

TEXAS FACILITIES COMMISSION

SCOPE: Provide instructions for submitting documentation to carry freight for the Surplus Property Program of the Texas Facilities Commission. The documentation required will depend on the type of Transportation Service Provider, broker or motor carrier.

ALL TRANSPORTATION SERVICE PROVIDERS shall complete and submit:

- Freight Transportation Service Provider Contract including signatures. Include documentation showing binding authority of agent.
- Exhibit A – TSP’s Response to RFQ

MOTOR CARRIERS, in addition to documentation above, shall complete and submit:

- Certificate(s) of Insurance demonstrating coverage as required in Section IX. Insurance of the Freight Transportation Service Provider Contract

BROKERS, in addition to documentation above, shall complete and submit:

- Exhibit E – Broker’s Affidavit RE Underlying Carriers signed and notarized on Transportation Service Provider’s Company Letterhead.

SUBMISSION INSTRUCTIONS: Documentation as required above shall be submitted by e-mail to surplusfreight@tfc.state.tx.us or by fax to 512-263-6173.

QUALIFICATION REVIEW BY TFC: Upon review and acceptance of the above documentation, the Texas Facilities Commission will review performance history, authority, and safety prior to executing the contract. These reviews shall include, but not be limited to:

- Texas Vendor Performance Tracking System
- System of Award Management
- Safety and Fitness Electronic Records (SAFER) System
- Federal Motor Carrier Safety Administration
- Texas Comptroller of Public Accounts

APPROVAL: If approved, a copy of the executed contract will be returned and you will be added to the list to begin receiving Freight Quote Request documents as specified in the Freight Transportation Service Provider Contract.