

November 9, 2001

Dear Carrier:

This Request transmits the Special Filing Instructions (SFI) for the submission of freight rate offers for:

1. General Services Administration's (GSA's) Western Distribution Center, Stockton, CA (WDC).

Rate offers filed in response to this Request will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS), this Request, and its SFI. Please note that in some instances this Request and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. Rate offers accepted for the Western Distribution Center will be for an effective period of January 30, 2002 through April 30, 2003.

Only those common/contract carriers, rail carriers, freight forwarders, brokers and shippers agents/Intermodal Marketing Companies (including each of their underlying carriers which they represent) who have met the established approval requirements for participation in GSA's Freight Management Program may submit rate offers in accordance with this Request and its SFI. Only those Rate Filing Service Providers who have a valid Trading Partner Agreement on file with GSA's Freight Program Management Office (FPMO) located in Kansas City, MO, and have met all other approval requirements established by GSA can submit rate offers on behalf of approved firms in accordance with Sections 6 – 10 of this Request and its SFI. Rate Filing Service Providers are firms, which offer to those approved to participate in GSA's Freight Management Program the service of submitting to GSA electronic rate offers in accordance with this Request and its SFI. Only those 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.

Please note the following reminders and/or significant items:

1. All rate offers submitted in response to this Request and its SFI for the GSA Distribution Centers identified **MUST** be submitted to GSA electronically in accordance with Sections 8 – 10. **NO PAPER RATE OFFERS** will be accepted for the identified Western Distribution Center traffic.
2. If you are a current subscriber to the Inter-Agency Transportation Management System (ITMS) CD-ROM and intend to use its capabilities for the creation and submission of your rate offer(s) for the Western Distribution Center traffic, the current version 5.0b dated October 18, 2001 can be used to build your rate file.

If you have any questions regarding this Request, its SFI, or the STOS, please contact:

Maria Gutierrez of GSA's Transportation Management Branch, San Francisco, CA, at (415) 522-2846 or 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 by e-mail at, carey.deforest@gsa.gov

Sincerely,

Ed Hodges, Director
GSA Property & Traffic Management Division (6FBD)

Enclosure

TABLE OF CONTENTS

	Beginning Page No.
SECTION 1: Terms and Conditions	
1-1 General	5
1-2 Effective Period	5
1-3 Submission of Rate Offers	5
1-4 Filing Period	5
1-5 Applicability of Rate Offers	6
1-6 Option to Extend	6
1-7 Termination	6
1-8 Termination for Convenience of the Government	6
1-9 Contacts	6
SECTION 2: Evaluation and Acceptance	
2-1 Evaluation	7
2-2 Acceptance	7
SECTION 3: Letter of Intent Certification	7
SECTION 4: Substituted Service – Rail for Motor	8
SECTION 5: Terms & Conditions of the Uniform Tender of Rates &/or Charges for Transportation Services	8
SECTION 6: Terms & Conditions for Bills of Lading Issued for Government Shipments	8
SECTION 7: Basis for Determining Applicable Distance/Mileage	8
SECTION 8: Identification of Traffic – Western Distribution Center, Stockton, CA	
8-1 Identification of Traffic	10
8-2 Historical Traffic Volume	11

SECTION 9: Format Requirements for the Submission of Electronic Rate Offers

9-1	File Format Requirements for the Submission of Electronic Rate Offers	15
9-2	Carrier Billing/Reporting Record Format Requirements	17
9-3	Header Record Format Requirements	21
9-4	Rate Record Format Requirements	23

SECTION 10: Electronic Rate Transmission Special Instructions

10-1	General	27
10-2	Format Requirements	27
10-3	File Preparation	27
10-4	Accessing the I-FTP	27
10-5	Confirming Rate Transmissions	28

SPECIAL FILING INSTRUCTIONS 2002-2003 FILING CYCLE, GSA DISTRIBUTION CENTER (Stockton, CA)

SECTION 1 TERMS AND CONDITIONS

1-1. GENERAL: The following Request 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), supplements and reissues thereto. However, certain provisions and requirements of this Request and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this Request and its SFI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 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 the identified intrastate shipments within CONUS. Rate offers will be accepted for the following GSA facility:

GSA's Western Distribution Center, Stockton, CA

1-2. EFFECTIVE PERIOD: All acceptable rate offers submitted in response to this Request and its SFI will be for the period January 30, 2002 through April 30, 2003.

1-3. SUBMISSION OF RATE OFFERS: Rates offered in response to this Request and its SFI **MUST** be submitted via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with Sections 9 - 10.

1-4. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by those firms approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time, December 10, 2001 and will be processed in accordance with Paragraph 1-4.C., below.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between November 8, 2001 and December 10, 2001, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the deficiencies by GSA's Heartland Zone Office by facsimile and/or telephone. If a firm's rate offer is submitted in accordance with this Request and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. Corrected rate offers received within the required ten (10) calendar days will be entered into the database for rates effective January 30, 2002.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-4.A. will be processed by January 30, 2002, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-4.B

D. CARRIER NOTIFICATIONS: If the submitting firm receives no communication from GSA pursuant to Paragraph 1-4.B. by January 30, 2002, the firm is on notice that its rate offer(s) has been accepted and transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-5. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this Request and its 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.

1-6. 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 Request and its SFI for up to ninety (90) days.

1-7. TERMINATION:

A. The following provision will apply in addition to Item 20.e. of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulation (CFR) 101-40.4.

B. Upon termination of the rate offer under 1-7.A.1 and/or 2. above, the Carrier shall be paid any sum due the Carrier for services performed under this Request and its 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 Carrier and the Government shall have the right to offset any such claims against such payment.

1-8. 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 Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be only liable for payment for services rendered before the effective date of the termination.

1-9. CONTACTS:

Questions dealing with this Request, its SFI, or the STOS should be directed to:

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 by e-mail at carey.deforest@gsa.gov

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. EVALUATION: The GSA Transportation Management Branch, San Francisco, CA, will conduct all evaluations and will notify each Carrier before January 30, 2002 of an acceptable rate offer(s) and awarded routings, if any.

2-2. ACCEPTANCE: Accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, the acceptable rate offers will be listed based on price only. The listing of firms 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. Firms 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 carriers will be identified on cost comparisons. However, when rate information is made available either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on the cost comparison in alphabetical order according to the firm's names.

PLEASE NOTE: The GSA Transportation Management Branch in San Francisco, CA, may take other factors into consideration when routing shipments other than just price. As a result, the listing of firms 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 its SFI, the submitting carrier certifies that:

I have read and will comply with all the provisions contained in this Request dated November 8, 2001 as well as any 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 May 1, 1996, 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 Interstate Commerce Commission (ICC) 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 firm utilizes Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request and its 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 carrier 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 its SFI, the submitting carrier agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-7.

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

The following provision of this RFO and its SFI supersedes Item 1-10, Application of the Terms and Conditions of the Government Bill of Lading, of the Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F. Per this RFO and its SFI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118. For a complete description of the terms/conditions, go to <http://policyworks.gov/transportation>, click on “Regulations” and then either on “Transportation Management” (117) or “Transportation Audit” (118).

SECTION 7 BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

The following provision of this RFO and SFI supersedes all mileage references in the Standard Tender of Service (STOS), to include the General Freight Tender of Service No. 1-F, the National Rules Tender No. 100-D, and the Baseline Rate Publication No. 1000-D, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO and its SFI, effective January 30, 2002, auditing of freight shipments for the Western Distribution Center (WDC) handled pursuant to the STOS will be based on mileage provided by ALK Technologies, Inc., Version 15 (coincides with PC*Miler 15). The carrier industry will be notified of any future Version updates. Below is the basis for construction of mileage within North America:

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-mtmc.belvoir.army.mil>. Once there, click on “industry” and then on “PC*Miler Default Settings.”

SECTION 8

IDENTIFICATION OF TRAFFIC – Western Distribution Center, Stockton, CA

Please note the following reminders and/or significant items:

1. All submitted rate offers for the Western Distribution Center will be **Non-Alternating**.
2. Destination Service Area Code 13. 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 than 20 feet long**. The delivery dock is in the parking garage of the Phillip Burton Federal Building.
3. Carriers may submit less than truckload and truckload rate offers for the Western Distribution Center; however, ALL truckload rate offers must be submitted in cents per mile per vehicle used along with a minimum truckload charge except for offers for MOT (Concord, CA) and DLA (Tracy, CA). Rate offers submitted for MOT and DLA MUST be offered as a flat dollars and cents charge per truckload – no less than truckload rate offers will be accepted for MOTBA or DLA. NO truckload rate offers for any routes will be accepted as a percent of the charges identified in the 1000-D.
4. Carriers who are selected for Western Distribution Center assignments may also be offered freight shipments weighing 350 pounds or more from the Customer Supply Center, Building 510B, Stockton, CA. Charges will be based on the selected carrier's tender for the Western Distribution Center shipments; however, service requirements for transit time, beginning the day after pickup, will be:
 - A. Two (2) days for points within California: and
 - B. Three (3) days for points to AZ, CO, ID, OR, NM, NV, UT, WA.
5. 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.
6. Separate rate offers must be submitted for each Destination Service Area.

THIS SPACE INTENTIONALLY LEFT BLANK

8-1. IDENTIFICATION OF TRAFFIC: Identified below is the Western Distribution Center, Stockton, CA for which the General Services Administration (GSA) is requesting **Non-Alternating** rate offers. Rate offers submitted in response to this Request **Will Not** alternate with any other accepted rate offer and the accepted rates and charges **May Not** be used in the construction of combination rates or charges. Please note that **“BETWEEN”** rate offers are being requested for the Western Distribution Center. By **“BETWEEN”** it is meant that the same rate offered from the Western Distribution Center to a destination will **ALSO** apply from that destination to the Western Distribution Center. 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.

INTERSTATE SERVICE AREAS						
Destination Service Area Code	Destination Service Area Description	Route No.		Destination Service Area Code	Destination Service Area Description	Route No.
01	CT, MA, ME, NH, RI, & VT	411		06	IA, KS, MN, MO, ND, NE, & SD	460 thru 467
02	DE, NJ, NY, & PA	420, 423 thru 426		07	AR, LA, NM, OK, & TX	470, 472, 475 thru 478
03	DC, MD, VA, & WV	430, 432, 436		08	CO, ID, MT, UT, & WY	480 thru 483, 487, 404
04	AL, FL, GA, MS, NC, SC, & TN	440, 442 thru 444, 446 thru 449		09	OR & WA	401 thru 402
05	IL, IN, KY, MI, OH, & WI	450, 452 thru 457		10	AZ & NV	484, 491

INTRASTATE CALIFORNIA SERVICE AREAS						
Destination Service Area Code	Destination Service Area Description – Codes 11-18 are CA Counties	Route No.		Destination Service Area Code	Destination Service Area Description – Codes 11-18 are CA Counties	Route No.
11	Siskiyou, Del Norte, Humboldt, Trinity, Lake Mendocino, Sonoma, & Marin	A01 – A08		16	Inyo, Kern, Kings, Tulare, Fresno, Madera, Mono, Mariposa, Tuolumne, Calaveras, Alpine, Amador, El Dorado, and San Bernardino	F01 – F13
12	Modoc, Lassen, Shasta, Tehema, Plumas, Sierra, Nevada, Placer, Butte, Glenn, Colusa, Yuba, & Sutter	B01 – B13		17	Ventura & Los Angeles	H01 – H02
13	Santa Cruz, San Mateo, San Francisco, Santa Clara, Santa Barbara, San Luis Obispo, Monterey, & San Benito	C01 – C03, D04, & G01 – G04		18	Riverside, San Diego, Orange, & Imperial	I01 – I03 & J01 – J02
14	Napa, Solano, Contra Costa & Alameda	D01 – D03, & D05		19	MOTBA – (Concord, CA)	MOT
15	Merced, Stanislaus, Yolo, Sacramento, & San Joaquin	E01 – E05		21	DLA (Tracy, CA)	

8-2. HISTORICAL TRAFFIC VOLUME: Identified below are traffic volume estimates for shipments originating from the Western Distribution Center for 2000-2001. Data provided shall not be interpreted as a guarantee that traffic will amount to these quantities. Failure of estimates to materialize will not constitute a basis for rate adjustments.

ESTIMATED ANNUAL TONNAGE SHIPPED BY DESTINATION SERVICE AREA AND NUMBER OF GBLs																		
DEST.-SVC. AREA	< 200 lbs.		< 500 lbs.		500 lbs.		1000 lbs.		2000 lbs.		5000 lbs.		10,000 lbs.		20,000 lbs.		TOTAL	
	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)
401	57,231 (391)	184,531 (476)	346,418 (511)	424,878 (308)	638,276 (217)	598,385 (85)	1,023,925 (75)	1,715,243 (47)	4,988,887 (2,110)									
402	26,917 (207)	72,062 (193)	124,957 (187)	116,854 (87)	186,059 (63)	76,081 (12)	126,697 (10)	50,500 (2)	780,127 (761)									
404	8,651 (68)	24,585 (63)	41,030 (62)	52,649 (38)	112,019 (39)	46,256 (6)	67,166 (5)	-	352,356 (281)									
411	2,269 (20)	4,837 (12)	5,156 (8)	6,816 (5)	9,753 (4)	-	-	-	28,831 (49)									
423	1,070 (9)	8,016 (21)	14,830 (21)	34,901 (25)	94,577 (29)	42,731 (7)	18,880 (1)	-	215,005 (113)									
425	1,655 (19)	3,186 (8)	7,377 (11)	3,397 (2)	6,805 (3)	13,257 (2)	-	-	35,677 (45)									
426	858 (10)	3,612 (9)	6,031 (9)	4,252 (3)	3,000 (1)	-	-	-	17,753 (32)									
430	4,418 (38)	15,147 (38)	28,849 (43)	31,744 (23)	61,343 (19)	19,915 (3)	24,513 (2)	-	185,929 (166)									
432	417 (4)	1,160 (3)	-	1,500 (1)	-	-	-	-	3,077 (8)									
436	209 (2)	4,434 (11)	1,687 (3)	6,746 (4)	16,362 (5)	5,500 (1)	-	-	34,938 (26)									
442	1,351 (12)	10,163 (25)	13,454 (21)	18,951 (14)	53,324 (17)	12,901 (2)	12,025 (1)	32,712 (1)	154,881 (93)									
443	156 (3)	3,052 (8)	3,989 (6)	1,440 (1)	33,635 (11)	78,266 (10)	14,040 (1)	-	134,578 (40)									
444	2,032 (16)	7,381 (19)	7,179 (10)	11,612 (8)	11,832 (4)	7,800 (1)	-	-	47,836 (58)									
446	1,103 (6)	-	-	-	-	-	-	-	1,103 (6)									
447	598 (5)	2,576 (6)	3,858 (6)	1,100 (1)	-	-	-	-	8,132 (18)									
448	719 (6)	7,223 (18)	13,259 (19)	4,380 (3)	22,637 (8)	5,340 (1)	-	-	53,558 (55)									
449	292 (2)	2,799 (7)	2,295 (3)	3,395 (3)	6,630 (3)	-	-	-	15,411 (18)									
452	1,025 (8)	6,159 (17)	10,398 (16)	10,855 (8)	20,797 (6)	15,030 (2)	25,544 (2)	0	89,808 (59)									
453	868 (7)	1,654 (4)	1,415 (2)	-	-	-	-	-	3,937 (13)									
454	328 (2)	2,196 (6)	4,247 (7)	6,017 (4)	3,133 (1)	-	-	-	16,021 (20)									
455	140 (1)	685 (2)	-	-	-	-	-	-	825 (3)									
456	456 (4)	717 (2)	-	5,073 (4)	-	-	-	-	6,246 (10)									
457	451 (4)	372 (1)	583 (1)	2,008 (2)	2,480 (1)	-	-	-	5,894 (9)									
461	886 (10)	1,224 (3)	1,988 (3)	1,008 (1)	-	-	-	-	5,106 (17)									
462	2 (1)	2,426 (6)	5,063 (7)	5,708 (4)	-	-	-	-	13,199 (18)									

ESTIMATED ANNUAL TONNAGE SHIPPED BY DESTINATION SERVICE AREA AND NUMBER OF GBLs																				
DEST. SVC.	AREA	<200 lbs.		<500 lbs.		500 lbs.		1000 lbs.		2000 lbs.		5000 lbs.		10,000 lbs.		20,000 lbs.		TOTAL		
		Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)
	463	520 (7)	360 (1)	680 (1)	1,275 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	2,835 (10)	
	464	497 (4)	2,390 (6)	2,121 (3)	1,020 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	6,028 (14)	
	465	2,577 (27)	5,667 (14)	11,071 (15)	6,507 (5)	28,404 (9)	16,388 (3)	30,186 (2)	30,400 (1)	17,374 (8)	7,662 (18)	63,276 (10)	38,967 (3)	20,855 (1)	477,852 (378)	19,393 (36)	74,251 (98)	40,248 (48)	31,735 (63)	285,117 (245)
	466	109 (3)	405 (1)	1,280 (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	467	1,385 (11)	1,169 (3)	2,068 (3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	101,655 (162)
	472	9,992 (74)	35,971 (92)	64,315 (92)	67,446 (49)	177,030 (57)	63,276 (10)	38,967 (3)	20,855 (1)	477,852 (378)	19,393 (36)	74,251 (98)	40,248 (48)	31,735 (63)	285,117 (245)	1,164,330 (826)	101,655 (162)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)
	475	987 (9)	5,914 (15)	5,992 (8)	3,700 (3)	2,800 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	476	2,975 (22)	13,123 (34)	14,496 (20)	17,874 (13)	25,783 (9)	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	477	1053 (13)	4,163 (12)	5,078 (8)	14,510 (11)	9,048 (3)	6,396 (1)	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	478	3,851 (30)	4,896 (12)	9,721 (14)	7,272 (5)	5,995 (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	481	8,851 (67)	22,919 (61)	38,738 (59)	38,455 (29)	51,220 (17)	45,981 (7)	51,205 (4)	27,748 (1)	285,117 (245)	40,248 (48)	31,735 (63)	285,117 (245)	1,164,330 (826)	101,655 (162)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)
	482	16,766 (135)	84,449 (215)	151,451 (230)	197,025 (145)	224,228 (77)	105,313 (15)	26,270 (2)	358,828 (7)	1,164,330 (826)	101,655 (162)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)
	483	7,211 (59)	14,908 (40)	24,194 (38)	19,086 (12)	29,974 (12)	6,282 (1)	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	484	33,431 (241)	104,991 (274)	224,682 (331)	191,685 (137)	389,457 (130)	152,378 (24)	109,104 (7)	-	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)	13,700 (32)	1,205,728 (1,144)
	487	1,090 (12)	3,725 (10)	3,911 (6)	4,974 (4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	491	10,836 (83)	30,313 (78)	50,729 (77)	84,532 (59)	128,754 (39)	20,231 (3)	38,977 (3)	-	364,372 (342)	11,461 (19)	5,241 (6)	14,222 (26)	260 (3)	1,512 (2)	4,254 (4)	29,144 (45)	7,137 (11)	1,860 (6)	47,112 (41)
	A01	197 (2)	1,844 (5)	7,230 (10)	2,190 (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A02	47 (1)	-	2,382 (3)	2,812 (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A03	1,471 (9)	2,440 (6)	4,854 (7)	5,457 (4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A04	260 (3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A05	76 (1)	-	-	1,436 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A06	171 (1)	-	1,493 (2)	-	2,590 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A07	2,568 (14)	5,250 (14)	8,039 (11)	6,872 (5)	-	6,415 (1)	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	A08	659 (4)	816 (2)	1,230 (2)	4,432 (3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B01	454 (3)	847 (2)	559 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B02	141 (2)	6,186 (15)	9,657 (13)	4,810 (4)	14,514 (5)	11,804 (2)	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B03	1,742 (11)	5,224 (13)	5,307 (8)	14,350 (9)	13,922 (5)	12,429 (2)	25,730 (2)	27,986 (1)	106,690 (51)	1,568 (6)	18,919 (11)	7,190 (12)	2,036 (5)	-	-	-	-	-	1,164,330 (826)
	B04	528 (4)	-	1,040 (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B05	222 (3)	1,258 (3)	758 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B07	-	1,594 (5)	4,369 (6)	1,227 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)
	B08	112 (1)	1,057 (3)	867 (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,164,330 (826)

ESTIMATED ANNUAL TONNAGE SHIPPED BY DESTINATION SERVICE AREA AND NUMBER OF GBLs																		
DEST. SVC. AREA	<200 lbs.		<500 lbs.		500 lbs.		1000 lbs.		2000 lbs.		5000 lbs.		10,000 lbs.		20,000 lbs.		TOTAL	
	Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)		Weight (GBLs)	
B09	-		-		2,143 (3)		4,322 (4)		3,136 (1)		5,280 (1)		0		0		14,881 (9)	
B10	-		-		1,300 (1)		-		-		-		-		-		1300 (1)	
B12	2,379 (13)		5,134 (13)		9,611 (17)		5,690 (5)		5,214 (2)		-		-		-		28,028 (50)	
C01	-		713 (2)		550 (1)		-		-		-		-		-		1,263 (3)	
C02	3,281 (19)		690 (2)		1,191 (2)		1,380 (1)		2,000 (1)		-		15,200 (1)		0		23,742 (26)	
C03	7,496 (51)		14,109 (37)		31,766 (48)		73,076 (58)		154,228 (57)		49,830 (8)		34,300 (200)		-		364,805 (261)	
D01	-		324 (1)		-		-		-		-		-		-		324 (1)	
D02	2,027 (13)		6,892 (18)		6,644 (10)		17,254 (12)		12,221 (4)		-		-		-		45,038 (57)	
D03	3,466 (24)		6,758 (18)		19,571 (29)		16,865 (13)		13,268 (3)		-		13,500 (1)		27,000 (1)		100,428 (89)	
D04	3,752 (25)		4,945 (13)		11,273 (17)		7,539 (6)		12,275 (5)		7,360 (1)		-		-		47,144 (67)	
D05	6,455 (43)		20,469 (54)		37,532 (59)		65,604 (49)		76,957 (25)		32,700 (4)		28,800 (2)		-		268,517 (236)	
DSS	8,882 (63)		12,046 (31)		30,398 (41)		59,617 (43)		97,527 (31)		57,483 (8)		12,257 (1)		159,285 (4)		437,495 (222)	
E01	494 (3)		698 (2)		-		-		-		-		-		-		1,192 (5)	
E02	3,217 (27)		850 (2)		600 (1)		-		-		-		-		-		4,667 (30)	
E03	59 (2)		-		580 (1)		-		12,647 (4)		-		-		-		13,286 (7)	
E04	4,557 (36)		16,574 (42)		38,614 (54)		54,881 (37)		176,291 (59)		88,158 (12)		160,547 (12)		296,245 (9)		835,867 (261)	
E05	3,956 (26)		6,502 (17)		12,323 (18)		6,956 (5)		-		-		-		-		29,737 (66)	
F01	515 (2)		788 (2)		827 (1)		1,769 (1)		11,424 (4)		-		-		-		15,323 (10)	
F02	5,057 (42)		25,073 (66)		39,921 (58)		47,021 (33)		64,740 (20)		87,383 (12)		26,651 (2)		-		295,846 (233)	
F03	3,858 (24)		1,645 (4)		7,942 (12)		5,079 (4)		13,801 (5)		-		13,545 (1)		-		45,870 (50)	
F04	174 (2)		3,232 (8)		2,291 (4)		2,944 (4)		6,879 (3)		8,317 (1)		34,165 (3)		-		58,002 (23)	
F05	1,635 (10)		8,506 (21)		16,948 (26)		27,179 (19)		26,200 (10)		8,960 (1)		-		-		89,428 (87)	
F06	230 (2)		335 (1)		-		-		-		-		-		-		565 (3)	
F07	-		333 (1)		526 (1)		-		-		-		-		-		859 (2)	
F08	-		2,318 (6)		2,760 (3)		1,248 (1)		12,787 (4)		-		-		-		19,113 (14)	
F09	265 (3)		2,118 (6)		2,149 (4)		-		10,697 (5)		-		-		-		15,229 (18)	
F10	-		314 (1)		2,653 (3)		1,554 (1)		3,192 (1)		-		-		-		7,713 (6)	
F12	82 (1)		1,178 (3)		1,644 (2)		-		-		-		-		-		2,904 (6)	
F13	838 (8)		3,549 (10)		2,270 (3)		1,037 (1)		-		-		-		-		7,694 (22)	
F11	-		821 (2)		1,277 (2)		-		2,396 (1)		-		-		-		4,494 (5)	
G01	3,227 (18)		7,856 (21)		15,469 (22)		18,337 (13)		41,027 (10)		20,674 (3)		47,075 (3)		21,000 (1)		174,665 (91)	
G02	314 (3)		2,015 (5)		7,012 (10)		11,975 (9)		26,653 (9)		16,377 (2)		-		-		64,346 (38)	
G03	2,585 (26)		12,839 (32)		18,950 (29)		16,297 (12)		29,490 (13)		15,497 (2)		27,025 (2)		-		132,683 (116)	

ESTIMATED ANNUAL TONNAGE SHIPPED BY DESTINATION SERVICE AREA AND NUMBER OF GBLs																		
DEST. SVC. AREA	<200 lbs.		<500 lbs.		500 lbs.		1000 lbs.		2000 lbs.		5000 lbs.		10,000 lbs.		20,000 lbs.		TOTAL	
	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)	Weight (GBLs)
G04	132 (1)	978 (3)	2,391 (4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,501 (8)
H01	10,627 (66)	32,771 (85)	59,044 (89)	71,869 (55)	50,443 (17)	51,051 (7)	99,852 (6)	27,060 (1)	402,717 (326)									
H02	38,257 (34)	48,480 (127)	97,501 (143)	122,312 (90)	185,610 (57)	120,098 (17)	124,201 (9)	58,388 (2)	794,847 (679)									
I01	979 (7)	1,353 (4)	3,103 (5)	2,789 (2)	11,450 (4)	19,269 (3)	27,447 (2)	-	66,390 (27)									
I02	2,394 (19)	12,328 (32)	23,660 (35)	23,233 (19)	5,925 (2)	5,354 (1)	-	-	72,894 (108)									
I03	8,798 (62)	37,223 (93)	65,500 (94)	108,222 (80)	143,919 (49)	151,182 (21)	109,454 (8)	48,724 (2)	673,022 (409)									
J01	49,899 (307)	152,062 (395)	330,620 (471)	432,820 (312)	656,101 (209)	575,603 (86)	470,870 (35)	206,978 (7)	2,874,953 (1,822)									
J02	17,409 (102)	24,289 (63)	33,455 (48)	51,895 (40)	82,621 (27)	22,759 (3)	27,322 (2)	-	259,750 (285)									
CONCORD	12,931 (74)	31,696 (82)	75,285 (107)	155,527 (106)	429,496 (137)	469,178 (67)	755,540 (54)	412,035 (14)	2,341,688 (641)									

These volumes could increase by 40% due to the closure of the Palmetto and Ft. Worth Distribution Centers.

THIS SPACE INTENTIONALLY LEFT BLANK

SECTION 9 FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

9-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: Firms submitting rate offers for the Western Distribution Center **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP). Identified below are the file format requirements that **MUST** be utilized when creating electronic rate files for the submission of rate offers in accordance with this Request and its Special Filing Instructions (SFI). Rate offers received, which do not conform, to these format requirements will be found unacceptable.

NOTE: When creating Billing/Reporting records, Header records, and Rate records use all UPPERCASE LETTERS. A separate rate offer must be submitted for each Destination Service Area Code identified in Paragraph 8-1. All rate offers can be submitted as one (1) file when transmitting the offer via the I-FTP. If all rate records are transmitted as one (1) file, then only one (1) set of Billing/Reporting records needs to be submitted at the beginning of the file. If, however, each rate offer is transmitted as a separate file, then one (1) set of Billing/Reporting records **MUST** proceed each rate record. When creating the rate offer, the offer number identified in the A1 or A2 header record by positions 9 - 12 can remain the same for all Destination Service Area Descriptions - the only thing that will need to change is the Destination Service Area Code identified in positions 17 - 18. When the rate file is completed, it must be saved as an unformatted ASCII (Text Only) flat file (e.g., no tab characters, etc.) before attempting to transfer the file via I-FTP. Identified below are examples of rate offers and what a file containing multiple rate offers for the same facility could look like and an example of files containing only single rate records.

Example of one rate file containing multiple rate offers:

```
F1ABCD\ABC MOVING & STORAGE\I\20020130\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340CDC0120020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C20000800-555-9898098098 095
A1ABCD6D12340CDC0220020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C30000800-555-989800000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)
A1ABCD6D12340CDC0320020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898098098090045000 095
A1ABCD6D12340CDC1920020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C50000800-555-989800000000020000 098
```

Please see next page for examples of multiple rate offers being transmitted as separate files:

Examples of multiple rate offers being transmitted as separate files:

1st File:

F1ABCD\ABC MOVING & STORAGE\R\20020130\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACKFAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340CDC0120020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C20000800-555-9898098098 095

2nd File:

F1ABCD\ABC MOVING & STORAGE\R\20020130\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340CDC0220020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C30000800-555-989800000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

3rd File:

F1ABCD\ABC MOVING & STORAGE\R\20020130\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340CDC0320020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898098098090045000 095

9-2. CARRIER BILLING/REPORTING RECORD FORMAT REQUIREMENTS: In addition to each carrier's header records and rate records for all rate offers filed in accordance with this RFO and its SFI, all carriers must file the following "F Records". As stated in Paragraph 9-1, if all rate offers are transmitted as one file, then only one set of the Billing/Reporting records needs to be included at the beginning of the rate file. If, however, each rate offer is transmitted as a separate file, then a set of Billing/Reporting records **MUST** proceed each rate record. This carrier information is what is used to maintain the FPMO's carrier mailing list when distributing RFOs and other program related information/requests. The following Billing/Reporting Record format requirements **must be** strictly adhered to. Submissions received from carriers or Rate Filing Service Providers not conforming to record format requirements will be found unacceptable.

A. BILLING/REPORTING RECORDS:

EXAMPLE:

```
F1ABCD\ABC MOVING AND STORAGE\R\20020130\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
```

1. HEADER RECORD:

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 20020130 for Initial Filing,
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. MAILING ADDRESS RECORD:

A. Company's Authorized Official/Government Contact:

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. 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.

B. Company's Authorized Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's Authorized Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Mailing Address:

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's Authorized Official's mailing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address - City	45	City of Company's Authorized Official's mailing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address - State	2	State of Company's Authorized Official's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's Authorized Official's mailing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Official.

F. Company's Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's Authorized Official.

G. Company's Shipment Booking Office Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should correspond with the phone number identified in rate offers for shipping booking purposes which appears in the GSA ITMS cost comparison.

3. BILLING ADDRESS RECORD:

A. Company's Authorized Billing Official:

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's Authorized Billing 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.

B. Company's Authorized Billing Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's Authorized Billing Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Billing Address:

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's Billing City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address – City	45	City of Company's billing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address – State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Billing Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Billing Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Billing Official.

F. Company's Billing Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's Authorized Billing Official.

4. COMPANY'S MINORITY/WOMEN-OWNED STATUS:

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

NOTE: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

9-3. HEADER RECORD FORMAT REQUIREMENTS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6D12340CDC0120020130ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	D (Position 8-8 of this type of header record will always be a "D")
Carrier Assigned Offer #	9-12	Example: 1234 (May be numeric, alphabetic or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	Must be CDC
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 8-1.
Effective Date - YYYYMMDD	19-26	20020130
Carrier Name	27-61	Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier's SCAC if transmitting rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6D45670CDC0220020130BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code of Broker or Shipper Agent
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	D (Position 8-8 of this type of header record will always be a "D")
Assigned Offer #	9-12	Example: 4567 (May be numeric, alphabetic or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	Must be CDC
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 8-1.
Effective Date - YYYYMMDD	19-26	20020130
Broker or Shipper Agent/Intermodal Marketing Name	27-61	Name of Broker or Shipper Agent/Intermodal Marketing Company. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's or Shipper's Agent/Intermodal Marketing Company's SCAC if transmitting rates itself. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

C. Header Record for Underlying Carriers Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

A3PMVB FHYV NCHJ XMKJ Xbfd XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER		

LINE. IF ADDITIONAL SPACE IS NEEDED, START NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.

9-4. RATE RECORD FORMAT REQUIREMENTS:

A. The C2 rate record MAY ONLY be utilized if submitting BOTH of the two (2) rate types identified below. The C2 rate record MAY NOT be utilized to submit rate offers for WDC/Concord, CA (19) or WDC/DLA (Tracy, CA) (21):

Percent of the Minimum Charge identified in the 1000-D; and
 Percent of the Less Than Truckload identified in the 1000-D.

Example:

C20000800-555-9898099097
 C20000800-555-9898099097

095
 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C2
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.
Percent of Less-Than-Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.
Filler	25-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms 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 **.

B. The C3 rate record MAY ONLY be utilized if submitting BOTH of the two (2) rate types identified below. The C3 rate record MAY NOT be utilized to submit rate offers for WDC/Concord, CA (19) or WDC/DLA Tracy, CA (21):

Truckload offer stated as a cost in cents per mile per vehicle used; and
 Truckload Minimum Charge per vehicle used.

Example:

C30000800-555-989800000090045000 095
 C30000800-555-989800000101050000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C3
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-24	Use zeros (000000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms 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 **.

C. The C4 rate record MAY ONLY be utilized if submitting ALL of the rate types identified below. The C4 rate record MAY NOT be utilized to submit rate offers for WDC/MOTBA Concord, CA (19) or WDC/DLA Tracy, CA (21):

Percent of the Minimum Charge identified in the 1000-D;
 Percent of the Less Than Truckload identified in the 1000-D;
 Truckload offer stated as a cost in cents per mile per vehicle used; and
 Truckload Minimum Charge per vehicle used.

Example:

C40000800-555-9898099097099045000 095
 C40000800-555-9898099097099045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C4
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms 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 **.

C. The C5 rate record MAY ONLY be utilized if submitting the rate type identified below.

Flat Dollars and Cents Charge Per Truckload;

Note: The C5 rate record MAY ONLY be utilized to submit rate offers for:

⚡ WDC/MOTBA (Concord, CA) (Destination Service Area Code 19) and WDC/DLA (Tracy, CA) (Destination Service Area Code 21):

Example:

C50000800-555-989800000000020000 098
 C50000800-555-989800000000025000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C5
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-27	Enter zeros (000000000)
Flat Charge Per Truckload	28-33	A flat dollar and cents charge offered for truckload shipment. Example: 020000 (for \$200.00)
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms 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 **.

SECTION 10

ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

10-1. GENERAL: All electronic rate transmissions submitted in accordance with Sections 8 – 10 of this Request and its Special Filing Instructions (SFI) **MUST** be via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via I-FTP without utilizing the services of a Rate Filing Service Provider or Tariff Publishing Agent and your firm does not already have an assigned User ID and Password under GSA’s Freight Management Program, you will need to notify the Freight Program Management Office (FPMO) in writing on company letterhead in order to receive your firm’s User ID and Password. Requests for a User ID and Password may be faxed to the attention of Carey DeForest at (816) 823-3656. The response from GSA assigning your firm’s User ID and Password will also be via facsimile, so please be sure to include your firm’s facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm’s request to enter the firm’s User ID and Password.

10-2. FORMAT REQUIREMENTS: Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in this Section 10 and Sections 8 – 9, will be found unacceptable.

10-3. FILE PREPARATION: In order to transfer the file(s) via the I-FTP, the file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file (e.g., no tab characters, etc.). The file **must not** have a top, bottom, right, or left margin. The filename **must adhere to the following naming format:**

RECORD FIELD	POSITIONS	CONTENTS
Carrier’s SCAC or Rate Filing Service Provider’s or Tariff Publishing Agent’s Code	1-4	Enter the Carrier’s SCAC if transmitting rates itself. Enter Rate Filing Service Provider’s or Tariff Publishing Agent’s Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination
Extension	9-12	MUST be .FRT

Examples: ABCD_CDC.FRT, AAAA1234.FRT, CCC_1999.FRT

If as a carrier, RFSP, or TPA, you are unsure as to your firm’s SCAC (up to 4 positions) or code (up to 4 positions) in GSA’s Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at carey.deforest@gsa.gov, 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 firm’s directory on the FTP and/or automatic rejection of the rate offer(s).

NOTE: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

10-4. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a

firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide--the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

A. I-FTP Address:

KCFTP.GSA.GOV

OR

159.142.185.60

B. Method to Access Individual Directories (items in BOLD are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\User ID

OR

FTP>**D:\PUB\CARRIERS**\USER ID

10-5. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (SCAC) FRT.txt. Carriers can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received – it does not validate the content or formatting of data contained in the carrier's rate offer. If appropriate, carriers will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this Request and its SFI.