

**FILING INSTRUCTIONS  
2011 - 2012 FILING CYCLE  
For Freight Forwarder Service and  
Thru Rates for Alaska Destinations**

**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), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F) dated December 04, 2001, supplements and reissues thereto. However, certain provisions and requirements of this RFO and this FI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO and this FI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 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.

Non-alternating Standing Route Orders (SRO) rate offers are being requested where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The non-alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Section 8 and Section 9, of this RFO and this FI and **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. **(NO PAPER TENDERS WILL BE ACCEPTED)**

Non-alternating SRO rate offers will be accepted for the following facilities:

1. Section 8 Non-alternating SRO for Freight Forwarder Service Traffic from Washington for specific customer area codes within Alaska.
2. Section 9 Non-alternating SRO for Thru Rates, shipping from various location within CONUS for specific customer area codes within Alaska.

1-1. **EFFECTIVE PERIOD:** Except as otherwise provided herein initial rate offers made in response to this request will be for the period **May 1, 2011 through April 30, 2012** with an option to extend from **May 1, 2012 through April 30, 2013**.

1-2. **FILING PERIOD:**

A. **INITIAL FILINGS:** Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 10:00 P.M. Central Daylight Time, Monday, April 04, 2011**, and will be processed in accordance with **Paragraph 1-2.F.1**, below.

B. **NEW FILINGS:** TSPs receiving approval to participate, in accordance with the GSA TOS No. 1-F, Section 2 Participation, after the Initial Filing Period due date of **March 04, 2011**, may submit a rate offer in response to this RFO and its FI in accordance with the supplemental filing period identified in **Paragraph 1-2.F.2**.

C. **RE-FILINGS OF RATE FILING DEFICIENCIES:** Electronic rate filings received from **March 04, 2011, through April 04, 2011**, 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 utilizing the JUPLOAD will be notified daily of any deficiencies submitted per **Section 11-5** by an e-mail

confirmation 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 **April 04, 2011**. In those instances where corrections are not received by **April 04, 2011**, rate offers will be considered unacceptable and the firm will not be allowed to re-file. TSP's utilizing TMSS online rate filing will **NOT** receive error reports on the JUPLOAD since the validation notifies the TSP in real time of any errors encountered.

**RATE OFFERS SUBMITTED BY JUPLOAD WILL BE VALIDATED DAILY AT 10:00 AM, 2:00PM, 6:00PM, AND 10:00 PM CDT, ALLOWING TSPs AND RFSPs TO RESUBMIT CORRECTIONS AFTER EACH VALIDATION. TSPs AND RFSPs WILL NOT HAVE AN OPPORTUNITY TO CORRECT ANY ERRORS FOUND DURING THE 10:00 PM VALIDATION ON THE CLOSING DATE OF April 04, 2011.**

D. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-2.A. will be accepted into TMSS by April 04, 2011, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.B

E. TSP NOTIFICATIONS: If the submitting TSP or RFSP receives no communication from GSA pursuant to Paragraph 1-2.B. by April 04, 2011, the TSP or RFSP is on notice that its rate offer(s) has been offered to GSA's Office of Transportation Audits.

F. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into TMSS on the date indicated below or the first working day of the month, whichever occurs later.

G. INITIAL FILINGS: Initial rate offers allowable under Paragraph 1-2.A. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C:

2011 FILING YEAR

DATE RECEIVED	TMSS POSTING DATE	ACCEPTED/EFFECTIVE DATE
<b>03/04/2011 through 04/042011</b>	<b>05/01/2011 or Before</b>	<b>05/01/2011</b>

1-3. APPLICABILITY OF RATE OFFERS:

A. By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered. By submission of a rate offer to GSA for the non-alternating SRO's and alternating SRO's freight traffic identified in this RFO and its FI, the TSP agrees that it can and will service the identified origin facility(ies) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered.

B. These rates will supersede and replace any other rates and/or paper rates on file covering these traffic/routes.

C. **Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup**

**NOTE: As a TSP submitting a rate offer in accordance with this RFO and its FI you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Debarment, or Suspension within GSA's Freight Management Program.**

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 one year.

1-5. **TERMINATION:**

A. The following provision will apply in addition to Item 18e of the Optional Form 280:

1. 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.1 and/or 2.**, above, the Carrier shall be paid any sum due the Carrier 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, however, 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.

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

1-7. **GENERAL CONTACTS:** Questions dealing with the identified Alaska traffic should be directed to either Sharon Eckroth at (415) 522-2845, sharon.eckroth@gsa.gov or Maria Gutierrez at (415) 522-2846, 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.

## **SECTION 2 EVALUATION AND ACCEPTANCE**

2-1. **EVALUATION:** All submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), Special Filing Instructions (FI), and the General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to paragraph 2-2, below.

2-2. **ACCEPTANCE:** Accepted rate offers will be listed base on price within GSA's TMSS system. TMSS displays freight comparisons for the use by federal agencies. The listing of firms on individual cost comparisons 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. Please note that in the case of brokers and shippers agents/Intermodal Marketing Companies that the broker's name and/or the shippers agent's/Intermodal Marketing Company's name and not the names of underlying carriers will be identified on the cost comparison. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of a 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. When two or more firms have offered the exact same rate, (both for transportation and the requested accessorial services) TMSS will display the TSPs on the cost comparisons in alphabetical order according to the TSPs name.

**PLEASE NOTE:** GSA and other participating agencies may consider other factors 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 the General Services Administration (GSA) in accordance with this Request for Offers (RFO), and Filing Instructions (FI), the submitting firm certifies that:

I have read and will comply with all the provisions contained in this RFO and its FI dated **March 12, 2011**, as well as any amendments, 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, 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 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 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 for Offers (RFO) and its Filing Instructions (FI), 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 &/OR CHARGES FOR TRANSPORTATION SERVICES**

By submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Filing Instructions (FI), the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, as well as provided in Paragraph 1-5.

### **SECTION 6 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. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." In accordance with Section 5 of this RFO and its FI, rate offers accepted in accordance with this RFO and its FI are also 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 7A**  
**BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE**

Section 7 of this Request for Offers (RFO) and its Filing Instructions (FI) 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 FI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by **ALK Technologies, Inc., 5 digit Zip Code, WEB Version 23, ALK Technologies, Inc., 5 digit Zip, WEB Version 24** will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used when constructing mileage for shipments moving within the contiguous United States:

**GENERAL: borders closed, shortest mileage, ferry on.**  
**OW/OD: borders closed, practical miles, ferry on.**

For a full description of Default Settings, please refer to: <http://dtod.sddc.army.mil/>. Once there, follow the links “Industry” and then “PC\*Miler Default Settings.”

**SECTION 7B**  
**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, **(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 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 63101-9009. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse.

<p><b>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 and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.</b></p>
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**SECTION 7C**  
**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. 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 the **6%** Transaction Fee paid to GSA. 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.

**SECTION 8**  
**IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR ALASKA FREIGHT FORWARDER SERVICE**

**8-1. IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER (SRO) TRAFFIC:**

**GSA will select a single Freight Forwarder Service**, listed below is the Alaska traffic for which GSA is requesting non-alternating SRO freight forwarder rate offers. **All services listed under Section 8 are required. Rates must be provided for all locations and transportation services/modes. A best value selection will be made based upon meeting the requirements listed under section 8 and on the price of rates filed.** 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 Alaska 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 identified. This service is applicable to all civilian federal agencies participating in GSA's Freight Management Program (FMP).

**EFFECTIVE PERIOD:** Acceptable rate offers submitted in response to this RFO and its FI will be for the period **May 1, 2011** or the effective date of the rates in the FI through **April 30, 2012** with an option to extend from **May 1, 2012 through April 30, 2013.**

**CONTACTS:** Questions dealing with the identified Alaska traffic should be directed to either Sharon Eckroth at (415) 522-2845, sharon.eckroth@gsa.gov or Maria Gutierrez at (415) 522-2846, 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.

**8-2. COMMODITY APPLICATION:** Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

**8-3. LIABILITY OF TSP:** Notwithstanding the provisions of 41 CFR 102-111 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.

**8-4. SHIPMENT TRACKING:** TSPs may have a website that is accessible by the federal shippers for the tracking full loads for Alaska shipments moved under this RFO and FI.

**8-5. UNSATISFACTORY SERVICE:**

A. The Government reserves the right to immediately remove the primary 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.

**8-6. ORIGINS:** All points from Port of Embarkation Seattle, WA area.

**8-7. DESTINATIONS:** All points in Alaska as designated by the groups identified in Paragraph 8-13.

**8-8. RATE OFFERS:** POE Port-to-door rate offers, including all applicable taxes, are being requested for the freight forwarder services identified below. Rates MUST be submitted as a percent (%) of the per hundred weight (cwt - pounds) base-line rates identified in STOS, GSA 1000-D under the estimated mileage distance of 2001-2100 miles. Granted the distance for the shipment may be greater or over the ocean, this distance will serve as the baseline for the cwt % you will submit for the shipment size.

TSPs will submit **one** percentage applicable to **all** of the following baselines:

- minimum charge:**
- shipment weight less than 500#**
- shipment weight up to 500#**
- shipment weight up to 1000#**
- shipment weight up to 2000#**
- shipment weight up to 5000#**
- shipment weight up to 10,000#**
- shipment weight up to 20,000#**
- shipment weight up to 30,000#**
- shipment weight up to 40,000#**

One Freight Forwarder TSP will be selected by GSA for this volume freight. GSA may consider factors other than price in this selection. The electronic system will display **only** that selected TSP to the civilian federal agencies. This will insure the TSP obtains the volume freight. The electronic system will hold the other bidding TSPs' rate in the background should the traffic be reassigned later.

**Other important requirements:**

- A. Container rates for full loads from GSA Western Distribution Center (WDC), French Camp, CA to Anchorage, Alaska. Containers must move over the highway to POE Seattle area. Transit time from GSA French Camp, CA to GSA Anchorage, Alaska must be no more than 10 days, including pickup and delivery days. Approximately 2, 40-foot containers per week move from French Camp, CA. The WDC will furnish the Freight Forwarder a Bill of Lading (BL) issued by the WDC CA for transportation to the Alaska consignees.
- B. Freight Forwarder services from POE Seattle area to all points in Alaska. Transit time from POE Seattle area to Anchorage must be no more than seven days. Transit time from POE Seattle, area to points beyond Anchorage must be no more than 12 days.
- C. Commercial carriers will deliver shipments routed from other origins throughout CONUS to the Forwarders' terminal. Shipments will be held for maximum of five days and consolidated for each consignee. The federal entity reflected on the invoice will issue the BOL to cover onward movement from Seattle area to final Alaska destinations. The freight forwarder will invoice the appropriate consignee.
- D. The transportation service provider (TSP) shall furnish all labor, equipment, supplies, materials, and terminal facilities, and perform all operations necessary to provide services incident to movement of Alaska freight for the General Services Administration (GSA) participating civilian federal agencies. The TSP's duties shall include: receiving, transferring, storing, unloading/loading trucks and trailers and blocking, bracing, clerking, checking, segregating, staging, documenting and dispatching of freight:
- E. **TERMINAL FACILITY:**
  - a. TSP's facility must be located within the Seattle Commercial Zone and must have protected terminal space to accommodate all freight under this tender of service at any given time. Facility must comply with all local, state, federal requirements. All government freight will be stored under cover, protected from the elements at all times.
  - b. The TSP shall perform good warehouse-keeping practices at all times. The terminal shall not show evidence of insect and rodent infestation and a periodic program shall be established, either self administered or provided by a reputable outside firm, for the control and extermination of insects and rodents. The terminal shall afford adequate protection from pilferage and theft. There shall be suitable provisions for the collection and disposal

of packing materials, crates, and other similar trash; dust and dirt shall not be prevalent; working supplies shall be properly located and equipment shall be maintained in good condition. The outside area shall be neatly kept with no trash or hazardous materials in compliance with the National Fire Protection Association (NFPA) standards. The TSP shall maintain a current, accessible locator record for all Government shipments on hand.

#### F. DAMAGE AND LOSS REPORTS;

In all instances where freight is lost, damaged, or pilfered while under the control and possession of the TSP, the TSP shall make a full report of the facts and the extent of loss or damage and shall submit the report to the shipper within 24 hours following the occurrence or discovery.

- a. **INBOUND FREIGHT OPERATIONS.** The carrier will receive freight from the delivering commercial carriers. Annotate any overage, shortage or damage on TSP's copy of Bill of Lading (B/L). Verify markings, pieces, weight, and cube for each shipment by comparing the Bill of Lading information against the actual shipment. If any overage, shortage, or damage, or change in markings, pieces, weight, and cube are found, immediately notify the shipper by telephone, within one working hour and frustrate the shipment.
- b. **FRUSTRATED SHIPMENT.** For each frustrated shipment, the TSP shall submit an annotated copy of BL/CBL to the shipper within one workday from day that the shipment is frustrated. The annotated copy of the BL/CBL shall contain the following information:
  1. Date received;
  2. Specific reason why the shipment was frustrated, (e.g. 1 box short, 1 box damaged, etc.)

***The TSP shall hold the shipment in a frustrated status until disposition instructions are received.***

- c. **COOPING AND REMARKING.** Perform minor cooping and remarking of freight where necessary. Some examples of minor cooping are patching, caulking, and banding.

**G. OUTBOUND FREIGHT OPERATIONS.** The shipper will furnish the carrier with applicable shipping documentation, which will identify the name and address of the ultimate Alaska destination. The TSP will consolidate shipments for single Alaska customers. (Holding for consolidations will not exceed five days.) The TSP will provide transportation services direct to each Alaska destination for each shipment. Ensure that the loading is in compliance with good commercial practices, i.e., adequate blocking and bracing. Also ensure that the shipment and its loading are in accordance with the provisions of 49 CFR 100-117, Hazardous Materials Regulations, if hazardous cargo is contained in the shipment.

**H. TSP PAYMENT FOR FREIGHT OPERATIONS.** The TSP shall be paid for the transportation services based on cents per 100 pounds (CWT), with a designated minimum charge. Full trailer loads for one consignee or trailers loaded to capacity as defined in GSA Rules Tender 100, will be rated at the applicable truckload rate, i.e., 30,000 pounds for item 725. Individual freight bills for each consignee will be prepared by TSP and furnished to the consignee on a weekly basis. The consignee will prepare the bol and forward the bol to the TSP. The consignee may use GSA's electronic billing system for bol preparation.

**I. SMALL PACKAGE.** There will no longer be a special fee structure for shipments qualifying as small package. When small package shipments arrive at the forwarder terminal, these will be accepted as in the past. The freight charges applied will be the minimum charge for LTL. Parcel post and repacking/labeling fees will no longer apply.

**8-9. ACCESSORIAL SERVICES:** Charges for accessorial services **MUST** be submitted as a percentage of the charges identified in the GSA National Rules Tender No. 100-D of the STOS.

**8-10. ACCESSORIAL SERVICES NOT OTHERWISE IDENTIFIED:** For any accessorial services required that are not identified specifically on the freight bills/invoices, the TSP **MUST** provide the civilian federal agency an estimated



charge for the accessorial service(s) and obtain approval from the customer in writing prior to the performance of the accessorial service.

**8-11. HISTORICAL TRAFFIC VOLUME:** Identified below is historical traffic volume for 2010 from the freight forwarder facility. 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.

Destination Group	Number of shipments	Weight of shipments
Juneau	264	43,584
Ketchikan	1172	474,000
Sitka	630	189,657
Anchorage	28,224	4,210,560
Fairbanks	187	22,450
Delta	10	237
Kenai	5	245
Palmer	6	2,567
Homer	384	18,072
Glenallen	11	498
Kodiak	4025	560,880
Cordova	500	40,002

From GSA Western Distribution Center, French Camp, CA 92 TL per year, averaging 2 TL per week.  
2,054,000 pounds of cargo, averaging 39,000 per week

**8-12. FUEL SURCHARGES:** If needed, any charges relating to diesel fuel surcharge will be charged on the BOL as 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 diesel fuel average percent imposed by the steamship companies to the shipment costs. Then this percent will be applied to the cwt charges only for the shipment. The fuel surcharge will be a manual calculation and added as a separate line item to the freight bills of lading. Utilizing this established process will standardize the surcharge yet allow for fuel price adjustments. Documentation of fuel price increases will be provided to GSA, Transportation, 450 Golden Gate Ave, 5<sup>th</sup> Floor, San Francisco, CA 94102

**8-13. CUSTOMER AREA CODES WITHIN ALASKA**

*DIGIT 1 AND 2 REPRESENT ALASKA*  
*DIGIT 3 AND 4 ARE THE INTRASTATE CODE*  
*DIGIT 5 IS: F FOR THE FREIGHT FORWARDER SERVICE*

<b>AKJUF</b>	<b>Juneau</b>
<b>AKKEF</b>	<b>Ketchikan</b>
<b>AKSIF</b>	<b>Sitka</b>
<b>AKANF</b>	<b>Anchorage</b>
<b>AKFAF</b>	<b>Fairbanks</b>
<b>AKDLF</b>	<b>Big Delta</b>
<b>AKKIF</b>	<b>Kenai</b>
<b>AKPLF</b>	<b>Palmer</b>
<b>AKHOF</b>	<b>Homer</b>
<b>AKGLF</b>	<b>Glenallen</b>
<b>AKKOF</b>	<b>Kodiak</b>
<b>AKCVF</b>	<b>Cordova</b>

Below is an explanation of the cities that fall under the respective area codes:

**AKJUF - Juneau Group**

Juneau, Auke Bay, Douglas, Hoonah, Haines, Skagway, Gustavus

**AKKEF - Ketchikan Group**

Ketchikan, Ward Cove, Saxon, Ketchikan International Airport, Thorn Bay, Craig, Klawock, Hydaburg and other points on Prince of Wales Island which are accessible by road

**AKSIF - Sitka Group**

Sitka, Wrangell, Petersburg, Mt. Edgecumbe, Pelican

**AKANF - Anchorage Group**

Anchorage, Elmendorf AFB, Anchorage International Airport, Mountain View, Spenard

**AKFAF - Fairbanks Group**

Fairbanks, Eilson AFB, Ft Wainwright, Fairbanks International Airport, College, Gakona, Grakone, Graehl, Gulkana, Nenana, North Pole, North Nenana, Paxson

**AKDLF - Big Delta Group**

Big Delta, Denali, Ft Greely, Buffalo Center, Clear, Delta Junction, Donnelly Flats

**AKKIF - Kenai Group**

Kenai, Cooper Landing, Kalifonsky, Kasilof, Naptowne, Nikishka, Nikiski, Seward, Soldtna, Sterling, Swanson River

**AKPLF - Palmer Group**

Palmer, Big Lake, Chugiak, Eagle River, Eklutna, Jonesville, Lameta, Matanuska, Moose Creek, Sutton, Wasilla

**AKHOF - Homer Group**

Homer

**AKGLF - Glenallen Group**

Glennallen, Valdez

**AKKOF - Kodiak Group**

Kodiak

**AKCVF - Cordova Group**

Cordova

Shipments requiring trans-shipment from Juneau or Ketchikan will be rated at the applicable Rate Group rate plus the cost of the beyond carrier.

**SECTION 9**  
**IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR**  
**THRU RATES TO CUSTOMER AGENCIES CODE WITHIN ALASKA**

**9-1. IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER (SRO) TRAFFIC:**

Listed below is the Alaska traffic for which GSA is requesting non-alternating SRO thru 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 Alaska 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 may be submitted for all or some origins/destinations requested in this RFO and its FI. An offering TSP MUST be able to service all points within each origin/destination state identified. This service is applicable to all civilian federal agencies participating in GSA's Freight Management Program (FMP).

**EFFECTIVE PERIOD:** Acceptable rate offers submitted in response to this RFO and its FI will be for the period **May 1, 2011** or the effective date of the rates in the FI through **April 30, 2012** with an option to extend from **May 1, 2012** through **April 30, 2012**.

**CONTACTS:** Questions dealing with the identified Alaska traffic should be directed to either Sharon Eckroth at (415) 522-2845, sharon.eckroth@gsa.gov or Maria Gutierrez at (415) 522-2846, 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.

**9-2. COMMODITY APPLICATION:** Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

**9-3. LIABILITY OF TSP:** Notwithstanding the provisions of 41 CFR 102-111 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.

**9-4. SHIPMENT TRACKING:** TSPs may have a website that is accessible by the federal shippers for the tracking full loads for Alaska shipments moved under this RFO and FI.

**9-5. UNSATISFACTORY SERVICE:**

A. The Government reserves the right to immediately remove the primary 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.

**9-6. ORIGINS:** All points in the Continental United States (CONUS).

**9-7. DESTINATIONS:** All points in Alaska as designated by the groups identified in Paragraph 9-13.

**9-8. 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 STOS, GSA 1000-D. Granted the distance for the shipment may be greater or over the ocean, this distance will serve as the baseline for the cwt % you will submit for the shipment size.

TSPs will submit **one** percentage applicable to **all** of the following baselines under the area codes in 9-13:

**shipment weight less than 500#**  
**shipment weight up to 500#**  
**shipment weight up to 1000#**  
**shipment weight up to 2000#**  
**shipment weight up to 5000#**  
**shipment weight up to 10,000#**  
**shipment weight up to 20,000#**  
**shipment weight up to 30,000#**  
**shipment weight up to 40,000#**

Only those rate offers submitted by the Initial Filing due date identified in Paragraph 1-2.A will be considered for acceptance. **THERE WILL BE NO SUPPLEMENTAL FILINGS.**

**Other important requirements:**

A. The transportation service provider (TSP) shall furnish all labor, equipment, supplies, materials, and terminal facilities, and perform all operations necessary to provide services incident to movement of Alaska freight for the General Services Administration (GSA) participating civilian federal agencies. The TSP's duties shall include: receiving, transferring, storing, unloading/loading trucks and trailers and blocking, bracing, clerking, checking, segregating, staging, documenting and dispatching of freight:

B. The shipper will furnish the carrier with applicable shipping documentation, which will identify the name and address of the ultimate Alaska destination. The TSP will provide transportation services direct to each Alaska destination for each shipment. Ensure that the loading is in compliance with good commercial practices, i.e., adequate blocking and bracing. Also ensure that the shipment and its loading are in accordance with the provisions of 49 CFR 100-117, Hazardous Materials Regulations, if hazardous cargo is contained in the shipment.

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

**9-10. ACCESSORIAL SERVICES NOT OTHERWISE IDENTIFIED:** For any accessorial services required that are not identified specifically on the freight bills/invoices, the TSP MUST provide the civilian federal agency an estimated charge for the accessorial service(s) and obtain approval from the customer in writing prior to the performance of the accessorial service.

**9-11. HISTORICAL TRAFFIC VOLUME:** Identified below is historical traffic volume for 2010 from the freight forwarder facility. 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>Destination Group</b>	<b>Number of shipments</b>	<b>Weight of shipments</b>
<b>Juneau</b>	<b>264</b>	<b>43,584</b>
<b>Ketchikan</b>	<b>1172</b>	<b>474,000</b>
<b>Sitka</b>	<b>630</b>	<b>189,657</b>
<b>Anchorage</b>	<b>28,224</b>	<b>4,210,560</b>
<b>Fairbanks</b>	<b>187</b>	<b>22,450</b>
<b>Delta</b>	<b>10</b>	<b>237</b>
<b>Kenai</b>	<b>5</b>	<b>245</b>
<b>Palmer</b>	<b>6</b>	<b>2,567</b>
<b>Homer</b>	<b>384</b>	<b>18,072</b>
<b>Glenallen</b>	<b>11</b>	<b>498</b>
<b>Kodiak</b>	<b>4025</b>	<b>560,880</b>
<b>Cordova</b>	<b>500</b>	<b>40,002</b>

From GSA Western Distribution Center, French Camp, CA 92 TL per year, averaging 2 TL per week.

2,054,000 pounds of cargo, averaging 39,000 per week.

**9-12. FUEL SURCHARGES:** If needed, any charges relating to diesel fuel surcharge will be charged on the BOL as 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 diesel fuel average percent imposed by the steamship companies to the shipment costs. Then this percent will be applied to the cwt charges only for the shipment. The fuel surcharge will be a manual calculation and added as a separate line item to the freight bills of lading. Utilizing this established process will standardize the surcharge yet allow for fuel price adjustments. Documentation of fuel price increases will be provided to GSA, Transportation, 450 Golden Gate Ave, 5<sup>th</sup> Floor, San Francisco, CA 94102

**9-13. CUSTOMER AREA CODES WITHIN ALASKA**

***DIGIT 1 AND 2- REPRESENT ALASKA***

***DIGIT 3 AND 4 - ARE THE INTRASTATE CODE***

***DIGIT 5 IS: "T"FOR THE THRU RATE SERVICE***

<b>AKJUT</b>	<b>Juneau</b>
<b>AKKET</b>	<b>Ketchikan</b>
<b>AKSIT</b>	<b>Sitka</b>
<b>AKANT</b>	<b>Anchorage</b>
<b>AKFAT</b>	<b>Fairbanks</b>
<b>AKDLT</b>	<b>Big Delta</b>
<b>AKKIT</b>	<b>Kenai</b>
<b>AKPLT</b>	<b>Palmer</b>
<b>AKHOT</b>	<b>Homer</b>
<b>AKGLT</b>	<b>Glenallen</b>
<b>AKKOT</b>	<b>Kodiak</b>
<b>AKCVT</b>	<b>Cordova</b>

Below is an explanation of the cities that fall under the respective area codes:

**AKJUT - Juneau Group**

Juneau, Auke Bay, Douglas, Hoonah, Haines, Skagway, Gustavus

**AKKET - Ketchikan Group**

Ketchikan, Ward Cove, Saxon, Ketchikan International Airport, Thorn Bay, Craig, Klawock, Hydaburg and other points on Prince of Wales Island which are accessible by road

**AKSIT - Sitka Group**

Sitka, Wrangell, Petersburg, Mt. Edgecumbe, Pelican

**AKANT - Anchorage Group**

Anchorage, Elmendorf AFB, Anchorage International Airport, Mountain View, Spenard

**AKFAT- Fairbanks Group**

Fairbanks, Eielson AFB, Ft Wainwright, Fairbanks International Airport, College, Gakone, Grakone, Graehl, Gulkana, Nenana, North Pole, North Nenana, Paxson

**AKDLT - Big Delta Group**

Big Delta, Denali, Ft Greely, Buffalo Center, Clear, Delta Junction, Donnelly Flats

**AKKIT - Kenai Group**

Kenai, Cooper Landing, Kalifonsky, Kasilof, Naptowne, Nikishka, Nikiski, Seward, Soldtna, Sterling, Swanson River

**AKPLT - Palmer Group**

Palmer, Big Lake, Chugiak, Eagle River, Eklutna, Jonesville, Lameta, Matanuska, Moose Creek, Sutton, Wasilla

**AKHOT - Homer Group**

Homer

**AKGLT - Glenallen Group**

Glennallen, Valdez

**AKKOT - Kodiak Group**

Kodiak

**AKCVT - Cordova Group**

Cordova

Shipments requiring trans-shipment from Juneau or Ketchikan will be rated at the applicable Rate Group rate plus the cost of the beyond carrier.

## SECTION 10 FILE FORMAT REQUIREMENTS

**10-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS:** TSPs submitting rate offers for this RFO and its FI, **MUST** submit their rate offers electronically per instructions located in Section 10, or via the filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs submitting rate offers via GSA-supplied Java Upload Client (JUupload) must also adhere to format requirements contained in this section. Rate offers received which do not conform to these format requirements will be found unacceptable. Please note that Sections 8 - 10 can provide general data and rate collection information to those TSPs utilizing TMSS to create their rate offers.

**10-2. HEADER RECORD FORMAT REQUIREMENTS:** In addition to each TSPs rate records, for all rate offers filed in accordance with this RFO TSPs must file ONE SET of the following “F Records” at the beginning of EVERY RATE FILE submitted to GSA.

➤ **Important Notes:**

Mandatory E-mail Address: Booking office e-mails contained in the rate offer have become **MANDATORY** for the purpose of online booking within TMSS;

The TSP must provide an Email address and is encouraged to provide a fax number for each rate record. The e-mail address provided in the rate record will be used by TMSS for automated booking notification. The e-mail is expected to be associated with the booking office at the route level. If no such e-mail can be provided at the route level, a corporate level e-mail must be provided in this record. For automated booking notifications to be sent by TMSS to the TSP’s, the government will consider offering a system-to-system level information exchange between TMSS and the TSP’s system, in lieu of sending a booking request via e-mail.

**NOTE: When the rate file is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.**

### A. List of Header Record Types and their Usage

Record Type	Description
F1	Mandatory record. This record will contain TSPs specific information, Rate offer will be rejected if this record is not submitted
F2	Optional record. A Rate Filing Service Provider (RFSP), when filing rates on behalf of a TSP, <b>must</b> submit this record. All rate filing related communications will use the RFSP’s Email address specified in this record.
F3	Optional record. Must be submitted when TSP is a Broker/ Shipping Agent/ Intermodal marketing company. This record is used to submit the underlying TSP’s represented by a Broker. ( <i>TSP underlying carriers must be approved in GSA’s Freight Management Program</i> ) Each ‘F3’ record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional ‘F3’ record line.

### B. Header Information of TSP (Mandatory Record)

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters ‘F1’
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code of the TSP

Record Field	Maximum Positions	Positions	Contents
Separator	1	7-7	\[backslash]
TSPs Name	45	8-52	Name of TSP participating in this RFO
Separator	1	53-53	\[backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing: must be <b>20110501</b>  Supplemental Filing, Late Filing, New Filings per 1-2.F.2. <b>20111101</b>
Separator	1	62-62	\[backslash]
TIN	9	63-71	Tax Payer Identification Number, assigned by the IRS to the TSP. Do not use hyphen. Example: 321456789
Separator	1	72-72	\[backslash]
DUNS	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a Duns, use 9 spaces (Space Bar)
Separator	1	82-82	\[backslash]
DUNS Extension	4	83-86	Do not use hypen. DUNS extension cannot be completed if DUNS was not Entered. Example: 1234. If not entering a DUNS extension, use 4 spaces (Space Bar)
Separator	1	87-87	\[backslash]
TSPs Government Representative	45	88-111	Name of TSPs authorized 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.

**C. Header Information of Rate Filing Service Provider (RFSP):  
Optional Record, required only when RFSP is filing rates**

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters 'F2'
RFSP CODE	4	3-6	4 Digit RFSP Code assigned by GSA
Separator	1	7-7	\[backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the TSP
Separator	1	53-53	\[backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	66-66	\[backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\[backslash]
RFSP's Email Address	45	80-124	<b>Email address of Rate Filing Service Provider. This email address will be used to send the uploaded file processing statistics and confirmation.</b>

**D. Record for Underlying TSP's Represented by Broker or Shipper Agent/Intermodal Marketing Co.:**

**Repeat Formatting Process Until All Underlying TSPs Have Been Identified For A Maximum Of 50 SCACS Per Line. If Additional Space Is Needed, Start Next Line With F3 And Repeat Formatting Process Shown Above**

Record Field	Maximum Positions	Maximum Positions	Contents
Record ID	2	1-2	Must be the letters 'F3'
SCAC	4	2-5	SCAC of 1st Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	6-6	\[backslash]
SCAC	4	7-10	SCAC of 2nd Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	11-11	\[backslash]
			...Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 use an additional 'F3' record.



**10-3. RATE RECORDS:**

A. Rate Record for Rate Offers Based on a Percent of the Minimum Charge, a Percent of the Less Than Truckload, and a Percent of the Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D.

**PLEASE NOTE: B1 rate records CAN ONLY be used for:** Freight Forwarder Service in Section 8  
Thru Rates to Customer Agencies Code with Alaska in Section 9

Example:

B1ABC1, ,MO,KS,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,115	100	<i>see required item</i>
B1ABC1,AKJUF,WA,JU,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090	100	<i>percentages</i>
B1ABC1,AKJUT,FL,JU,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090	100	<i>percentages</i>

**NOTE: Rate Record MUST ALL Fit on One (1) Line.**

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B1
Participant's Tender Number	4	3-6	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (Use SPACE BAR).
Separator	1	7-7	Use a comma ( , )
SRO Agency Identifier	5	8-12	<b>Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A</b> <b>Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (non-alternating)</b> <b>Use SRO's (Agency Code) identified in Section 15 for Individual Federal Agencies (alternating)</b>
Separator	1	13-13	Use a comma ( , )
Origin	2	14-15	Origin State
Separator	1	11-10	Use a comma ( , )
Destination	2	11-18	Destination State
Separator	1	19-19	Use a comma ( , )
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma ( , )
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.

Record Field	Maximum Positions	Positions	Contents
Separator	1	45-45	Use a comma ( , )
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma ( , )
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 090, 100. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Separator	1	95-95	Use a comma ( , )
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Separator	1	99-99	Use a comma ( , )
Percent of Truckload	3	100-102	Percent of the Truckload Base Rate being Offered. Examples: 075, 108. If not offering a Percent of Truckload, enter zeros (000) to indicate Not Applicable.
Filler	18	103-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	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 (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), 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. <b>DO NOT USE COMMA DELIMITERS</b> The first three positions (121-123) 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, TSPs 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 <b>must</b> be offered for all Required Items not indicated with **.

B. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D and Cents Per Mile for Truckload Rates when Based on a State to State Basis:

**PLEASE NOTE: B2 rate records CANNOT be used for:** Freight Forwarder Service in Section 8  
Thru Rates to Customer Agencies Code with Alaska in Section 9

**Example:**

B2ABC1, ,MO,KS,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,115,045000	100	<i>see required item</i>
B2ABC1,BOCIN,IN,MA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>percentages</i>
B2ABC1,FAAOK,OK,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,135,045000	100	<i>121-123 &amp; 124-252</i>

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B2
Participant's Tender Number	4	3-6	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (Use SPACE BAR).
Separator	1	7-7	Use a comma ( , )
SRO Agency Identifier	5	8-12	Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A, and B Use SRO (Agency Code) identified in Section 9 – Truckload only Use SRO (Agency Code) identified in Section 11 U.S. Mint Use SRO (Agency Code) identified in Section 12 for the FAA Oklahoma Use SRO (Agency Code) identified in Section 13 – Truckload only Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (non-alternating) Use SRO's (Agency Code) identified in Section 15 for Individual Federal Agencies (alternating)
Separator	1	13-13	Use a comma ( , )
Origin	2	14-15	Origin State
Separator	1	11-10	Use a comma ( , )
Destination	2	11-18	Destination State.
Separator	1	19-19	Use a comma ( , )
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma ( , )
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma ( , )
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma ( , )
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Separator	1	95-95	Use a comma ( , )

Record Field	Maximum Positions	Positions	Contents
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Separator	1	99-99	Use a comma ( , )
Cents Per Mile Truckload	3	100-102	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Separator	1	103-103	Use a comma ( , )
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if cents per mile offer is entered.
Filler	11	110-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	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 (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), 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. <b>DO NOT USE COMMA DELIMITERS</b> The first three positions (121-123) 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, TSPs 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 <b>must</b> be offered for all Required Items not indicated with **.

C. Rate Record for Rate Offers Based on a Flat Dollars and Cents Charge Per Truckload:

**PLEASE NOTE: B4 rate records CANNOT be used for:**

Freight Forwarder Service in Section 8  
Thru Rates to Customer Agencies Code with Alaska in Section 9

**Example:**

B4ABC1,	MO,KS,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,090000	100	<i>see required item</i>
B4ABC1,	OK,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,120000	100	<i>percentages</i>
B4ABC1,BOCIN,IN,MA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM		,090000	100	<i>121-123 &amp; 124-252</i>

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	B4
Participant's Tender Number	4	3-6	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (Use SPACE BAR).
Separator	1	7-7	Use a comma ( , )
SRO Agency Identifier	5	8-12	<b>Use Five spaces (Space Bar) for General Offer's identified in Section 8-1 A</b> <b>Use SRO's (Agency Code) identified in Section 14 for Individual Federal Agencies (non-alternating)</b> <b>Use SRO's (Agency Code) identified in Section 15 for Individual Federal Agencies (alternating)</b>
Separator	1	13-13	Use a comma ( , )
Origin	2	14-15	Origin State
Separator	1	11-10	Use a comma ( , )
Destination	2	11-18	Destination State.
Separator	1	19-19	Use a comma ( , )
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma ( , )
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma ( , )
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma ( , )
Flat Charge Per Truckload	6	92-97	A flat dollar and cents charge offered for a truckload shipment. Example: 090000 (for \$900.00), 120000 (for \$1,200.00)
Filler	22	98-120	Spaces (USE SPACE BAR)
Record Field	Maximum Positions	Positions	Contents

Required Item Percentages	132	121-252	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 (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), 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. <b>DO NOT USE COMMA DELIMITERS</b> The first three positions (121-123) 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, TSPs 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 <b>must</b> be offered for all Required Items not indicated with **.
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D. Rate Record for Rate Offers Based on a Cents Per Mile for Truckload Rates when Based on a State to State & Intrastate Basis:

**PLEASE NOTE: C3 rate records CAN only be used for: Section 10 Fire Suppression Support Services French Camp, CA**

Example:

C3ABC2,WDC01,CA,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,115,050000	100	<i>see required item</i>
C3ABC2,WDC02,CA,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,125,050000	100	<i>percentages</i>
C3ABC2,WDCWA,CA,WA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM	,180,045000	100	<i>121-123 &amp; 124-252</i>

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	C3
Participant's Tender Number	4	3-6	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (Use SPACE BAR).
Separator	1	7-7	Use a comma (,)
SRO Agency Identifier	5	8-12	<b>Use SRO (Agency Codes) identified in Section 10-1 A. ie: WDC01, WDC02...</b> <b>There are a total of 81 agency codes for Section 10</b>
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State (CA)
Separator	1	11-10	Use a comma (,)
Destination	2	11-18	Destination State
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA TMSS cost comparison.
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	Email Address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Filler	8	91-98	Spaces (USE SPACE BAR)
Separator	1	99-99	Use a comma (,)
Cents Per Mile Truckload	3	100-102	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Separator	1	103-103	Use a comma (,)
Record Field	Maximum Positions	Positions	Contents
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum

			Truckload Charge <b>must</b> be entered if a cents per mile offer is entered.
Filler	11	110-120	Spaces (USE SPACE BAR)
Required Item Percentages	132	121-252	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 (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), 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. <b>DO NOT USE COMMA DELIMITERS</b> The first three positions (121-123) 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, TSPs 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 <b>must</b> be offered for all Required Items not indicated with **.

#### 10-4. RATE OFFER EXAMPLES:

##### A. Example of multiple rate offers for a TSP, being sent as one (1) file, filed by an RFSP:

```
F1ABCD\ABC TRANSPORTATION INC.                \20110404\123456789\987654321\1234\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
B1ABC1, ,MO,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,115           100  see required item
B1ABC1, ,MO,KS,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100  see required item
B1ABC1, ,MO,IA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100  percentages
B1ABC1, ,MO,NE,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100  121-123 & 124-252
B1ABC1, ,KS,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100  121-123 & 124-252
B1ABC1, ,IA,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100  121-123 & 124-252
B1ABC1, ,NE,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100  121-123 & 124-252

B2ABC2,FAAHS,OK,TX,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,000,000,152,100000    100  121-123 & 124-252
B2ABC2,FAABH,TX,OK,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,000,000,100,050000   100  121-123 & 124-252

B4ABC2,BOCIN,IN,MA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,120000                100  121-123 & 124-252
B4ABC2,BOCIN,IN,MI,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,090000                100  121-123 & 124-252
B4ABC2,BOCIN,IN,NY,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,110000                100  121-123 & 124-252
B4ABC2,BOCIN,IN,PA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,120000                100  121-123 & 124-252
B4ABC2,BOCIN,IN,IL,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,090000                100  121-123 & 124-252
C3ABC2,WDC01,CA,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,115,050000           100  121-123 & 124-252
C3ABC2,WDC02,CA,CA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,125,050000           100  121-123 & 124-252
C3ABC2,WDCWA,CA,WA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,180,045000           100  121-123 & 124-252
C3ABC2,WDCMO,CA,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,150,045000           100  121-123 & 124-252
```

##### B. Examples of multiple rate offers being sent as separate rate file, filed by a TSP:

###### 1. First Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                \20110404\123456789\987654321\1234\JOHN K DOE
B1ABC1, ,MO,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,115           100  see required item
B1ABC1, ,MO,KS,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100  percentages
B1ABC1, ,MO,IA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100  121-123 & 124-252
B1ABC1, ,MO,NE,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,083,125           100
B1ABC1, ,KS,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100
B1ABC1, ,IA,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100
B1ABC1, ,NE,MO,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM           ,089,100,135           100
```

###### 2. Second Rate File:

```
F1ABCD\ABC TRANSPORTATION INC.                \20110404\123456789\987654321\1234\JOHN K DOE
B2ABC2,FPIIN,IN,MA,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,089,098,000,000000   100  see required item
B2ABC2,FPIIN,IN,MI,811-555-1212,811-555-1213,ABC.TRANSPORTATION@TRANS.COM       ,089,072,000,000000   100  percentages
```

B2ABC2, FPIIN, IN, NY, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,098,000,000000	100	121-123 & 124-252
B2ABC2, FPIIN, IN, PA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,098,000,000000	100	121-123 & 124-252item
B2ABC2, FPIIN, IN, IL, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,072,000,000000	100	121-123 & 124-252

### 3. Third Rate File:

F1ABCD\ABC TRANSPORTATION INC.	\20110404\123456789\987654321\1234\JOHN K DOE		
B4ABC2, BOCIN, IN, MA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,120000	100	see required item
B4ABC2, BOCIN, IN, MI, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,090000	100	percentages in positions
B4ABC2, BOCIN, IN, NY, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,110000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, PA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,120000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, IL, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,090000	100	121-123 & 124-252

### 4. Fourth Rate File:

F1ABCD\ABC TRANSPORTATION INC.	\20110404\123456789\987654321\1234\JOHN K DOE		
C3ABC2, WDC01, CA, CA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,115,050000	100	see required item
C3ABC2, WDC02, CA, CA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,125,050000	100	percentages
C3ABC2, WDCWA, CA, WA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,180,045000	100	121-123 & 124-252
C3ABC2, WDCMO, CA, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,150,045000	100	121-123 & 124-252

## C. Examples of multiple rate offers being sent as one (1) file, TSP is a broker with underlying TSP:

F1ABCD\ABC BROKER SERVICE INC	\20110404\123456789\987654321\1234\JOHN K DOE		
F3BBBB\CCCC\DDDD\EEEE\FFFF\ only 50 SCACS can be recorded per "F3" line			
B1ABC1, MO, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,083,115	100	see required item
B1ABC1, MO, KS, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,083,125	100	percentages in positions
B1ABC1, MO, IA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,083,125	100	121-123 & 124-252
B1ABC1, MO, NE, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,083,125	100	121-123 & 124-252
B1ABC1, KS, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,100,135	100	121-123 & 124-252
B1ABC1, IA, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,100,135	100	121-123 & 124-252
B1ABC1, NE, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,100,135	100	121-123 & 124-252
B2ABC2, FPIIN, IN, MA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,098,000,000000	100	121-123 & 124-252
B2ABC2, FPIIN, IN, MI, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,072,000,000000	100	121-123 & 124-252
B2ABC2, FPIIN, IN, NY, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,098,000,000000	100	121-123 & 124-252
B2ABC2, FPIIN, IN, PA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,098,000,000000	100	121-123 & 124-252
B2ABC2, FPIIN, IN, IL, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,089,072,000,000000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, MA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,120000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, MI, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,090000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, NY, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,110000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, PA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,120000	100	121-123 & 124-252
B4ABC2, BOCIN, IN, IL, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,090000	100	121-123 & 124-252
C3ABC2, WDC01, CA, CA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,115,050000	100	121-123 & 124-252
C3ABC2, WDC02, CA, CA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,125,050000	100	121-123 & 124-252
C3ABC2, WDCWA, CA, WA, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,180,045000	100	121-123 & 124-252
C3ABC2, WDCMO, CA, MO, 811-555-1212, 811-555-1213, ABC. TRANSPORTATION@TRANS. COM	,150,045000	100	121-123 & 124-252



## SECTION 11 RATE SUBMISSION SPECIAL INSTRUCTIONS

11-1. **SUBMISSION INSTRUCTIONS:** All electronic rate transmissions submitted in accordance with Sections 8, 9, 10, and 11 of this Request and its FI **MUST** be via the rate filing capabilities of TMSS, or via the internet, utilizing the GSA-supplied Java Upload Client (JUpload). Below are the instructions for accessing the JUpload module.

**NOTE:** If the company intends to transmit its rate offer(s) via JUpload without utilizing the services of a Rate Filing Service Provider (RFSP) and the company does not already have an assigned **User ID and Password** under GSA's Freight Management Program, they will need to notify the Transportation Management Zone Office, Kansas City, MO, in order to receive a User ID and Password to access the JUpload. Requests for a User ID and Password may be emailed or faxed to the attention of Jim Stroup at [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov), or (816) 823-3656. The response from GSA assigning the company a User ID and Password will be emailed, so please be sure to include the company's email address when submitting a request. Please be aware that it will take several days upon the receipt of your request to process and assign a User ID and Password to the JUpload.

**\* NOTE: THE JUpload USER ID AND PASSWORD ARE NOW THE SAME USER ID AND PASSWORDS AS TMSS.**

A. **FORMAT REQUIREMENTS:** Electronic format requirements as set out in this Request and its FI must be strictly adhered to. Submissions received from TSPs, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Sections 8, and 9 will be found unacceptable.

### B. FILE PREPARATION:

In order to transfer the file via JUpload, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

11-2. **FILE NAMING CONVENTION:** Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with this Request and FI. Extensions like **.FRT** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
TSPs SCAC	4	1-4	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSPs</b> SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			<b>File Extensions (ie; .FRT) will NOT be supported.</b>

Examples of filenames for SCAC with different number of positions:

File name where assigned SCAC has four positions: FRTABCD001 where 'ABCD' is the SCAC

File name where assigned SCAC has three positions: FRTABC001 where 'ABC' is the SCAC

File name where assigned SCAC has two positions: FRTAB001 where 'AB' is the SCAC

The TSP can send one or more files for rate filing. The TSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: FRTABCD001

TSP transmitting two files: First File Name: FRTABCD001, Second File Name: FRTABCD002

TSP transmitting three files: First File Name: FRTABCD001, Second File Name: FRTABCD002, Third File Name: FRTABCD003.

If as a TSP, RFSP, or TPA, you are unsure of TSPs SCAC/RFSP Code (up to 4 positions) or TPA code (up to 4 positions) in GSA's Freight Management Program, please contact Jim Stroup at (810) 823-3646 or via e-mail at jim.stroup@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 directory on the server and/or automatic rejection of the rate offer(s).

Furthermore, if your company submits multiple rate files on the same day, files named the same will be overwritten without a warning; therefore, it is extremely important that files submitted on the same day have different names.

### 11-3. ACCESSING JUpload:

If TSPs choose not to use the rate filing module within the Transportation Management Services Solution (TMSS) system 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. GSA "WILL NOT" accept or process rate offers submitted via FTP.

- A. In order to access the 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 will 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. **Any changes made prior to the user receiving the e-mail WILL NOT be saved. DO NOT make any changes until receiving the e-mail that the request has been 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, it will ask to input a User Name and Password. This User Name and Password is the same as used for annual rate submissions. If User Name and Password is unknown, please contact GSA as identified in this RFO.
- E. Once logged in, the easiest way to get acclimated with the module is to view the Help File.

#### 11-4 DIRECTORY ACCESS:

Once you have placed a file within your TSP's directory using GSA JUpload, you may verify that your company's file was successfully transmitted by using the File Download option in the TMSS Main page. If the file doesn't appear in your directory, you will need to "Upload" the file again. This will only assist you in verifying that your rate offer/file was transferred successfully and WILL NOT verify that the contents of your rate offer/file have been formatted correctly. Please refer to the Help File for further information on how to check your directory where the files are uploaded to the server and follow the instructions.

#### 11-5. CONFIRMING RATE TRANSMISSIONS:

An automated process will search for rate files uploaded by TSPs and RFSPs then process them at 10:00am, 2:00pm, 6:00pm and 10:00pm CDT each day during the rate filing window. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSPs email address or the RFSPs email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the TSPs or RFSPs upload directory and will be named as FRTSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP. You need to connect to File Download link and download the error files, if any. If appropriate, TSPs will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.C. of this Request and FI. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CDT validation on the closing date April 04, 2011, 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.