

September 8, 2011

Dear Transportation Service Providers (TSPs):

This letter serves as notice that the General Services Administration (GSA) is amending the Request for Offers (RFO) and its Special Filing Instructions (SFI) dated September 14, 2009 for the submission of non-alternating rate offers on behalf of the **Western Distribution Center (WDC) and the Eastern Distribution Center (EDC)** for freight-all-kinds (FAK) traffic. All previous requirements of the original RFO and its SFI dated September 14, 2009, will remain in effect except as noted in this letter and the amended RFO and its SFI.

GSA has exercised their option to extend from November 1, 2011 through October 31, 2012 all the rates for the Western Distribution Center (WDC) and only the LTL rates for the Eastern Distribution Center (EDC).

GSA requested traffic for the Eastern Distribution Center (EDC) to be included under this RFO and its FI will be for FAK shipments moving via closed van for 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.

Please be aware that rate offers for all truckload (TL) shipments for EDC will automatically expire on October 31, 2011; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its FI if a firm wants rates effective November 01, 2011.

Environmental Protection Agency (EPA) SmartWay Transport Partners are preferred. To learn more about the EPA SmartWay program and to become EPA SmartWay certified, please visit <<http://www.epa.gov/smartwaylogistics/>>, or you can contact Buddy Polovick at [\(734\)214-4928](tel:7342144928) or [polovick.buddy@epamail.epa.gov](mailto:polovick.buddy@epamail.epa.gov).

All Transportation Service Providers (TSPs) who have met GSA's approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO and its FI. Rate Filing Service Providers (RFSP) who have a valid Trading Partner Agreement on file with the Program Management Office (PMO) and have met all other approval requirements established by GSA may act as a RFSP on behalf of approved firms. Rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 9, & 10 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

TSPs and RFSPs have the option of submitting rates per Section 9 and 10 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of October 7, 2011.

**1. Continuation of Existing Rate Offers:** If a TSP wants to use the rate filing capabilities within TMSS to file their rates, or have their existing rates carry over into the next filing window, effective November 1, 2011, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact the PMO.) The continuation of existing rates button will be displayed as a pop-up screen. The message will prompt TSPs to either accept or reject all rate offers to be carried over to the next rate filing cycle.

- If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rates will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over.
- If a TSP wishes to change an existing rate or add a new rate after submitting the request to carry over all current rates, the TSP may go into the rate filing module the following day and do so.
- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed. The TSP may then go in and add new rates or edit existing rates for the November 1, 2011 effective date.

Existing tenders for EDC TL that have not been prompted by the TSP to be carried over during the initial filing window for the next rate cycle will be deleted from TMSS effective October 31, 2011. However, TSPs have the option to modify existing rates or add rates.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at [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).

Sincerely,

*/s/ Sharon K. Eckroth*

Sharon K. Eckroth  
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Center for Transportation Management (QMCCA)  
Enclosure