

Special Filing Instructions

The Special Filing Instructions (SFI) for this Request for Offers transmits the submission of rate offers for numerous National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH) Work Centers. On behalf of NIB/NISH, the General Services Administration (GSA) is requesting non-alternating Standing Route Order (SRO) rate offers. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS) and this RFO and its SFI. Please note that in some instances this RFO and its SFI will deviate from and will supersede those published in the STOS No. 1-F. Unless otherwise noted, rate offers accepted in response to this RFO will be for the filing period of November 1, 2001, through October 31, 2002.

All Transportation Service Providers (TSP) who have a met approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO. Tariff Publishing Agents who have a valid Trading Partner Agreement on file with the FPMO and have met all other approval requirements established by GSA may act as a Tariff Publishing Agent on behalf of approved firms. Rate offers submitted in response to this RFO and its SFI must be submitted to GSA in accordance with Section 10 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

Please note the following significant items:

1. Please be aware that electronic rate offers previously accepted in accordance with the RFO and its SFI dated May 23, 2000, and the amendment dated November 21, 2000, automatically expire on October 31, 2001; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its SFI if a firm wants rates effective November 1, 2001 – **NO** paper rate offers will be accepted;
2. If a carrier wants to provide service from a specific NIB/NISH Work Center to an identified GSA Distribution Center or Customer Service Center and also to the rest of the state in which the Distribution Center is located, the carrier **MUST** file one rate offer to the Work Center and a separate rate offer to cover all other points within the state (please refer to Section 8). State to state rates **WILL NOT** be applicable from the Work Center's to the Distribution Center's or Customer Service Center's;
3. Please pay special attention to Section 6, Terms and Conditions for Bills of Lading Issued for Government Shipments and Section 7, Basis for Determining Applicable Distance/Mileage. These are new additions to the RFO and its SFI and contain information that should be considered when submitting your firm's rate offers;
4. All submitted rate offers for the identified NIB/NISH facilities will be non-alternating;
5. Separate rate offers must be submitted for each NIB/NISH Work Center for which a firm wants to submit a rate offer (please refer to Section 8);
6. When submitting rate offers, only the B2 or B3 rate record may be utilized; and

7. IMPORTANT: If you are a current subscriber to the ITMS CD-ROM and intend to use its capabilities for the creation and submission of your rate offer for the identified traffic, you will need to contact the FPMO to request an updated version of ITMS as your current ITMS CD does not incorporate the changes/additions contained in this RFO and its SFI. To obtain an updated version of ITMS, please contact Carey DeForest by facsimile at (816) 823-3656 or e-mail at carey.deforest@gsa.gov. If you do not intend to utilize the capabilities of ITMS to create and submit your rate offers, you will not need to obtain a new version of ITMS as nothing else has been changed from your current version of ITMS.

If you have any questions with regard to this RFO, its SFI, or the STOS, please contact Maria Gutierrez at (415) 522-2846 or by e-mail at maria.gutierrez@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to Carey DeForest at (816) 823-3646 or e-mail at carey.deforest@gsa.gov.