

August 26, 2011

This Request for Offers (RFO) transmits the issuance of the 2011-2012 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Vehicle Tender of Service (VTOS), specific to the Filing Cycle for the period November 1, 2011 through October 31, 2012.

**Performance Bond:** All Vendors approved to provide service under the VTOS are required as part of its rate submission to furnish a performance bond, in accordance with the Section 1-4 of this RFO. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2011, through October 31, 2012, or later. A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file. A performance bond on file for the GSA Centralized Household Goods Traffic Management Program (CHAMP) International program does not satisfy this requirement. A complete separate bond is required for the VTOS.

**Industrial Funding Fee:** The Industrial Funding Fee (IFF) will be 1.50% of the net shipment charges billable to the Government, minus any charges for storage in transit. Refer to Section 1-2 of the VTOS for complete guidelines.

**Fuel Surcharge:** All ocean bunker fuel charges must be incorporated into the flat fee pricing structure for each shipment. If the Vendor is subject to a fuel surcharge on the domestic portion of the shipment, the vendor may pass the fuel surcharge through to the Federal agency. A copy of the original billing is required for payment.

**Trading Partner Agreement:** All Vendors must, as part of their rate submission, complete and submit a Trading Partner Agreement (TPA) to the address identified in Section 1-6 of this RFO. A copy of the TPA is available within this RFO. A TPA currently on hand for the GSA CHAMP does not satisfy this requirement. The TPA must be submitted before the closing date of the rate filing window.

**EFFECTIVE NOVEMBER 1, 2011, CALIFORNIA WILL BE ADDED TO THE VTOS PROGRAM AND ALL APPROVED VTOS PARTICIPANTS WILL HAVE THE ABILITY TO FILE RATES TO AND FROM CALIFORNIA AND ALL INTERNATIONAL POINTS.**

Any questions or comments may be directed to Brian Kellhofer at (816) 823-3646 or via e-mail at [brian.kellhofer@gsa.gov](mailto:brian.kellhofer@gsa.gov)

Sincerely,

/s/ Robyn L. Bennett

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