

SPECIAL FILING INSTRUCTIONS

SECTIONS 1-7

2003 - 2004 FILING CYCLE

SECTION 1

TERMS AND CONDITIONS

GENERAL: The following 2003 - 2004 Request for Offers (RFO) and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA) 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 4, 2001, supplements and reissues thereto; however, certain provisions and requirements of this RFO and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO 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 which fall into one or more of the following three (3) categories:

1. General freight rate offers (those rate offers which neither apply from, to, or between specific shipping locations) applicable to those Federal civilian agencies/locations identified in Section 8-2 of this RFO and its SFI;
2. Non-alternating Standing Route Order (SRO) rate offers 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 Sections 9, (identified Agency Codes only), 10,11,12 and 13 of this RFO and its SFI 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. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA; and
3. Alternating SRO rate offers where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 9, (identified Agency Codes only), 14 and 15 of this RFO and its SFI and MAY alternate with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-1. EFFECTIVE PERIOD: Except as otherwise provided herein, rate offers made in response to this request will be for the period **May 1, 2003**, through **April 30, 2004**.

1-2. FILING PERIOD:

A. INITIAL FILINGS: 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, Monday, **March 14, 2003**, and will be processed in accordance with Paragraph 1-2.F.1, below.

B. NEW FILINGS: Those firms receiving approval to participate in accordance with GSA's Freight Management Program after the Initial Filing Period due date of **March 14, 2003**, may submit a rate offer in response to this RFO and its SFI in accordance with the supplemental filing period identified in Paragraph 1-2.F.2, below.

C. RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **February 13, 2003**, and **March 14, 2003** for Initial Filings or between **August 1, 2003**, and **September 5, 2003**, for New, Late, or Supplemental Filings, which do not meet the requirements as stated in this RFO and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified by facsimile and/or telephone of the deficiencies. If a firm's rate offer is submitted in accordance with this RFO 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 within ten (10) calendar days after receipt of

notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to re-file until the supplemental filing period or until a new RFO is distributed, whichever occurs first. All corrected rate offers received within the required ten (10) calendar days will be entered into the data base effective **May 1, 2003**, unless it is considered a New Filing, a Late Filing, or a Supplemental Filing in which case the rates will be entered into the computer data base in accordance with Paragraph 1-2.F.2., below.

D. LATE FILINGS: Firm's (and if applicable, their underlying carriers) who possessed the approval to participate in GSA's Freight Management Program prior to the established Initial Filing due date but who did not submit rate offers by the established due date identified in Paragraph 1-2.A., Initial Filing, above, will be reviewed and processed in accordance with Paragraph 1-2.F.2., below.

E. SUPPLEMENTAL FILINGS: The supplemental filing period as identified in Paragraph 1-2.F.2., below, has been established to review and process changes to a firm's originally accepted rate offer (i.e. to change territorial coverage, to change offered rates, to change an offer made on the required item percentages for accessorial services, to submit a new rate offer, and/or to add newly approved underlying carriers) and to receive new and late rate offers. Rate offers submitted in accordance with the supplemental filing period must be strictly adhered to. **Please note**, supplemental filings **WILL NOT** be accepted for the Western Distribution Center French Camp, CA identified in Section 10, Western Distribution Center, French Camp, CA (Fire Suppression Support Service traffic) identified in Section 11, or The U.S. Mint identified in Section 13.

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

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

CALENDAR YEAR 2002		
DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATE
2/13/03 through 3/14/03	5/1/03 or Before	5/1/03

2. NEW FILINGS, LATE FILINGS, AND SUPPLEMENTAL FILINGS: New filings allowable under Paragraph 1-2.B., Late Filings of otherwise acceptable rate offers under Paragraph 1-2.D., and Supplemental Filings allowable under Paragraph 1-2.E. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

CALENDAR YEAR 2001		
DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATE
8/01/03 through 8/29/03	11/1/03 or Before	11/1/03

G. CARRIER NOTIFICATIONS: If the submitting firm or appropriate Rate Filing Service Provider or Tariff Publishing Agent receives no communication from GSA pursuant to Paragraph 1-2.C. by the appropriate computer entry date identified in Paragraphs 1-2.F.1. and/or 2. above, the firm is on notice that its rate offer(s) has been accepted and its rate file(s) has been 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.

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the General Freight traffic identified in this RFO and its SFI, the offeror agrees that it can and will service all points within each origin state and destination state for which a rate is offered. By submission of a rate offer to GSA for the non-alternating SRO's and alternating SRO's Freight traffic identified in this RFO and its SFI, the offeror agrees that it can and will service the

identified origin facility(ies) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered.

1-4. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO and its SFI for up to ninety (90) days.

1-5. TERMINATION:

A. The following provision will apply in addition to Item 20e of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice; and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulations (CFR) 41-105-68;

B. Upon termination of the rate offer under 1-5.A.1 and/or 2., above, the Carrier shall be paid any sum due the Carrier for services performed under this RFO and its 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, however, any such payments shall be without prejudice to any claim which the Government may have against the Carrier and the Government shall have the right to offset any such claims against such payment.

1-6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO and its SFI, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1-7. AGENCY/LOCATION SPECIFIC CONTACTS: Questions with regard to specific customer agencies/locations should be directed to the agency's/location's appropriate National Account Manager Office. Information relating to the identification of the National Account Manager Offices and customer agencies/locations can be found on GSA's WorldWide Web Page at: <http://www.kc.gsa.gov/fsst/>

1-8. GENERAL CONTACTS: General questions with regard to this RFO and its SFI should be directed to Carey DeForest at (816) 823-3646, by facsimile at (816) 823-3656, or by e-mail at carey.deforest@gsa.gov.

SECTION 2 EVALUATION AND ACCEPTANCE

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

2-2. ACCEPTANCE: Accepted rate offers will be listed on GSA's Freight Cost Comparisons for Federal Agencies use based on price. The listing of firms on individual cost comparisons will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. Please note that in the case of brokers and shippers agents/Intermodal Marketing Companies that the broker's name and/or the shippers

agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on the cost comparison. 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 a broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on cost comparisons in alphabetical order according to the firms' names.

PLEASE NOTE: GSA and other participating agencies may consider other factors when routing shipments other than just price. As a result, the listing of firms on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

SECTION 3 LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO), and its Special Filing Instructions (SFI), the submitting firm certifies that:

I have read and will comply with all the provisions contained in this RFO and its SFI dated **February 13, 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 firm utilizes Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request for Offers (RFO) and its Special Filing Instructions (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 carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

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

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

SECTION 6

TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Section 6 of this Request for Offers (RFO) and its Special Filing Instructions (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, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." In accordance with Section 5 of this RFO and its SFI, rate offers accepted in accordance with this RFO and its SFI 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, go to GSA's website at <http://policyworks.gov/transportation>, under the heading "Policies" and then either click on "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

Section 7 of this Request for Offers (RFO) and its Special Filing Instructions (SFI) supersedes all mileage references in the Standard Tender of Service (STOS), to include the General Freight Tender of Service No. 1-F, the National Rules Tender No. 100-D, and the Baseline Rate Publication No. 1000-D, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO and its SFI, 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, Version 16 (coincides with PC*Miler 16). ALK Technologies, Inc., 5 digit Zip, Version 16 will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used when constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.

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

For a full description of Default Settings, please refer to : <http://dtod-mtmc.belvoir.army.mil>. Once there, follow the links "Industry" and then "PC*Miler Default Settings."