

SECTION 1 SPECIAL INSTRUCTIONS

1-1. General.

The following 1997-98 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995, supplements thereto and reissues thereof). By submission of a rate tender electronically, the submitting Participant agrees to the following terms and conditions.

1-1.1. Application of Section 3 of the Domestic Tender of Service.

The following provisions of the HTOS (DTOS, Section 3) apply to this rate solicitation: 3-1, 3-2,3-4, and 3-5. In the event that the DTOS 3-3 is not modified prior to the due date for submission of offers, Section 3-3 does not apply. All other provisions of Section 3 do not apply.

1-1.2. Effective Period

Except as otherwise provided herein, offers made in response to this request will be for the period **January 30, 1998, through October 31, 1998.**

1-1.3. Eligibility to File.

All Participants approved under the Centralized Household Goods Traffic Management Program- (CHAMP) Domestic and International, prior to the initial filing period due date as required in **Section 1-1.5.1**, have the option to submit an offer under this request.

1-1.4. Electronic Transmission.

All submission of rate filings must be accomplished via the Internet utilizing the File Transfer Protocol (I-FTP) meeting the transmission requirements as defined in **Section 6** of this Request for Offers (RFO). There will be no hard copy (paper) tenders required. If your firm has never submitted rates to the General Service Administration (GSA) and intends to transmit its rate offer via I-FTP itself and will not be utilizing a filing service, it will need to contact the Program Management Office (PMO) in writing on company letterhead in order for it to receive its User ID and Password. You may FAX your request to (816)823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request.

1-1.5. Filing Period.

1-1.5.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 4:30 P.M. Central Standard Time, **December 1, 1997**, and will be reviewed and processed in accordance with **Section 1-2**.

1-1.5.2. New Filings. RESERVED

1-1.5.3. Late Filings. RESERVED

1-1.5.4. Supplemental Filings. RESERVED

1-1.6. Re-Filings of Filing Deficiencies.

1-1.6.1. Non-Rate Related Technical Deficiencies.

Participant offers received between **October 15, 1997, and December 1, 1997**, which do not meet documentation requirements as stated in **Section 1-4** will be considered unacceptable, rates will not be included in the data base, and the Participant will be notified by phone, certified mail, or facsimile transmission under **Section 1-3** for correction. Corrected documentation must be re-submitted within ten (10) ten calendar days after receipt of notification. In those instances where corrections are not received within ten (10) calendar days after notification, rate offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the ten (10) calendar days will be entered into the data base in accordance with **Section 1-2.5**.

1-1.6.2. Rate Filing Deficiencies.

Initial Rate Filing offers received between **October 15, 1997, and December 1, 1997**, received in accordance with **Section 1-2.5** which do not meet the requirements as stated in this RFO will be considered unacceptable, rates will not be included in the data base, and the Participant or Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under **Section 1-3** for clarification and/or correction of offer. Corrections of deficiencies 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, offers will be considered unacceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the ten (10) calendar days will be entered into the data base in accordance with [Section 1-2.5](#).

1-1.6.3. Rate Related Deficiencies.

Initial Rate Filing offers received between **October 15, 1997, and December 1, 1997**, received in accordance with [Section 1-2.5](#), with rate related deficiencies (i.e. discounts that are considered to be in error; for example; 55% or greater discount offered for a domestic shipment) will not be included in the data base. Participant's will be notified by phone, certified mail or facsimile transmission under [Section 1-3](#) for clarification and/or correction of offer. Corrections of deficiencies 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, offers will be considered unacceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the ten (10) calendar days will be entered into the data base in accordance with [Section 1-2.5](#).

1-1.6.4. Rate Filing Service Provider.

If a Participant's Initial Rate Filing offer is submitted in accordance with this RFO by a Rate Filing Service, the Rate Filing Service Provider will be notified of the deficiencies and **not** the firm. The Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under [Section 1-3](#) for correction. Corrected offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received with the ten (10) calendar days after notification, offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the ten (10) calendar days will be entered into the data base in accordance with [Section 1-2.5](#).

1-2. Accepted/Effective Date.

Offers will be accepted and entered into the computer database on the date indicated in [Section 1-2.5](#) or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under [Section 1-1.5](#) will be processed as shown in [Section 1-2.5](#), except in those instances of resubmission of filing deficiencies, as identified in [Section 1-1.6](#).

1-2.2. New Filings. RESERVED

1-2.3. Late Filings. RESERVED

1-2.4. Supplemental Filings. RESERVED

1-2.5. Schedule of Accepted Effective Dates

	Calendar Year 1997	Calendar Year 1998			
		INITIAL FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS	NEW FILINGS
Date Received By	CANCELLED	10-15-97 thru 12-1-97	RESERVED	RESERVED	RESERVED
Computer Entry Date	CANCELLED	01-30-98 or before	RESERVED	RESERVED	RESERVED
Accepted/Effective Date	CANCELLED	01-30-98	RESERVED	RESERVED	RESERVED

1-3. Participant Notifications.

1-3.1. Domestic Rate Filings.

If the submitting Participant receives no communication from GSA pursuant to [Section 1-1.6](#) by the accepted/effective dates specified in [Section 1-2.5](#), the Participant is on notice that its offer has been accepted.

1-3.2. International Rate Filings.

If the submitting Participant receives no communication from GSA pursuant to [Section 1-1.6](#) by the accepted/effective dates specified in [Section 1-2.5](#), the Participant is on notice that its offer has been accepted.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a Participant's rate offer, [but no later than Section 1-2.5, Schedule of Accepted Rates, Date Received By](#). In the absence of any one or all required documents, the Participant's rates will not be accepted by the data base. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and [Section 1-1.6.1](#) will apply. In those instances where corrections are not received in accordance with [Section 1-1.6.1](#), offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the ten (10) calendar days after notification will be entered into the data base in accordance with [Section 1-2.5](#).

1-4.1. Participant Providing General Transportation Services.

1-4.1.1. Trading Partner Agreement.

All Participants are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement. In the absence of a Trading Partner Agreement the Participant's rate filing will be subject to the provision in [Section 1-4](#), above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

All Participants are required as part of its filing to furnish a Certificate of Insurance (CI) evidencing the maintenance of cargo liability insurance meeting the HTOS (DTOS, [Section 2.3.3](#) and ITOS, [Section 2.4.5](#)) requirements and subject to the provisions of [Section 1-4](#), above. The certificate shall be submitted in an original only and shall be manually countersigned. **The certificate of insurance MUST CLEARLY identify that the policy is in force on the Effective/Accepted Dates found in [Section 1-2.5, Schedule of Accepted Dates, applicable to the Participant's filing status \(i.e. Initial Filings, Late Filings, Supplemental Filings, and/or New Filings\)](#).** A CERTIFICATE OF INSURANCE CURRENTLY ON FILE **DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.1.3. Performance Bond - International Only.

All Participants are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (ITOS, [Section 2.4.6](#)) and subject to the provisions of [Section 1-4](#), above. The performance bond MUST clearly identify that the bond is in force for the period [January 30, 1998 through October 31, 1998](#), or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE **DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.2. Participant Providing Broker Move Management Services.

1-4.2.1. Disclosure Letter.

All Participants that have an agreement with a carrier providing transportation services which yield a commission, discount, or anything else of value to the Participant must submit a disclosure letter based on the following provisions:

- (1) Brokers with agreements yielding a commission from a carrier must propose a single commission rate and a uniform rate structure forming the basis for the commission which will be used with all carriers the broker selects to perform work under this RFO. Brokers must disclose the commission in writing, describe what the commission represents (e.g. percentage (%) of full tariff charges), and state they will use only this rate for work performed under this RFO.
- (2) Brokers with agreements that do not specify a commission but yield a discount or anything else of value to the broker must establish a rate structure with a uniform spread between the rate paid the broker and all carriers it uses to perform work under CHAMP. Brokers must disclose and fully describe the rate structure and spread to GSA and must include the basis (e.g. full tariff charges) for calculations under the rate structure. This disclosure must be submitted, in writing, and state that only this rate structure and spread will be used for work performed under this RFO.

(3) GSA will review each broker's proposed commission rate or uniform rate structure and either approve or reject the arrangements. Brokers with approved arrangements may consider Paragraph B1-4.6 of the Tender of Service reinstated for work performed under this RFO.

1-4.2.2. Trading Partner Agreement.

All Participants are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement in accordance with the HTOS (DTOS, Supplement, Section B3-5.7). In the absence of a Trading Partner Agreement the Participants rate filing will be subject to the provision in [Section 1-4](#), above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.2.3. Performance Bond.

1-4.2.3.1. Domestic. All Participants are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (DTOS Supplement, Section B3-5.8, effective November 1, 1996) at a minimum of \$20,000 and subject to the provisions of [Section 1-4](#), above. The performance bond MUST clearly identify that the bond is in force for the period January 30, 1998, through October 31, 1998, or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.

1-4.2.3.2. International. All Participants are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (DTOS Supplement, Section B3-5.8, effective November 1, 1996) and subject to the provisions of [Section 1-4](#), above. The performance bond MUST clearly identify that the bond is in force for the period January 30, 1998 through October 31, 1998, or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.

1-4.3. Participant Providing Direct Move Management Services.

1-4.3.1. Trading Partner Agreement.

All Participants approved to provide Direct Move Management Services are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement in accordance with HTOS (DTOS Supplement, Section D3-4.5, and a Certificate of Insurance, and Bond as defined in [Section 1-4.1](#). In the absence of any or all document requirements the Participants rate filing will be subject to the provision in [Section 1-4](#). A TRADING PARTNER AGREEMENT, CERTIFICATION OF INSURANCE, AND PERFORMANCE BOND CURRENTLY ON FILE UNDER THE GENERAL TRANSPORTATION PROGRAM WILL SATISFY THIS REQUIREMENT.

1-4.4. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in [Section 1-6](#).

1-4.5. Place of Receipt.

Receipt by any other office of the General Services Administration shall not be construed as receipt by the office specified in [Section 1-6](#). NOTE: This is a new mailing address.

1-4.6. Time of Submission.

The [Disclosure Letter](#), TPA, Certificate of Insurance, and Performance Bond must be submitted in accordance with [Section 1-4](#), above. The provisions of [Section 1-4](#) will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in [Section 1-1.6.1](#).

1-5. Participant Certification Statement.

Participant certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate tender electronically, the submitting Participant certifies that:

(1) Neither the Participant, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The Participant is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the Participant through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company which owns a controlling interest in the Participant's stock, or an individual who can control, or substantially influence, the Participant's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE PARTICIPANT HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility, may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP) Program Management Office (PMO)

NOTE: THIS IS A NEW MAILING ADDRESS

General Services Administration
Federal Supply Service Bureau (6FBX)
1500 Bannister Road Room 1076
Kansas City, MO 64131

(816)823-3646 or FAX (816)823-3656
Carla Young at carla.young@gsa.gov
Brian Kellhofer at brian.kellhofer@gsa.gov
Kim Anderson at kim.anderson@gsa.gov