Identification of Non-Alternating, Standing Route Order Traffic for the Bureau of Citizenship and Immigration Services (USCIS) Vermont Service Center Warehouse

Issued by:

General Services Administration
Federal Acquisition Service
Freight Transportation Management Program

July 23, 2013

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SECTION 1: BACKGROUND & SCOPE

The Bureau of Citizenship and Immigration Services (USCIS) Vermont Service Center (VSC) requires truck transportation of confidential government files from the Vermont Service Center to the National Records Center (NRC) in Lee's Summit, Missouri and to the Remote File Maintenance Facility (HBG) in Harrisonburg, Virginia, where the files will be stored for safekeeping. This will be done on a weekly basis with alternating destinations from one week to the next (see schedule in APPENDIX A). There will be a total of 52 shipments, 26 to HBG and 26 to NRC, throughout the period of performance.

Pallets will be filled and shrink-wrapped by the Contractor Staff – FCI Federal prior to the arrival of the shipping Contractor. The truck driver shall load the prepared pallets into the shipping container. A pallet jack will be provided. Inside pick-up is required. The truck driver picking up the shipment shall provide a seal and place on the container for transport as the delivery contains confidential and sensitive files. The seal shall be either metal or plastic, must have ID # and may not be replaced between destinations. The same type of seal shall be used for both destinations. The contractor's will unload the shipment at the receiving locations (NRC & HBG).

Contents of pallets will include cardboard file storage boxes containing paper files and documents. Pallets will be loaded with up to 45 boxes per pallet. Each pallet weights approximately 1,440 lbs. and is 57" tall, 46" long and 37" wide.

The truck driver will deliver the contents from dock to dock. All three locations involved (origin and destinations) have normal dock facilities with normal dock heights. The truck should be equipped with air ride to adjust truck height to match the docks. The Dock height at the Vermont Service Center is 46 inches from ground. NRC and HBG's docks are both 48 inches from the ground.

Pickup hours from the VSC are between 8:00 AM EST and 2:00 PM EST. Delivery hours for the NRC and HBG are between 8:00 AM EST and 4:00 PM EST.

Service Center contents may not be shipped with contents from other sources.

SECTION 2: IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the USCIS weekly traffic for which the General Service Administration (GSA) is requesting all-inclusive, **non-alternating** SRO Flat Rate offers. Flat Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Flat Rate offers submitted in response to this RFO and its FI for the identified USCIS 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 USCIS** - Agency Code for which a TSP intends to submit a rate offer. Flat rates will only be accepted for the origins/destinations identified below. An offering TSP must be able to service all points within each origin/destination code for

which a rate is offered. Flat Rates are being requested for full truck load shipments in dry vans. All rate offers **MUST** be submitted as flat charge per vehicle used **INCLUDING** the fuel surcharge (FSC)— a Flat rate record **MUST** be used. Also, all rate offers **MUST** take account of, and include the 6% Industrial Funding Fee (IFF) collected by GSA Transportation — Transportation Service Providers (TSPs) should account for this IFF deduction in overall rate offers. **NO** less-than-truckload rate offers will be accepted.

- A. EFFECTIVE PERIOD: Except as otherwise provided herein initial rate offers made in response to this request will be for the period **September 1, 2013 through September 30, 2014**.
- B. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the Flat Rate offers accepted in accordance with this RFO and its FI for up to **one (1) year.**
- C. FILING PERIOD: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 5:00 PM EST**, **Friday, August 9, 2013**.
- D. SELECTION: TSP (s) selected will be notified by COB, Friday, August 16, 2013.

SECTION 3: IDENTIFICATION OF NON-ALTERNATING AGENCY CODES

Only those rate offers submitted by the Initial Filing due date identified in Paragraph 1, will be considered for acceptance. Rates may be, but are not required to be, submitted for all origins/destinations requested.

SECTION 4: TSP REQUIREMENTS

TSP must maintain a current **System for Award Management (SAM)**. Per this RFO, all Government shipments handled pursuant to the GSA No. 2, Freight Standard Tender of Service (STOS) will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. In accordance with the STOS, offers accepted in accordance with this RFO are also automatically subject to the Government's shipping "terms and conditions." The bill of lading for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit http://www.gpoaccess.gov/cfr/ search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

NOTE: As a TSP submitting a rate offer in accordance with this RFO you are stating you will honor that rate. Failure to do so could result in Debarment, or Suspension.

SECTION 5: EQUIPMENT REQUIRED

TSP shall provide the equipment for use in the services to be preformed hereunder. TSP shall employ in the operation of such equipment qualified personnel, licenses and permits as required by local, state or Federal authority.

A. All trailers should be clean, swept and checked for holes or damage prior to arrival at shipper/origin.

SECTION 6: SPECIFIC REQUIREMENTS

When submitting rate offers for the USCIS please consider the following:

- A. TSP must coordinate the establishment of acceptable pickup and delivery appointment with the shipping and receiving facilities.
- B. Shipments will be sealed by TSP and seal annoted on BL and freight bill.
- C. TSP shall provide an air ride truck to transport the documents and seal(s) for the shipment containers.
- D. All locations can provide driver with the use of a manual pallet jack to load and unload.
- E. Loading and unloading of the trailer will be accomplished by the driver.
- F. Pallets shall not be broken down and shall be delivered exactly as they were originally loaded onto the vehicle.
- G. The truck driver picking up the shipment shall provide a seal and place on the container for transport as the delivery contains confidential and sensitive files. The seal shall be either metal or plastic, must have ID # and may not be replaced between destinations. The same type of seal shall be used for both destinations.
- H. Driver Activities Loading and Delivery: All shipments must have a seal intact upon arrival at destination. If the seal doesn't match the BL or is missing, the entire load may be rejected back to the TSP. If load needs to be returned to consignee it will be at no charge to the customer.
- I. Driver shall not restack the pallets. The pallets shall be delivered exactly as they were originally loaded.
- J. Transportation **must** be over the road. No rail transport during any portion of travel is permissible. TSP must assure the shipment remains secure at all times.
- K. The TSP shall deliver the contents from dock to dock within Seven (7) Calendar days from the date of pick-up. If a delay in delivery (even though it may fall within the allotted seven (7) calendar day delivery timeframe) of 1 day or more occurs, the TSP will immediately notify the POC for USCIS contacts in Number 12. Inside pickup and delivery may be requested.

- L. Submitted flat rate offers for Saint Albans, VT shipments WILL INCLUDE, at no additional cost, the services detailed below:
 - 1. Exclusive Use of Vehicle:
 - 2. Dock pick-up to dock delivery.
 - 3. Fuel Surcharge (FSC)
 - 4. Industrial Funding Fee (IFF)

| Destination Service Area Code | ORIGIN | DESTINATION |
|--|---|---|
| CVTMO (See APPENDIX A for Pick Up Dates) | 4 LEMNAH DRIVE SAINT ALBANS, VT 05478 | NATIONAL RECORDS CENTER 150 SPACE CENTER LOOP LEE'S SUMMIT, MO 64064 |
| CVTVA (See APPENDIX A for Pick Up Dates) | 4 LEMNAH DRIVE SAINT ALBANS, VT 05478 | REMOTE FILE MAINTENANCE FACILITY 1344 PLEASANTS DRIVE HARRISONBURG, VA 22801 |

SECTION 7: CONTROL AND SAFEGUARDING DURING TRANSIT

Shipments shall move without undue delay, and shall remain under surveillance from origin to destination. Shipment shall be deemed to be under surveillance if, while the vehicle is not in motion, doors giving access to the cargo are properly sealed by carrier and/or TSP personnel.

SECTION 8: EQUIPMENT INSPECTION

The TSPs equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading of material to be shipped will be rejected by the shipper. The rejected TSPs equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirement constitutes unsatisfactory service under the terms of this RFO.

SECTION 9: TIME OF PICK UP AND DELIVERY

The TSP shall coordinate for the establishment of acceptable pickup and delivery hours with the shipping and receiving facilities. Pickup and delivery shall be made during regular working hours unless other arrangements have been made.

SECTION 10: DELIVERY

Consignees shall be notified prior to tender of delivery so that arrangements can be scheduled at no additional cost. Should delivery be attempted without prior notice to consignee, any loss of time will be at no expense to the Government.

SECTION 11: DOCUMENTATION

A Bill(s) of Lading (BOL) 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 shipments 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)." The stating the drivers name, truck #, and trailer # needs to be provided to the Records Unit at the Vermont Service Center at least 2 hours before the truck arrives to pick-up.

SECTION 12: 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.

SECTION 13: USCIS CONTACTS

Questions concerning USCIS load status, freight concerns, please contact Carolina Goodbred at (<u>Carolina.goodbred@uscis.dhs.gov</u>) or (802-527-4740), or please contact the person listed on the Bill of Lading (BOL).

SECTION 14: OVERCHARGE/UNDERCHARGE CLAIMS

Claims for overcharges and undercharges shall be filed within 180 days from the date USCIS receives the carrier's freight bill, and will be administered in accordance with 49 CFR 378.

SECTION 15: FREIGHT BILL PAYMENTS

Freight bills must include, at a minimum, a copy of the Bill of Lading and a proof of delivery. Proof of delivery shall include, at a minimum, date delivered, number of units delivered in good order, and the signature of the person receiving the shipments.

Invoices are to be mailed or emailed to:

Vermont Service Center 75 Lower Welden St. Saint Albans, VT 05479 Attn: Carolina Goodbred

Email: Carolina.goodbred@uscis.dhs.gov

Phone: 802-527-4740

SECTION 16: UNSATISFACTORY SERVICE

- A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI for unsatisfactory service.
- B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the government; any failure after this written notification may result in immediate removal from further participation in the traffic named in this RFO and its FI.

SECTION 17: DELIVERY SCHEDULE AND TRAVEL

Delivery schedule is detailed in APPENDIX A. No deviation from the schedule is allowed without written authorization provided by USCIS shipping location. Requests for changes to the schedule must be received 48 hours prior to the scheduled shipment.

SECTION 18: MANDATORY DRIVER REQUIREMENTS

Drivers must be an American citizen or possess a Green card and have adequate command of the English language to preclude communications problems, safety issues, and meet Security Standards.

SECTION 19: MANDATORY REQUIREMENTS

To participate in this RFO all TSP's are required to maintain an active System for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/. All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citibank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. TSPs providing services to non-participating agencies under STOS, are still REQUIRED to submit copies of all agency final invoices to Syncada. The invoicing procedures for these agencies remain unchanged. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including on-boarding, setup packages, training and invoice submission instructions, can be obtained from Citibank NA at 1-888-617-7173 or by email to payportexpress@citi.com. You may also contact Brad Whitsitt at 612-436-6298 orBradley.whitsitt@syncada.com, or Vasilios Kontogianis at 212-816-7096 or Vasilios.Kontogianis@citi.com for any additional questions.

TSPs are required to remit a 6% Industrial Funding Fee (IFF) based on the total transportation charges paid, to GSA for all shipments subject to these rate offers identified in this SOW. Because rates offers being submitted MUST be all inclusive according to Sections 1 & 5 above, TSPs should account for this IFF deduction in overall rate offers. GSA may adjust the 6% Transaction Fee during the effective period of this SOW. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse.

TSPs ARE REQUIRED TO SUBMIT REPORT: TSPs are required to submit a monthly report to GSA based on the number of shipments paid per calendar month. These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment. A negative report is also required. TSPs must use GSA format for reporting: SCAC, Date paid by Agency, TMSS/NON-TMSS, Bill of Lading/Pro Bill Number/Invoice Number, Agency Name, Total Shipment Value, Fuel Surcharge, Amount Subject to IFF, IFF Due, Date IFF paid, Date of Check, and Check Number. TSP monthly report form and also be located at the following web site http://www.gsa.gov/portal/content/103911. This report will be sent to transportation.programs@gsa.gov on EXCEL spreadsheet with a subject line "SCAC – 6% Transaction Fee" or faxed to (703) 605-9953 attention Raymond F. Price, Jr. If you have any questions, please contact Raymond F. Price, Jr. at (703) 605-2890 or raymond.price@gsa.gov. Failure to remit the Shipment Reports could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.

SECTION 20: SUBMISSION REQUIREMENTS

- A. Rate offers MUST be submitted with a completed Uniform Tender of Rates and/or Charges for Transportation, Optional Form 280 (OF280) and must be accompanied by a completed Appendix B.
- B. TSPs MUST submit, via email, the uniform Tender of Rates and/or Charges for Transportation, Optional Form 280 (OF280) and must be accompanied by an updated and completed Appendix B. All TSPs must email your scanned, signed copies of the OF280 and attached documents and appendices to Thomas Hendershot at thomas.hendershot@gsa.gov and Ray Price at raymond.price@gsa.gov by the dates specified in Section 2 of this RFO and its FI.
- C. Completed rate offers MUST be received via email, with a date and time stamp before, or no later than 5:00 PM Eastern Standard Time (EST), Friday, August 9, 2013. Rate offers received after 5:00 PM Eastern Standard Time (EST), Friday, August 9, 2013 will be rejected and returned to submitting carrier no exceptions.
- D. Rate offers received that are not submitted in accordance with this RFO and its FI will be rejected.

APPENDIX A

Alternated Weekly Truck Shipments (Subject to change per notification from USCIS) Period of Performance: September 1, 2013 – August 31, 2014

Contractor to pick up palletized boxes (9 - 15 pallets) of records/files from the Vermont Service Center and deliver them to the:

National Records Center (NRC) 150 Space Center Loop Lee's Summit, MO 64064

Quantity: 26 Weeks

Tuesday pick-up dates are:

2013

Sep 3

Sep 17

Oct 1

Oct 15

Oct 29

Nov 12

Nov 25 – This is a Monday due to Thursday being a holiday for the drop off date

Dec 10

Dec 24

<u>2014</u>

Jan 7

Jan 21

Feb 4

Feb 18

Mar 4

Mar 18

Apr 1

Apr 15

Apr 29

May 13

May 27

Jun 10

Jun 24

Jul 8

Jul 22

Aug 5

Aug 19

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APPENDIX A Continued

Alternated Weekly Truck Shipments (Subject to change per notification from USCIS) Period of Performance: September 1, 2013 – August 31, 2014

Contractor to pick up palletized boxes (14 – 20 pallets) of records/files from the Vermont Service Center and deliver them to the:

Remote File Maintenance Facility (HBG) **1344 Pleasants Drive** Harrisonburg, VA 22801

Quantity: 26 Weeks

Tuesday pick-up dates are:

2013

Sep 10

Sep 24

Oct 8

Oct 22

Nov 5

Nov 19

Dec 3

Dec 17

Dec 31

<u>2014</u>

Jan 14

Jan 28

Feb 11

Feb 25

Mar 11

Mar 25

Apr 8

Apr 22

May 6

May 20

Jun 3 Jun 17

Jul 1

Jul 15 Jul 29

Aug 12

Aug 26

APPENDIX B

| TSP NAME: | |
|--|--|
| TENDER NUMBER (as shown in Block 2A of the OF280): | |

| AGENCY CODE | FLAT RATE | TENDER ID |
|-------------|-----------|-----------|
| CVTMO | | |
| CVTVA | | |

APPENDIX C

OF280 COMPLETION INSTRUCTIONS

Block 1A – enter complete TSP name

Block 1B – enter appropriate Standard Carrier Alpha Code as issued by the National Motor Freight Traffic Association (NMFTA)

Block 2A – enter TSP Tender Number – can be numeric, alpha, or combination (this number is selected/created by the TSP for tracking purposes – GSA does not assign this number)

Block 2B - leave blank

Block 2C – leave blank

Block 2D – leave blank

Block 3 – select the box 'U.S. GOVERNMENT'

Block 4 – enter the date that the OF280 is signed and submitted to GSA

Block 5 - pre-filled

Block 6 - pre-filled

Block 7 - pre-filled

Block 8 - leave blank

Block 9A – leave blank

Block 9B - pre-filled

Block 10A (1) – leave blank

Block 10A (2) - pre-filled

Block 10B (1) – leave blank

Block 10B (2) - pre-filled

Block 11 – pre-filled

Block 12A – pre-filled

Block 12B – pre-filled

Block 13 – enter TSP name, SCAC, Point of Contact (POC) and POC phone number and e-mail address

APPENDIX C Continued

Block 14 - leave blank

Block 15A - pre-filled

Block 15B - pre-filled

Block 16 – MUST enter TSP's operating authority

Block 17 - complete as applicable

Block 20 – complete information pertaining to Issuing TSP and be sure to sign