

March 10, 2008

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program traffic. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA STOS and this RFO and its FI. Please note that in some instances this RFO and its FI 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 in response to this RFO and its FI will be for the filing period of **May 01, 2008, through April 30, 2009.**

Traffic to be included under this RFO and its FI 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 which fall into one or more of the three categories identified in Section 1 of this RFO and its FI. Rate offers are being requested for the following types of traffic:

- General Freight rate offers (Section 8);
- Intrastate Alaska rate offers (Section 8);
- U.S. Department of Agriculture/Farm Service Agency rate offers (Section 9);
- Fire Suppression Support Service rate offers (Section 10);
- US Mint rate offers (Section 11)
- Federal Aviation Administration, Oklahoma City, OK, rate offers (Section 12);
- Agency Specific Non-Alternating rate offers (Section 13).
- Agency Specific Alternating rate offers (Section 14).

Please be aware that electronic rate offers previously accepted will automatically expire on April 30, 2008; **consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its FI if a firm wants rates effective May 1, 2008.**

All rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 15 and 16- **NO PAPER RATE OFFERS** will be accepted. TSPs and Rate Filing Service Providers (RFSPs) have the option of submitting rates per Section 15 and 16 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of April 14, 2008.

Only those TSPs and RFSPs who have met the established approval requirements, per GSA's TOS No.1-F Section 2 Participation, may submit rate offers in accordance with this RFO and its FI.

Please note the following significant items:

- 1. Section 9, U.S. Department of Agriculture/Farm Service Agency rate offers; The General Service Administration (GSA) is requesting non-alternating SRO rate offers for full truck load shipments of food products in dry or refrigerated vans. All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used.**

2. **Section 11 U. S. Mint:** The U. S. Mint has added a new location for LOOMIS in Roanoke, VA, Mint code ROAL (TMSS Dest. Code BD). They also have added a change of address and delivery information for Mint code SEAT (TMSS Dest. Code QV). (SEE ENCLOSURE 1)
3. **NOTICE:** Effective January 7, 2008 the Mint Police inspection station of Delaware Avenue will no longer be in operation. All trucks will proceed directly to the Philadelphia Mint's main dock. The loading dock operation will be from 7:15am-2:45pm. All trucks must be scheduled through the Philadelphia Mint Cash Office into a one hour time slot. If a truck does not show up at the appointed time, they will not be able to enter the Mint. Because the outside area of the Mint is a residential area, trucks will not be able to "stage" around the Mint Building over-night; you will need to find another area.
New fax information and numbers for Philadelphia Mint Security Forms:
ATTN: VALERIE PACETTI
(215) 408-4750 or (215) 408-2762
4. **Section 13 Bureau of Census Rate Offers:** GSA is requesting non-alternating (SRO) rate offers for Bureau of Census loads (BOCUS) originating from Jeffersonville, IN, with destinations to all points in CONUS.
5. **TSPs required to remit 4%:** TSPs are required to remit a 4% Transaction Fee based on the total transportation charges paid, including the fuel surcharge, to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than sixty (60) calendar days after the end of the calendar quarter. The TSP will remit the Transaction Fee to GSA based on the number of shipments paid per calendar quarter. This Transaction Fee to GSA will be based on the quarterly report submitted by the TSP within sixty (60) calendar days after the end of the calendar quarter. The checks must be made payable to the "General Services Administration" and reference on the check, "GSA-GL 474.2 TMSS (followed by your company name and Bill of Lading number(s))." When using regular USPS mail, send the check to the General Services Administration, Miscellaneous Receipts for Non-Federal Claims, P.O. Box 979009, St. Louis, MO 63197-9009. When using FedEx or another company for express delivery, send the check to US Bank, Attn. Government Lockbox 979009, Mail Code # SL - MOCIGL, 1005 Convention Plaza, St. Louis, MO 631 01-9009. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.
6. **TSPs required to submit report:** TSPs are required to submit a quarterly report to GSA based on the number of shipments paid per calendar quarter along with their 4% Transaction Fee. Report must include the following information: Agency bill to address, BL/invoice number, Tender Id, weight, mileage, total line haul charge, accessorial type(s)/charge(s), and 4 % Transaction Fee. Reports must be submitted within sixty (60) calendar days after the end of the calendar quarter. This report should be sent to transportation.programs@gsa.gov on EXCEL spreadsheet with a Subject line of "SCAC code and 4% Transaction Fee" or may be faxed to (703) 605-9953 attention Raymond F. Price, Jr. If you have any questions, please contact Raymond F. Price, Jr. at (703) 605-2890 or raymond.price@gsa.gov. Failure to remit

the Shipment Reports could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.

7. **Monitoring 4% Transaction Fee:** GSA will continue to monitor the shipment volume to determine if the 4% fee needs future adjustments. GSA wants to ensure that the appropriate percentage is being applied. GSA will also compare the Transaction Fee and quarterly report submitted by the TSPs with shipment reports furnished by participating agencies.
8. **Continuation of Existing Rate Offers Filed with an Effective Date of May 1, 2008 via TMSS:** If a TSP wants to use the rate filing capabilities within TMSS to file their rates, or have their existing rates carry over into the next filing window, effective May 1, 2008, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact GSA as identified at the closing of this letter.) The continuation of existing rates button will be displayed as a pop-up screen. The message will prompt TSPs to either accept or reject all rate offers to be carried over to the next rate filing cycle. If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rates will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over.
 - If a TSP wishes to change an existing rate or add a new rate after submitting the request to carry over all current rates, the TSP may go into the rate filing module the following day and do so.
 - If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed. The TSP may then go in and add new rates or edit existing rates for the May 1, 2008 effective date or use instructions shown in #8 below.

Existing tenders that have not been prompted by the TSP to be carried over during the initial filing window for the next rate cycle will be deleted from TMSS effective April 30, 2008. However, TSPs have the option to modify existing rates or add rates.

***NOTE: This continuance of existing rate button only applies to the traffic identified in this RFO.

9. **New Rate Files Submission Procedures:**

If TSPs choose not to use the rate filing module within TMSS to file rate offers under this RFO and its FI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. In the past, each TSP, either through their own submission, or via a Rate Filing Service Provider (RFSP), has submitted rates through the FTP Server. However, in order to replace the FTP procedure, now a new File Upload module has been created within the TMSS web based system for the transmission of rate files. GSA **“WILL NOT”** accept or process rate offers submitted via FTP

 - a. In order to access the new Rate File Upload module, the TMSS Group Administrator must first designate who will have access to this module and

grant them access via TMSS. The administrator can do this by selecting the Account Information link from the Main screen. This takes them to the Account Info - Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure the "Rate File" toggle button is also checked.

- b. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the Upload Rate File link available from the Review/Edit Freight Rates screen.

Please Note: If the TSP currently has other freight rate offers on file within TMSS, the user may receive a pop-up window when they first access the "Freight Rate Filing" link stating "I would like to transfer the following rates in the current rate cycle to the next rate cycle: Rates for ____." The ____ will be filled in with a description of the types of rate offers that are about to expire. The user should select "Accept" if they want the identified rate offers copied over. If the user plans on re-filing the identified rate offers via the new JUpload function, the user should select "Reject." If "Accept" is selected, TMSS must process the request and notification will be sent once it is completed. The user will not be able to continue until processed. If "Reject" is selected, the user may continue with the JUpload process.

- c. When the rate files are ready for submission, the User will click on the Upload Rate File link. At that point, the module will load and bring up a login screen to authenticate to the server.

Please Note: The User's system must have Java installed to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for free download.

- d. At the login screen, input a User Name and Password. This User Name and Password is the same used for annual rate submissions. If unable to remember the User Name and Password, please contact GSA as identified at the closing of this letter.

- e. After logging in, the easiest way to get acclimated with the module is to view the Help File.

- f. Please review Section 16 for additional information

10. **Filing Period:** Daily validation of rates will occur every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm Central Standard Time (CST). On the closing day of April 14, 2008, TSP's and RFSP will not be allowed to correct any errors encountered after the 10:00pm validation, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offers created using TMSS are validated in real time.

- 11. Section 7A Basis for Determining Applicable Distance/Mileage has been Updated to Version 21:** Per Section 7A freight shipments identified herein and handled pursuant to the STOS will be based on Mileage provided by ALK Technologies, Inc., 5 digit Zip Code, Version 21 (coincides with PC*Miler 21).
- 12. VENDOR Numbers Required for Payment:** All TSPs that submit acceptable rate offers for GSA traffic identified in this RFO and its FI will be required to access TMSS to verify that GSA's Finance Office has a valid Vendor Number on file. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.
- 13. TMSS On-Line Booking Requests:** TSPs participating in this RFO and its FI are required to respond electronically via TMSS to all on-line booking requests generated by TMSS and sent by a participating agency. As a result, by the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it possesses the ability to respond electronically via TMSS to all shipments booked on-line.
- 14. Taxpayer ID number (TIN) and E-Mail address:** TSPs submitting rate offers under this RFO and its FI must provide a valid TIN within the header record of the rate file. TSPs submitting rates via TMSS are also mandated to provide a TIN number on the appropriate TMSS screen. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file. TSPs must also submit an email address with each rate submitted and are encouraged to provide a fax number.
- 14. Electronic Rate Filing:** All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to the formatting requirements specified in this RFO and its FI in Sections 8, 9, 10, 11, 12, 13, 14, 15 and 16 will not be accepted.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov.

Sincerely,
/s/ Robyn L. Bennett

Robyn L. Bennett
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Center for Transportation Management (QMCCB)