

# SPECIAL FILING INSTRUCTIONS 1998 - 1999 FILING CYCLE

## SECTION 1 TERMS AND CONDITIONS

**GENERAL:** The following 1998 - 1999 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), 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 5 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 6 and 7 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; 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 8 and 9 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, 1998, through April 30, 1999.

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, March 9, 1998, 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 9, 1998, 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 6, 1998, and March 9, 1998, for Initial Filings or between August 3, 1998, and September 1, 1998, 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 next 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, 1998, 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** that for the United States Postal Service (USPS) non-alternating SRO rate offers identified in Section 6, supplemental filings may only be submitted by those firms that submitted an acceptable rate offer for the specific Agency Code by the Initial Filing Period due date identified in Paragraph 1-2.A.

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 1998    |                     |                         |
|-----------------------|---------------------|-------------------------|
| DATE RECEIVED         | COMPUTER ENTRY DATE | ACCEPTED/EFFECTIVE DATE |
| 2/6/98 through 3/9/98 | 5/1/98 or Before    | 5/1/98                  |

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 1998    |                     |                         |
|-----------------------|---------------------|-------------------------|
| DATE RECEIVED         | COMPUTER ENTRY DATE | ACCEPTED/EFFECTIVE DATE |
| 8/3/98 through 9/1/98 | 11/1/98 or Before   | 11/1/98                 |

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 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 and alternating SRO 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) 101-40.4;

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/fsstt/zones/>, and <http://www.kc.gsa.gov/fsstt/frt/anncmnts/rfslst2.htm>, respectively.

1-8. **GENERAL CONTACTS:** General questions with regard to this RFO and its SFI should be directed to Cindy Schardt or Kim Anderson at (816) 823-3646, by facsimile at (816) 823-3656, or e-mail at internet [cindy.schardt@gsa.gov](mailto:cindy.schardt@gsa.gov) or [kim.anderson@gsa.gov](mailto:kim.anderson@gsa.gov), respectively.

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**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 Agency 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.

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**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 6, 1998, 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 May 1, 1996, 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  
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.

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**SECTION 5**  
**IDENTIFICATION OF GENERAL FREIGHT TRAFFIC FOR THE SUBMISSION OF GENERAL FREIGHT RATE OFFERS**

5-1. IDENTIFICATION OF GENERAL FREIGHT TRAFFIC: Traffic to be included as “General Freight Traffic” includes those rate offers which utilize closed van equipment which neither apply from, to, or between specific shipping locations. Rate offers are being requested from all points in the Continental United States (CONUS) to all points in CONUS including Intrastate. Please note that an offering firm must be able to service all points within each origin and destination state for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations requested. A general freight rate offer **MUST** be submitted as one (1) rate offer.

| Origin              | Destination                        | Commodities Shipped | Types of Rates Requested          |
|---------------------|------------------------------------|---------------------|-----------------------------------|
| All Points in CONUS | All Points in CONUS and Intrastate | FAK                 | Less Than Truckload and Truckload |

5-2. APPLICABILITY: Rate offers submitted applicable to “General Freight Traffic” will apply **ONLY** to those customer agencies/locations that have entered into funding agreements with the General Services Administration (GSA) for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA’s WorldWide Web Page at the address identified in Paragraph 1-7. In addition to the agencies/locations listed on the web page, GSA’s Federal Supply Service is entitled to utilize accepted general freight rate offers for its non-depot traffic. As new customer agencies/locations enter into funding agreements with GSA, GSA will post these additions to the web page address identified in Paragraph 1-7. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO and its SFI on the day that the agency/location is added to the web page address identified in Paragraph 1-7. It will be the responsibility of the Freight Program Management Office (FPMO) to keep the web page updated and the responsibility of the carrier to monitor the web page for the addition(s) of new customer agencies/locations.

5-3. CONTACTS: Questions with regards to specific customer agencies/locations and their shipment characteristics should be directed to the appropriate National Account Manager Office. A listing of the National Account Manager Offices and identification of the customer agencies/locations for which each office is responsible can be found on GSA’s WorldWide Web Page at the address identified in Paragraph 1-7.

5-4. FILE FORMAT REQUIREMENTS: Please refer to Section 10.

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**SECTION 6**  
**IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF UNITED STATES POSTAL SERVICE RATE OFFERS**

6-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the United States Postal Service (USPS) facilities 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 USPS 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. Please note that rates will only be accepted for the origins/destinations identified below and a **SEPARATE** rate offer **MUST** be submitted for **EACH** Agency Code for which a firm intends to submit a rate offer. Rates submitted for any other origin/destination will automatically be rejected. An offering firm must be able to service all points within each destination state for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations requested. If the origin 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. Those firms that want to submit rate offers for points outside the Continental United States (CONUS) should submit a paper rate offer(s) directly to the USPS.

A. ONE YEAR CARRIER ASSIGNMENTS: Rates submitted and accepted in accordance with this RFO and its SFI for the Agency Codes identified below will automatically expire in accordance with Paragraph 1-1. Any approved firm may submit a rate offer for one or more of the Agency Codes identified below by the Initial Filing Period due date identified in Paragraph 1-2.A. **ONLY** those firms that submitted an acceptable rate offer(s) by the Initial Filing Period due date identified in Paragraph 1-2.A. may submit a rate offer in accordance with the Supplemental Filing Period identified in Paragraph 1-2.E.

| Origin   | Destinations                                | Agency Code | Types of Rates Requested              |
|--|---|-------------|---------------------------------------|
| Cutler Management Corp.,<br>Highland City, FL 33840    | All Points in CONUS<br>including Intrastate | USPFL       | Less Than<br>Truckload &<br>Truckload |
| American Locker,<br>Jamestown, NY 14702                | All Points in CONUS<br>including Intrastate | USPNY       | Less Than<br>Truckload &<br>Truckload |
| Auth Florence, Chicago, IL<br>60614                    | All Points in CONUS<br>including Intrastate | USPIL       | Less Than<br>Truckload &<br>Truckload |
| Baker Manufacturing<br>Company, Pineville, LA<br>71360 | All Points in CONUS<br>including Intrastate | USPLA       | Less Than<br>Truckload &<br>Truckload |
| Edsal Manufacturing Corp.,<br>Brooklyn, NY 11220       | All Points in CONUS<br>including Intrastate | USPBR       | Less Than<br>Truckload Only           |
| Year-A-Round Co.,<br>Mankato, MN 56002                 | All Points in CONUS<br>including Intrastate | USPMN       | Less Than<br>Truckload &<br>Truckload |
| Minnesota Diversified,<br>Hibbing, MN 55746            | All Points in CONUS<br>including Intrastate | USPHB       | Truckload Only                        |
| Light Corp., Grand Haven,<br>MI 49417                  | All Points in CONUS<br>including Intrastate | USPMI       | Less Than<br>Truckload Only           |

| Origin   | Destinations                             | Agency Code | Types of Rates Requested        |
|--|--|-------------|---------------------------------|
| Lighthouse for the Blind, Corpus Christi, TX 78469 | All Points in CONUS including Intrastate | USPTX       | Less Than Truckload & Truckload |
| Alliance Rubber, Hot Springs, AR 71901             | All Points in CONUS including Intrastate | USPAR       | Less Than Truckload & Truckload |
| Fixture World, Chattanooga, TN 38501               | All Points in CONUS including Intrastate | USPTN       | Less Than Truckload & Truckload |
| North American Manufacturing, Scranton, PA 18508   | All Points in CONUS including Intrastate | USPSR       | Less Than Truckload Only        |

B. TWO YEAR CARRIER ASSIGNMENTS: Rates submitted and accepted in accordance with this RFO and its SFI for the Agency Codes identified below will automatically expire on April 30, 2000. Any approved firm may submit a rate offer for one or more of the Agency Codes identified below by the Initial Filing Period due date identified in Paragraph 1-2.A. **ONLY** those firms who submit an acceptable rate offer(s) by the Initial Filing Period due date identified in this RFO and its SFI may submit a supplement in accordance with Paragraph 1-2.E. Any additional supplemental filing periods will be identified in the 1999-2000 RFO.

| Origin  | Destinations                                     | Agency Code | Types of Rates Requested        |
|---|--|-------------|---------------------------------|
| Topeka Material Distribution Center, Topeka, KS 66624     | All Points in CONUS including Intrastate         | USPKS       | Less Than Truckload & Truckload |
| Express & Priority Mail Service Center, Hayward, CA 94545 | All Western States in CONUS including Intrastate | USPCA       | Less Than Truckload & Truckload |
| Schwab Safe Co., Cannelton, IN 47520                      | All Points in CONUS including Intrastate         | USPCN       | Less Than Truckload Only        |

6-2. HISTORICAL TRAFFIC VOLUME: Identified below is historical traffic volume for Fiscal Year 1997, for the identified USPS facilities. These figures, unless specified otherwise, are the combination of both Less Than Truckload and Truckload shipments, as a division between the two is unknown at this time. Although these numbers reflect actual shipments made, the data provided shall not be interpreted as a guarantee to the firm that future traffic will amount to these quantities. The Government makes not guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

| Destination Origin | AL | AR | AZ  | CA   | CO  | CT  | DC | DE | FL  | GA  | IA  | ID | IL  | IN  | KS  | KY  | LA | MA  |
|--------------------|----|----|-----|------|-----|-----|----|----|-----|-----|-----|----|-----|-----|-----|-----|----|-----|
| Total              | 89 | 91 | 284 | 1738 | 603 | 280 | 22 | 18 | 323 | 170 | 204 | 87 | 515 | 246 | 118 | 148 | 95 | 223 |
| USPNY              |    | 1  | 22  | 10   | 189 | 5   |    |    | 1   |     | 1   | 16 |     |     | 8   |     |    | 11  |
| USPLA              | 37 | 44 | 15  | 126  | 83  | 37  | 8  | 3  | 126 | 38  | 31  | 6  | 79  | 19  | 31  | 25  | 30 | 48  |

| Destination Origin | AL | AR | AZ  | CA   | CO  | CT  | DC | DE | FL | GA | IA  | ID | IL  | IN  | KS | KY | LA | MA |
|--------------------|----|----|-----|------|-----|-----|----|----|----|----|-----|----|-----|-----|----|----|----|----|
| USPFL              |    | 1  | 39  | 3    | 30  | 4   |    |    |    |    |     | 24 |     |     | 5  |    | 6  | 1  |
| USPBR              | 11 | 4  | 1   | 4    | 1   | 1   | 1  |    | 8  | 9  | 3   | 1  | 5   |     | 1  | 8  | 5  | 1  |
| USPMI              | 5  | 1  | 1   | 17   | 5   | 1   | 5  | 3  | 8  | 8  | 2   |    | 8   | 5   | 9  |    | 5  | 14 |
| USPTX              |    |    |     |      |     | 7   |    |    |    | 40 | 25  |    | 98  |     |    |    |    | 1  |
| USPHB              |    |    |     | 61   |     | 185 |    |    |    |    | 103 |    | 140 |     |    | 72 |    |    |
| USPCN              | 15 | 9  | 7   | 33   | 18  | 8   |    | 3  | 20 | 8  | 4   | 4  | 33  | 7   | 12 | 14 | 11 | 26 |
| USPKS TL Only      | 9  | 16 | 17  | 109  | 23  | 6   | 1  | 1  | 34 | 36 | 10  | 13 | 52  | 189 | 38 | 12 | 16 | 50 |
| USPTN              |    |    |     | 9    |     |     |    |    | 29 |    |     |    |     |     |    |    |    |    |
| USPIL              |    |    | 6   |      | 75  |     |    |    | 2  |    |     | 7  |     |     |    |    |    |    |
| USPCA              |    |    | 155 | 1252 | 156 |     |    |    |    |    | 1   | 13 |     | 3   |    |    | 6  |    |
| USPAR              | 12 | 15 | 21  | 114  | 23  | 26  | 7  | 8  | 95 | 31 | 24  | 3  | 100 | 23  | 14 | 17 | 16 | 71 |

| Destination Origin | MD  | ME | MI  | MN  | MO  | MS | MT  | NC  | ND | NE | NH | NJ  | NM  | NV  | NY  | OH  | OK  |
|--------------------|-----|----|-----|-----|-----|----|-----|-----|----|----|----|-----|-----|-----|-----|-----|-----|
| Total              | 324 | 47 | 138 | 242 | 195 | 36 | 117 | 179 | 18 | 57 | 40 | 297 | 135 | 183 | 895 | 352 | 106 |
| USPNY              |     | 1  | 2   | 1   | 1   |    | 12  |     |    | 3  | 5  |     | 16  | 52  | 3   |     |     |
| USPLA              | 16  | 25 | 25  | 21  | 37  | 18 | 25  | 44  | 5  | 2  | 21 | 100 | 24  | 7   | 233 | 101 | 28  |
| USPFL              |     |    | 1   | 3   | 1   |    | 40  |     |    | 2  |    |     | 27  | 41  | 13  | 7   |     |
| USPBR              | 1   | 4  | 2   | 5   | 4   | 1  | 2   | 6   |    | 1  | 3  | 5   | 4   |     | 13  | 7   | 11  |
| USPMI              | 2   |    | 3   | 5   | 10  | 1  | 2   | 2   | 1  |    | 2  | 6   |     | 4   | 7   | 4   | 1   |
| USPTX              | 8   |    |     | 32  |     |    |     |     |    |    |    |     |     |     | 6   | 3   |     |
| USPHB              | 210 |    |     | 123 | 46  |    |     | 1   |    |    |    |     |     |     | 262 | 76  |     |
| USPCN              | 5   | 7  | 17  | 9   | 22  | 6  | 5   | 27  |    | 10 | 3  | 14  | 1   | 2   | 77  | 16  | 4   |
| USPKS              | 45  |    | 30  | 18  | 33  | 2  | 11  | 64  | 5  | 2  | 2  | 63  | 6   | 7   | 100 | 37  | 7   |
| USPTN              |     |    |     |     | 2   |    |     |     |    |    |    | 2   | 1   |     |     | 27  |     |
| USPIL              |     |    |     | 1   |     |    | 1   |     |    |    |    |     | 15  | 1   |     |     |     |
| USPCA              |     |    |     |     |     |    | 19  |     |    | 26 |    | 1   | 39  | 57  |     |     | 43  |
| USPAR              | 37  | 10 | 58  | 24  | 39  | 8  |     | 35  | 7  | 11 | 4  | 106 | 2   | 12  | 181 | 74  | 12  |

| Destination<br>Origin | OR  | PA  | RI | SC | SD | TN  | TX  | UT  | VA  | VT | WA  | WI  | WV | WY |
|-----------------------|-----|-----|----|----|----|-----|-----|-----|-----|----|-----|-----|----|----|
| Total                 | 270 | 502 | 47 | 90 | 19 | 169 | 866 | 281 | 216 | 25 | 359 | 307 | 51 | 74 |
| USPNY                 | 78  | 12  | 7  |    | 1  |     | 14  | 64  | 1   |    | 73  |     |    | 25 |
| USPLA                 | 30  | 79  | 20 | 26 | 1  | 23  | 154 | 23  | 74  | 16 | 16  | 37  | 25 | 7  |
| USPFL                 | 18  | 5   |    |    | 1  |     | 12  | 126 | 6   |    | 70  | 6   |    | 10 |
| USPBR                 |     | 5   | 2  | 9  |    | 3   | 16  |     | 8   |    | 2   | 1   | 3  |    |
| USPMI                 | 3   | 4   |    | 3  |    | 2   | 20  |     | 6   | 1  | 2   | 5   | 1  |    |
| USPTX                 |     | 80  |    |    |    |     | 2   |     |     |    |     | 91  |    |    |
| USPHB                 |     | 95  |    |    |    | 40  |     |     |     |    |     | 113 |    |    |
| USPCN                 | 8   | 36  | 9  | 20 | 4  | 16  | 63  | 2   | 26  | 4  | 13  | 8   | 5  | 2  |
| USPKS                 | 10  | 48  | 2  | 7  | 7  | 52  | 69  | 3   | 40  | 1  | 17  | 9   | 8  | 6  |
| USPTN                 |     | 25  |    |    |    |     | 23  |     |     |    |     |     |    |    |
| USPIL                 | 38  |     |    |    |    |     | 1   |     | 1   |    | 18  | 1   |    | 3  |
| USPCA                 | 71  |     |    |    |    |     | 402 | 58  |     |    | 130 |     |    | 18 |
| USPAR                 | 14  | 113 | 7  | 25 | 5  | 33  | 90  | 5   | 54  | 3  | 18  | 36  | 9  | 3  |

Note 1: Awards of Truckload and Less Than Truckload traffic will be made separately.

Note 2: Future traffic from the USPTN facility will include all other CONUS states for which there are not quantities shown. The USPS estimates that the number of annual shipments from this origin to other states will range from ten (10) for smaller states with a low population density to fifty (50) for larger states with a higher population density. Please note that estimates provided shall not be interpreted as a guarantee to the firm that 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.

Note 3: The facilities USPMD, USPIN, USPCM, USPNJ, USPSR, and USPMN are not listed in the historical traffic data, as this information was not available.

### 6-3. EVALUATION AND CONSIDERATION OF LESS THAN TRUCKLOAD (LTL) TRAFFIC:

A. TRAFFIC/RATES: Carriers can assume that shipments will average 700 pounds per shipment. The USPS will allow carriers to provide through rates for interlined shipments for points within a state that the carrier does not service directly; however, the origin carrier will be accountable for the quality of service for the interlined shipments and will be required to make any interline settlements. Delivering interline carriers will not be allowed to collect the line-haul freight charges.

B. EVALUATION: The USPS intends to utilize a single carrier for all origins except for the USPKS facility. For this facility the USPS reserves the right to divide traffic on a geographic basis between two (2) or more carriers. In all instances the USPS reserves the right to divide traffic among several carriers if a single carrier is unable to provide the desired service. Evaluation of carrier service will be the sole responsibility of the USPS. In assigning traffic, the USPS will consider the following:

1. Past carrier performance;
2. Availability of carrier provided, personal computer-based, bill of lading preparation software;
3. Ability to accept shipment information and submit freight invoices via electronic data interchange;
4. Rate offers to all points in CONUS; and
5. Level of rates offered.

#### 6-4. EVALUATION AND CONSIDERATION OF TRUCKLOAD (TL) TRAFFIC:

A. TRAFFIC/RATES: The USPS expects to ship approximately 2,000 truckload shipments from the identified origins to the CONUS destinations. Please note that estimates provided shall not be interpreted as a guarantee to the carrier that 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. The USPS/GSA **WILL NOT** accept TL rate offers submitted as a percentage of the TL rates identified in the GSA Baseline Rate Table Publication 1000-D; however, the USPS does encourage LTL carriers that want to quote TL rates to do so in accordance with Paragraphs 10-3.B., C., and D.

B. EVALUATION: The USPS intends to utilize a single TL carrier for all shipments; however, the USPS reserves the right to divide traffic among several carriers if a single carrier is unable to provide the desired service. Evaluation of carrier service will be the sole responsibility of the USPS. In addition to the evaluation factors identified in Paragraph 6-3.B., above, the USPS will also consider the following in assigning TL traffic:

1. Equipment is supplied for at least 99% of all TL shipping requests;
2. Shipper/Receiver feedback does not produce negative comments about service more often than once per 100 TL shipments;
3. Standard transit times identified in the GSA General Freight Tender of Service No. 1-F are adhered to for at least 95% of all TL shipments;
4. Overall level of TL rates offered are generally competitive with those submitted by other carriers; and
5. Preference will be given to carriers that handle TL shipments over-the-road between origin and destination due to the lower damage experience and better transit time reliability; however, the USPS will consider carriers that utilize intermodal services for long-distance movements if these concerns are managed to the USPS's satisfaction.

6-5. CONTACTS: Questions regarding the USPS should be directed to Cindy Schardt or Kim Anderson at (816) 823-3646 or e-mail at internet [cindy.schardt@gsa.gov](mailto:cindy.schardt@gsa.gov) or [kim.anderson@gsa.gov](mailto:kim.anderson@gsa.gov) respectively.

6-6. FILE FORMAT REQUIREMENTS: Please refer to Section 10.

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**SECTION 7**

**IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF NON-ALTERNATING SRO RATE OFFERS**

7-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations 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 these non-alternating SRO locations **Will NOT** alternate with any other accepted rate offer and the accepted rates and charges **MAY NOT** be used in the construction of combination rates or charges. Please note that information provided below with regard to “Estimated Annual Tonnage and/or # of Shipments Annually” is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the firm that 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. Please note that rates will only be accepted for the origins/destinations identified below and a **SEPARATE** rate offer **MUST** be submitted for **EACH** non-alternating SRO identified for which a firm intends to submit a rate offer. Please note that an offering firm must be able to service all points within each destination state identified as a whole state for which a rate is offered and all points identified as the origin if more than one is identified. 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. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

| AGENCY /ORIGINS   | DESTINATIONS   | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY                             | COMMODITIES SHIPPED  | SPECIAL REQUIREMENTS  |
|---|--|-------------|--|--|---|
| Bureau of the Census, Data Preparation Division, Jeffersonville, IN   | Boston, MA; Detroit, MI; New York, NY; Philadelphia, PA; Westchester, IL; Kansas City, KS; Seattle, WA; Charlotte, NC; Atlanta, GA; Dallas, TX; Lakewood, CO; and Van Nuys, CA | BOCIN       | 720,000 lbs.<br>6,000 shipments<br>(60,000 lbs., 50 shipments per destination) | Office supplies, Forms, and Paper  | *Pickup between 1:30 pm and 3:30 pm. *Delivery by appointment only.   |
| Social Security Administration, Office of Receiving Storage & Issue, Baltimore, MD  | All Points in CONUS  | SSAMD       | 4,817,287 lbs<br>5,106 shipment.   | Printed Material, Forms, and Publications                                      | None  |
| Environmental Protection Agency, New York, NY (includes NY and NJ) (NOTE: Shipping from all points in CONUS for these locations only) | All Points in CONUS  | EPANY       | 49,688 lbs.  | Various FAK  | *Must call the Receiving Dept. 48 hours in advance at 212-637-3599 to inform of delivery. *No trailer higher than 14 feet high & 40 feet long. *Receiving hours are from 8:00 am to 4:30 pm Monday thru Friday except Federal holidays. * Don't have forklifts or dollies available, so they will probably need inside pickup and delivery. |
| US Coast Guard, Elizabeth City, NC  | All Points in CONUS  | USCNC       | 2,000,000 lbs.   | Aircraft electronic parts, Ground support equipment, & General stores materiel | None  |
| US Coast Guard, Traverse City, MI   | All Points in CONUS  | USCMI       | 1,000,000  | Various FAK  | None  |
| US Coast Guard, Columbia, MD  | All Points in CONUS  | USCMD       | 500,000  | FAK (consisting of vessel parts, aviation supplies, and electronic equipment)  | None  |

| AGENCY /ORIGINS                | DESTINATIONS   | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED   | SPECIAL REQUIREMENTS  |
|--------------------------------|--|-------------|--|---|---|
| US Coast Guard, Curtis Bay, MD | All Points in CONUS  | USCCB       | 1,000,000  | FAK (consisting of vessel parts, aviation supplies, electronic equipment) | None  |
| FPI, UNICOR, Alderson, WV      | Somerville, NJ   | FPIWV       | 100,000 lbs.<br>20 shipments                       | Postal Inserts  | *Drivers required to fill out Form BP-S224.022 (Notification To Visitor) vehicle search.  |
| FPI, UNICOR, Loretto, PA       | Red River Army Depot, Texarkana, TX  | FPIPA       | 153,924 lbs.<br>110 shipments                      | Cable Assemblies  | *Subject to search.   |
| FPI, UNICOR, Manchester, KY    | Burlington, NJ, Palmetto, GA, Ft. Worth, TX, and Stockton, CA  | FPMC        | 19,682 lbs.<br>21 shipments                        | Tarpaulins  | *Vehicles and Persons subject to search.<br>*Pickup/delivery times are 7:30 am to 3:00 pm Monday thru Friday.   |
| FPI, UNICOR, Tuscon, AZ        | Stockton, Lathrop, and San Diego, CA; Palmetto, GA; Burlington, NJ; West Point, NY; Ft. Worth, TX; Richmond, VA; Ft. Meade, MD; and Washington, DC | FPIAZ       | 193,550 lbs.<br>115 shipments                      | Painters Dropcloths   | *Loads picked up outside the institution MUST be picked up & delivered between 8:00 am and 2:00 pm.<br>*Loads picked up inside the institution MUST be picked up at 5:30 am. *Inside docks are only used for pickups. *Empty trailers must be spotted at 5:30 am on one day and picked up at 5:30 am on the next day to insure that no inmates are hiding in trailer. |
| FPI, UNICOR, Boron, CA         | Three Rivers, TX & San Diego, CA   | FPICA       | 609,000 lbs.<br>17 shipments                       | Vehicular components, Forklifts   | *Pickup and deliveries MUST be performed between 8:00 am and 10:40 am and between 11:30 am and 3:00 pm.   |
| FPI, UNICOR, Florence, CO      | All points in CONUS and Intrastate CO  | FPIFR       | 8,002,000 lbs.<br>5150 shipments                   | Furniture   | *Pickup and delivery between 6:00 am and 3:00 pm Monday thru Friday.  |
| FPI, UNICOR, Lompoc, CA        | All points in CONUS  | FPILO       | 1,818,020 lbs.<br>4036 shipments                   | Furniture, Cable, Sings, Printed matter                                   | *Pickup and delivery between 7:30 am and 12:30 pm ONLY.   |
| FPI, UNICOR, Jessup, GA        | Mechanicsburg, PA; Tracy CA; and Richmond, VA  | FPIJE       | 967,296 lbs.<br>84 shipments                       | T-Shirts, Pants   | *No weapons or ammunition. *Pickup & delivery between 8:00 am and 11:00 am & between 12:30 pm and 3:30 pm ONLY.   |
| FPI, UNICOR, Fort Dix, NJ      | All points in TN, NY, GA, PA, MD, MA, TX, KS, CA, VA, IL, SC, MS, WA, IL, CO, FL, ME, NV   | FPINJ       | 4,634,616 lbs.<br>1980 shipments                   | Wooden plaques, Specialty fabric bags                                     | *Pickup and delivery between 8:00 am and 2:30 pm ONLY. *Trucks entering compound must be escorted by Facility Staff at all times.   |
| FPI, UNICOR, Sandstone, MN     | All points in CONUS  | FPIISA      | 700,000 lbs.<br>1300 shipments                     | Printing materiel   | *Pickup at 8:30 am Monday thru Friday excluding Holidays.   |
| FPI, UNICOR, Atlanta, GA       | All Points in CONUS  | FPIGA       | Unknown  | Mattresses & Upholstered Box Springs                                      | None  |
| FPI, UNICOR, Seagoville, TX    | All Points in CONUS  | FPI TX      | 350  | Ergo High/Low Back Chairs   | None  |
| FPI, UNICOR, Raybrook, NY      | Burlington, NJ; Mechanicsburgh, PA; Stockton and Tracy, CA; Richmond, VA; and Columbus, OH   | FPI NY      | 2,980,289 lbs.<br>481 shipments                    | Gloves, Canteen Covers, Disaster Blankets                                 | None  |

7-2. CONTACTS: Questions with regard to the specific facilities and their shipment characteristics should be directed to the appropriate National Account Manager Office. A listing of the National Account Manager Offices and identification of the customer agencies/locations for which each office is responsible can be found on GSA's WorldWide Web Page at the address identified in Paragraph 1-7.

7-3. FILE FORMAT REQUIREMENTS: Please refer to Section 10.

**SECTION 8**  
**IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF**  
**FEDERAL AVIATION ADMINISTRATION, OKLAHOMA CITY, OK RATE OFFERS**

8-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting alternating SRO rate offers. Rate offers submitted in response to this FAA, Oklahoma City, OK location **MAY** alternate with any other accepted rate offer and the accepted rates and charges **MAY** be used as factors in the construction of any combination through rates, charges or other provisions. Rates will only be accepted for the origins/destinations identified below and a **SEPARATE** rate offer **MUST** be submitted for the FAA, Oklahoma City, OK. Please note that **“BETWEEN”** rate offers are being requested for the FAA, Oklahoma City, OK. By **“BETWEEN”** it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination will also apply from the destination state to the FAA, Oklahoma City, OK. An offering firm must be able to service all points in the destination state for which a rate is offered when the origin is the FAA, Oklahoma City, OK, and must be able to service all points in the origin state for which a rate is offered when the destination is the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested.

| AGENCY /ORIGINS - DESTINATION | DESTINATIONS - ORIGINS | AGENCY CODE | Types of Rates Requested          |
|-------------------------------|------------------------|-------------|-----------------------------------|
| FAA, Oklahoma City, OK        | All Points in CONUS    | FAAOK       | Less Than Truckload and Truckload |

8-2. CONTACT: Questions regarding the FAA, Oklahoma City, OK should be directed to Maria Gutierrez at (415) 522-2846 or e-mail at internet maria.gutierrez@gsa.gov.

8-3. FILE FORMAT REQUIREMENTS: Please refer to Section 10.

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**SECTION 9**  
**IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF ALTERNATING SRO RATE OFFERS**

9-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting alternating SROs. Rate offers submitted in response to these alternating SRO locations **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. Please note that information provided below with regard to “Estimated Annual Tonnage and/or # of Shipments Annually” is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the firm that 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. Please note that rates will only be accepted for the origins/destinations identified below and a **SEPARATE** rate offer **MUST** be submitted for **EACH** alternating SRO identified for which a firm intends to submit a rate offer. Please note that an offering firm must be able to service all points within each destination state for which a rate is offered. 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. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

| AGENCY/ORIGIN  | DESTINATIONS        | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED                      | SPECIAL REQUIREMENTS  |
|--|---------------------|-------------|--|--|---|
| USDA, APHIS/PPQ/RMSS/Facility Mgmt. Purchasing Sections, Edinburg, TX                                  | All Points in CONUS | USDTX       | Unknown  | FAK                                      | NONE  |
| Bureau of the Public Debt, Savings Bonds Marketing Office, Washington, DC - <b>Origin - Jessup, MD</b> | All Points in CONUS | BPDMD       | Unknown  | FAK                                      | NONE  |
| Railroad Retirement Board, Chicago, IL   | All Points in CONUS | RRBIL       | Unknown  | FAK                                      | *Inside pickup and/or inside delivery upon request.   |
| FPI, UNICOR, Terminal Island, CA   | All Points in CONUS | FPITI       | 13,344,015 lbs.<br>3,250 shipments                 | Steel Shelving/Steel Lockers             | *Trailers must be spotted overnight. *Trailers available for pickup between 8:30 am and 10:45 am and between 12:00 pm and 2:00 pm   |
| FPI, UNICOR, Schuylkill, PA  | All Points in CONUS | FPISK       | 180,000 lbs.<br>3,000 shipments                    | Systems furniture                        | *Pickup between 7:30 am and 10:30 am and between 11:30 am and 3:00 pm.  |
| FPI, UNICOR, Montgomery, PA  | All Points in CONUS | FPIMG       | 5,475,156 lbs.<br>6,744 shipments                  | Furniture, Upholstery, and Wood products | *Warehouse is located within the compound of the Federal Prison Camp-Allenwood. *Drivers must seek approval for entrance at the entry gate of the compound. *Equipment and driver are subject to search. *At times, Special Handling, is required at point of delivery. |
| FPI, UNICOR, Terre Haute, IN   | All Points in CONUS | FPIIN       | 3,407,332 lbs.<br>902 shipments                    | Terry products, Mail bags                | *Pickup and Delivery Times between 7:30 am and 11:00 am and between 12:00 pm and 2:30 p.m.  |
| FPI, UNICOR, Anthony, NM   | All Points in CONUS | FPINM       | Unknown  | FAK                                      | None  |
| FPI, UNICOR, Bastrop, TX   | All Points in CONUS | FPIBA       | Unknown  | FAK                                      | None  |
| FPI, UNICOR, Texarkana, TX   | All Points in CONUS | FPITE       | Unknown  | FAK                                      | None  |

| AGENCY/ORIGIN                | DESTINATIONS        | AGENCY CODE | EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY | COMMODITIES SHIPPED        | SPECIAL REQUIREMENTS   |
|------------------------------|---------------------|-------------|--|----------------------------|--|
| FPI, UNICOR, Oakdale, LA     | All Points in CONUS | FPILA       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Lexington, KY   | All Points in CONUS | FPIKY       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Miami, FL       | All Points in CONUS | FPIFL       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Florence, CO    | All Points in CONUS | FPICO       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Tallahassee, FL | All Points in CONUS | FPITA       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Memphis, TN     | All Points in CONUS | FPITN       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Sandstone, MN   | All Points in CONUS | FPISD       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Duluth, MN      | All Points in CONUS | FPIDL       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Milan, MI       | All Points in CONUS | FPIMI       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Oxford, WI      | All Points in CONUS | FPIWI       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Leavenworth, KS | All Points in CONUS | FPIKS       | Unknown  | FAK                        | None   |
| FPI, UNICOR, Ashland, KY     | All Points in CONUS | FPIAS       | 2,400,000 lbs.<br>6,000 shipments                  | Laminated office furniture | *Merchandise is palletized. *Pickup and delivery times are between 7:30 am and 2:30 pm Monday thru Friday and Saturdays upon request |

9-2. CONTACTS: Questions with regard to the specific facilities and their shipment characteristics should be directed to the appropriate National Account Manager Office. A listing of the National Account Manager Offices and identification of the customer agencies/locations for which each office is responsible can be found on GSA's WorldWide Web Page the address identified in Paragraph 1-7.

9-3 FILE FORMAT REQUIREMENTS: Please refer to Section 10.

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**SECTION 10  
FILE FORMAT REQUIREMENTS**

10-1. FILE FORMAT REQUIREMENTS: Carriers not utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS), must adhere to the file format requirements identified in this Section 10 when creating rate offers for submission. Rate offers received that do not conform to these format requirements will be found unacceptable. Please note, however, that this Section 10 can provide general information to those carriers utilizing ITMS to create their rate offers.

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

10-2. HEADER RECORDS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6G12340 19980501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

| RECORD FIELD                         | POSITIONS | CONTENTS   |
|--------------------------------------|-----------|--|
| Record ID                            | 1-2       | A1   |
| SCAC                                 | 3-6       | 4 Digit Standard Carrier Alpha Code  |
| Offer Number                         | 7-18      | Offer Identifier   |
| Zone Identifier                      | 7-7       | 6 (Position 7-7 of this type of header record will always be a "6")  |
| Type of Offer                        | 8-8       | G (G for the General Offer identified in Section 5)<br>N (N for the Non-Alternating SROs identified in Sections 6 and 7)<br>S (S for the Alternating SROs identified in Sections 8 and 9)  |
| Carrier Assigned Offer Number        | 9-12      | Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).  |
| Reserved                             | 13-13     | Enter a zero (0).  |
| SRO Agency Identifier                | 14-18     | For General Offers (G) (Section 5), enter five spaces (USE SPACE BAR).<br>For Non-Alternating SROs (N), use the appropriate Agency Code identified in Sections 6 and 7.<br>For Alternating SROs (S), use the appropriate Agency Code identified in Sections 8 and 9. |
| Effective Date - YYYYMMDD            | 19-26     | 19980501 or 19981101 (see Par.1-2.F.1. and 2.)   |
| Carrier Name                         | 27-61     | Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).   |
| TPA Code                             | 62-67     | Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).  |
| Submitter Code                       | 68-73     | Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).   |
| Taxpayer Identification Number (TIN) | 74-82     | TIN assigned by the Internal Revenue Service (IRS) to the carrier. The TIN MUST be provided.   |
| Filler                               | 83-174    | Empty Space  |

NOTE: When entering information, use all upper case letters.

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6S45670FAAOK19980501BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)

| RECORD FIELD                                  | POSITIONS | CONTENTS   |
|---|-----------|--|
| Record ID                                     | 1-2       | A2   |
| SCAC  | 3-6       | 4 Digit Standard Carrier Alpha Code  |
| Offer Number                                  | 7-18      | Offer Identifier   |
| Zone Identifier                               | 7-7       | 6 (Position 7-7 of this type of header record will always be a "6")  |
| Type of Offer                                 | 8-8       | G (G for the General Offer identified in Section 5)<br>N (N for the Non-Alternating SROs identified in Sections 6 and 7)<br>S (S for the Alternating SROs identified in Sections 8 and 9)  |
| Broker or Shipper Agent Assigned Offer Number | 9-12      | Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).  |
| Reserved                                      | 13-13     | Enter a zero (0).  |
| SRO Agency Identifier                         | 14-18     | For General Offers (G) (Section 5), enter five spaces (USE SPACE BAR).<br>For Non-Alternating SROs (N), use the appropriate Agency Code identified in Sections 6 and 7.<br>For Alternating SROs (S), use the appropriate Agency Code identified in Sections 8 and 9. |
| Effective Date - YYYYMMDD                     | 19-26     | 19980501 or 19981101 (see Par.1-2.F.1. and 2.)   |
| Broker or Shipper Agent Name                  | 27-61     | Name of Offering Broker or Shipper Agent. If all positions are not utilized, enter spaces (USE SPACE BAR).   |
| TPA Code                                      | 62-67     | Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).  |
| Submitter Code                                | 68-73     | Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's/Shipper Agent's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).  |
| Taxpayer Identification Number (TIN)          | 74-82     | TIN assigned by the Internal Revenue Service (IRS) to the Broker or Shipper Agent. The TIN MUST be provided.   |
| Filler  | 83-174    | Empty Space  |

NOTE: When entering information, use all upper case letters.

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C. Header Record for the Underlying Carriers Represented by a Broker or a Shipper Agent/Intermodal Marketing Company:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
 A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

| RECORD FIELD   | POSITIONS | CONTENTS  |
|--|-----------|---|
| Record ID  | 1-2       | A3  |
| SCAC   | 3-6       | SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent  |
| Filler   | 7-7       | Space (USE SPACE BAR)   |
| SCAC   | 8-11      | SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent |
| Filler   | 12-12     | Space (USE SPACE BAR)   |
| SCAC   | 13-16     | SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent  |
| Filler   | 17-17     | Space (USE SPACE BAR)   |
| <b>REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE - IF ADDITIONAL SPACE IS NEEDED, BEGIN NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.</b> |           |   |

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10-3. RATE RECORDS:

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

**PLEASE NOTE:** A Percent of Truckload cannot be offered if submitting a Non-Alternating SRO to the United States Postal Service (USPS) as identified in Section 6. For those Less Than Truckload carriers that want to quote Truckload Rates, the USPS encourages carriers to do so in accordance with Paragraphs 10-3.B., C., and D.

Example:

B1MOKS800-333-4444098100095            100  
 B1MOKS800-333-4444098100095            000095080100(Continue entering % until a % has been offered for all Required Item %)

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

| RECORD FIELD                   | POSITIONS | CONTENTS   |
|--------------------------------|-----------|--|
| Record ID                      | 1-2       | B1   |
| From/To                        | 3-6       | Origin State and Destination State.  |
| Phone Number                   | 7-18      | Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.  |
| Percent of Minimum Charge      | 19-21     | Percent of the Minimum Charge Base Rate being Offered. Examples: 090, 100. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.  |
| Percent of Less Than Truckload | 22-24     | Percent of the Less Than Truckload Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.  |
| Percent of Truckload           | 25-27     | Percent of the Truckload Base Rate being Offered. Examples: 075, 108. If not offering a Percent of Truckload, enter zeros (000) to indicate Not Applicable. PLEASE NOTE THAT A PERCENT OF TRUCKLOAD CANNOT BE OFFERED IF SUBMITTING A NON-ALTERNATING SRO TO THE USPS - IF THIS IS THE CASE, ENTER THREE ZEROS (000).  |
| Filler                         | 28-41     | Spaces (USE SPACE BAR)   |
| Required Item Percentages      | 42-174    | 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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter three zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |

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

Example:

B2KSMO800-555-9898099097089045000 095

| RECORD FIELD                   | POSITIONS | CONTENTS   |
|--------------------------------|-----------|--|
| Record ID                      | 1-2       | B2   |
| From/To                        | 3-6       | Origin State and Destination State.  |
| Phone Number                   | 7-18      | Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.  |
| Percent of Minimum Charge      | 19-21     | 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   |
| Percent of Less Than Truckload | 22-24     | 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.  |
| Cents Per Mile Truckload       | 25-27     | Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).   |
| Minimum Truckload Charge       | 28-33     | Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if a cents per mile offer is entered.   |
| Filler                         | 34-41     | Spaces (USE SPACE BAR)   |
| Required Item Percentages      | 42-174    | 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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |

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C. 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 Applied Based on a Mileage Scale and not a State to State Basis as in 10-3.B., above:

Example:

B3MNIL800-454-000007908109504750000010100000095080100(Continue entering % until a % has been offered for all Required Item %)  
 B3MNIL800-454-000007908109004900001010200000095080100(Continue entering % until a % has been offered for all Required Item %)

| RECORD FIELD                   | POSITIONS | CONTENTS  |
|--------------------------------|-----------|---|
| Record ID                      | 1-2       | B3  |
| From/To                        | 3-6       | Origin State and Destination State.   |
| Phone Number                   | 7-18      | Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.   |
| Percent of Minimum Charge      | 19-21     | Percent of the Minimum Charge Base Rate being Offered. Examples: 094, 105. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. (See Note Below)  |
| Percent of Less Than Truckload | 22-24     | Percent of the Less Than Truckload Base Rate being Offered. Examples: 078, 103. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. (See Note Below)  |
| Cents Per Mile Truckload       | 25-27     | Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).  |
| Minimum Truckload Charge       | 28-33     | Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if a cents per mile offer is entered.  |
| Beginning Mileage              | 34-37     | Mileage at which the Cents per Mile rate begins. Example: 0000 (for 0 miles), 0100 (for 100 miles). See Contents for positions 38-41 below for further explanation.   |
| Ending Mileage                 | 38-41     | Mileage at which the Cents per Mile rate ends. Example: 0050 (for 50 miles), 0200 (for 200 miles). Using the beginning mileage of 0000 and an ending mileage of 0050 with a cents per mile rate of 097 (\$0.97) would indicate that for any shipments moving from the origin/destination identified in positions 3-6 that was between 0 and 50 miles, it would be rated at \$0.97 cents per mile. If firm wants to enter rates for the same origin/destination states at different mileage breaks (say 0051 to 0100), then it would have to create another B3 record.   |
| Required Item Percentages      | 42-174    | 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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms 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 **. (See Note Below) |

**Please Note:** When filing multiple B3 rate records for the same origin/destination pair to indicate different mileage scales, the same percent of Minimum Charge and the same percent of Less Than Truckload must be offered for the same origin/destination pair. In addition, only one (1) set of Required Item Percentages can be offered for the same origin/destination pair. Please ensure that the percent of Minimum Charge, percent of LTL and the set of Required Item Percentages are the same. If they are not, GSA will accept the first reference in each instance applicable and will copy that reference to all other applicable references.

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

Example:

B4ILIN800-499-0099 055000 00010100000095080100(Continue entering % until a % has been offered for all Required Item %)  
 B4MOMN800-499-0099 047500 095

| RECORD FIELD              | POSITIONS | CONTENTS   |
|---------------------------|-----------|--|
| Record ID                 | 1-2       | B4   |
| From/To                   | 3-6       | Origin State and Destination State.  |
| Phone Number              | 7-18      | Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.  |
| Filler                    | 19-27     | Spaces (USE SPACE BAR)   |
| Flat Charge Per Truckload | 28-33     | A flat dollar and cents charge offered for a truckload shipment. Example: 090000 (for \$900.00), 120000 (for \$1,200.00)   |
| Filler                    | 34-41     | Spaces (USE SPACE BAR)   |
| Required Item Percentages | 42-174    | 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 (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, 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. The first three positions 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, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. |

10-4. RATE OFFER EXAMPLES:

A1ABCD6G12340 19980501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)  
 B1MOKS800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)  
 B1MOMO800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)  
 B1MOIN800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)

A2BBBS6S45670FAAOK19980501BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)  
 A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
 A3PMVB FHYV NCHJ XMKJ XBFJ XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)  
 B2KSMO800-555-989800000089045000 095  
 B2KSKS800-555-989800000089045000 095  
 B2KSMN800-555-989800000089045000 095

**SECTION 11  
RATE SUBMISSION SPECIAL INSTRUCTIONS**

11-1. INITIAL FILINGS: Rate offers created utilizing ITMS or Section 10 of this RFO that are submitted by the Initial Filing due date identified in Paragraph 1-2.A. **MUST** be submitted via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via the I-FTP itself without utilizing the services of a Rate Filing Service Provider or a Tariff Publishing Agent and your firm does not already have an assigned User ID and Password under ARFARS, you will need to notify the Central Zone Office in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Cindy Schardt or Kim Anderson at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to process and assign the firm's User ID and Password.

A. **FORMAT REQUIREMENTS:** Format requirements as set out in this RFO and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Sections 5, 6, 7, 8, and 9 and/or submitted in accordance with ITMS or Section 10, will be found unacceptable.

**B. FILE PREPARATION:**

- 1). Via ITMS: Create rate offers, validate rate offers, make necessary corrections, if any, re-validate until all is correct, and then encrypt the rate file before transmitting via I-FTP.
- 2). Via Section 10: In order to transfer the rate file(s) via the I-FTP, the rate file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file(s) (i.e. no tab characters, etc.). The rate file(s) **must not** have a top, bottom, right, or left margin. If a firm submits more than one (1) rate file, each rate file must have a different filename.

11-2. FILE NAMING CONVENTION: All electronically transmitted rate offers must adhere to the following File Naming Convention:

| FILE NAME   | POSITIONS | CONTENTS   |
|---|-----------|--|
| Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code | 1-4       | Enter the Carrier's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) ( ) at the end. |
| Rate File Number  | 5-8       | May be alpha, numeric, or a combination.   |
| Extension   | 9-12      | MUST be .FRT   |

Examples: ABCDUSPF.FRT, AAA\_1234.FRT

If as a carrier, RFSP, or TPA you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Cindy Schardt or Kim Anderson at (816) 823-3646 or via e-mail at cindy.schardt@gsa.gov or kim.anderson@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 firm's directory on the FTP and/or automatic rejection of the rate offer(s).**

C. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide - the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

1. I-FTP Address:

KCFTP.GSA.GOV  
OR  
159.142.185.60

2. Methods to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\USER ID  
OR  
FTP>**D:\PUB\CARRIERS**\USER ID

11-3. NEW FILINGS, LATE FILINGS, AND SUPPLEMENTAL FILINGS: Instructions for the submission of new filings (Paragraph 1-2.C), late filings (Paragraph 1-2.D), and supplemental filings (Paragraph 1-2.E) will be distributed to all approved firms prior to August 1, 1998. If, however, a firm does not receive new instructions from GSA for the submission of new, late, and supplemental filings on or before August 1, 1998, then it is the responsibility of the firm to verify with GSA if new instructions for the submission of new, late, and supplemental filings have been distributed. As a convenience to firms, GSA will also publish any new filing instructions on GSA's WorldWide Web Page. Firms can check GSA's "What's New" page at <http://www.kc.gsa.gov/fsstt/whatsnew.htm> to verify if instructions for the submission of new filings, late filings, and supplemental filings have been distributed by GSA.

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