RFO Section 3-5 must participate with Power Track. Questions regarding Power Track usage/participation or delayed payments may be forwarded to TransportationQuery.gov

3-5.9. Excess weight charges - Domestic and International.

Our agency will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200) Overweight shipments: If a shipment is overweight the proper procedure is to put the shipment on hold and notify the booking counselor of the shipment being overweight, a status report should also be sent in at this time. If the rate is on file with TMSS you should not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate from TMSS and collect from the employee. If it was an OTO bid, the overweight cost should be quoted to the booking office. All collections should be handled by DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** Weights should be reported 100% accurately and not falsified to fit the employee's entitlement. Once payment has been received, DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

3-6. Shipment of Boats/Kayaks/Canoes – Domestic and International

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

3-6.1. Packed By Owner - Domestic and International

TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-6.2. Shipment Tracking - Domestic and International

All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-6.3. Claims Report – Domestic, International and DOSBG

At the end of each tender cycle the TSP is required to submit a Claims report showing all claims paid during that tender period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

3-6.4. Staffing Requirement - Domestic and International

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country.

3-6.5 Multiple Tender Numbers: A TSP may not submit multiple tender numbers when submitting rates for international or domestic moves. Only one tender number may be submitted for domestic and one for International. Submission of multiples could result in DOS selecting only one or not selecting any at all.

3-6.6 Additional TSP Responsibilities

The (ITGBL Freight Forwarder's) TSP's vehicle **MUST** be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

TSP's personnel must have company issued Identification and in presentable company issued uniforms when performing work.

3-7. Department of State (DOS) – International (DOSBG) (reserved)

Exhibit 1

THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO
PICKUP OF THE POV:

1. The front and back copy of the title OR a certificate of origin
(Forwarder will have a copy of the CFR 192.2 should U.S. Customs ask for the original title)
2. The original lien release (if the title shows a financial institution)
3. If the name on the title or lien is different than the name on the GBL, attach a copy of the marriage certificate.
4. The Government Bill of Lading (GBL)
5. A copy of the passport
6. A copy of the applicable travel authorization or travel order
7. Two copies of a power of attorney; one must be a notarized original copy (use the generic power of attorney form attached)
8. A copy of a valid driver's license
9. A completed Form JF 49 (State Department form) prepared by the employee. This form contains the required information on POV and pickup location)

Note to Transportation Counselor and Employee: All documents must be in the possession of the freight forwarder at least ten (10) calendar days prior to the pickup date

Note to Forwarder: If ALL documents are not received from the employee at least 10 calendar days prior to the pickup date, immediately notify the counselor and Operations Management at Transportationquery@state.gov that the POV pickup must be cancelled. The employee will provide all of the POV documents to the forwarder except for the JF 49. The employee will provide the JF 49 to the Transportation Counselor

Exhibit 3

Daily ITGBL Shipment Status Report- _____
HHE, UAB, CNS or POV

CARRIER'S NAME: _____

Packing Information Weight and pieces must be reported within five calendar days for UAB and seven calendar days for HHE, CNS and POV from the day after the shipment is picked up. Report should reach the DOS Office via e-mail to: TTMContracts@state.gov

Employee's Name _____
DA Shipment Number (Box 18 of GBL) _____
Pack Begin/Pack End/Pick-up Date _____/_____/_____
Origin/Destination (city, state and country) _____
GBL Number _____
Survey Weight _____
Pieces _____
Gross Weight _____
Net Weight _____
Cube _____
Date Requested Post's Permission to Ship _____
Date Permission Granted _____
*Date Info Emailed to State Department _____

Shipping Information Shipping details must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post.

Date delivered to Pier _____
Port of Origin (no abbreviations) _____
Full Name of Airline/Shipping Lines _____
Ship Name _____
Voyage/Flight Number _____
Departure/Sail Date _____
Port of Discharge (air/sea) no abbreviations _____
ETA at Destination _____
Booking Number or Airway/Master Bill # _____
*Date Info Emailed to State Department _____

Delivery Information: Delivery information must be reported within one business day after the shipment is delivered to SIT or residence.

RDD _____
Date available for delivery (or put in SIT) _____
Date Delivered to Residence _____
Remarks if any (such as delay in Notification, Change Booking Details etc.) _____
*Date Info Emailed to State Department _____

Exhibit 4

Notification Procedures for all DA's for the- Daily ITGBL Shipment Status Report.

- Shipment number starting with DC - send report to ttmcontracts
- Shipment number starting with AI - send report to AID, copy to ttmcontracts and to the counselor
- Shipment number starting with MI - send report to USDA Miami, copy to ttmcontracts and to the counselor.
- Shipment number starting with SE - send report to USDA Seattle, copy to ttmcontracts and to the counselor
- Shipment number starting with EL - send report to USDA ELSO, copy to ttmcontracts and copy to the counselor
- Shipment number starting with BR - send report to USDA Brownsville, copy to ttmcontracts and to the counselor

In addition, please copy ALMOPSRCLC@STATE.GOV for all shipments.