

**SECTION 13**  
**IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDERS (SRO) TRAFFIC FOR**  
**THE SUBMISSION OF UNITED STATES MINT RATE OFFERS**  
**(MINOR COIN & PALLET RETURN)**

13-1. GENERAL: Traffic to be included under this RFO and its SFI will be Minor (cents and nickels) coin and pallets moving via closed van (No Refrigerated Trailers) for truckload (TL) (20,000 pounds to 44,840 pounds) shipments. Also included in this Request and its SFI are empty steel pallets. Empty pallets are subject to return to one of the two United States Mints identified below, as consigned on the accompanying bill of lading. These return shipments will be less than truckload (LTL) (0 pounds to 10,000 pounds) shipments subject to a minimum weight of 2000 pounds. LTL rate offers will be based on the *GSA Baseline Rate Publication No. 1000-D*. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 30" x 20" high, folded. TL and LTL rate offers will be applicable only to interstate shipments moving in the Contiguous United States (CONUS) and the identified intrastate shipments within CONUS. Non-Alternating rate offers will be accepted for the following two U.S. Mint facilities:

1. The United States Mint, Denver, CO; and
2. The United States Mint, Philadelphia, PA.

A. MINOR COIN: Rate offers covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive TL cents per mile rate. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in 13-20 of this RFO and its SFI must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

B. PALLET RETURN: Rate offers covering shipments of empty pallets (to include empty platforms, pallets, racks, and/or skids) shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an LTL all-inclusive rate per hundred weight and based on *GSA Baseline Rate Publication No. 1000-D*, subject to a minimum weight of 2000 pounds.\* For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Empty pallets will be picked up at the Federal Reserve Bank (FRB) and will be of the same type as used to transport inbound movements of coin, and returned to the United States Mint origin facility.

*\*Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments*



The following provisions are required by the government in rate offers that provide for the transportation of the United States minor coin (cents and nickels) in closed bags, in bins, or on pallets as property of, or transported at the expense of, the United States Government. By submission of a rate offer(s) to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submitting Transportation Service Provider (TSP) agrees to the incorporation of the following specifications in all accepted rate offers:

“GSA/United States Mint Specifications (minor and foreign coin) dated July 1, 1984, amended September 1, 1991, is by reference made a part of this rate offer.”

If the “Uniform Tender of Rates and/or Charges for Transportation Services” Optional Form 280 is used, this statement will be included in Block 17B entitled “Description of Service and Governing Publication.”



13-2. EQUIPMENT REQUIRED: Shipments shall be made in fully enclosed and secured vehicles (use of refrigerated trailers are prohibited). The Government does not require that seals be applied, nor is exclusive use of the vehicle required unless such exclusive use is specifically authorized by appropriate notation on the bill of lading. However, TSPs are encouraged to apply seals for internal security monitoring.

13-3. CONTROL AND SAFEGUARDING DURING TRANSIT: Shipments shall move without undue delay, and shall remain under constant surveillance from origin to destination including interchange with connecting carrier(s). Shipments shall be deemed to be under constant surveillance if, while the vehicle is not in motion, doors giving access to the cargo are under actual observation by responsible TSP personnel. Vehicles transporting shipments may be held over during transit at TSP terminals with appropriate minimal security (e.g. closed with night watchman, fenced in with electronic surveillance, operating with supervisory knowledge of trailer's contents). Constant observation of the vehicle is not required if the power unit is disconnected and the trailer is parked in such a manner that doors giving access to the cargo cannot be opened without movement of the trailer and frequent visual or electronic surveillance is maintained.

13-4. FEDERAL RESERVE BANK AND MINT SECURITY PROVISIONS: All U.S. Mint delivery personnel shall have his/her reliability established through a reasonably comprehensive background check by his/her respective TSP, including a fingerprint report from a law enforcement agency. All Mint delivery personnel shall be provided with photo identification credentials by the TSP. Prior to the date of any shipment, the contractor (TSP) shall make arrangements with the appropriate U.S. Mint Police representatives at shipping locations for necessary security clearance of his/her personnel.

Due to increased security at the Federal Reserve Banks all TSP's wishing to carry minor coin for the United States Mint must fax the following information to the consignee 24 hours in advance of arrival:

- Name of TSP
- Name of driver
- Tractor and Trailer number(s) along with license plate number and state of issue

**\*\*All delivery personnel must have TSP issued ID cards with their photo affixed to them\*\***

13-5. REPORTING OF DELAYS AND/OR PROBLEMS: TSPs shall establish adequate controls over coin movements through appropriate notification to its relay stations and terminals to permit prompt telephone reports of delays or difficulties involving these shipments. All delays and difficulties shall be reported immediately to the United States Mint facility originating the shipment. In addition, any delay, such as theft, vehicular accident, or any other problem resulting in a delay of 24 hours or more shall be reported promptly to the United States Mint, Transportation Division, 801 9<sup>th</sup> Street, Washington, DC 20220 (tel. (202) 354-7450). After the TSP has actual delivery with the consignee, any delay in performing such delivery shall be reported immediately to the consignee. Except in cases where actual delivery has been scheduled, the TSP is not required to notify the consignee in the event of difficulties and/or delay.

13-6. TIME OF PICK UP AND DELIVERY: The TSP shall coordinate the establishment of acceptable pick up and delivery hours with the shipping and receiving facilities. Pick up and delivery at banks of the Federal Reserve System and facilities of the Mint shall be made during regular working hours unless other arrangements have been made. All TSPs that utilize the services of a sub-contracted carrier or truck's that do not display the signage of the contracted carrier, must fax at least 24 hours in advance the actual name of the sub-contracted carrier to the appropriate Mint originating facility (see 13-18). All drivers must receive clearance, in advance, from the United States Mint Police before entry into the Mint facility or onto Mint property.

13-7. LOADING AND UNLOADING:

A. PALLETIZED SHIPMENTS: Shipment of coin to be transported on pallets will be loaded in the TSP's conveyance by the Mint facility originating the shipment. The TSP will ensure that stacking of coin on pallets and placement of pallets within the vehicle(s) is suitable for transportation. The TSP shall perform all blocking and bracing required to secure the load.

B. DELIVERY: The delivering TSP will unload palletized and non-palletized shipments in accordance with the directions indicated in Enclosure 1 in accordance with the directions of the consignee. Normal receiving conditions and delivery requirements for each consignee are identified in Enclosure 1. Major and repetitive differences in actual delivery requirements from those stated in Enclosure 1 should be reported in writing to the General Services Administration. Deliveries of coin shipments are made under secure conditions, which routinely involve opening of secured area and arranging for a guard to be present. Consignees shall be notified prior to tender of delivery so that these arrangements can be scheduled. Should delivery be attempted without prior notice to consignee, any loss of time or redelivery will be at no expense to the government.

13-8. GOVERNMENT FURNISHED EQUIPMENT: The TSP shall carefully examine any Mint or Federal Reserve Bank furnished fixtures or equipment and become familiar with their condition and manner of operation prior to use. If the TSP claims defect in any such fixture or equipment, written notice shall be given to the United States Mint, Transportation Division, 801 9<sup>th</sup> Street, Washington, DC 20220. Failure to give such notice shall be construed as a waiver of such condition or defect. The TSP agrees to be solely liable for all such damages that may result from its use if Mint or Federal Reserve Bank furnished equipment.

#### 13-9. RATES AND CHARGES:

A. MINOR COIN: Rate offers covering shipments of minor coins shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an all-inclusive truckload cents per mile rate offer. All normal and reasonable charges, including but not limited to the furnishing of pallet-handling or power unloading equipment and extra labor, if normally required as stated in Enclosure 1 must also be included in the single factor rate. Only those charges for services which are not normally or routinely required, such as costs for overtime delivery or the furnishing of special unloading equipment (e.g., crane) in extraordinary circumstances, may be shown as separate.

B. PALLET RETURN: Rate offers covering shipments of empty platforms, pallets, racks, and/or skids shall be single factor rates, i.e., with complete pick up and delivery charges, including transfer of lading, if required, published as an LTL all-inclusive rate per hundred weight as based on *the GSA Baseline Rate Publication 1000-D*, subject to a minimum weight of 2000 pounds.\* For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Empty pallets will be picked up at the Federal Reserve Bank or Mint facility, and will be of the same type as used to transport inbound movements of coin, and returned to the United States Mint origin facility.

*\*Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments.*

STATEMENT OF FINANCIAL CONDITION: If requested by the government, the TSP shall furnish the government with a current certified statement of its financial condition and such other data as may be requested with regard to its operation to determine the TSP's financial responsibility and ability to perform.

13-10. DOCUMENTATION: A Bill(s) of Lading shall be issued for each individual shipment. The terms and conditions of said bill(s) of lading, not inconsistent with these terms hereof, shall apply to all shipment made hereunder. The bill(s) of lading, together with the Public Voucher for Transportation Charges (Standard Form 1113), shall be Presented to the office shown on the bill of lading in the block entitled "Bill Charges to (Department or Agency, Bureau or Office)."

13-11. OPERATING AUTHORITY: In tendering the rates or charges and other conditions specified, the TSP represents to the United States Government that the transportation will be performed in accordance with all Federal, State, or Municipal laws and regulations and that such TSP possesses the required operating authority to transport the commodity between the points or places or within the territory set forth in the rate offer. The appropriate Interstate Commerce Commission or State regulatory authority number(s) shall be included on the tender of rates and charges. If the shipment is not regulated, this exemption shall be shown on the tender.

The TSP will secure at its expense the necessary permits, franchises, licenses, or other authorities for effecting shipments.

## 13-12. VALUATION AND LIABILITY FOR LOSS AND DAMAGE:

A. **MINOR COIN:** Face value of United States Minor Coin (cents and nickels) is up to \$76,000 per truckload of cents, and \$180,000 per truckload of nickels. Total face value of the shipment shall be determined by the U.S. Mint, and shall be documented on the face of the accompanying Bill of Lading, and will normally not exceed \$180,000 per truckload.

B. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the face value of United States minor coin and replacement costs of pallets tendered to it, from acceptance of the coin at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage. If for any reason a shipment of United States minor coin should exceed \$180,000 value per truckload, the TSP is not relieved of responsibility for additional valuation. Should the value exceed \$180,000 per truckload, the TSP will be so advised no later than time of request for pick up of the shipment.

## 13-13. INSURANCE REQUIREMENTS AND EVIDENCE OF INSURANCE:

A. **GENERAL:** TSPs should furnish a copy of the following provisions to their insurance company, agent, or broker for assistance in preparing acceptable policies for the movement of minor coins. Should the coin insurance coverage of an otherwise acceptable TSP be cancelled, expire, or lapse for any reason, the TSP will not be used for the movement of coin until acceptable evidence of reinstated coverage is furnished to the U.S. Mint.

B. **INSURANCE REQUIREMENTS:** The origin TSP shall obtain, at its expense, a minimum of \$225,000 in all-risk cargo insurance for the face value of United States minor coin and replacement cost of pallets. All insurance shall be written with companies who are licensed and bonded, and all policies shall include such provisions as may be required by GSA and the U.S. Mint to cover the assumption of risk by the TSP. Each policy shall include a provision that, in the event of loss and damage, the claim will be settled on the basis of the face value of the United States minor coin and the replacement value pallets. Any payment for loss or damage shall be made to the U.S. Mint, U.S. Treasury Department, 801 9<sup>th</sup> Street NW, Washington, DC 20220, unless otherwise directed by an authorized official of the U.S. Mint. Each insurance policy shall include a provision to furnish GSA a ten (10) days notice of cancellation of the policy. Evidence of renewal of any policy shall be furnished GSA not less than (10) days prior to the expiration of the existing coverage.

If the Insurance coverage required herein cannot be provided without excluding coverage for infidelity or dishonesty of employees, the insurance will not be acceptable for the movement of coin unless such exclusion in the policy is supplemented and covered by a fidelity bond covering infidelity and dishonesty of TSP's employees in the amount of \$225,000. In such case the fidelity bond shall include the same ten (10) day cancellation notice to GSA as required in the insurance policy and a complete duplicate countersigned copy of the fidelity bond so endorsed shall be furnished GSA.

C. **EVIDENCE OF INSURANCE:** The only acceptable evidence of insurance coverage for minor coin shall be either a complete duplicate countersigned copy of the original policy or policies (primary and excess coverage), including all endorsements thereto, endorsed to include the required "Coin Coverage Endorsement," or, in lieu thereof, a manually countersigned "Certificate of Insurance" complete and sufficient in all details to reflect the actual coverage under the policy or policies, and including the "Coin Coverage Endorsement" and any other endorsements which affect said coverage. A separate policy or Certificate of Insurance covering only minor and/or foreign coin will be acceptable. All references to rates and premiums may be deleted from copies of policies furnished. Cover notes or memorandums of insurance are not acceptable as evidence of insurance for shipments of coin.

D. **MINOR COIN COVERAGE ENDORSEMENT:** The following endorsement properly counter signed must be included in any insurance policy providing coverage on minor coin (cents and nickels):

### **Coin Coverage Endorsements**

In consideration of the premium charged, it is understood and agreed that this policy covers (insert as applicable: minor coin (cents and nickels)), and that the clauses and provisions of this endorsement are here by made a part of the insuring conditions of this policy as respects the coverage provided on such coin and supercede any expressly modify

all provisions, term, conditions, exclusions, and clauses in the policy and in all forms, riders, and endorsements attached thereto that are in conflict with this endorsement.

This insurance, as respects the movement of coin shipped under published tariff rates or rate tenders provides for specific coverage against all risks of loss or damage in the amount up to \$225,000 for any one loss, on any one vehicle or at any other one place at any one time, from the acceptance of the property by the TSP at the point of origin of the shipment to delivery and acceptance by the consignee at final destination, regardless of the TSPs participating movement. In case of successive losses during the term of this policy, the full amount of coverage provided by this endorsement applies separately to each and every loss.

The coverage provided by this insurance excludes only loss or damage arising out of causes beyond the control of, and without the fault or negligence of, any TSP(s) involved in the movement. Such causes may include, but are not restricted to, acts of god or the public enemy, the authority of law, or the act or default of the shipper; but in every case the loss or damage must be beyond the control of, and without the fault or negligence of the TSP(s). Theft or hijack, whether armed or otherwise, is not excluded from coverage hereunder.

It is agreed that any claim for loss and damage shall be settled on the basis of the face value of the minor coin without application of any deductible or excess provision of this insurance; loss, if any, under this policy involving such coin shall be payable to the U.S. Mint, U.S. Treasury Department, 501 13<sup>th</sup> Street, NW, Washington, DC, 20220, unless otherwise directed by an officer of the U.S. Mint.

It is a condition of this policy that the Company shall furnish written notice to the General Services Administration ten (10) days in advance of the effective date of any reduction on or cancellation of this policy.

**◆◆◆End Of Coin Coverage Endorsement◆◆◆**

13-14. SHIPMENT SIZE AND WEIGHT OF MINOR COIN:

	<b>Number of Skids per Truck</b>	<b>Dollar Value per Skid</b>	<b>Pieces per Skid</b>	<b>Total Value per Truckload</b>	<b>Weight (Lbs.)</b>
<b>Cents</b>	19	\$4,000	400,000	\$76,000	44,840
<b>Tubs</b>	18			\$72,000	
<b>Nickels</b>	15	\$12,000	240,000	\$180,000	42,900

13-15. PALLET RETURN PROVISIONS: Empty steel pallets are subject to immediate return to the United States Mint, as consigned on the accompanying bill of lading, *at the GSA Baseline Rate Publication 1000-D*, subject to a minimum weight of 2000 pounds. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 30" x 20" high, folded. For simplification of shipping procedures, an agreed weight of 160 pounds per pallet will be used. Pallets will be picked up at the Federal Reserve Bank or Mint facility, and will be of the same type as used to transport inbound movements of coin. Pick up and delivery of empty pallets in quantities other than as tendered on the bill of lading is prohibited, except in the event of total loss of one or more pallets. Any deviation from this rule must have prior approval from the Transportation Division, United States Mint, Washington, DC or the appropriate GSA office.

Paragraph 13-15 does not apply to local drayage movements. Pallet return costs for local drayage movements shall be included in the charge for minor coin shipments.

13-16. VIOLATIONS OF THE PROVISIONS OF THESE SPECIFICATIONS: These Specifications are a part of the conditions of carriage for minor coin, and failure to comply with the provisions hereof may result in suspension of TSPs from participation in the movement of coin.

13-17. COPIES OF GSA/US MINT SPECIFICATIONS (MINOR AND COIN): As stated under Section 13-1, the TSP agrees to the incorporation of the terms and conditions of the GSA/US Mint Specifications by the submission of an electronic rate offer in accordance with this RFO and its SFI. The submission of an electronic rate offer will be accepted by the GSA as evidence that the TSP has knowledge of, and agrees to perform in accordance with, the provisions of these Specifications. In addition, copies of the Specifications should be posted at TSP terminals in Denver, Colorado, and Philadelphia, Pennsylvania.

13-18. ADDRESSES OF GOVERNMENT OFFICES:

	<b><u>Contacts</u></b>	<b><u>Telephone</u></b>
<b>Headquarters, U.S Mint:</b>		
U.S. Mint	Mr. Don Wheatley	(202) 354-7450
Transportation Division	Mr. Louis Cialella	(202) 354-7490
Washington, DC 20220		
<b>Shipping Facilities:</b>		
U.S. Mint	Rosalee Simmons	(303) 405-4658
320 W. Colfax Avenue		
Denver, CO 80204		
U.S. Mint	Francine Moore	(215) 408-0201
151 N. Independence Mall East		
Philadelphia, PA 19106		

**Insurance:**

U.S. Mint HQ, CSBU TRFC/TRANS  
 Property and Traffic Management Division (6FBD-X)  
 Transportation & Property Management Center

13-19. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Identified below are the facilities and routes for which the General Services Administration (GSA) and the U.S. Mint are 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 traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. A separate rate offer must be submitted for each of the two identified U.S. Mint facilities; however, a TSP is not required to submit rate offers to both facilities. Rates will only be accepted for the origins/destination identified below. Rates submitted for any other origin/destination will automatically be rejected. A TSP must be able to service all points within each destination state, city, or point for which a rate is offered.\* Rates may be, but are not required to be, submitted for all origins/destinations required. If the origin/destination is a particular city or point and not the entire state in which the city or point is located, the accepted rate offer will only be applicable to the identified city or point and not the entire state in which the city or point is located.\*

*\* Includes all points within a 50 mile radius of the Origin/Destination Service Area Description (see Enclosure 1 for Destinations)*

A. OFFER NUMBER: Please refer to Section 16 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	N	Assigned by Carrier	0	SRO Agency Identifier	Refer to Section 16

1. TRUCKLOAD SHIPMENTS ORIGINATING FROM THE U.S. MINT: Truckload (TL) (20,000 pounds to 44,840 pounds), closed van, cents per mile and TL minimum charge rate offers are being requested for shipments originating from one of the two U.S. Mint facilities identified in Section 13-19.3, below to the destination cities/points Federal Reserve Banks (FRB) identified in Enclosure 1). Please reference Enclosure 1 for specific shipment receiving facilities and requirements for each FRB. TL shipments will consist of Minor (cents and nickels) coin.

2. LESS THAN TRUCKLOAD (LTL) SHIPMENTS ORIGINATING FROM THE FRB: LTL minimum charge and LTL rate offers based on the GSA Baseline Rate Publication 1000-D are being requested for shipments originating from the FRBs identified in Enclosure 1 to one of the U.S. Mint facilities identified in Section 13-19.B, below. LTL shipments will consist of empty pallets (to include empty platforms, pallets, racks, and/or skids) and will be subject to a minimum weight of 2,000 pounds. The standard weight of each empty steel pallet varies from 150 to 160 pounds, with the dimensions of 30" x 20" high, folded.

B. SRO AGENCY IDENTIFIER:

SRO Agency Identifier	Origin Code	Origin Area Description
USMCO	CO	Denver
USMPA	PA	Philadelphia