

**FILING INSTRUCTIONS**  
**2011 - 2012 FILING CYCLE**  
**United States Department of Commerce,**  
**Census Bureau Air Rates, Jeffersonville, IN**

**SECTION 1**  
**TERMS AND CONDITIONS**

General: The following Request for Offers (RFO) and its Filing Instructions (FI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS) dated December 04, 2001, supplements and reissues thereto. However, certain provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS. Traffic to be included under this RFO and its FI will be air freight shipments from all points in the Continental United States (CONUS), Alaska, Hawaii, Guam, Virgin Islands, and Puerto Rico to all points in CONUS, Alaska, Hawaii, Guam, Virgin Islands, and Puerto Rico. Rates accepted in accordance with this RFO and its FI will apply only to those shipments where the primary method of transportation is air. If the same shipment could be delivered within the required delivery dates via another mode, rates accepted in accordance with this RFO and its FI cannot be used. The Census Bureau will consider rates contained in the Transportation Management Services Solution (TMSS) system for surface shipments. Non-alternating Standing Route Order (SRO) rate offers are being requested and will apply specifically to the United States Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau, Jeffersonville, IN (Census Bureau). The accepted rate offers WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used in the construction of combination through rates, charges or other provisions. **Rates MUST be submitted for all origins/destinations requested in this RFO and its FI.**

1-1. EFFECTIVE PERIOD: Acceptable rate offers submitted in response to this RFO and its FI will be for the period **November 1, 2011** or the effective date of the rates in the FI through **October 31, 2012** with an option to extend from **November 1, 2012 through October 31, 2013.**

1-2. FILING PERIOD: Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by 10:00 p.m. Central Standard Time (CST), **October 7, 2011** and must be submitted in accordance with Section 7.

A. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between **September 8, 2011 and October 7, 2011** for Supplemental Filings, which do not meet the requirements as stated in this RFO and this FI will be considered unacceptable and rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. TSPs will be notified daily of any deficiencies and an e-mail confirmation GSA's 2011/2012 Census Bureau Request for Rate Offers acknowledging the receipt and processing of the file. The e-mail

will contain the number of records processed and the number of errors encountered. If a firm's rate offer is submitted in accordance with this RFO and this FI by a Rate Filing Service Provider (RFSP), the RFSP will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted no later than **10:00 p.m. CST, October 7, 2011 for Supplemental Filings**. In those instances where corrections are not received by **October 7, 2011**, rate offers will be considered unacceptable and the firm will not be allowed to re-file.

**RATE OFFERS CREATED USING THE TMSS ONLINE RATE FILING MODULE WILL BE PROCESSED AT 10:00AM, 2:00 PM, 6:00PM AND 10:00PM CST. TSPs AND RFSPs MAY CONTINUE SUBMITTING CORRECTIONS UNTIL ALL ERRORS ARE CORRECTED OR UNTIL THE CLOSING DATE OF October 7, 2011.**

RATE OFFERS CREATED WITHIN TMSS ONLINE RATE FILING ARE VALIDATED IN REAL TIME.

B. ACCEPTED/EFFECTIVEDATE: Rate offers will be accepted and entered into TMSS on the dates indicated below.

SRO	Date Rec'd	Computer Entry	Effective Date
Section 7 Census	10/07/11	10/07/11 or before	11/1/11

C. TSP NOTIFICATIONS: If the submitting TSP or RFSP receives no communication from GSA pursuant to Paragraph 1.2.A. by the appropriate computer entry date identified in Paragraphs 1-2.B, the TSP or RFSP is on notice that its rate offer(s) has been offered to GSA's Office of Transportation Audits.

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the offeror agrees that it will service all points in an identified origin state/territory for which a rate is offered and all points within each identified destination state/territory for which a rate is offered.

1-4. 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 RFO and its FI for up to ninety (90) days.

1-5. TERMINATION:

A. The following provision will apply:

Accepted rate offers may be terminated upon determination that a TSP has failed to satisfactorily respond to a show cause notice(s); and accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the 41 Code of Federal Regulation (CFR) 102-117.

B. Upon termination of the rate offer under 1-5.A above, the TSP shall be paid any sum due the TSP for services performed under this RFO and its FI 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 TSP and the Government shall have the right to offset any such claims against such payment.

1-6. **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 RFO and its FI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

1-7. **CONTACTS:** Questions dealing with the identified Census Bureau traffic should be directed to either Sharon Eckroth at (415) 522-2845, [sharon.eckroth@gsa.gov](mailto:sharon.eckroth@gsa.gov) or Maria Gutierrez at (415) 522-2846, [maria.gutierrez@gsa.gov](mailto:maria.gutierrez@gsa.gov). Questions dealing with the submission of electronic rate offers should be directed to Jim Stroup at (816) 823-3648, [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov) or Thomas Hendershot at (703) 605-2528 or via email at [thomas.hendershot@gsa.gov](mailto:thomas.hendershot@gsa.gov).

1-8. **MANDATORY REQUIREMENTS:** To participate in TMSS all TSP's are now required to sign up with the Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/>. All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citi Bank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. TSPs providing services to non-participating agencies under STOS, are still REQUIRED to submit copies of all agency final invoices to Syncada. The invoicing procedures for these agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including on-boarding, setup packages, training and invoice submission instructions, can be obtained from Citi Bank NA at 1-888-617-7173 or by email to [payportexpress@citi.com](mailto:payportexpress@citi.com). You may also contact Sang Lee at 212-816-6618 or [Sang.Lee@citi.com](mailto:Sang.Lee@citi.com), or Vasilios Kontogianis at 212-816-7096 or [Vasilios.Kontogianis@citi.com](mailto:Vasilios.Kontogianis@citi.com) for any additional questions or information.

## **SECTION 2 EVALUATION AND ACCEPTANCE**

2-1. GSA will evaluate all rate offer submissions to ensure they are submitted correctly in accordance with the terms and conditions of this RFO and its FI. The Census Bureau will make any TSP selections.

2-2. **ACCEPTANCE:** Accepted rate offers will be contained in GSA's Transportation Management Services Solution (TMSS) system. When identified in TMSS, the

acceptable rate offers will be listed based on price only. The listing of TSP's 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 weight break baseline established in the FI dated September 1, 2011 or reflected in Section 7-8.D of this document, and any accessorial services requested by the customer agency. TSP's 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 TSP's will be identified on cost comparisons. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying TSP's and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSP's have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSP's will be listed on the cost comparison in alphabetical order according to the TSP's names.

**PLEASE NOTE:** The US Census Bureau and/or GSA Transportation Management Branch, San Francisco, CA, may consider factors other than price when routing shipments. As a result, the listing of TSP's 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 FI, the submitting TSP certifies that:

**I have read and will comply with all the provisions contained in this request dated September 1, 2011, as well as this supplement 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 December 4, 2001, 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 air carriers or brokers, freight forwarders, rail carriers, shippers agents, or shippers associations shall possess the required carrier or Surface Transportation Board (STB) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies.”

**SECTION 4**  
**TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR**  
**GOVERNMENT SHIPMENTS**

Per this RFO and its FI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. Any shipment moving under an accepted rate offer is automatically subject to the Government's shipping "terms and conditions." The bill of lading for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit <http://www.gpoaccess.gov/cfr/> search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

**SECTION 5**  
**APPLICATION OF 6% TRANSACTION FEE**

TSPs will be required to remit directly to GSA a 6% Transaction Fee based on the total transportation charges paid and any accessorial, (excluding the fuel surcharge) to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than thirty (30) calendar days upon receipt of payment. The checks must be made payable to the "General Services Administration" and reference on the check, "GSA-GL 474.2 TMSS, company name, SCAC code and (change). Bill of Lading number(s) to support check amount". 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 63101-9009. 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.

**GSA may adjust the 6% Transaction Fee during the effective period of this RFO and its FI.**  
**If an adjustment is required, GSA will provide notification to TSPs with acceptable rate offers on file and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.**

**SECTION 6**  
**TSP REQUIRED TO SUBMIT REPORT**

TSPs are required to submit a monthly report to GSA based on the number of shipments paid per calendar month. These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment. A negative report is also required. TSPs must use GSA format for reporting: SCAC, Date paid by Agency, TMSS/NON-TMSS, Bill of Lading/Pro Bill Number/Invoice Number, Agency name, Total Shipment Value, Fuel Surcharge, Amount subject to IFF, IFF Due, Date IFF paid, Date of Check, and Check Number. TSP monthly report form and also be located at the following web site <http://www.gsa.gov/portal/content/103911>. This report will be sent to [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov) on EXCEL spreadsheet with a subject line "SCAC – 6% Transaction Fee" or 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](mailto: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

**SECTION 7**  
**IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER**  
**TRAFFIC FOR THE CENSUS BUREAU, JEFFERSONVILLE, IN**

**7-1. IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER (SRO) TRAFFIC:**

Listed below is the Census Bureau, Jeffersonville, IN traffic for which GSA is requesting non alternating SRO air freight rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its FI for the identified Census Bureau traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. Rates will only be accepted for the origins/destinations identified below. Rates submitted for any other origin/destination will automatically be rejected. Rates MUST be submitted for all origins/destinations requested in this RFO and its FI. An offering TSP MUST be able to service all points within each origin/destination state and territory identified.

**7-2. COMMODITY APPLICATION:** Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

**7-3. LIABILITY OF TSP:** Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and 41 CFR 102-1 through 102-220, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) shall be valued at full value.

**7-4. SHIPMENT TRACKING:** TSPs MUST have a secure Internet website that is accessible by the Census Bureau. This website must allow for the tracking and status of all Census Bureau shipments moved under this RFO and FI. Access to the website must be password controlled, available only to the Census Bureau and available 24 hours a day, seven days a week.

**7-5. UNSATISFACTORY SERVICE:**

A. The Government reserves the right to immediately remove any TSP for the duration of this RFO and its FI for unsatisfactory service.

B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the government; any failure after this written notification may result in immediate removal from further participation in the traffic named in this RFO and its FI.

**7-6. ORIGINS:** All points in the Continental United States (CONUS), Alaska, Hawaii, Guam, Virgin Islands and Puerto Rico.

**7-7. DESTINATIONS:** All points in CONUS, Alaska, Hawaii, Guam, Virgin Islands and Puerto Rico.

**7-8. RATE OFFERS:** Door-to-door rate offers, including all applicable taxes, are being requested for the types of services identified below. Rates **MUST** be submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in Paragraph 7-8.E for shipments weighing up to 5,000 pounds.

A. Priority Service/Next Flight: Shipments may be required to be picked up and/or delivered at any time during a 24 hour period. No specific time for pickup/delivery stated for the purpose of filing rates. The freight bills, bills of lading or Transportation Service Orders (TSOs) will reflect specific time required for pickup/delivery. However early a.m. deliveries could apply. Refer to time definite or specific am or pm delivery accessorial, item 480, paragraph 7-9 L.

B. Next Day Service: Shipments to be delivered by 5:00 p.m. of the following business day after pickup of shipment. No specific time for pickup/delivery stated for the purpose of filing rates. The freight bills, bills of lading or Transportation Service Orders (TSOs) will reflect any specific time required for specific pick up/delivery. However early a.m. deliveries could apply. Refer to time definite or specific am or pm delivery accessorial, item 480, paragraph 7-9 L.

C. Second Day Service: Shipments to be delivered by 5:00 p.m. on the second business day after pickup of shipment. No specific time for pickup/delivery stated for the purpose of filing rates. The freight bills, bills of lading or Transportation Service Orders (TSOs) will reflect any specific time required for specific pick up/delivery. However early a.m. deliveries could apply. Refer to time definite or specific am or pm delivery accessorial, item 480, paragraph 7-9 L.

D. Third Day Service: Shipments to be delivered by 5:00 p.m. on the third business day after pickup of shipment. No specific time for pickup/delivery stated for the purpose of filing rates. The freight bills, bills of lading or Transportation Service Orders (TSOs) will reflect any specific time required for specific pick up/delivery. However early a.m. deliveries could apply. Refer to time definite or specific am or pm delivery accessorial, item 480, paragraph 7-9 L.

E. Per Hundred Weight (cwt - pounds) Base-Line Rates Table:

**Weight Group Base-Line per Hundred Weight (cwt - pounds)**

0 to 500 lbs	\$170
501 to 2,000 lbs	\$125
2,001 to 3,500 lbs	\$115
3,501 to 5,000 lbs	\$105

**7-9. ACCESSORIAL SERVICES:** Except for Item 60, charges for the identified accessorial services **MUST** be submitted as a percentage of the charges identified in the GSA National Rules Tender No. 100-D of the STOS.

- A. Item 75 - Palletizing and shrink-wrapping materials (submitted as a Flat Fee)
- B. Item 425 – Hydraulic Lift Gate Service
- C. Item 525 – Extra Labor – Loading or Unloading (to cover such services as covering floors, long carriers, no access to freight elevators, no semi allowed, etc...)
- D. Item 550 – Handling Freight at Positions not Immediately Adjacent to Vehicle (inside pickup or delivery)
- E. Item 775 –Dimensional Freight – air industry practice will apply
- F. Item 860 – Pickup or Delivery Service – Sundays or Holidays
- G. Item 865 – Pickup or Delivery Service – Saturday or After 5 P.M. on Normal Business Days
- H. Item 925 – Reconsignment or Diversion
- I. Item 950 – Redelivery
- J. Item 1010 – Sorting or Segregating Service and Charges
- K. Item 1025 – Services – Signature and Tally Record Service
- L. Item 480 - Time Definite or Specified AM or PM Delivery Service (submitted as a flat fee per pound)

These percentages/flat fees will be submitted in the under accessorial item number except for item 75. Item 75 will be submitted under “MIN TL”. The input of the flat fee for item 480 allows for the entry of 3 digits up to 999 and no decimals. TSP may, but not required to, submit values for the other accessories listed in the GSA National Rules Tender No. 100-D of the STOS.

**7-10. ACCESSORIAL SERVICES NOT OTHERWISE IDENTIFIED:** For any accessorial services required that are not identified specifically on the freight bills, bills of lading or Transportation Service Orders (TSOs), the TSP MUST provide the Census Bureau an estimated charge for the accessorial service(s) and obtain approval from the Census Bureau in writing prior to the performance of the accessorial service.

**7-11. HISTORICAL ESTIMATED TRAFFIC VOLUME:** Identified below is historical traffic volume for the time period of November 2009 through October 2010. The data provided should not be interpreted as a guarantee to the TSP that future traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of shipment estimates to materialize will not constitute a basis for rate adjustments.

<b>Shipment Weight # of Shipments Pounds</b>	
Less than 1,500 lbs	2,280                      65 Shipments
1,500 to 3,000 lbs	4,559                      19 Shipments
3,001 to 5,000 lbs	2,290                      12 Shipments

**7-12. FUEL SURCHARGES:** If needed, any charges relating to an aviation fuel surcharge will be calculated under accessorial 1300 in the GSA National Rules Tender No 100-D of the STOS. The TSP may incorporate the appropriate fuel base line within their rate and then apply the monthly aviation fuel national average to the table in the 100-D to acquire the applicable percent. Then this percent will be applied to the cwt



charges for the shipment. The Department of Energy, Energy Information Administration (EIA) posts the National US Average Aviation Gasoline prices monthly. The TSP is responsible for monitoring the prices each month and can be viewed at EIA Website <http://www.eia.doe.gov>. The fuel surcharge will be a manual calculation and added as a separate line item to the freight bills, bills of lading or Transportation Service Orders (TSOs). Utilizing this established calculation will standardize the surcharge yet allow for fuel price adjustments.

**7-13. STATE TO STATE CODES:**

***DIGIT 1 AND 2 REPRESENT BUREAU OF CENSUS  
DIGIT 3 AND 4 ARE THE STATE OR TERRITORY CODE  
DIGIT 5 IS: P - PRIORITY SERVICE  
N - NEXT DAY SERVICE  
S - SECOND DAY SERVICE  
T - THIRD DAY SERVICE***

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