State of California • Department of General Services • Arnold Schwarzenegger, Governor
TRANSPORTATION MANAGEMENT
707 Third Street, Second Floor • West Sacramento, CA 95605 • (916) 376-1888

Subject: *TRANSPORTATION RATE AGREEMENT/HHG (TRA/HHG) FOR SERVICES AND RATES APPLICABLE TO INTRASTATE TRANSPORTATION OF USED HOUSEHOLD GOODS FOR THE ACCOUNT OF THE STATE OF CALIFORNIA.*

Officers and employees of the State of California who in accordance with the Department of Administration Rules are entitled and authorized to move their household effects within prescribed allowances at State Expense, may engage for the transportation of such household goods only those carriers on the ***State's List of Eligible Carriers****.*

In this context "Eligible Carrier" consists of those carriers who have on file with the State Transportation Management office, an approved ***Transportation Rate Agreement/HHG for Services and Rates Applicable to Intrastate Transportation of Used Household Goods for the Account of the State of California.***

On household good shipments authorized by State agencies under the ***Moving Service Authorization, Standard Form 255,*** *carriers will be required to perform transportation and accessorial services in accordance with the provisions of this Transportation Rate Agreement/HHG.*

Furnished herein are two copies of the Transportation Rate Agreement/HHG. ***Please read carefully.*** *If you desire to be placed on the* ***State's List of Eligible Carriers,*** *one signed copy of the Transportation Rate Agreement/HHG must be completed and returned to Transportation Management at the above address.*

Please be sure the following pages are dated and signed, page 5 – attachment A, B, and C. *Transportation Management needs the physical location of your operation in order for us to place your firm on the listing of eligible carriers,* ***but in the event there is no postal service available to that address, please use the mailing address when instructed.***

Please retain for your files the ***Bulletin to Carriers,*** *which are the* ***Standard State Rates for Transportation of Used Household Goods,*** *referenced in the Transportation Rate Agreement/HHG. Transportation Rate Agreements/HHG not properly completed or other unacceptable will be rejected and returned.*

Sincerely,

Vickie Balog
Associate Transportation Analyst
(916) 376-1888

Attachments

PROCUREMENT DIVISION (STATE DEPARTMENT OF GENERAL SERVICES) AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, employment opportunities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodation for the Procurement process, please contact the Procurement Division at (916) 375-4400 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) and California Relay Service numbers are listed below. You may also contact Transportation Management directly at (916) 376-1888 with questions regarding reasonable accommodation for this particular Procurement documentation or event.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR ACCOMMODATION, IT IS BEST THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADINE DUE-DATE FOR PROCUREMENT DOCUMENTS.

Procurement Division's TTY/TDD telephone numbers are:
Sacramento Office: (916) 376-1891
The California Relay Service telephone numbers are:
TTY: (800) 735-2929 or (888) 877-5378
Voice: (800) 735-2922 or (888) 877-5379
Speech-to-Speech: (800) 854-7784

TRANSPORTATION RATE AGREEMENT/HHG
APPLICABLE TO INTRASTATE TRANSPORTATION OF USED HOUSEHOLD GOODS
FOR THE ACCOUNT OF THE STATE OF CALIFORNIA

To: ***Dept. of General Services***
Transportation Management
707 Third Street, Second Floor
West Sacramento, CA 95605

From:

TRANSPORTATION RATE AGREEMENT/HHG

The carrier will offer on a continuing basis to the State, transportation and accessorial services for the relocation of household goods, subject to the terms and conditions herein:

- ***Carrier understands submission of this Transportation Rate Agreement/HHG is a prerequisite to being placed on the State's List of Eligible Carriers***
- ***The rates and/or charges under this Transportation Rate Agreement/HHG will apply on shipments accepted by the carrier notwithstanding that the carrier may employ another carrier to perform the services in whole or in part, and that services performed by such carrier or warehouseman will be as an agent for the carrier signing this tender,***
- ***A Transportation Rate Agreement/HHG does not obligate the State in the distribution of traffic***
- ***The Transportation Rate Agreement/HHG does not preclude the State from seeking special rates for particular moves***
- ***Submission of a Transportation Rate Agreement/HHG indicates the carrier considers it to be qualified, willing and able to provide service on shipment for the State at a level considered essential to the safe and efficient transportation of used household goods.***

Carrier understand and expressly agrees that equipment, facilities and services of carrier may be inspected by the State at any time to determine their acceptability for the transportation and storage of household goods of State officers and employees; and that unsatisfactory service or failure to perform in accordance with tariff/tender/legal requirement will result in removal from the State's approved carrier list.

This Transportation Rate Agreement/HHG may be canceled or modified by the carrier on written notice or not less than thirty (30) days.

RATES TERMS AND CONDITIONS

Since the State of California is exempted from the Maximum Rate Tariff, the State has adopted the rates (with increases), terms and conditions of Minimum Rate Tariff 4-C, once issued by the PUC, subject to the following clarifications:

- ***(1) Attached you will find the items with the rates and charges. Incorporated in these rates are the increases granted by the PUC over the period of year added to the base rates of the Minimum Rate Tariff 4-C.***
- ***(2) Item 380 and 390 are to be used for the line haul portion (more than 50 constructive miles) of shipments to and/or from storage. Item 320 (hourly rates) are to be used for the local portion (50 constructive miles or less) of the shipment to or from storage. Chargeable time under Item 320 for labor performed at the carrier's warehouse***

shall be required for dockside pickup/delivery only. All other labor to move the shipment into/out of the warehouse is covered by the warehouse handling charge provided in Item 160.

- *(3)* *Charges will be based on the actual weight of the shipment or the applicable minimum weight; whichever is lower in cost to the State. A weight master's certificate shall be obtained on all shipment over 1,000 pounds regardless of whether hourly or distance rates apply. The carrier shall determine the tare weight of each vehicle used in the transportation of the State – sponsored shipment, without crew thereon, by a certified weight master on a certified scale and when so weighed the gasoline (diesel fuel) tank on such vehicle shall be full and the vehicle shall contain all pads dollies, hand trucks, and other equipment needed in the transportation of such shipment. After the vehicle has been loaded with the shipper's (owner's) goods it will be weighed without the crew thereon at point of origin of the shipment, and the net weight of the shipment shall be obtained by deducting the tare weight from the loaded weight. Where no adequate scale is available at point of origin, the loaded weight shall be obtained at the nearest scale office in the direction of the movement of the shipment, or in the direction of the next pickup or delivery in case of part loads.*

  When the State – sponsored shipment constitutes a part load, the gross weight of the vehicle containing one or more previously loaded part loads may be used to represent the tare weight of such vehicle as to the State-sponsored part load subsequently loaded there on.

  When the State – sponsored load does not exceed 1,000 pounds, it may be weighed over a certified platform or hand scale prior to being loaded in the vehicle, and a properly identified written and dated statement of the weight signed by the weigher shall be furnished in lieu of a weight master's certificate.

- *(4)* *State employees' household goods transported under this Transportation Rate Agreement/HHG shall be released to a value of 60 cents per pound per article.*

- *(5)* *Carrier shall invoice the State agency authorizing the move as specified within this Transportation Rate Agreement/HHG and will detail all rates and charges herein. The State will prorate to the employee any of the approved charges not borne by the State. Substantiating documents and certificates as specified within this Transportation Rate Agreement/HHG must be included with the carrier's freight bill. Charges assessed for storage other than storage in transit will be substantiated by a legible copy of the warehousemen's receipt.*

NOTICE TO CARRIERS

- *(1)* *Section 926.17 of the Government Code requires the State to pay its bills within 50 days or be subject to interest on overdue payment.*

  Due to the above, carriers invoices received by Transportation Management without the required supporting documents will have such non-supported items deleted and forwarded to the paying State agencies in a reduced amount. (Deleted charges are considered "disputed" and are not subject to interest penalties.) Balance due invoices will be accepted with supporting documents. A "Balance Due" invoice is considered to a new invoice or a copy of the original without or Transportation Management approval or audit stamp on it.

- *(2)* *Transportation Management invites your attention to the needs for providing State employees whose goods are being transported under the Moving Service Authorization, Standard State Form 255 with a Basis for Carrier's Estimated Cost of Services (MRT 4-C, Item 400 and 410), Estimated Cost of Services (MRT 4-C, Item 420) and Change Order For Services (MRT4-C, Item 440), legible copies of which must be submitted with your freight bills.*

  Our need for these documents is to facilitate audit and to allow State employees whose shipments may exceed statutory allowances to submit their request for advance approval of cost that may result from weight beyond the 11,000 pounds. These documents also provide the State with approximations of shipping weights under contingencies where goods in the custody of carriers may be subjected to loss or damages before certified weights are obtained.

  Please be assured that MRT 4-C, Item 108 (a) – (c) will not be invoked without prior notification from State Transportation Management.

- *(3)* *Please note the attached copies of the State's Packing/Unpacking and Container Verification (GS 1026A) and the Service Verification Form (GS 1026), designed for your use on State paid relocations. Conscientious utilization of the forms should reduce the administrative overhead for all concerned. Please feel free to reproduce the forms*

as needed.

- *(4)* ***Attached you will find the following forms to be completed. Transportation Management, on behalf of the State of California agencies, is about to enter into a Transportation Rate Agreement/HHG for the purchase of transportation services with your business.***

  Attachment A: Drug-Free Workplace Certification (Std. Form 21) (Rev. 12/93)

  In accordance with Government Code Section 8350-8357, the Department of General Services is promoting a drug free workplace fro vendors with which it conducts business. In order to continue or commence doing business with your firm, the enclosed Certification of Drug Free Workplace, Std. 21, must be signed and returned with the Transportation Rate Agreement/HHG Services and Rates.

  The certification must be returned and will be maintained on file for a period of three years, unless a shorter period of time is indicated by your business on the Std. 21. Any business that fails to sign and return the certification will be excluded in our contractual process until certification is received.

  Attachment B: Payee Data Record (Std. Form 204) (Rev. 2-2000)

  Attachment C: Nondiscrimination Compliance Statement (Std. Form 19) (Rev. 3-95)

(Cal – T Number)	***Federal Employer Identification Number***
(DBA of Issuing Carrier – Print)	***(Carriers Physical Principle Place of Business)***
(Authorizing Officer – Print)	***(Mailing Address)***
(Signature)	***(Effective Date of Tender)***
(Contact)	***(E – Mail Address)***
(Fax Number)	***(Area Code & Telephone Number)***

CONTRACTING CARRIER'S FACILITIES AT OTHER LOCATIONS

Carrier may wish to include in this Transportation Rate Agreement/HHG other points at which its firm maintains. ACTUAL physical facilities include facilities and equipment for the storage and moving of household goods. DO NOT list address of telephone answering services or residences of employees.

Business Name	***Full Physical Address, Include Zip Code***	***Mailing Address, Include Zip Code*** ***(If postal service is not available at Physical Address)***	***Telephone Number, Include Area Code***