

## APPENDIX C—Forms

This Appendix contains the forms prescribed for use by CHAMP TSPs and the suggested forms used for operating under the terms and conditions of CHAMP. It also contains links to these and other forms required by CHAMP TSPs.

<b>URL Linked Forms</b>	
<b>Form</b>	<b>Link</b>
Household Goods Carrier Evaluation Report	<a href="#">GSA Form 3080</a>
Statement of Accessorial Services Performed	<a href="#">DD Form 619</a>
Statement of Accessorial Services Performed - SIT Delivery and Reweigh	<a href="#">DD Form 619-1</a>
Government Bill of Lading	<a href="#">SF 1103</a>
Government Bill of Lading Correction Notice	<a href="#">SF 1200</a>
Public Voucher for Transportation Charges, SF 1113	<a href="#">SF 1113</a>
Memorandum Copy Public Voucher for Transportation Charges, SF 1113A	<a href="#">SF 1113A</a>
Performance Bond, SF 25	<a href="#">SF 25</a>

<b>Hard Copy Forms</b>		
<b>Form</b>	<b>Alternate Title (if any)</b>	<b>Page</b>
Carrier Request to Participate and Agreement to Abide By the Terms and Conditions of the General Services Administration's Centralized Household Goods Traffic Management Program (CHAMP)	Transportation Service Provider Request to Participate and Agreement	C-3
Transportation Service Provider Commercial Port Level Report		C-5
Justification Certificate for Use of Foreign Flag Vessel		C-8
“Transportation Service Provider Certification Statement of Eligibility for the Award of Contracts for Transportation”	TSP Certification Statement of Eligibility	C-11
General Service Administration Basic Transportation Trading Partner Agreement		C-14

### Transportation Service Provider Request to Participate and Agreement

The following form entitled “Transportation Service Provider Request to Participate and Agreement to Abide by the Terms and Conditions of the General Services Administration’s Centralized Household Goods Traffic Management Program (CHAMP)” shall be submitted with the application process.



### Transportation Service Provider Commercial Port Level Report

If the RTO required, TSPs shall submit this report in accordance with the requirements of Section 11 HTOS.

**COMMERCIAL PORT LEVEL REPORT**

Port of: \_\_\_\_\_ Port Agent: \_\_\_\_\_

Period Ending: \_\_\_\_\_ Date of Report: \_\_\_\_\_

**PART 1. - SHIPMENTS ON HAND**

A. Number of import shipments that have not been picked up for linehaul movement \_\_\_\_\_

B. Number of import shipments that are past the RDD. \_\_\_\_\_

C. Number of export shipments on hand. \_\_\_\_\_

D. Number of export shipments on hand that are past the RDD. \_\_\_\_\_

**PART 2. - NARRATIVE COMMENTS**

Provide comments regarding the following:

Processing Problems \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Availability and Responsiveness of Truckers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customs Problems \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsiveness of Vessel Operators \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Issues \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART 3. - MISSED REQUIRED DELIVERY DATE**

Provide the following information for all on-hand shipments that have missed the RDD:

Relocation Employee's Name	Bill of Lading Number	Final Destination
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PART 4. - MISCELLANEOUS**

Report any specific problems anticipated or encountered in moving personal property to the applicable port.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify this to be a true and accurate report

Company Name: \_\_\_\_\_  
\_\_\_\_\_

Signature and Title of Authorized Official

Date

**Transportation Service Provider Contact Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Justification Certificate for Use of Foreign Flag Vessel

If use of a foreign flag vessel is required to meet Agency shipping requirement for a HHG shipment, the TSP shall submit this report as required by the HTOS.

**GENERAL SERVICES ADMINISTRATION CENTRALIZED HOUSEHOLD GOODS TRAFFIC  
MANAGEMENT PROGRAM**

**JUSTIFICATION CERTIFICATE FOR USE OF FOREIGN FLAG VESSEL**

Date: \_\_\_\_\_

TSP: \_\_\_\_\_

I certify that it (is)(was) necessary to transport the household goods of

\_\_\_\_\_

GBL#

\_\_\_\_\_

between

\_\_\_\_\_

and

\_\_\_\_\_

Enroute from

\_\_\_\_\_

to

\_\_\_\_\_

via the

\_\_\_\_\_

a foreign flag vessel for the following reasons.

\_\_\_\_\_

Explanation (A full explanation is required):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

U.S. General Services Administration  
Household Goods Tender of Service (HTOS)  
August 2010 Edition

Arrival Date: \_\_\_\_\_ Cubic Feet: \_\_\_\_\_  
Gross Weight: \_\_\_\_\_ Net Weight: \_\_\_\_\_  
Freight Charges: \_\_\_\_\_ Per: \_\_\_\_\_

The Thru/GBL rate on file with the General Services Administration will be protected under the terms and conditions of the General Services Administration Household Goods Tender of Service.

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Signature of Authorized Participant Representative \_\_\_\_\_ Date \_\_\_\_\_

Title V, GAO Manual - RESPONSIBILITY OF CERTIFYING OFFICER. Certifying officers have the responsibility in the first instance of determining the acceptability of the foregoing certificate which must be attached to bills involving movements by foreign flag vessels prior to the certification of such bills.

Agency: \_\_\_\_\_

Authorizing Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## TSP Certification Statement of Eligibility

**TRANSPORTATION SERVICE PROVIDER CERTIFICATION STATEMENT OF ELIGIBILITY FOR  
THE AWARD OF CONTRACTS FOR TRANSPORTATION**

A. By submitting this rate tender, the Transportation Service Provider (TSP) certifies that:

(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any agency as a result of a civil judgment or criminal conviction or for any cause from GSA, nor has been placed in temporary non-use status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

B. The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members or close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the TSP's performance of its obligations under its contracts for transportation with the Federal Government.

C. Knowledge required.

The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B), above.

D. Obligation to inform.

The TSP has a continuing obligation to inform the GSA office to which this rate tender is submitted of any change in circumstances which results in its ineligibility for the receipt of contracts for transportation.

E. Erroneous certification.

An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility, may result in a recommendation for administrative action against the TSP. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

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COMPANY NAME

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SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL      DATE

TSP CONTACT

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

TELEPHONE NO :(\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

General Service Administration Basic Transportation Trading Partner Agreement

TSPs applying for approval in CHAMP shall complete this form as directed by the Program Management Office and Section 2 of the HTOS.

Note: The term “participant” as used in this document shall refer to the Transportation Service Provider (TSP).

## General Services Administration

### Basic Transportation Trading Partner Agreement

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Applicability: Check the box below which represents the activity of your firm under this Trading Partner Agreement:

Freight Common Carrier (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)

Household Goods Common Carrier (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)

Freight Forwarder (All paragraphs, except Paragraph 4, of this agreement will apply and are binding.)

Household Goods Freight Forwarder (All paragraphs, except Paragraphs 3 and 5G, of this agreement will apply and are binding.)

Freight Broker (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)

Freight Shipper Agent/Intermodal Marketing Company (All paragraphs, except Paragraphs 4 and 5G, of this agreement will apply and are binding.)

Rate Filing Service Provider (All paragraphs, except Paragraph 5G, of this agreement will apply and are binding.)

#### 3. Freight Reference.

This agreement, in addition to the terms and conditions stated in Paragraph 5, is subject to the terms and conditions of the following documents:

- *GSA Freight Traffic Management Program Standard Tender of Service.*
- *Optional Form 280*
- *GSA Freight Traffic Management Program Request for Offers*

#### 4. Household Goods Reference.

This agreement, in addition to the terms and conditions stated in Paragraph 5, is subject to the terms and conditions of the following documents:

- *GSA Centralized Household Goods Traffic Management Program Tender of Service.*
- *Optional Form 280*
- *GSA Centralized Household Goods Traffic Management Program Request for Offers*

#### 5. Terms and Conditions.

A) GSA will place electronic documents in a publicly accessible website ([www.KC.GSA.GOV/FSST](http://www.KC.GSA.GOV/FSST)) and when warranted in the directory of a confirmed trading partner (trading partner/<SCAC>), hereinafter referred to as *directory*. It will receive documents from confirmed trading partners in each confirmed trading partner's directory via I-FTP. *Receipt by the trading partner is considered to occur when the document is placed in either the public directory or the trading partner's directory, as the case may be.*

## 1. Introduction.

This agreement prescribes the general procedures and policies to be followed when Electronic Commerce (EC) is used for transmitting and receiving requests for offers, rate tenders, or other business information in lieu of creating one or more paper documents normally associated with conducting business with the General Services Administration.

*The General Services Administration (GSA or the agency) will transmit and receive using the File Transfer Protocol (FTP) of the Internet network (I-FTP) such transaction sets (documents) as it chooses and as established by the governing tender of service or the request for offers.* These transaction sets will be transmitted to those firms, organizations, agencies, or other entities (trading partners) recognized by GSA that agree to accept such documents and to be bound by the terms and conditions contained in those documents, this agreement, and any applicable tender of service.

## 2. Purpose.

This agreement is to ensure that all EC obligations are legally binding on all trading partners. Further, the use of any electronic equivalent of a standard business document referenced in Paragraphs 3 and 4 will be deemed an acceptable business practice and that no trading partner will challenge the admissibility of the electronic information in evidence, except in circumstances in which an analogous paper document could be challenged. Where participant is used in this agreement it will mean carrier/forwarder as applicable.

G) If a participant uses a broker, shipper agent/Intermodal Marketing Company, or filing service to file its rates with GSA, documents submitted on behalf of the participant will be accepted as though submitted by the participant and GSA. The use of a broker, shipper agent/Intermodal Marketing Company, or filing service does not relieve the participant of any of its rights or obligations under the terms of this agreement, including the maintenance of a valid trading partner agreement with GSA.

## 6. Force Majeure.

None of the parties in this agreement will be liable for failure to properly conduct EC in the event of war, accident, riot, fire, flood, epidemic, power outage, labor dispute, act of God, act of public enemy, malfunction or inappropriate design of hardware or software, or any other cause beyond such party's control. If standard business cannot be conducted by EC, GSA will, at its discretion, return to a paper based system.

- B) GSA will bear the costs of maintaining the GSA FTP server and the costs of placing documents issued by GSA in the appropriate directory on the GSA FTP server, and the costs of managing documents put on the GSA FTP server by its trading partners. The agency's trading partners are responsible for all costs associated with getting documents from or putting documents on the GSA FTP server.
- C) When the transmissions are submission or fate tenders, the submitting firm must have first met all applicable approval requirements set out in the applicable, governing Tender of Service.
- D) GSA will be responsible for the accuracy of documents issued by it and placed in the GSA FTP server directory. GSA will not be responsible for errors occurring in documents put on the GSA FTP server, nor will GSA be responsible for errors occurring in documents gotten from the GSA FTP server.
- E) GSA will not be responsible for any damages incurred by a trading partner as a result of missing or delayed transmissions when the problem is not with or caused by GSA or the agency's FTP server.
- F) Any document placed in a directory maintained on the GSA FTP server is to be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction. Likewise, any document from a trading partner put into a directory on the GSA FTP server will be considered a valid and authentic document backed by the same guarantees of legitimacy as are found in a paper transaction.

## 8. Agreement Review.

The agreement will be effective on a continuing basis, except as provided in Paragraph 9, below; provided, however, that GSA may from time to time make such changes to the agreement as are necessary, and the trading partner may request review of the agreement at any time.

## 9. Termination.

- A) If GSA terminates a participant's participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice is given to a firm of its participation termination.
- B) If a participant terminated its participation in the GSA Freight Traffic Management Program and/or the GSA Centralized Household Goods Traffic Management Program, this agreement will be considered terminated as of the date notice of such termination is received by the GSA.

C) Except as provided above, this agreement may be terminated by either GSA or its trading partner, effective 30 days after receipt of written notice by either party. Termination will have no effect on transactions occurring before the effective date of termination.

**7. Effective Date.**

The effective date of this agreement will be the latest of the date(s) shown on the signature page of this document.

**10. Whole Agreement.**

This agreement and all addenda constitute the entire agreement between the parties. No changes in terms and conditions of this agreement will be effective unless approved and signed by both parties. At the inception of this agreement, Addendum/Addenda (is) (are) not applicable. As the parties develop and implement additional EC capabilities, addenda may be incorporated into this agreement. Each addendum will be signed and dated by both parties. The latest date contained on the signature page will be the effective date of the addenda. The addendum will be appended to this agreement.

Representing the Carrier	Representing the General Services Administration
Name and Signature	Name and Signature
Title	Title Manager, Centralized Household Goods Traffic Management Program (CHAMP)
Firm	Firm: Federal Supply Service
Street Address	Street Address Bldg 6, 1500 East Bannister Road,
City, State, Zip	City, State, Zip Kansas City, MO 64131
Telephone	Telephone 816-823-3646
Fax	Fax 816-823-3656
Internet E-mail	Internet E-mail
Electronic Commerce Contact	Electronic Commerce Contact 816-823-3646
Telephone	Telephone 816-823-3656
Fax	Fax
Internet E-mail	Internet E-mail
Date	Date

TRADING PARTNER AGREEMENT NUMBER	
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(To Be Completed by GSA)

## Standard Form (SF) 25 – Performance Bond

<b>PERFORMANCE BOND</b> <i>(See instructions on reverse)</i>	DATE BOND EXECUTED <i>(Must be same or later than date of contract)</i>	OMB No.: 9000-0045
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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>(“X” one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION _____																				
SURETY(IES) <i>(Name(s) and business address(es))</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4">PENAL SUM OF BOND</th> </tr> <tr> <td style="width:25%;">MILLION(S)</td> <td style="width:25%;">THOUSAND(S)</td> <td style="width:25%;">HUNDRED(S)</td> <td style="width:25%;">CENTS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2">CONTRACT DATE</td> <td colspan="2">CONTRACT NO.</td> </tr> <tr> <td colspan="2"> </td> <td colspan="2"> </td> </tr> </table>	PENAL SUM OF BOND				MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS					CONTRACT DATE		CONTRACT NO.					
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MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS																		
CONTRACT DATE		CONTRACT NO.																			

**OBLIGATION:**

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

**CONDITIONS:**

The Principal has entered into the contract identified above.

**THEREFORE:**

The above obligation is void if the Principal -

(a)(1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by the Government, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contract is subject to the Miller Act, (40 U.S.C. 270a-270e), which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

**WITNESS:**

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL			
SIGNATURE(S)	1. _____ <small>(Seal)</small>	2. _____ <small>(Seal)</small>	3. _____ <small>(Seal)</small>
NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	2. _____	3. _____
			Corporate Seal

INDIVIDUAL SURETY(IES)	
SIGNATURE(S)	1. _____ <small>(Seal)</small>
NAME(S) <i>(Typed)</i>	1. _____

CORPORATE SURETY (IES)			
<b>SURETY A</b>	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT \$ _____
	SIGNATURE(S)	1. _____	Corporate Seal
	NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	

CORPORATE SURETY(IES) (Continued)					
<b>SURETY B</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY C</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY D</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY E</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY F</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
<b>SURETY G</b>	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

<b>BOND PREMIUM</b>	RATE PER THOUSAND (\$)	TOTAL (\$)
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**INSTRUCTIONS**

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.
  - (b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.
4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
5. Type the name and title of each person signing this bond in the space provided.

