

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

**CHAPTER VI - VOLUME MOVE PROCEDURES**

Item 600

*Purpose*

These instructions provide procedures for the competitive solicitation of volume move rates, to include U.S. Army COHORT moves, for personal property shipments, both HHG and UB.

Item 601

*Criteria for Use of Volume Move Rates*

Volume move procedures will apply under the following conditions:

- a. Estimated tonnage consisting of one or more of the following:
  - (1) HHG totaling 200,000 net pounds for military and civilian personnel.
  - (2) UB totaling 50,000 gross pounds for military and civilian personnel.
  - (3) PPSOs having special operational requirements may request a volume move for lesser amounts (for example: U.S. Army COHORT moves, base closure, etc.).
- b. Movement is from one origin (commuting area) to one destination (commuting area).
- c. Movement is normally within a 90-day period.

Item 602

*Procedures*

The following procedures are applicable to volume movements:

- a. When the above criteria exists, the responsible PPSO is required to submit a request via message, email or facsimile to SDDC providing appropriate information. Exceptions to Item 601 criteria may be requested, but must have full justification provided as part of the request. PPSOs having special operational requirements will include the information in the request.
- b. SDDC will, in turn, request volume movement rate proposals from DOD approved ITGBL Transportation Service Providers via the SDDC Website, Personal Property Homepage at [www.sddc.army.mil](http://www.sddc.army.mil). SDDC may request rates on the basis of a single ITGBL code of service or, if warranted, on the basis of mixed modes and codes of service with or without additional or included services, as specified in the solicitation. The designated date for receipt of rate proposals at SDDC will be specified in the rate proposal request. Appendix A to this chapter is the format which will be utilized to solicit volume move rate requests from the Transportation Service Provider industry. Transportation Service Providers will be required to submit proper and complete information for bids to be considered responsive.
- c. Transportation Service Providers will provide a rate in response to the SDDC rate solicitation prepared and submitted as required herein and in Appendix B to this chapter via facsimile transmission. Facsimile number **(703) 428-3390**, ATTN: SDPP-PO, will be used. Submitted rates must be error-free, cannot be withdrawn, or corrected subsequent to the designated date, and must be received in SDDC, Room **10N35**, International and Domestic Rates Section, prior to the designated date. Rates received after the designated date

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

will be considered non-responsive and will not be accepted. Uniform tenders are not desired and should not be submitted unless specifically requested pursuant to paragraph g below.

d. The SFR will be an exception to and will not cancel any rate currently filed with SDDC for the account of DOD between the same points. The alternation clause will apply and rates submitted must be lower than other rates on file for similar traffic to be considered responsive. The SFR will include all services stipulated in Chapter IV. Other rates and/or charges applicable to shipments of the volume movements shall be in accordance with Chapter V of this solicitation.

e. In addition to rates and charges, the rate tender shall include:

- (1) The percentage of the total volume move tonnage to which the rate is applicable.
- (2) The amount of tonnage expressed in pounds per day that can be picked up at the rate submitted.
- (3) The name and address of Transportation Service Provider's agents at origin and destination.

(4) In the event operating authority limitations require the use of one or more interlining Transportation Service Providers, the rate tender shall be submitted by the Transportation Service Provider responsible for shipment pickups at origin.

f. Transportation Service Provider will provide containers. Transportation Service Provider will provide for block surface movement and will provide proposed manifest data, i.e., name of vessel, departure, and arrival dates. Transportation Service Provider will accept consolidated PPGBLs.

g. SDDC will evaluate all competitive rate offers received from Transportation Service Providers and consider alternative shipping methods. When the ITGBL method is selected, Transportation Service Providers offering the lowest overall costs consonant with the required service will be notified of acceptance of their offer. Acceptance of rates does not guarantee any offer of tonnage. Telephonic responses will constitute an agreement with the Transportation Service Provider that its rate is accepted. Such notification binds the Transportation Service Provider to a rate commitment. Alternate Transportation Service Providers will have the option to withdraw their volume move rate if they do not desire to participate in overflow traffic. The Transportation Service Provider will confirm the rate with a uniform rate tender to SDDC within 7 days of the dispatch of notification. The uniform rate tender must be prepared precisely as specified in Appendix C to this chapter. Deviations are not permitted. Deviations, differences between the uniform rate tender and the rate, and/or errors may cause the uniform tender to be returned to the Transportation Service Provider for correction and resubmission.

h. PPSOs will maintain a separate TDR for volume move tonnage. Tonnage will be distributed to the lowest overall cost Transportation Service Provider that can provide the required service, based upon:

- (1) The percentage that can be handled daily.
- (2) The percentage of total tonnage that can be handled.

PPSOs will continue to tender shipments to the low-cost Transportation Service Provider to the extent of the Transportation Service Provider's ability to service the shipments even though the volume may exceed the maximum percentage stated by the Transportation Service Provider.

i. PPSOs will provide routing instructions for Codes 5 and T shipments. This routing will be perpetuated in the solicitation to Transportation Service Providers. In the event a shipment is offloaded at a port other than

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

the port designated in block 13, the provisions of this solicitation regarding alternate ports will apply. Adjustments to the rate will be authorized, when appropriate, in accordance with established procedures.

j. Uniform tenders will be addressed to the Commander, SDDC, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000. Three copies of the uniform tenders will be furnished and two of the three must be handsigned by an official signature on file with SDDC. One copy of the tender will be stamped with acceptance stamp and returned to the Transportation Service Provider. SDDC reserves the right, subsequent to the notification of the Transportation Service Provider of the acceptance of the rate proposal and while awaiting the submission of the uniform tender, to tender shipments based on the rate information provided in the rate offer.

k. Rate proposals and uniform tenders submitted in response to rate solicitations will be provided by the exact deadlines and under the exact terms, conditions, and procedures specified. This procedure stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior or subsequent to the deadlines and acceptances stipulated unless specifically modified by SDDC, ATTN: SDPP-PO, for the benefit of all parties by letter or telegram prior to the solicitation deadline. SDDC will not be responsible for late or misdirected rate proposals or uniform tenders which do not arrive at the point specified when caused by any party or parties not assigned to the Special Movements Section. SDDC reserves the right to reject any or all offers or waive informalities and minor irregularities in offers received, to negotiate or accept offers without discussion of rates, to nonuse any rate and/or to resolicit rates, and to withdraw and reaward shipments for cause, as required.

l. All accepted rate tenders submitted in response to this solicitation will be available on SDDC's website following their acceptance. The controlling PPSO will not be furnished a copy of accepted tenders. Inquiries about any rate proposal or uniform tender should be satisfied by reference to the Personal Property Public File. However, the Transportation Service Provider tendering the accepted rates will be notified their rates have been accepted. Transportation Service Providers not receiving notification to submit confirming uniform tenders within 7 working days of the specified deadline should assume that its proposal was not accepted. Specific notice of the nonuse of rate proposals will not be furnished.

m. Although no guarantee is expressed or implied, SDDC will make every effort to protect the confidentiality of rates submitted in response to solicitations prior to the deadline established.

n. SDDC may solicit and receive rates by telephone. When this occurs, the procedures applicable to electronic solicitations and responses will remain unaltered except telephonic communications will be substituted for electronic communications.

Item 603

***Mistake in Rate Filing***

The general procedures contained elsewhere in this solicitation also apply to these rates. When the low rate Transportation Service Provider determines an error was committed in preparing the rate, and the error warrants the allegation of a MIRF, the Transportation Service Provider may request their award be cancelled within 7 days of award notification. The Transportation Service Provider will provide clear and convincing evidence the error was committed by mistake. SDDC will make the determination whether to allow rescission of the rate.

Item 604

***Participation***

Participation in the volume movement program is strictly voluntary.

APPENDIX 6A-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

INTERNATIONAL UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES		
1. COMMODITY/CODE/NAME SSN HHG CODE 4	2. TENDER NO./SUPPLEMENT NO./CANCELLATION NO. (AS APPLICABLE) ABCD-15	
3. ORIGIN ALEXANDRIA, VIRGINIA	4. ISSUE DATE 1 OCTOBER 2001	5. EXPIRATION DATE 31 DECEMBER 2001
6. DESTINATION FRANKFURT, GERMANY	7. EFFECTIVE DATE SDDC ACCEPTANCE	8. TRANSPORTATION SERVICE PROVIDER FILE NUMBER (OPTIONAL) 0001
9. ISSUING TRANSPORTATION SERVICE PROVIDER ABC TRANSFER		9b. SCAC ABCD
<b>CERTIFICATION</b>		
<p>I AM/(WE ARE) AUTHORIZED TO AND DO HEREBY OFFER ON A CONTINUING BASIS TO THE UNITED STATES GOVERNMENT, HEREINAFTER CALLED THE GOVERNMENT, PURSUANT TO SECTION 10721 OF THE INTERSTATE COMMERCE ACT OR OTHER APPROPRIATE AUTHORITY, THE TRANSPORTATION SERVICES HEREIN DESCRIBED, SUBJECT TO THE TERMS AND CONDITIONS HEREIN STATED. THE PROPERTY TO WHICH RATES HEREIN APPLY MUST BE SHIPPED BY OR FOR THE GOVERNMENT ON (1) GOVERNMENT BILLS OF LADING, (2) COMMERCIAL BILLS OF LADING ENDORSED TO SHOW THAT SUCH BILLS OF LADING ARE TO BE EXCHANGED FOR GOVERNMENT BILLS OF LADING AT DESTINATION, OR (3) COMMERCIAL BILLS OF LADING ENDORSED WITH THE FOLLOWING LEGEND: "TRANSPORTATION HEREUNDER IS FOR THE GOVERNMENT AND THE ACTUAL TRANSPORTATION COST PAID TO THE TRANSPORTATION SERVICE PROVIDER(S) BY THE SHIPPER OR RECEIVER IS TO BE REIMBURSED BY THE GOVERNMENT."</p>		
11. RATE(S) OR CHARGE \$50.00	12. MINIMUM WEIGHTS 500	13A. ROUTE(S) BASIS FOR SUBMISSION PER SDPP-PO VOLUME RATE ANNOUNCEMENT DATED 1 OCTOBER 1 OCTOBER 2001 100% 45,000 LBS DAILY
		13b. FOREIGN FLAG CERTIFICATION
		FROM:
		TO:
		AUTHORIZATION NO:
14. ACCESSORIAL SERVICES		
<p>ANY ADDITIONAL SERVICES WILL BE FURNISHED BY THE TRANSPORTATION SERVICE PROVIDER ON REQUEST OF THE SHIPPER AT THE RATES OR CHARGES SPECIFIED IN THE APPLICABLE SOLICITATION AND WILL BE IN ADDITION TO THE RATES OR CHARGES SHOWN IN ITEMS 11 AND 12. SUCH REQUESTS MUST BE SHOWN ON THE BILL OF LADING OR DD FORM 619 AND CERTIFIED BY THE PERSON REQUESTING SAME.</p>		
[FOR SDDC USE ONLY]		

**15. LAWFUL PERFORMANCE: OPERATING AUTHORITIES**  
 IN MAKING THIS TENDER, THE TRANSPORTATION SERVICE PROVIDER(S) REPRESENT(S) TO THE GOVERNMENT THAT THE SERVICES WILL BE PERFORMED IN ACCORDANCE WITH APPLICABLE, FEDERAL, STATE, AND MUNICIPAL LAWS AND REGULATIONS AND THAT THE TRANSPORTATION SERVICE PROVIDER(S) POSSESS(ES) THE REQUIRED OPERATING AUTHORITY TO TRANSPORT THE COMMODITY FROM, TO, OR BETWEEN THE PLACES HEREIN SET FORTH, AS EMBRACED IN THE FOLLOWING DOCKETS, PERMITS, OR TEMPORARY OPERATING AUTHORITIES.

**16. CHARGES AND ALLOWANCES**  
 EXCEPT AS OTHERWISE PROVIDED HEREIN, SHIPMENTS MADE UNDER THE PROVISIONS OF THIS TENDER ARE ENTITLED TO SUCH ADDITIONAL SERVICES AND PRIVILEGES AS ARE PROVIDED IN THE INTERNATIONAL RATE SOLICITATION, SUBJECT TO THE CHARGES, ALLOWANCES, AND RULES APPLICABLE TO SUCH SERVICES.

**17. PAYMENT**  
 THE TRANSPORTATION SERVICE PROVIDER SHALL BILL THE GOVERNMENT ON STANDARD FORM 1113, APPROPRIATELY SUPPORTED, AND SHALL SUBMIT SAID BILL TO THE PAYING OFFICE SHOWN ON THE GOVERNMENT BILL OF LANDING.

**18. REFERENCES**  
 WHERE REFERENCE IS MADE IN THESE TENDER OR THE INTERNATIONAL RATE SOLICITATION, SUCH REFERENCE SHALL BE DEEMED TO DEEMED TO INCLUDE SUPPLEMENTS OR AMENDMENTS THERETO OR ISSUES THEREOF, UNLESS OTHERWISE SPECIFIED HEREIN.

**19. CANCELLATION OR MODIFICATION OF TENDER**  
 THIS TENDER MAY BE CANCELLED BY THE TRANSPORTATION SERVICE PROVIDER(S) BY SUPPLEMENT ON 60 OR 90 DAYS WRITTEN NOTICE. CANCELLATION WILL NOT APPLY TO SHIPMENTS MADE (TO INCLUDE SHIPMENTS BOOKED PRIOR TO PICKUP DATE) FROM ORIGINAL POINT OF SHIPMENT BEFORE EFFECTIVE DATE OF SUCH NOTICE AND EXCEPT AS TO ANY ACCRUED RIGHTS AND LIABILITIES OF EITHER PARTY HEREUNDER CANCELLATION MY BE ACCOMPLISHED UPON SHORTER NOTICE BY MUTUAL AGREEMENT OF THE PARTIES CONCERNED.

**20. FILING WITH REGULATORY BODIES**  
 TRANSPORTATION SERVICE PROVIDER(S) CERTIFIES (CERTIFY) THAT, WHERE REQUIRED, THE REQUISITE NUMBER OF COPIES OF THIS TENDER IS BEING FILED CONCURRENTLY WITH THE SURFACE TRANSPORTATION BOARD IN ACCORDANCE WITH SECTION 10721 OF THE COMMERCE ACT, OR WITH OTHER REGULATORY AGENCIES, AS APPROPRIATE.

**21. ALTERNATIONS: VOLUME OF TRAFFIC**  
 THIS TENDER WILL NOT APPLY WHERE CHARGES ACCRUING HEREIN EXCEED CHARGES OTHERWISE APPLICABLE FOR THE SAME SERVICE. RECEIPT OF THIS TENDER SHALL NOT BE CONSTRUED AS A GUARANTEE BY THE GOVERNMENT OF ANY PARTICULAR VOLUME OF TRAFFIC HEREIN DESCRIBED.

**22. ALTERNATIONS: VOLUME OF TRAFFIC**  
 SIGNATURE(S) OF PART(IES) REPRESENTING TRANSPORTATION SERVICE PROVIDER(S): BY OFFERING RATES FOR SERVICES TO THE UNITED STATES GOVERNMENT, THE UNDERSIGNED TRANSPORTATION SERVICE PROVIDER OFFICIAL CERTIFIES THE UNDERSTANDING AND CONTINUED COMPLIANCE WITH THE PREVIOUSLY EXECUTED CERTIFICATION OF INDEPENDENT PRICING, WHICH IS INCORPORATED HERETO BY REFERENCE. THE EXECUTED CERTIFICATION OF INDEPENDENT PRICING IS ON FILE IN THE TRANSPORTATION SERVICE PROVIDER'S QUALIFICATION FILE AS AN ATTACHMENT TO THE TRANSPORTATION SERVICE PROVIDER'S TENDER OF SERVICE.

ISSUING TRANSPORTATION SERVICE PROVIDER	PARTICIPATING TRANSPORTATION SERVICE PROVIDER	PARTICIPATING TRANSPORTATION SERVICE PROVIDER
ABCD TRANSFER (ABCD)		
BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT) SIGNATURE	BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT)	BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT)
ADDRESS P.O. BOX 0000 ALEXANDRIA, VA 00000	ADDRESS	ADDRESS

**INSTRUCTIONS**

**A. GENERAL**

(1) THIS UNIFORM TENDER FORMAT IS DESIGNED TO PROMOTE SPEED AND ORDERLINESS IN THE HANDLING OF TENDERS. VARIANCE FROM ITS TERMS, SEQUENCE OR NUMBERING MAY RESULT IN DELAY IN THE PROCESSING OF TENDERS.  
 (2) TENDER SHALL BE PREPARED PLAINLY BY ANY DURABLE PROCESS ON PAPER OF GOOD QUALITY, 8 1/2 X 11, WITH A LEFT HAND BINDING MARGIN OF AT LEAST 1/2 INCHES.

**B. DISTRIBUTION REQUIREMENTS**

EXCEPT AS OTHERWISE INSTRUCTED, RATE TENDERS AND SUPPLEMENTS WILL BE SUBMITTED TO THE COMMANDER, SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND, ATTN: SDPP-PO, 200 STOVALL STREET, ALEXANDRIA, VA 22332-5000 IN THREE COPIES. THE ORIGINAL AND ONE COPY MUST BEAR AN AUTHORIZED SIGNATURE.

ORIGINAL APPENDIX 6B-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

**UNIFORM TENDER VOLUME MOVE FORMAT**

This appendix provides the exact information that must be contained in uniform tenders. Deviation is not permitted. The following data descriptions are keyed to the uniform tender illustration at Appendix A. Do not submit or reproduce and submit this illustration.

<u>BLOCK NO.</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	Commodity	Enter volume move commodity (HHG or UB), Code of Service.
2	Tender Number	TSP assign a unique tender number.
3	Origin	Enter origin city, state/country.
4	Issue Date	Enter date prepared by Transportation Service Provider.
5	Expiration Date	Enter pickup date + 30 days.
6	Destination	Enter destination city, state/country.
7	Effective Date	Enter "SDDC Acceptance."
8	TSP provider File Number	Optional Transportation Service Provider use.
9-9a	Issuing TSP	Enter full corporate name and Standard Carrier Alpha Code (SCAC).
10	Certification	Do not alter.
11	Rate(s) and Charge	Enter the SFR in dollars and cents per net CWT for HHG or per gross cwt for UB.
12	Minimum Weight	Enter exactly "500 lbs. net," for HHG, or "100 lbs. gross," for UB.
13a	Route(s)	Enter "basis for submission per SDPP-PO Volume Move announcement message dated _____. Percentage of the total volume move that Transportation Service Provider can handle, and the amount of tonnage that Transportation Service Provider can handle per day.
13b	Foreign Flag Certification	Optional Transportation Service Provider use. Enter routing and/or foreign flag certification if applicable.

APPENDIX B

ORIGINAL APPENDIX 6B-2

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

14	Accessorial Services	Do not alter.
15	Lawful Performance Operating Authority	Enter operating authority, as required.
16-21		Do not alter.
22	Signature	Enter full corporate name and address. Enter title and name of individual signing tender. Signature must be a company official whose signature is on file at SDDC.

ORIGINAL APPENDIX 6C-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

**APPENDIX A TO UNIFORM TENDER OF RATES AND/OR CHARGES  
FOR TRANSPORTATION SERVICES**

A. TSP NAME AND SCAC \_\_\_\_\_

B. RATE TENDER NUMBER \_\_\_\_\_

C. ORIGIN AGENT: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_

D. DESTINATION AGENT: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_

ORIGINAL APPENDIX 6D-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

**VOLUME MOVE RATE SOLICITATION MESSAGE FORMAT**

The following message format will be utilized by SDDC to solicit volume move rates.

FROM: CDRSDDC ALEXANDRIA VA//SDPP-PO//

TO: ALL ITGBL DOD APPROVED TRANSPORTATION SERVICE PROVIDERS

SUBJ: VOLUME MOVEMENT NUMBER \_\_\_\_\_

A. SDDC ITGBL RATE SOLICITATION

1. IN ACCORDANCE WITH AND SUBJECT TO THE TERMS, CONDITIONS, AND PROCEDURES IN REFERENCE A, AN OFFER FOR THE FOLLOWING VOLUME MOVE IS SOLICITED.

- A. ORIGIN (PICKUP POINT/RATE AREA)
- B. DESTINATION (ACTUAL DELIVERY POINT/RATE AREA)
- C. CODE OF SERVICE AND ROUTING, IF APPLICABLE
- D. ORIGIN PPSO (INCLUDING GBLOC)
- E. DESTINATION PPSO (INCLUDING GBLOC)
- F. ESTIMATED NUMBER OF SHIPMENTS
- G. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS
- H. ESTIMATED TOTAL WEIGHT
- I. WEIGHT SUBJECT TO STORAGE-IN-TRANSIT (IF APPLICABLE)
- J. DEADLINE FOR FILING RATES
- K. SPECIAL MOVEMENT REQUIREMENTS, IF APPLICABLE

APPENDIX D

ORIGINAL APPENDIX 6E-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-15

**ELECTRONIC RATE TENDER FORMAT**

The following format must be utilized by transportation service providers when submitting electronic rate tenders in advance of uniform tenders.

TO: CDRSDDC ALEXANDRIA VA//SDPP-PO//

SUBJECT: VOLUME MOVE-FILE (NUMBER), FROM \_\_\_\_\_ TO \_\_\_\_\_

- A. TRANSPORTATION SERVICE PROVIDER'S NAME AND STANDARD TRANSPORTATION SERVICE PROVIDER ALPHA CODE.
- B. CODE OF SERVICE.
- C. SINGLE FACTOR RATE.
- D. PERCENTAGE OF THE TOTAL TRAFFIC OFFERED BY THE SOLICITATION TO WHICH THE RATES ARE APPLICABLE.
- E. MAXIMUM POUNDS PER DAY THAT CAN BE PICKED UP AND DELIVERED AT THE RATE SUBMITTED.