

SPECIAL FILING INSTRUCTIONS 2003 - 2004 NIB/NISH REQUEST FOR OFFER

SECTION 1 TERMS AND CONDITIONS

1-1. GENERAL: The following Request and its Special Filing Instructions (SFI) 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 Request and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this Request and its SFI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS. Rate offers will only be accepted for:

The National Industries for the Blind (NIB) and the National Industries for the Severely Handicapped (NISH) Work Centers as identified in Section 8, Paragraph 8-1.B.

1-2. EFFECTIVE PERIOD: All acceptable rate offers submitted in response to this Request and its SFI will be for the period **November 1, 2003 through October 31, 2004**.

1-3. SUBMISSION OF RATE OFFERS: All electronic rate transmissions submitted in accordance with Sections 8, 9, & 10 of this Request and its Special Filing Instructions (SFI) **MUST** be via the Internet utilizing the File Transfer Protocol (FTP).

1-4. FILING PERIOD:

A. INITIAL FILINGS: This RFO is under an initial review period beginning **July 22, 2003 through August 17, 2003**. Transportation Service Providers (TSPs) will have approximately 30 calendar days to review the new requirements set out in this RFO before the rate filing window opens. TSPs may not begin transmitting rate offers until the period of **August 18 through September 26, 2003**. Rate offers made by those firms approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time, **September 26, 2003**, and will be processed in accordance with Paragraph 1-4.C., below.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between **August 18, 2003, through September 26, 2003**, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. The firm will be notified daily of any deficiencies per **Section 10-4** by an email confirmation acknowledging the receipt and processing of the file, the email 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 Request and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted no later than **September 26, 2003**. In those instances where corrections are not received by **September 26, 2003**, rate offers will be considered unacceptable and the firm will not be allowed to re-file.

RATE OFFERS WILL BE VALIDATED DAILY, ALLOWING TSP'S TO RESUBMIT CORRECTIONS AFTER EACH VALIDATION.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-4.A. will be processed by November 1, 2003, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-4.B

D. TSP NOTIFICATIONS: If the submitting TSP receives no communication from GSA pursuant to Paragraph 1-4.B. by **November 1, 2003**, the TSP is on notice that its rate offer(s) has been accepted and transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-5. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this Request and its SFI, 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.

1-6. 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 Request and its SFI for up to ninety (90) days.

1-7. TERMINATION:

A. The following provision will apply in addition to Item 20.e. 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

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the Code of Federal Regulation (CFR) 102-117.

B. Upon termination of the rate offer under 1-7.A.1 and/or 2 above, the TSP shall be paid any sum due the TSP for services performed under this Request and its SFI 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.

1-8. 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 Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be only liable for payment for services rendered before the effective date of the termination.

1-9. CONTACTS: Questions dealing with this Request, its SFI, or the STOS should be directed to Maria Gutierrez at (415) 522-2846 or by e-mail at maria.gutierrez@gsa.gov. Questions dealing with the submission of electronic rate offers should be directed to Carey DeForest at (816) 823-3646 or by e-mail at carey.deforest@gsa.gov.

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. EVALUATION: The GSA Transportation Management Branch, San Francisco, CA, will conduct all evaluations. TSP notification of acceptance will be in accordance with Paragraph 1-4.D.

2-2. ACCEPTANCE: Accepted rate offers will be contained in GSA's Transportation Management Services Solutions (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 either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, 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 GSA Transportation Management Branch, San Francisco, CA, 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 its SFI, the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this request dated August 22, 2003, 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, shippers agents, or shippers associations shall possess the required carrier or Interstate Commerce Commission (ICC) 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 TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request and its SFI, 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 TSP 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 AND/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA in accordance with this RFO and its SFI, 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, except as provided in Paragraph 1-7.

SECTION 6

TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

The following provision of this RFO and its SFI supersedes Item 1-10, Application of the Terms and Conditions of the Government Bill of Lading, of the Standard Tender of Service (STOS), General Freight Tender of Service No. 1-F. Per this RFO and its SFI, effective November 1, 2002, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118. For a complete description of the terms/conditions, go to <http://policyworks.gov/transportation>, look under “Policies” and follow the links “**41 CFR 102-117 Transportation Management**” or “**41CFR 102-118 Transportation Payment and Audit**”.

SECTION 7

BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

Per 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, effective November 1, 2003, auditing of freight shipments handled pursuant to the STOS will be based on mileage provided by ALK Technologies, Inc., **Version 17 (coincides with PC*Miler 17)**. The transportation industry will be notified of any future Version updates. Below is the basis for construction of mileage within North America:

GENERAL: borders closed, shortest mileage, ferry on.

OW/OD: borders closed, practical miles, ferry on.

HAZMAT; borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: <http://dtod-mtmc.belvoir.army.mil>. Once there, click on “industry” and then on “PC*Miler Default Settings.”

SECTION 8 IDENTIFICATION OF NON-ALTERNATING TRAFFIC

8-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the National Industries for the Blind (NIB) and the National Industries for the Severely Handicapped (NISH) Work Centers for which the General Services Administration (GSA) is requesting **non-alternating** SRO 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 SFI for the identified NIB/NISH 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** NIB/NISH - Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified below. Rates submitted for any other origin/destination will automatically be rejected. An offering TSP must be able to service all points within each destination state or destination code for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations requested. **If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located.**

PLEASE NOTE: **STATE TO STATE RATE OFFERS WILL NOT** be applicable from a Work Center to the Western Distribution Center or Eastern Distribution Center.

Truckload rate offers **MUST** be submitted as cents per mile with a minimum charge per vehicle used;

NIB/NISH Work Centers most frequently ship to the GSA Distribution Centers located in French Camp, CA, and Burlington, NJ

The Table provided in Paragraph 8-1.A. identifies destination service areas, Table 8-2.B. identifies partial commodities, and whether the facility ships predominately LTL, TL, or both types of shipments; however, we are requesting that rate offers be submitted for both LTL and TL if the TSP can provide the required service.

A. IDENTIFICATION OF REQUESTED DESTINATION POINTS:

Destination Service Area Description	Destination Service Area Code	
All Points in CONUS including Intrastate	Appropriate State Abbreviation	Note: Rates to the Destination States of: CA - exclude the WDC NJ - exclude the EDC Destination Service Area Codes must be used for the two Distribution Centers
Western Distribution Center (WDC), French Camp, CA	50	
Eastern Distribution Center (EDC), Burlington, NJ	53	

B. IDENTIFICATION OF NIB/NISH - AGENCY CODES:

NIB/NISH Agency Codes	Work Center	Commodities	Address	Destination	LTL	TL	Phone
NAL01	Industries for the Blind	<i>Not available at time of request.</i>	220 34 th St. South Birmingham, AL 35212	CONUS & Intrastate	X	X	(205) 252-3164
NAL02	Industries for the Blind	Pillowcases, Bedspreads, Toner Cartridge, Mops, Steno Notebook, Writing Pad, Paper, File Folder, Easel Pads, Aprons	1209 Fort Lashley Avenue Talladega, AL 35160	CONUS & Intrastate	X	X	(256) 761-3379
NAR01	AR Lighthouse for the Blind	Steno & Memo Notebooks, Executive Message Pads	69 th & Murray St. Little Rock, AR 72209	CONUS & Intrastate	X	X	(501) 562-2222
NAZ01	AFH Enterprises	<i>Not available at time of request.</i>	208 West Main St. Casa Grande, AZ 85222	CONUS & Intrastate	X		(520) 254-0754
NAZ02	AZ Industries for the Blind	Paper, Mop Head, Apron, Extension Handles, Bookends	3013 West Lincoln St. Phoenix, AZ 85009	CONUS & Intrastate	X	X	(602) 269-5131
NCA01	Exceptional Children's Foundation	File Folders	8740 West Washington Blvd. Culver City, CA 90232	CONUS & Intrastate	X		(310) 204-3300
NCA02	Napa Valley PS & I Inc.	<i>Not available at time of request.</i>	651 Trabajo Lane Napa, CA 94559-0600	CONUS & Intrastate	X		(707) 255-0177
NCA03	Foothill Workshop for the Handicapped	<i>Not available at time of request.</i>	789 North Fair Oaks Ave. Pasadena, CA 91103	CONUS & Intrastate	X		(626) 449-0218
NCO01	Pueblo Diversified Industries	Tool Roll, Key Tag, Loose Leaf Binder, Binders and Filler, Sewing Kit	2828 Granada Blvd. Pueblo, CO 81005	CONUS & Intrastate	X		(719) 564-0000
NCT01	CW Resources, Inc.	Binder Clips, Vehicle Sign Kit	200 Myrtle St. New Britain, CT 06053	CONUS & Intrastate	X		(860) 229-7700
NCT02	Easter Seal, Hartford Rehab. Center, Inc.	<i>Not available at time of request.</i>	100 Deerfield Rd Windsor, CT 06095	CONUS & Intrastate	X		(860) 714-9610
NDE01	Delaware Industries for the Blind	Rubberized Fabric Line Mat	1901 Dupont Highway New Castle, DE 19720	CONUS & Intrastate	X		(302) 577-4760
NFL01	Enrichment Industries, Inc.	<i>Not available at time of request.</i>	771 Fentress Blvd. #1-F Daytona Beach, FL 32114	CONUS & Intrastate	X		(904) 274-3475
NFL02	United Cerebral Palsy of Broward County	<i>Not available at time of request.</i>	3117 Southwest 13 Court Fort Lauderdale, FL 33312	CONUS & Intrastate	X		(954) 584-7178
NFL03	The Pinellas Assoc. for Retarded Citizens	<i>Not available at time of request.</i>	3100 75 th St. North St. Petersburg, FL 33710	CONUS & Intrastate	X		(727) 345-9111 X-260
NFL04	Tampa Lighthouse for the Blind	<i>Not available at time of request.</i>	1106 West Platt St. Tampa, FL 33606	CONUS & Intrastate	X		(813) 251-2407
NFL05	Lighthouse for the Blind of the Palm Beaches	<i>Not available at time of request.</i>	7810 South Dixie West Palm Beach, FL 33405	CONUS & Intrastate	X		(305) 586-5600
NFL06	McDonald Training Center	Mailing and Filing Tubes	2909 North Cork Road Plant City, FL 33565	CONUS & Intrastate	X	X	(813) 752-6508
NGA01	Georgia Industries for the Blind	Whisk Brooms, Mop Heads & Handles, Mattress & Box Springs, Pillows, Binder, Card Guides, File Folders	Faceville Hwy, PO Box 218 Bainbridge, GA 31717	CONUS & Intrastate	X	X	(912) 248-2666
NGA02	GA Industries for the Blind	Plastic Flatware Set	235 Emlet Drive, Griffin, GA 30224	CONUS & Intrastate	X	X	(707) 229-3309
NIA01	Mid-Iowa Workshops	<i>Not available at time of request.</i>	909 South 14 Ave. Marshalltown, IA 50158	CONUS & Intrastate	X		(515) 752-3697
NIA02	Progress Industries	Interior & Exterior Latex Paints	1017 East 7 th St. North Newton, IA 50208	CONUS & Intrastate	X		(515) 791-2847
NID01	Development Workshop, Inc.	Flashlights, Tape Dispensers, Combs, Message Droppers, Sand Bags, Sheaths	555 West 25 th Street Idaho Falls, ID 83402	CONUS & Intrastate	X		(208) 524-1550
NIL01	Chicago Lighthouse for the Blind	Wall Clocks, Lighting Fixtures	1850 West Roosevelt Rd. Chicago, IL 60608	CONUS & Intrastate	X	X	(312) 666-1331

NIB/NISH Agency Codes	Work Center	Commodities	Address	Destination	LTL	TL	Phone
NIN01	Stone Belt Council for Retarded Citizens, Inc.	Leather Belts	2815 East 10 th St. Bloomington, IN 47408	CONUS & Intrastate	X		(812) 332-2168
NIN02	Goodwill Industries of Central Indiana	<i>Not available at time of request.</i>	1635 West Michigan St. Indianapolis, IN 46222	CONUS & Intrastate	X		(317) 636-2541
NIN03	Bosma Center for the Blind	<i>Not available at time of request.</i>	59 South State Ave. Indianapolis, IN 46201	CONUS & Intrastate	X		(317) 684-0600
NIN04	Knox Cnty Assoc. for the Retarded Citizens, Inc.	Coffee, End, Lamp, Rectangular, Conference Table	Rte 3, Box 262A, Harte St. Rd. Vincennes, IN 47591	CONUS & Intrastate	X		(812) 886-4312
NKS01	Envision – KC Division	<i>Not available at time of request.</i>	925 Sunshine Rd. Kansas City, KS 66115	CONUS & Intrastate	X	X	(913) 281-0710
NKS02	Envision – Pittsburg Div.	Trash Bags	1600 North Walnut St. Pittsburg, KS 66762	CONUS & Intrastate	X	X	(316) 231-8600
NKS04	Center Industries Corp	<i>Not available at time of request.</i>	2505 South Custer St. Wichita, KS 67217	CONUS & Intrastate	X	X	(316) 942-8255
NKS05	Envision	<i>Not available at time of request.</i>	2301 South Water Street Wichita, KS 67213	CONUS & Intrastate	X	X	(316) 267-2244
NKY01	Opportunity Workshop	Wooden File Boxes	650 Kennedy Rd. Lexington, KY 40511	CONUS & Intrastate	X		(859) 254-0576
NKY02	New Vision Enterprises	<i>Not available at time of request.</i>	1900 Brownsboro Rd. Louisville, KY 40206	CONUS & Intrastate	X	X	(502) 893-0211
NLA01	LaSalle Assoc. for the Develop. Delayed	Wash Kit Assembly	1258 Pepper Street Jena, LA 71342	CONUS & Intrastate	X		(318) 992-6217
NLA02	Lighthouse for the Blind	Paper Towels, Plates, & Cups, Aprons, Pillow Cases Mops & Mop Heads, Sponges, First Aid Kits, Tape Dispensers	123 State Street New Orleans, LA 70118-5793	CONUS & Intrastate	X	X	(504) 899-4501
NLA03	LA Association for the Blind	Copy Paper, Sand Paper, Deck Covering	1107 Burt Street Shreveport, LA 71107	CONUS & Intrastate	X	X	(318) 635-6471
NLA04	LA Association for the Blind	<i>Not available at time of request.</i>	1750 Clairborne Ave. Shreveport, LA 71103-4189	CONUS & Intrastate	X	X	(318) 635-6471
NMA01	Ferguson Industries for the Blind	Mop Heads, Pillow Cases	11 Highland Avenue Malden, MA 02148	CONUS & Intrastate	X		(781) 324-0800
NMA02	American Training Rehabilitation Svcs.	<i>Not available at time of request.</i>	102 Glenn St. Lawrence, MA 01843	CONUS & Intrastate	X		(978) 685-2151
NMA03	Goodwill Industries of Springfield/Hartford	File Folders, Red Paper or Paperboard	285 Dorset Street Springfield, MA 1138	CONUS & Intrastate	X		(413) 788-6981
NMD01	Blind Ind & Services of MD Baltimore Div.	Paper Writing Pad, Calendar Boards, Desk Kits	2901 Strickland St. Baltimore, MD 21223	CONUS & Intrastate	X	X	(888) 322-4567
NMD02	Blind Ind & Services of MD Western MD Div	<i>Not available at time of request.</i>	322 Paca Street Cumberland, MD 21502	CONUS & Intrastate	X		(301) 724-4111
NMI01	NEMROC, Inc.	Chair Mats	800 Bolton St., PO Box 645 Alpena, MI 49707	CONUS & Intrastate	X	X	(517) 356-6141
NMI02	Cass Valley Enterprises	Dustpan, Steel Rake,	1342 Prospect Ave. Caro, MI 48723	CONUS & Intrastate	X		(989) 672-3085
NMI03	Kandu Industries	<i>Not available at time of request.</i>	1825 Industrial Parkway Grand Haven, MI 49417	CONUS & Intrastate	X		(616) 842-3190
NMI04	Kandu Industries	<i>Not available at time of request.</i>	1373 South Lincoln Holland, MI 49423	CONUS & Intrastate	X		(616) 396-3585
NMI05	Midwest Enterprises F/T Blind	<i>Not available at time of request.</i>	3501 East Main St. Kalamazoo, MI 49001	CONUS & Intrastate	X		(616) 383-0173
NMI06	St. Clair County Asso. For Retarded Citizens	12, 10, 5, Quart and 5 Pint Pails	1033 26 th Street Port Huron, MI 48060	CONUS & Intrastate	X	X	(313) 982-3261
NMN01	Occupational Development Ctr	Horizontal Desk File	1260 Industrial Park Dr. SE Bemidji, MN 56601	CONUS & Intrastate	X		(218) 751-6001

NIB/NISH Agency Codes	Work Center	Commodities	Address	Destination	LTL	TL	Phone
NMN04	Minneapolis Society for the Blind	<i>Not available at time of request.</i>	1936 Lyndale Ave. South Minneapolis, MN 55403	CONUS & Intrastate	X		(612) 871-2222
NMO01	LHB Industries	Aerosol Cans, Consumer Commodity ORM-D, Coating Solution, Flammable Liquid	8833 Fleisher Place Berkely, MO 63134	CONUS & Intrastate	X	X	(314) 522-3141
NMO02	Alphapointe Assoc. for the Blind	<i>Not available at time of request.</i>	7501 Prospect Ave Kansas City, MO	CONUS & Intrastate	X	X	(816) 421-5848
NMO03	Cooperative Workshops, Inc.	Type II First Aid Kit	1500 Ewing Drive Sedalia, MO 65302	CONUS & Intrastate	X		(816) 827-2100
NMO04	Lighthouse for the Blind	Cleaning Products, Degreasers, Motion Sickness Bags, First Aid Kits	10440 Trenton Ave. Saint Louis, MO 63132	CONUS & Intrastate	X	X	(314) 423-4333
NMS01	Signature Works, Inc.		424 34 th Street Gulfport, MS 39501	CONUS & Intrastate	X		(225) 865-0324
NMS02	Signature Works, Inc.	Plastic Ware, Paper Plates, Napkins, Towels, File Backers, Tape Dispensers, Post Note Trays, Desk Trays, Dust Pans, Wooden Handles	PO Drawer 30, 1 Signature Dr Hazlehurst, MS 39083	CONUS & Intrastate	X	X	(601) 894-1771
NMS03	Industries for the Blind	Sponges, Mop Heads, Card Label Holder, Mcleod Tool	2501 N. West St., PO Drawer 4417 Jackson, MS 39216	CONUS & Intrastate	X		(601) 355-0212
NMS04	MS Industry for the Blind, Meridian Div.	Card Label Holder, Mcleod Tool	6603 Laurel Drive Meridian, MS 39307	CONUS & Intrastate	X		(601) 984-3200
NMS05	Signature Works	Facial & Toilet Tissue, Tea Spoon, Fork, Wallet, Letter Size Jacket, Mop Heads	1151 South Veterans Blvd. Tupelo, MS 38801	CONUS & Intrastate	X	X	(662) 841-1640
NMT01	Butte Sheltered Workshop, Inc.	<i>Not available at time of request.</i>	207 South Montana St. Butte, MT 59701-1695	CONUS & Intrastate	X		(406) 723-3253
NMT02	Helena Industries	Fabric & Wood Products	1325 Helena Ave. Helena, MT 59601	CONUS & Intrastate	X		(406) 442-8440
NNC02	Watauga Opportunities	<i>Not available at time of request.</i>	642 Greenway Road Boone, NC 28607	CONUS & Intrastate	X		(828) 264-5008
NNC03	Lions Services, Inc.	Pillow Cases, Mattress Covers, Mop Heads, Cheesecloth	4600-A North Tryon St. Charlotte, NC 28213	CONUS & Intrastate	X		(704) 921-1527
NNC04	Lions Club Industries, Inc.	Paper File Folders & Mattress	4500 Emperor Blvd. Durham, NC 27703	CONUS & Intrastate	X	X	(919) 596-8277
NNC05	Industries of the Blind, Inc.	Mop Heads & Handles, Clipboards, Transparency Film, Whisk Brooms	920 West Lee St. Greensboro, NC 27402	CONUS & Intrastate	X		(336) 274-1591
NNC06	Eastern Carolina Vocational Center	Picture Frames	901 Station Road Greenville, NC 27834	CONUS & Intrastate	X		(800) 758-4188
NNC07	Lions Industry for the Blind	Maintenance & Operational Manual Case, Cotton Mailing Bag	2600 W. Vernon Ave., PO Box 2001 Kinston, NC 28502	CONUS & Intrastate	X		(252) 523-1019
NNC08	CETC Employment Opportunities	Drafting Chairs	950 Highway 55 West New Bern, NC 28561-2216	CONUS & Intrastate	X		(252) 638-2177
NNC09	Raleigh Lions Clinic for the Blind	Pillows, Sleeping Bags, File folders, Loose Leaf Binder	315 Hubert St. Raleigh, NC 27603-2392	CONUS & Intrastate	X	X	(919) 833-8611
NNC10	Winston Salem Ind. for the Blind	<i>Not available at time of request.</i>	7730 North Point Drive Winston Salem, NC 27106	CONUS & Intrastate	X		(336) 759-0551
NNE01	Region V Mental Retardation Services	Tool Bag Satchel	808 8 th Corso Nebraska City, NE 68410	CONUS & Intrastate	X		(402) 873-3306
NNE02	Outlook Nebraska	Toilet Tissue and related Paper Products	5600 South 42 Street Omaha, NE 68107	CONUS & Intrastate	X	X	(402) 727-7032
NNJ01	Bestwork Industries for the Blind	Vest, Paper Wipes, Tool Bags, Apron, PVC Portfolio, Laundry Net, Bands, Polishing Cloth	801 East Clemens Bridge Rd. Runnemede, NJ 87078	CONUS & Intrastate	X	X	(856) 939-5220

NIB/NISH Agency Codes	Work Center	Commodities	Address	Destination	LTL	TL	Phone
NNM01	NM Industries for the Blind	Paper Weights	2200 Yale Blvd. SE Albuquerque, NM 87106	CONUS & Intrastate	X		(505) 841-8844
NNY01	Blind Work Assoc.	<i>Not available at time of request.</i>	55 Washington St. Binghamton, NY 13901	CONUS & Intrastate	X	X	(607) 724-2428
NNY02	Federation Employment & Guidance Services	<i>Not available at time of request.</i>	3600 Jerome Avenue Bronx, NY 10467	CONUS & Intrastate	X		(718) 220-8056
NNY03	NY City Industries for the Blind	<i>Not available at time of request.</i>	3611 14 th Avenue Brooklyn, NY 11218	CONUS & Intrastate	X		(718) 786-9300
NNY04	J.M Murray Center	Toothpaste, Toothbrush	823 NY State Rte 13 Cortland, NY 13045	CONUS & Intrastate	X		(607) 756-9913
NNY05	Chautauqua County Chapter NYSARC	Thermal Blanket, Cotton Pouch Entrenching Tool	880 East Second St. Jamestown, NY 14701	CONUS & Intrastate	X	X	(716) 664-3893
NNY06	Occupations, Inc.	Stapler, Desk, Full-Strip, Stencil Set, Brass	70 Fortune Road West Middletown, NY 10940	CONUS & Intrastate	X	X	(914) 692-0022
NNY07	Cattaraugus County Chapter NYSARC	Un-inked Fingerprint Stamp Pads	338 North 15 th St. Olean, NY 14760	CONUS & Intrastate	X		(716) 375-4782
NNY08	Assoc. for the Blind of Rochester & Monroe Cnty	Post it Notepads	422 South Clinton Ave. Rochester, NY 14620	CONUS & Intrastate	X	X	(716) 232-1111
NNY09	Suburban Adult Svcs.	<i>Not available at time of request.</i>	13339 Route 39 – Bx 526 Sardinia, NY 14134	CONUS & Intrastate	X		(716) 496-5551
NNY10	Central Association for the Blind	File Folders	507 Kent Street Utica, NY 13501	CONUS & Intrastate	X	X	(315) 797-2233
NNY11	Human Technology Corp.	<i>Not available at time of request.</i>	2260 Dwyer Ave. Utica, NY 13501	CONUS & Intrastate	X	X	(315) 724-9891
NNY12	DE County Chapter NYSARC	Fastener Compressor, Thumbtack, Pushpins	Prospect Ave, Rd 1, Box 109 Walton, NY 13856	CONUS & Intrastate	X		(607) 865-7126
NNY13	Production Unlimited	3 Ring Binder, Army Equipmt, Tag Marker Plastic	615 West Main Street Watertown, NY 13601	CONUS & Intrastate	X		(315) 782-0330
NOH01	Cincinnati Assoc. for the Blind	Tape Products & Rolled Paper, Kitchen Gadgets, Dining Packets	2045 Gilbert Ave. Cincinnati, OH 45202	CONUS & Intrastate	X	X	(513) 221-8558
NOH02	Cleveland Skilled Industries for the Blind	<i>Not available at time of request.</i>	2239 East 55 th St. Cleveland, OH 44103	CONUS & Intrastate	X		(216) 431-8085 X-249
NOH03	Clovernook Center for the Blind	Paper Drink Cups, File Folders	7000 Hamilton Cincinnati, OH 45231	CONUS & Intrastate			(513) 728-6257
NOK01	OK League for the Blind	Styrofoam cups, Fire Hoses	501 North Douglas Ave. Oklahoma City, OK 73124	CONUS & Intrastate	X	X	(405) 232-4644
NPA01	Indiana County Blind Assoc.	<i>Not available at time of request.</i>	402 North 4 th Street Indiana, PA 15701	CONUS & Intrastate	X		(724) 465-5549
NPA02	Cambria Cnty Assoc. for the Blind & Handicapped	Tablecloth White 54"x90"	211 Central Ave. Johnstown, PA 15902	CONUS & Intrastate	X		(814) 536-3531
NPA03	Juniata Branch PA Association F/T Blind	Ironing Board Pads & Covers	658 Valley St. Lewistown, PA 17044-0053	CONUS & Intrastate	X		(717) 242-1444
NPA04	Pittsburgh Vision Service	Apron Food Handlers, Bass Brooms, Pillow Cases	300 South Craig St. Pittsburgh, PA 15213-3791	CONUS & Intrastate	X		(412) 682-5600
NPA05	Easter Seal Society of Western PA	Calendar Pads, Appointment Book Refill , Index Sheet Sets	632 Fort Duquesne Blvd. Pittsburgh, PA 15222-3376	CONUS & Intrastate	X	X	(412) 281-7244
NPA06	Voc. Rehab. Center for Allegheny County	<i>Not available at time of request.</i>	1323 Forbes Ave. Pittsburgh, PA 15219-4700	CONUS & Intrastate	X		(412) 471-2600
NPA07	North Central Sight Services PA Assoc. for the Blind	Labels, Computer Media-Diskettes, CD-R's, CD-RW's, Back UP Data Cartridges	901 Memorial Ave., PO Box 3292 Williamsport, PA 17701	CONUS & Intrastate	X		(570) 323-9401
NPA08	York County Blind Center	<i>Not available at time of request.</i>	1380 Spahn Ave. York, PA 17403	CONUS & Intrastate	X		(717) 848-4188

NIB/NISH Agency Codes	Work Center	Commodities	Address	Destination	LTL	TL	Phone
NRI01	In-Sight Enterprises	Baker's Pad, Pen's & Pen Refills	57 Porter St. Providence, RI 02905	CONUS & Intrastate	X		(401) 941-6666
NSC01	Charleston Vo. Rehabilitation Ctr.	IBM Correction Ribbon Tape	4360 Dorchester Rd. Charleston, SC 29405	CONUS & Intrastate	X		(843) 740-1610
NTN02	Knox County Assoc. for Retarded Citizens, Inc.	Office Furniture, Aluminum Tri-Pod Cradle, Magnetic Hanger Plates	3000 North Central Ave. Knoxville, TN 37917	CONUS & Intrastate	X		(865) 546-9431
NTN03	Clover Center for the Blind	<i>Not available at time of request.</i>	346 St. Paul Ave. Memphis, TN 38126	CONUS & Intrastate	X	X	(901) 523-9590
NTN04	Volunteer Blind Industries Inc.	Mattress, Boxspring, Paper Towels, Mattress Pads	758 W Morris Blvd., PO Box 706 Morristown, TN 37814	CONUS & Intrastate	X	X	(423) 586-3922
NTN05	Ed Lindsey Blind Industries	<i>Not available at time of request.</i>	4110 Charlotte Ave. Nashville, TN 37209-3706	CONUS & Intrastate	X		(615) 741-2251
NTX01	South Texas Lighthouse for the Blind	<i>Not available at time of request.</i>	1907 Leopard St. Corpus Christi, TX 78408	CONUS & Intrastate	X	X	(512) 883-6553
NTX02	Dallas Lighthouse for the Blind	Markers, Military Award Binder,	3940 Capitol Ave. Dallas, TX 75204	CONUS & Intrastate	X	X	(214) 821-2375
NTX03	National Center for Employment of Disabled	Record Retirement Shipping Boxes	12100 Esther Lama El Paso, TX 79936	CONUS & Intrastate	X	X	(915) 858-7277
NTX04	Expanco, Inc.	Back Pack Pump, Beltweather, Canteen, Dinnerware, Hot Food, & 3 Man Kits	3005 Wichita Court Fort Worth, TX 76140	CONUS & Intrastate	X	X	(817) 293-9486
NTX05	Tarrant County Assoc. for the Blind	Computer Paper, Cushioned Shipping Boxes, Desk Accessories, Computer Accessories	912 West Broadway Fort Worth, TX 76104	CONUS & Intrastate	X	X	(817) 332-3341
NTX06	The Lighthouse of Houston	Glass Cleaner, Pine Oil, All Purpose Cleaner, Johnson Wax Floor Care Products	3530 West Dallas, PO Box 13435 Houston, TX 77219-0435	CONUS & Intrastate	X	X	(713) 284-8410
NTX07	San Antonio Lighthouse	<i>Not available at time of request.</i>	2305 Roosevelt San Antonio, TX 78210	CONUS & Intrastate	X		(210) 533-5195
NTX08	East Texas Lighthouse for the Blind	Bath Towel, Specialty Wipes, Vinyl Floor Mat	500 North Bois D'Arc Tyler, TX 75702-5310	CONUS & Intrastate	X	X	(903) 595-3444
NTX09	Beacon Lighthouse for the Blind	Paper Clips	300 Seventh St. Wichita Falls, TX 76301	CONUS & Intrastate	X	X	(940) 767-0888
NTX10	Work Services Corp.	<i>Not available at time of request.</i>	3401 Armory Rd. Wichita Falls, TX 76302-1723	CONUS & Intrastate	X	X	(940) 766-3207
NVA01	VA Industries for the Blind	Mop heads	1102 Monticello Road Charlottesville, VA 22902	CONUS & Intrastate	X		(804) 295-5168
NVA02	Lynchburg Sheltered Industries	Corrugated Boxes	3210 Odd Fellows Rd. Lynchburg, VA 24501	CONUS & Intrastate	X	X	(804) 847-4488
NWA01	Columbia Industries	<i>Not available at time of request.</i>	900 South Dayton St. Kennewick, WA 99336	CONUS & Intrastate	X	X	(509) 582-4142
NWA02	Lighthouse for the Blind	File Folders, Display Easels, Paper Trimmers & Binders, Traffic Safety Items, Cubie Boards	2501 South Plum Street Seattle, WA 98114	CONUS & Intrastate	X	X	(206) 322-4200
NWI01	Wiscraft Inc.	<i>Not available at time of request.</i>	5316 West State St. Milwaukee, WI 53208	CONUS & Intrastate	X		(414) 778-5800
NWI02	Industries for the Blind, Inc.	<i>Not available at time of request.</i>	3220 West Vilet St. Milwaukee, WI 53208	CONUS & Intrastate	X		(414) 933-4319
NWV01	Shawnee Hills Community MH/MR Center, Inc.	<i>Not available at time of request.</i>	801 Ruffner Ave. Charleston, WV 25301	CONUS & Intrastate	X		(304) 341-0438
NWV02	Gateway Ind, Inc.	<i>Not available at time of request.</i>	299 East Edgar Ave. Ronceverte, WV 24970	CONUS & Intrastate	X		(304) 645-3165

8-2. HISTORICAL TRAFFIC VOLUME: Identified on the following pages is historical traffic volume for fiscal year 2002 for the identified NIB/NISH Work Centers. These figures are the combination of both Less Than Truckload and Truckload shipments. 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 estimates to materialize will not constitute a basis for rate adjustments.

A. The table below identifies historical traffic volume as it relates to shipments moving from the identified Work Centers to the GSA Distribution Centers located in Stockton, CA, and Burlington, NJ.

GRAND TOTAL		
GBLS/BLS	LBS	\$\$\$
5,664	58,002,255	4,302,540

STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$	STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$
AL Total			119	933,629	80,910	MS cont.	JACKSON Total		79	176,026	27,606
	BIRMINGHAM Total		36	56,813	8,789			CA	42	90,940	15,756
		CA	16	22,755	4,582			NJ	37	85,086	11,850
		NJ	20	34,058	4,207		MERIDIAN Total		28	111,641	15,355
	TALLADEGA Total		83	933,629	80,910			CA	19	88,693	12,519
		CA	36	391,828	41,664			NJ	9	22,921	2,836
		NJ	47	484,988	30,457		TUPELO Total		115	2,277,983	152,460
AR Total			21	498,529	32,483			CA	50	1,008,255	77,775
	LITTLE ROCK Total		21	498,529	32,483			NJ	65	1,269,728	74,685
		CA	8	136,697	11,487	MT Total			79	105,166	24,228
		NJ	13	361,832	20,996		HELENA Total		79	105,166	24,228
AZ Total			57	648,272	21,309			CA	54	82,151	17,019
	CASA GRANDE Total		1	180	68			NJ	23	22,175	6,901
		CA	1	180	68			TX	2	840	308
	PHOENIX Total		56	648,092	669,333	NC Total			665	4,402,226	435,100
		CA	43	629,273	17,301		CHARLOTTE Total		51	282,961	34,842
		NJ	13	18,819	3,940			CA	28	140,243	23,763
CA Total			84	378,936	40,519			NJ	23	142,718	11,079
	CULVER CITY Total		10	28,684	3,580		DURHAM Total		168	2,330,528	156,140
		CA	5	18,628	1,597			CA	57	597,503	79,630
		NJ	5	10,056	1,983			NJ	111	1,733,025	76,510
	NAPA Total		12	6,491	2,047		GREENSBORO Total		153	417,941	51,962
		CA	4	2,815	378			CA	69	157,035	30,625
		NJ	8	3,676	1,669			NJ	84	260,906	21,337
	PASADENA Total		62	343,761	34,892		GREENVILLE Total		98	415,610	46,002
		CA	29	118,570	7,266			CA	49	161,723	29,649
		NJ	33	225,191	27,626			NJ	49	253,887	16,353
CO Total			40	179,368	23,032		KINSTON Total		34	45,340	6,952
	PUEBLO Total		40	179,368	23,032			CA	19	21,919	4,667
		CA	17	69,661	7,455			NJ	15	23,421	2,285
		NJ	23	109,707	15,577		RALEIGH Total		161	909,846	139,202
CT Total			63	210,504	25,189			CA	82	492,422	99,934
	NEW BRITAIN Total		63	210,504	25,189			NJ	79	417,424	39,268
	NEW BRITAIN cont	CA	29	72,946	16,154	NE Total			167	4,553,774	275,725
		NJ	34	137,558	9,035		FREMONT Total		80	2,526,744	144,370
DE Total			19	36,376	6,771			NJ	80	2,526,744	144,370
	NEW CASTLE Total		19	36,376	6,771		NEBRASKA CITY Total		19	32,356	6,283
		CA	10	13,952	4,848			CA	10	14,370	3,085
		NJ	9	22,424	1,923			NJ	9	17,986	3,198
FL Total			51	132,925	21,487		OMAHA Total		68	1,994,674	125,072
	PLANT CITY Total		25	103,783	16,119			NJ	68	1,994,674	125,072

STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$	STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$	
FL cont.	PLANT CITY cont.	CA	9	21,555	4,071	NJ Total			63	732,166	16,834	
		NJ	16	82,228	12,048			RUNNEMEDE Total		63	732,166	16,834
	WEST PALM BEACH Total		26	29,142	5,368				CA	14	46,716	8,437
		CA	12	14,422	2,637			NJ	49	685,450	8,397	
		NJ	14	14,720	2,731	NM Total			4	2,638	517	
GA Total			163	1,874,284	148,101		ALBUQUERQUE Total		4	2,638	517	
	BAINBRIDGE Total		142	1,771,249	140,346			CA	2	1,413	242	
		CA	66	718,072	74,747			NJ	2	1,225	275	
		NJ	76	1,053,177	65,599	NY Total			469	3,840,610	201,298	
	GRIFFIN Total		21	103,035	7,755		BINGHAMTON Total		79	2,300,365	56,649	
		CA	13	54,815	4,485			CA	19	474,559	33,616	
		NJ	8	48,220	3,270			NJ	60	1,825,806	23,033	
IA Total			69	258,726	27,440		BRONX Total		2	210	0	
	NEWTON Total		69	258,726	27,440			CA	2	210	0	
		CA	13	54,815	4,485		BROOKLYN Total		172	320,779	41,761	
		NJ	41	171,687	16,370			CA	82	123,164	30,087	
ID Total			49	145,450	18,823			NJ	90	197,615	11,674	
	IDAHO FALLS Total		49	145,450	18,823		CORTLAND Total		30	88,909	11,494	
		CA	25	64,211	6,141			CA	13	28,164	7,355	
		NJ	24	81,239	12,682			NJ	17	60,745	4,139	
IL Total			212	125,641	28,547		JAMESTOWN Total		9	19,400	2,869	
	CHICAGO Total		212	125,641	28,547			CA	5	7,150	2,190	
		CA	101	54,442	15,931			NJ	4	12,250	679	
		NJ	111	71,199	12,616		MIDDLETOWN Total		23	26,994	4,240	
IN Total			6	3,992	689			CA	13	11,592	3,152	
	INDIANAPOLIS Total		6	3,992	689			NJ	10	15,402	1,088	
		CA	4	1,950	353		OLEAN Total		8	5,724	921	
		NJ	2	2,042	336			CA	4	1,676	472	
KS Total			297	7,953,298	423,789			NJ	4	4,048	449	
	KANSAS CITY Total		64	2,034,232	92,026		ROCHESTER Total		60	496,232	40,705	
		CA	31	1,071,405	48,488			CA	28	189,639	25,882	
		NJ	33	962,827	43,538			NJ	32	306,593	14,823	
	PITTSBURG Total		129	4,200,197	190,158		UTICA Total		33	496,333	32,088	
		CA	63	2,013,166	93,179			CA	22	313,115	28,228	
		NJ	66	2,187,028	96,979			NJ	11	183,218	3,860	
	WICHITA Total		104	1,718,872	141,605		WATERTOWN Total		53	85,664	10,571	
		CA	50	834,288	71,714			CA	25	36,554	7,257	
		NJ	54	884,584	69,891			NJ	28	49,110	3,314	
KY Total			21	16,317	2,644	OH Total			42	838,566	53,152	
	LEXINGTON Total		21	16,317	2,644		CINCINNATI Total		42	838,566	53,152	
		CA	6	3,665	1,062			CA	20	357,145	34,601	
		NJ	15	12,652	1,582			NJ	22	481,421	18,551	
						OK Total			174	1,249,308	274,498	
LA Total			527	8,927,260	571,800		OKLAHOMA CITY Total		174	1,249,308	374,498	
	JENA Total		6	17,954	2,847			CA	88	797,090	129,976	
		CA	6	17,654	2,847			NJ	85	445,918	144,021	
	NEW ORLEANS Total		242	2,085,825	212,684			TX	1	6,300	501	
		CA	112	672,169	96,607	PA Total			163	496,673	48,580	
		NJ	130	1,413,656	116,077		INDIANA Total		8	12,208	1,726	
	SHREVEPORT Total		279	6,823,481	356,269			CA	4	4,982	907	
		CA	114	2,087,617	134,514			NJ	4	7,226	819	
		NJ	165	4,735,864	221,755		PITTSBURGH Total		95	393,668	34,512	

STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$	STATE	WORK CENTER	DEST	GBL'S	LBS	\$\$\$
MA Total			48	105,424	13,208	PA cont.	PITTSBURGH cont.	CA	31	100,794	17,179
	MALDEN Total		21	58,379	7,496			NJ	64	292,874	17,333
		CA	3	3,108	592		WILLIAMSPORT Total		35	37,427	5,147
		NJ	18	55,271	6,904			CA	15	14,023	3,344
	SPRINGFIELD Total		27	47,045	5,712			NJ	20	23,404	1,803
		CA	9	13,275	3,205		YORK Total		25	53,370	7,195
		NJ	18	33,770	2,507			CA	14	23,468	5,328
MD Total			64	1,239,924	39,308			NJ	11	29,902	1,867
	BALTIMORE Total		64	1,239,924	39,308	SC Total			23	20,701	3,834
		CA	19	214,349	20,929		CHARLESTON Total		23	20,701	3,834
		NJ	45	1,025,575	18,379			CA	11	9,488	2,512
MI Total			255	1,112,652	140,012			NJ	12	11,213	1,322
	ALPENA Total		77	341,802	43,204	TN Total			106	2,003,328	89,866
		CA	35	125,148	22,589		KNOXVILLE Total		20	20,649	4,597
		NJ	42	216,654	20,615			CA	10	9,132	2,725
	CARO Total		26	102,047	14,478			NJ	10	11,517	1,872
		CA	13	43,972	8,718		MEMPHIS Total		5	67,958	7,717
		NJ	13	58,075	5,760			CA	2	26,630	3,665
	GRAND HAVEN Total		14	21,096	3,527			NJ	3	41,328	4,052
		CA	6	6,318	1,415		MORRISTOWN Total		81	1,914,721	77,552
		NJ	8	14,778	2,112			CA	26	406,537	37,931
	HOLLAND Total		91	544,690	63,612			NJ	55	1,508,184	39,621
		CA	46	200,002	32,753	TX Total			400	3,283,736	264,897
		NJ	45	344,688	30,859		CORPUS CHRISTI Total		3	50,522	3,127
	PORT HURON Total		47	103,017	15,191			CA	2	46,125	2,585
		CA	23	45,826	9,394			NJ	1	4,397	542
		NJ	24	57,191	5,797		FORT WORTH Total		156	1,129,226	103,743
MN Total			20	77,532	12,123			CA	67	407,328	41,770
	LAKE LILLIAN Total		20	77,532	12,123			NJ	89	721,898	61,973
		CA	9	30,690	5,100		HOUSTON Total		69	1,562,018	87,807
		NJ	11	46,842	7,023			CA	30	608,109	34,692
MO Total			355	2,832,364	247,823			NJ	39	953,909	53,115
	BERKELEY Total		72	941,402	74,238		SAN ANTONIO Total		89	76,352	13,220
		CA	35	388,363	42,302			CA	44	32,233	5,840
		NJ	37	553,039	31,936			NJ	45	44,119	7,380
	KANSAS CITY Total		35	51,446	7,947		TYLER Total		3	85,879	5,358
		CA	16	22,714	3,910			CA	2	59,199	3,760
		NJ	19	28,732	4,037			NJ	1	26,680	1,598
	SEDALIA Total		18	48,696	7,404		WICHITA FALLS Total		80	379,739	51,642
		CA	11	33,783	5,450			CA	38	159,905	23,519
		NJ	7	14,913	1,954			NJ	42	219,834	28,123
	ST. LOUIS Total		230	1,790,820	158,234	VA Total			93	783,153	80,399
		CA	113	685,620	78,690		LYNCHBURG Total		93	783,153	80,399
		NJ	117	1,105,200	79,544			CA	48	400,259	59,335
MS Total			455	7,150,661	497,432			NJ	45	382,894	21,064
	GULFPORT Total		52	306,730	40,980	WA Total			173	774,644	98,216
		CA	27	151,854	24,092		SEATTLE Total		173	774,644	98,216
		NJ	25	154,876	16,888			CA	88	471,549	40,783
	HAZELHURST Total		181	4,278,308	261,031			NJ	85	303,095	57,433
		CA	77	1,763,804	119,863	WV Total			48	73,502	11,957
		NJ	104	2,514,504	141,168		RONCEVERTE Total		48	73,502	11,957
								CA	24	24,851	6,783
								NJ	24	48,651	5,174

B. The table below identifies historical traffic volume as it relates to shipments moving from the identified Work Centers to all points excluding the GSA Distribution Centers located in Stockton, CA and Burlington, NJ.

GRAND TOTAL		
GBLS/BLS	LBS	\$\$\$
2,929	6,255,404	693,713

STATE	WORK CENTER	GBL'S	LBS	\$\$\$	STATE	WORK CENTER	GBL'S	LBS	\$\$\$
AL Total	BIRMINGHAM Total	15	25,859	2,606	MS Total		40	370,721	25,134
AZ Total		60	33,420	8,221		GULFPORT Total	4	27,423	3,051
	CASA GRANDE Total	44	24,312	6,254		HAZELHURST Total	21	238,043	15,289
	PHOENIX Total	16	9,108	1,967		JACKSON Total	9	4,539	1,290
CA Total		4	6,965	1,042		MERIDIAN Total	1	2,236	412
	CULVER CITY Total	1	89	93		TUPELO Total	5	98,480	5,092
	PASADENA Total	3	6,876	949	MT Total	HELENA Total	5	5,784	1,564
CO Total	PUEBLO Total	2	700	160	NC Total		242	235,652	46,821
CT Total	NEW BRITAIN Total	2	1,905	420		CHARLOTTE Total	23	66,214	7,505
FL Total		7	11,620	3,117		DURHAM Total	10	39,096	6,731
	PLANT CITY Total	4	9,472	2,780		GREENSBORO Total	5	4,394	626
	WEST PALM BEACH Total	3	2,148	337		GREENVILLE Total	10	7,534	1,199
GA Total		27	45,932	7,466		KINSTON Total	5	3,051	678
	BAINBRIDGE Total	23	38,608	6,836		NEW BERN Total	157	35,175	18,140
	GRIFFIN Total	4	7,324	630		RALEIGH Total	32	80,188	11,942
IA Total	NEWTON Total	13	16,898	1,970	NE Total		8	262,592	12,248
ID Total	IDAHO FALLS Total	3	1,467	240		FREMONT Total	2	65,648	3,062
IL Total	CHICAGO Total	2	2,326	383		OMAHA Total	6	196,944	9,186
IN Total		2	4,110	479	NJ Total	RUNNEMEDE Total	11	34,210	1,645
	INDIANAPOLIS Total	1	4,000	414	NY Total		14	56,897	3,525
	VINCENNES Total	1	110	65		BINGHAMTON Total	3	46,655	900
KS Total	WICHITA Total	44	221,570	26,248		BROOKLYN Total	4	1,162	387
KY Total	LEXINGTON Total	1	653	98		CORTLAND Total	4	7,063	1,801
LA Total		37	322,970	25,549		JAMESTOWN Total	1	1,350	257
	JENA	1	280	267		UTICA Total	1	233	127
	NEW ORLEANS Total	25	149,114	15,290		WATERTOWN Total	1	434	53
	SHREVEPORT Total	11	173,576	9,992	OH Total	CINCINNATI Total	6	14,843	1,330
MA Total		5	2,270	821	OK Total	OKLAHOMA CITY Total	4	19,724	1,232
	MALDEN Total	1	1,368	393	PA Total	PITTSBURGH Total	1	165	79
	SPRINGFIELD Total	4	902	428	TN Total		212	105,856	26,341
MI Total		40	87,421	13,913		KNOXVILLE Total	201	83,479	21,380
	ALPENA Total	6	22,132	4,590		MORRISTOWN Total	11	22,377	4,961
	CARO Total	2	12,386	1,340	TX Total		153	102,040	20,732
	GRAND HAVEN Total	2	849	235		FORT WORTH Total	134	85,765	18,347
	HOLLAND Total	28	50,296	7,375		HOUSTON Total	3	8,932	761
	PORT HURON Total	2	1,758	373		SAN ANTONIO Total	5	324	384
MO Total		26	71,538	4,753		WICHITA FALLS Total	11	7,019	1,240
	BERKELEY Total	12	4,435	1,067	VA Total	LYNCHBURG Total	105	149,676	15,606
	KANSAS CITY Total	2	915	169	WA Total	SEATTLE Total	4	1,259	468
	SEDALIA Total	1	748	120	WV Total	RONCEVERTE Total	7	5,758	1,372
	ST.LOUIS Total	11	65,440	3,397					

SECTION 9 FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

9-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: TSP's submitting rate offers for the identified NIB/NISH Work Centers **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) using the Internet. TSP's utilizing the FTP rate filing capabilities of the - Transportation Management Services Solution (TMSS) must adhere to the file format requirements identified in this Section when creating rate offers for submission. Rate offers received which do not conform to these format requirements will be found unacceptable. Please note that Section 9 can provide general information to those TSP's utilizing TMSS to create their rate offers. A **SEPARATE** rate offer must be submitted for **each** NIB/NISH – Agency Code identified in Section 8 for which a TSP submits a rate offer.

9-2. HEADER RECORD FORMAT REQUIREMENTS: In addition to each TSP's 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 on Changes to Record Types and Formats:**
 - Use of delimiters: Fields in all record types now are delimited either by a comma or a backslash. Please see each record layout for details.
- **'F' Record Changes: The following 'F' record types that were used in preceding rate filings are NOT APPLICABLE, effective this rate filing. The fields in record types 'F2' to 'FH' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current. All TSP's must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.**
 - F2- Company's Authorized Official/Government Contact
 - F3- Company's Authorized Official Title
 - F4- Company's Mailing Address
 - F5- Company's City/State/Zip Code
 - F6- Company's Telephone Number/Facsimile Number.
 - F7- Company's Internet Address
 - F8- Company's Shipment Booking Office Facsimile Number
 - F9- Company's Authorized Billing Official
 - FA- Company's Authorized Billing Official Title
 - FB- Company's Billing Address
 - FC- Company's Billing City/State/Zip Code
 - FD- Company's Billing Telephone Number/Facsimile Number
 - FE- Company's Billing Internet Address
 - FF- Company's Minority/Women-Owned Status

Record type 'F1' is mandatory and all TSP's must file this record. This record now contains an additional field 'TSP's Government Representative' which was in record type 'F2' in preceding rate filings.

A new record replaces the earlier record type 'F2'. This is an optional record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues and notifications to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.

➤ **‘A’ Record Changes:**

The record type ‘A1’ used for defining the Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers is now discontinued. The relevant information i.e. ‘TSP Assigned Offer’ & Agency Code is now required to be provide in the rate records (See record types ‘B2’). The record type ‘A2’ used for defining the Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies is discontinued. The relevant information i.e. ‘TSP Assigned Offer’ & Agency Code is now required to be provide in the rate records (See record types ‘B2’).

The record type ‘A3’ used for defining the Header Record for Underlying TSP’s Represented by Broker or Shipper Agent/Intermodal Marketing Companies has been renamed as ‘F3’. This record can now be submitted only **once** with all the underlying TSP’s. (See record type ‘F3’ for details). You may submit one or more ‘F3’ records consecutively depending on the number of underlying TSP’s.

4. ‘B’ Records:

The B2 rate record type has been reorganized and has additional fields. These fields are:

- TSP’s Tender Number (Formerly known as Carrier Assigned Offer # in record A1 and A2)
- Agency ID (Formerly known as NIB/NISH – Agency Code)
- Origin & Destination (These are now two separate fields)
- Facsimile Number
- Email Address

The TSP must provide, either an Email address or, a fax number for each rate record. The email address or fax number provided in the rate record will be used by TMSS for automated booking notification. The email/fax number is expected to be associated with the booking office at the route level. If no such email/fax number can be provided at the route level, a corporate level email or Fax number should 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 or fax. In such cases, the communication via e-mail or fax addresses will be optional. 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. 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
Separator	1	53-53	\ [backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20031101
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN assigned by the IRS to the TSP. Do not use hyphen. Example: 321456789
Separator	1	72-72	\ [backslash]
TSP's Government Representative	45	73-117	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 FTP file transmission 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	11-11	\ [backslash]
			...Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 use an additional 'F3' record.

9-3. 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 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 NIB/NISH; Enter appropriate NIB/NISH – Agency Code identified in Section 8-1.B.
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State (state in which the appropriate NIB/NISH Work Center is located)
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	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 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	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.
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 must 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. DO NOT USE COMMA DELIMITERS 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, 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 must be offered for all Required Items not indicated with **.

9-4. 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.	\20031101\123456789\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 item</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>percentages in positions</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,135,045000	100 <i>121-123 & 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.	\20031101\123456789\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 item</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>percentages in positions</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,135,045000	100 <i>121-123 & 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.	\20031101\123456789\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 item</i>
B2ABC1,NAL02,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>percentages in positions</i>
B2ABC1,NAL02,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>121-123 & 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	\20031101\123456789\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 item</i>
B2ABC1,NAL01,AL,53,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>percentages in positions</i>
B2ABC1,NAL01,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,135,045000	100 <i>121-123 & 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

SECTION 10

ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

10-1. SUBMISSION INSTRUCTIONS: All electronic rate transmissions submitted in accordance with Sections 8, 9, & 10 of this Request and its Special Filing Instructions (SFI) **MUST** be via the rate filing capabilities of TMSS or via the Internet, utilizing the File Transfer Protocol (FTP). Below are the instructions for accessing the FTP.

NOTE: If your company intends to transmit its rate offer(s) via FTP without utilizing the services of a Rate Filing Service Provider (RFSP) or Tariff Publishing Agent (TPA) and your company does not already have an assigned **User ID and Password** under GSA's Freight Management Program, you will need to notify the Central Zone Office in order to receive a User ID and Password to access the FTP. Requests for a User ID and Password may be emailed or faxed to the attention of Carey DeForest at carey.deforest@gsa.gov, or (816) 823-3656. The response from GSA assigning your company a User ID and Password will either be emailed or faxed, so please be sure to include your company's email address or facsimile number when submitting your 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.

A. **FORMAT REQUIREMENTS:** Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from TSP's, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Section 8,9 and 10 will be found unacceptable.

B. FILE PREPARATION:

In order to transfer the file via the FTP, 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.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

10-2. 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 SFI. Extensions (**.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	RFSP: If transmitting rates on behalf of a TSP, enter TSP's 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			File Extensions will NOT be supported.

Examples of filenames for SCAC with different number of positions:

File name where assigned SCAC has four positions: FRT**ABCD**001 where 'ABCD' is the SCAC

File name where assigned SCAC has three positions: FRT**ABC**001 where 'ABC' is the SCAC

File name where assigned SCAC has two positions: FRT**AB**001 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: FRT**ABCD**001

TSP transmitting two files: First File Name: FRT**ABCD**001, Second File Name: FRT**ABCD**002

TSP transmitting three files: First File Name: FRT**ABCD**001, Second File Name: FRT**ABCD**002, Third File Name: FRT**ABCD**003.

If as a TSP, RFSP, or TPA, you are unsure as to your TSP's SCAC/RFSP Code (up to 4 positions) or TPA code (up to 4 positions) in GSA's Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at carey.deforest@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 FTP 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.

10-3. ACCESSING THE FTP:

GSA is unable to provide specific instructions on how to access the FTP, how to upload a file onto the FTP, how to download a file from the FTP, or how to move around in the FTP due to the fact that accessing and operating within the FTP are dependent upon the type of FTP software utilized by a TSP. Consequently, a TSP will need to contact their FTP provider for assistance. FTP utilities such as WS_FTP95LE are widely used and could serve the purpose, however, GSA does not mandate these products and you are free to choose your own FTP software. Listed below is information GSA can provide. The address to GSA's FTP directory and two different methods (there are others) by which to access a TSP's individual directory in which a TSP's rate file(s) will need to be uploaded.

A. FTP ADDRESS:

Existing user codes/passwords will be carried over from ITMS to TMSS. However, the letters FTP will prefix the new user codes. Example: If your existing user code was ABCD the new user code will be FTPABCD. The password will remain the same.

The FTP server address to be used for transmitting files to TMSS is: **159.142.4.2**

B. DIRECTORY ACCESS:

Once you have placed a file within your TSP's directory using FTP, you may verify that your company's file was successfully transmitted. 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.

10-4. CONFIRMING RATE TRANSMISSIONS:

At the end of each business day during the rate filing period, an automated process will search for rate files from 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 FTP 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 FTP to download the error file/s, if any. If appropriate, TSP's will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this Request and its SFI.