

**SPECIAL FILING INSTRUCTIONS**  
**2011 - 2012**  
**US Department of Veterans Affairs**  
**National Cemetery Administration**  
**Memorial Program Cemetery Monuments**

**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. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS, Alaska, Hawaii, and Puerto Rico.

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 9 and Section 10, 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 FOR CONUS TRAFFIC)**

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

1. Section 9 Non-alternating SRO's for the **VA MEMORIAL PROGRAM CEMETERY MONUMENTS**

Various work shops located within CONUS shipping to CONUS, Intrastate, Alaska, Hawaii, and Puerto Rico,

1-1. **EFFECTIVE PERIOD:** Acceptable rate offers submitted in response to this RFO and this FI for Section 9 will be for the period **October 1, 2011 through September 30, 2012.**

1-2. **FILING PERIOD:**

A. **INITIAL FILINGS:** Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time, **August 29, 2011**, and will be processed in accordance with 1-2.C.

B. **REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES:** Electronic rate filings received between **August 01, 2011, through August 29, 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 **August 29, 2011**. In those instances where corrections are not received by **August 29, 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 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 August 29, 2011.**

C. **ACCEPTED/EFFECTIVE DATE:** Initial rate offers allowable under Paragraph 1-2.A. will be accepted into TMSS by **August 29, 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

D. **TSP NOTIFICATIONS:** If the submitting TSP or RFSP receives no communication from GSA pursuant to Paragraph 1-2.B. by August 29, 2011, the TSP or RFSP is on notice that its rate offer(s) has been offered to GSA's Office of Transportation Audits.

E. **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.

F. **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.B:

SRO	DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATES
Section 9 Headstones	8/01/2011 through 8/29/2011	10/01/ 2011 or before	10/01/2011 through 09/30/2012

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

**Note: As a TSP submitting a rate offer in accordance with this RFO and this FI for the support of VA MEMORIAL PROGRAM CEMETERY MONUMENTS traffic, 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 this FI for up to one year (365) days.

1-5. **TERMINATION:**

A. The following provision will apply in addition to Item 18.e. of the Optional Form 280 (REV. 6/2003):

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 TSP shall be paid any sum due the TSP for services performed under this RFO and this 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 this 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 VA Memorial Program Cemetery Monuments Cemetery Monuments traffic should be directed to **Johann Reichl-Rodriguez (202) 461-4132 or by e-mail at Johann.Reichl-Rodriguez@va.gov.** Questions dealing with the submission of electronic rate offers should be directed to Jim Stroup at (816) 823-3646 or by e-mail at jim.stroup@gsa.gov.

## **SECTION 2 EVALUATION AND ACCEPTANCE**

2-1. **EVALUATION:** The VA Memorial Program Cemetery Monuments will conduct all evaluations of rate offers submitted for the identified traffic. The General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) for all rate offers submitted for the identified traffic. SmartWay certified carriers are preferred but are not a requirement. TSP notification of acceptance will be in accordance with Paragraph 1-2.D.

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 number of miles between the origin and destination of the shipment, 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 VA Memorial Program Cemetery Monuments Administration, may consider other factors when routing shipments other than just price. 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 this FI, the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this request dated August 1, 2011, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective 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 motor carriers or brokers, freight forwarders, rail carriers, shipper’s 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**

No Intermodal shipments will be allowed.

#### **SECTION 5 TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES**

By submission of a rate offer(s) to GSA in accordance with this RFO and this FI, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280 (REV. 06/2003), except as provided in Paragraph 1-5.

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

Per this RFO and this 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 rate offers accepted in accordance with this RFO and this 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 7 BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE**

Per this RFO and this 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 24**. **ALK Technologies, Inc., 5 digit Zip Code, 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.

HAZMAT; borders closed, practical miles, ferry on.

## SECTION 8 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)** 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 pending revocation of the firm’s approval to participate in GSA’s Freight Management Program. **Failure to submit remittance of the applicable GSA Shipment Surcharge as required by STOS No. 1-F, Section 10, will result in the immediate revocation of approval 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 8A 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. **Failure to submit remittance of the applicable GSA Shipment Surcharge as required by STOS No. 1-F, Section 10, will result in the immediate revocation of approval in GSA’s Freight Management Program.**

**SECTION 9**  
**IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR THE**  
**VETERANS AFFAIRS NATIONAL CEMETERY ADMINISTRATION**  
**MEMORIAL PROGRAM CEMETERY MONUMENTS**

9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the VA MEMORIAL PROGRAM CEMETERY MONUMENTS traffic for which the General Service Administration (GSA) is requesting **non-alternating** SRO rate offers. **VA MEMORIAL PROGRAM CEMETERY MONUMENTS will select Two to Three prime carriers for these shipments. A best value selection will be made based upon meeting the requirements listed under section 9 and on the price of rates filed. All services listed under Section 9 are required. Rates must be provided for all locations and transportation services/modes.** 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 VA MEMORIAL PROGRAM CEMETERY MONUMENTS 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. **A SEPARATE RATE OFFER MUST** be submitted for **EACH VA MEMORIAL PROGRAM CEMETERY MONUMENTS** Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified below. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for LTL shipments of Head Stones. All rate offers **MUST** be submitted with a minimum charge per vehicle and LTL Percentage – a B2 rate record **MUST** be used (Please refer to Section 11.) **NO** truckload rate offers will be accepted.

9-2. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES: Only those rate offers submitted by the Initial Filing due date identified in Section 1, Paragraph 1-2A, will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

Rates must be filed specifically for VA MEMORIAL PROGRAM CEMETERY MONUMENTS, if interested in those specific origin facilities.

AGENCY CODE	AGENCY /ORIGINS	DESTINATIONS	COMMODITIES/ SPECIAL NOTES	SPECIAL REQUIREMENTS
VAH01	RMG STONE CO. 680 EAST HUBBARDSTON ROAD CASTLETON, VT 05735	CONUS	HEAD STONES	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAH02	SMITH MONUMENT WORKS, INC 1159 NORTH MAIN STREET SOMERSET, KY 42502	CONUS	HEAD STONES	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAH03	VETERANS MONUMENT CO., LLC 2415 HIGHWAY 45 N COLUMBUS, MS 39703	CONUS	HEAD STONES	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAH04	COLUMBUS MARBLE WORKS P. O. DRAWER 791 COLUMBUS, MS 39703	CONUS	HEAD STONES	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAH05	GRANITE INDUSTRIES OF VERMONT 37 VANETTI PLACE BARRE, VT 05641	CONUS,	HEAD STONES	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER

9-3. EQUIPMENT REQUIRED: TSP shall provide the equipment for use in the services to be preformed hereunder. TSP shall employ in the operation of such equipment qualified personnel, licenses and permits as required by local, state or Federal authority.

A. All trailers should be clean, swept out and checked for holes or damage prior to arrival at shipper/origin.

9-4. SPECIFIC REQUIREMENTS: When submitting rate offers for the VA MEMORIAL PROGRAM Cemetery Monuments please consider the following:

A. Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

B. Carrier must maintain a current Central Contractor Registration (CCR).

C. TSP must coordinate the establishment of acceptable pickup and delivery appointment with the shipping and receiving facilities. 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.

D. Driver Activities Loading and Delivery: The delivering TSP will deliver palletized and non-palletized shipments to the end of the tailgate.

E. Pallets are not to be broken down nor have any other items stacked on top.

F. The TSP submitting a LTL rate cannot use Intermodal to accomplish delivery of LTL shipments.

G. Required customer service or at minimum a contact familiar with the VA and their operations.

9-5. EQUIPMENT INSPECTION: The TSPs equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading of material to be shipped will be rejected by the shipper. The rejected TSPs equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirement constitutes unsatisfactory service under the terms of this RFO.

9-6. TIME OF PICK UP AND DELIVERY: The TSP shall coordinate for the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities. Pickup and delivery shall be made during regular working hours unless other arrangements have been made.

9-7. DELIVERY: Consignees shall be notified prior to tender of delivery so that arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time will be at no expense to the Government.

9-8. DOCUMENTATION: A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipments made hereunder.

9-9. OPERATING AUTHORITY: In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer.

9-10. VA Memorial Program Cemetery Monuments Contacts: **Questions concerning VA Memorial Program Cemetery Monuments load status, or freight concerns, please call (202) 461-4132 and ask for Johann Reichl-Rodriguez. For freight bill or claims concerns, please call Sean Odom (202) 501-2695. Official Notification must be received by the VA within 48 hours of damage and/or material becoming On-Hand.**

9-11. **OVERCHARGE/UNDERCHARGE CLAIMS:** Claims for overcharges and undercharges shall be filed within 180 days from the date VA Memorial Program Cemetery Monuments receives the carrier's freight bill, and will be administered in accordance with 49 CFR 378.

9-12. **FREIGHT BILL PAYMENTS:** Freight bills must include, at a minimum, a copy of the Bill of Lading and a proof of delivery. Proof of delivery shall include, at a minimum, date delivered, number of units delivered in good order, and the signature of the person receiving the shipments. TSPs will be required to become EDI compliant...For EDI Setup Information, information should be mailed to:

**U. S. Department of Veterans Affairs – NCA  
C/O National Traffic Service  
Amherst, NY 14228-1185  
800-272-9947**

9-13. **ENCLOSURE 1 FOR IDENTIFICATION OF EDI SETUP INFORMATION:**

9-14. **UNSATISFACTORY SERVICE:**

- A. The Government reserves the right to immediately remove a 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.

9-15. **ENCLOSURE 2 FOR IDENTIFICATION OF HISTORICAL TRAFFIC VOLUME:**



## SECTION 10

### IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR THRU RATES TO CUSTOMER AGENCIES CODE WITHIN ALASKA, HAWAII AND PUERTO RICO

**10-1. IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER (SRO) TRAFFIC:** Listed below is the Alaska, Hawaii and Puerto Rico 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, Hawaii and Puerto Rico 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 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 **September 1, 2011** or the effective date of the rates in the FI through **August 31, 2012** with an option to extend from **September 1, 2012 through August 31, 2013**. **CONTACTS:** Questions dealing with the identified Alaska, Hawaii and Puerto Rico 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).

**10-2. COMMODITY APPLICATION:** Shipment shall consist of FAK, excluding class A & B explosives, ammunition and hazardous or dangerous commodities.

**10-3. 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.

**10-4. SHIPMENT TRACKING:** TSPs may have a website that is accessible by the federal shippers for the tracking loads for Alaska, Hawaii and Puerto Rico shipments moved under this RFO and FI.

**10-5. 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.

**10-6. ORIGINS:** Points in the Continental United States (CONUS).

**10-7. DESTINATIONS:** All points in Alaska, Hawaii and Puerto Rico as designated by the groups identified in Paragraph 10-11.

**10-8. 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 table listed in 10-8C, TSPs will submit **one** percentage applicable to **all** of the following baselines under the area codes in 10-8C: Thru Rates for VA Memorial Program Cemetery Monuments to Alaska, Hawaii and Puerto Rico Destinations Page 11-12

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, Hawaii and Puerto Rico 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, Hawaii and Puerto Rico destination. The TSP will provide transportation services direct to each Alaska, Hawaii and Puerto Rico 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 410 CFR 100-117, Hazardous Materials Regulations, if hazardous cargo is contained in the shipment.
- C. Per Hundred Weight (cwt - pounds) Base-Line 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

**10-9. 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.

**10-10. 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.

**10-11 RATES FILED:** Specifically for VA MEMORIAL PROGRAM CEMETERY MONUMENTS, if interested in those specific origin facilities.

AGENCY CODE	AGENCY /ORIGINS	DESTINATIONS	COMMODITIES/ SPECIAL NOTES	SPECIAL REQUIREMENTS
VAHA1	RMG STONE CO. 680 EAST HUBBARDSTON ROAD CASTLETON, VT 05735	ALASKA	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHH1	RMG STONE CO. 680 EAST HUBBARDSTON ROAD CASTLETON, VT 05735	HAWAII	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHP1	RMG STONE CO. 680 EAST HUBBARDSTON ROAD CASTLETON, VT 05735	PUERTO RICO	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHA2	SMITH MONUMENT WORKS, INC 11510 NORTH MAIN STREET SOMERSET, KY 42502	ALASKA	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHH2	SMITH MONUMENT WORKS, INC 11510 NORTH MAIN STREET SOMERSET, KY 42502	HAWAII	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHP2	SMITH MONUMENT WORKS, INC 11510 NORTH MAIN STREET SOMERSET, KY 42502	PUERTO RICO	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHA3	VETERANS MONUMENT CO., LLC 2415 HIGHWAY 45 N COLUMBUS, MS 39703	ALASKA	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHH3	VETERANS MONUMENT CO., LLC 2415 HIGHWAY 45 N COLUMBUS, MS 39703	HAWAII	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHP3	VETERANS MONUMENT CO., LLC 2415 HIGHWAY 45 N COLUMBUS, MS 39703	PUERTO RICO	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHA4	COLUMBUS MARBLE WORKS P. O. DRAWER 7101 COLUMBUS, MS 39703	ALASKA	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHH4	COLUMBUS MARBLE WORKS P. O. DRAWER 7101 COLUMBUS, MS 39703	HAWAII	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER
VAHP4	COLUMBUS MARBLE WORKS P. O. DRAWER 7101 COLUMBUS, MS 39703	PUERTO RICO	CEMETERY MONUMENTS	NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER

<b>VAHA5</b>	<b>GRANITE INDUSTRIES OF VERMONT 37 VANETTI PLACE BARRE, VT 05641</b>	<b>ALASKA</b>	<b>CEMETERY MONUMENTS</b>	<b>NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER</b>
<b>VAHH5</b>	<b>GRANITE INDUSTRIES OF VERMONT 37 VANETTI PLACE BARRE, VT 05641</b>	<b>HAWAII</b>	<b>CEMETERY MONUMENTS</b>	<b>NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER</b>
<b>VAHP5</b>	<b>GRANITE INDUSTRIES OF VERMONT 37 VANETTI PLACE BARRE, VT 05641</b>	<b>PUERTO RICO</b>	<b>CEMETERY MONUMENTS</b>	<b>NOTHING TO BE STACKED ON PALLET TAILGATE DELIVERY BY DRIVER</b>

# SECTION 11

## FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

**11-1. 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 11, or via the rate filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs or RFSPs submitting rate offers via GSA-supplied Java Upload Client (JUupload), must also adhere to format requirements contained in this Section 10. TSPs filing rate offers via TMSS can use the TMSS help screens. Please note that this Section 10 can also provide general information to those TSPs utilizing TMSS to create their rate offers within TMSS online rate filing. Submissions received from TSPs or RFSPs not conforming to JUupload or TMSS record requirements will not be accepted by TMSS and the TSP or RFSP will be notified as identified in Section 1-2.B.

**11-2. HEADER RECORD FORMAT REQUIREMENTS:** In addition to each TSP's rate records, for all rate offers filed in accordance with this RFO TSP's 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 are 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. TSP's interested in this feature of TMSS are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.

**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 TSP's 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 must 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. Underlying carriers must also be approved within the TMSS system. Each 'F3' record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional 'F3' record.

### 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
Separator	1	7-7	\ [backslash]
TSP's Name	45	8-52	Name of TSP participating in this RFO

Record Field	Maximum Positions	Positions	Contents
Separator	1	53-53	\[backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20111001
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 hyphen. 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]
TSP's Government Representative	45	88-132	Name of TSP's 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	Email address of Rate Filing Service Provider. This email address will be used to send the uploaded file processing statistics and confirmation

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

Repeat Formatting Process Until All Underlying TSP's 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	9-11	\[backslash]
			...Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 uses an additional 'F3' record.

### 11-3. RATE RECORDS:

A. 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 or Intrastate Basis:

Record Field	Maximum Positions	Positions	Contents
Rate Type	2	1-2	Always enter B2
TSP's Tender Number	4	3-6	TSP 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 ( , )
Agency ID	5	8-12	SROs for VA Memorial Program Cemetery Monuments; Enter appropriate VA Memorial Program Cemetery Monuments – Agency Code or appropriate Service Area Code NAL01...
Separator	1	13-13	Use a comma ( , )
Origin	2	14-15	Origin State (state in which the appropriate VA Memorial Program Cemetery Monuments Work Center is located)
Separator	1	16-16	Use a comma ( , )
Destination	2	17-18	Destination State (state in which the appropriate; VA Memorial Program Cemetery Monuments Work Center ships to (CONUS) or Codes 50 & 53;
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 that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	45-45	Use a comma ( , )
Email ID	45	46-90	<b>MANDATORY</b> Email ID 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. A Percent of Minimum Charge <b>must</b> be entered if a Percent of LTL is offered.
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: 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.
Separator	1	110-120	Spaces
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) <b>must</b> 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, TSP's 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 **.

**11-4. 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.	\20111001\123456789\98654321\1234\JOHN K DOE		
F2RFSI\RATE FILING SERVICE INC.	\703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM		
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,115,045000	100	<i>see 9-3.A.for required</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>item percentages in</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,135,045000	100	<i>pos. 121-123 &amp; 124-252</i>
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	

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

**1. First Rate File:**

F1ABCD\ABC TRANSPORTATION INC.	\20111001\123456789\98654321\1234\JOHN K DOE		
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,115,045000	100	<i>see 9-3.A.for required</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>item percentages in</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,135,045000	100	<i>pos. 121-123 &amp; 124-252</i>
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	

**2. Second Rate File:**

F1ABCD\ABC TRANSPORTATION INC.	\20111001\123456789\98654321\1234\JOHN K DOE		
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>see 9-3.A.for required</i>
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>item percentages in</i>
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>pos. 121-123 &amp; 124-252</i>
B2ABC1,NAL02,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	

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

F1ABCD\ABC BROKER SERVICE INC	\20111001\123456789\98654321\1234\JOHN K DOE		
F2RFSI\RATE FILING SERVICE INC.	\703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM		
F3BBBB\CCCC\DDDD\EEEE\FFFF\ <i>only 50 SCACS can be recorded per "F3" line</i>			
B2ABC1,NAL01,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,115,045000	100	<i>see 9-3.A.for required</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	<i>item percentages in</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,135,045000	100	<i>pos.121-123 &amp; 124-252</i>
B2ABC1,NAL01,AL,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,50,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM	,089,072,090,045000	100	



## SECTION 12

### ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

**12-1. SUBMISSION INSTRUCTIONS:** All electronic rate transmissions submitted in accordance with Sections 9, 10, & 11 of this RFO and its Filing Instructions (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.

A. **FORMAT REQUIREMENTS:** Electronic format requirements as set out in this RFO and this FI must be strictly adhered to. Submissions received from TSPs and RFSPs not conforming to format requirements identified in Section 9, 10, and 11 will be found unacceptable.

**B. FILE PREPARATION:**

In order to transfer the file via the 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.

**12-2. 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 RFO and this FI. Extensions like **.FRT** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
TSP's SCAC	4	1-4	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSP's</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 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 or RFSP, you are unsure as to your TSP's SCAC/RFSP Code (up to 4 positions) in GSA's Freight Management Program, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov, respectively, 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 TSP's directory on the JUPLOAD 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; therefore, it is extremely important that files submitted on the same day have different names.**

### 12-3. ACCESSING THE JUpload:

If TSPs choose not to use the rate filing module within TMSS to file rate offers under this RFO and its FI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. GSA “WILL NOT” accept or process rate offers submitted via FTP.

- A. In order to access the Rate File Upload module, your TMSS 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 Info 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 ~~VA MEMORIAL PROGRAM~~VA MEMORIAL PROGRAM CEMETERY MONUMENTS 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: Agency Specific Rates for ~~VA MEMORIAL PROGRAM~~VA MEMORIAL PROGRAM CEMETERY MONUMENTS.” The user should select “Accept” if they want the identified rate offers copied over. If the user plans on re-filing the identified rate offers via the new JUpload function, the user should select “Reject.” If “Accept” is selected, TMSS must process the request and notification will be sent once it is completed. The user will not be able to continue until processed. If “Reject” is selected, the user may continue with the JUpload process.**

- C. When your 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 you to 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, you will be asked to input a User Name and Password. This User Name and Password is the same as you used for annual rate submissions. If you do not know your User Name and Password, please contact GSA as identified in this RFO.
- E. Once you have logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk you through the complete file upload process.

### 12-4. 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.

### 12-5. CONFIRMING RATE TRANSMISSIONS:

Every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm CST, an automated process will search the rate files uploaded by TSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP’s email address OR the RFSP’s 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 TSP’s or RFSP’s GSA JUpload 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 the “File Download” link from the TMSS main page and download the error file(s), if any. If appropriate, TSP’s will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.B. of this RFO and this FI.

