

Response to Request for Proposal

To provide covering switching, spotting and pre-loading services
for common carrier flat bed loads

Submitted to:

Name1

Submitted by:

Name2

Table of Contents

1. SUMMARY OF PROPOSAL	3
1.1. OVERVIEW OF COMPANY SAFETY PROGRAM.....	3
1.2. COMPANY BACKGROUND AND RELEVANT EXPERIENCE WITH DROP YARD AND PRE-LOADING MANAGEMENT.....	6
1.3. REPORTING CAPABILITIES	6
1.4. REFERENCES.....	6
1.5. FINANCIAL INFORMATION	6
2. RESPONSES TO SCOPE ITEMS LISTED ABOVE.....	6
3. PROPOSED PRICING	7
4. OTHER.....	8
4.1. PLANT SHUTDOWN PENALTY	8
4.2. WEEKLY REVENUE GUARANTEES.....	9
4.3. IS THERE ANY FREIGHT COST RELIEF FOR SAMPLETON BY LOADING TRUCKS/TRAILERS PROVIDED BY SWITCHING OPERATOR?	9
5. IMPLEMENTATION PLAN AND SCHEDULE.....	9
6. REMAINING ISSUES	9

1. Summary of proposal

SampleName Transportation Corp. is pleased to offer our bid to provide pre-approved common carrier flat bed loading services covering switching, spotting and pre-loading services to City Sampleton facility of Sampleton in Hawaii.

We have been providing the above services for over 15 years to City Sampleton and have an extremely satisfying track record in meeting the needs of the customer. We currently haul loads for Sampleton and we have a working business relationship for the last 15 years or more. We do have the necessary resources, manpower and systems and processes in meeting the demands to City Sampleton and meet the needs at the required standards and processes that the contract demands. One of the major advantages that we bring to the table include our being a local carrier and should there be a need for maintenance or outside repairs that need to be done, we know all of the area shops and their reputations for service and pricing that other suppliers do not have access to.

1.1. **Overview of Company Safety Program**

We are well geared to meet the Safety and Liability requirements mentioned under Service Expectations and Freight Characteristics. We currently have a company policy manual, a copy of which has already been provided to City Sampleton. This covers all safety aspects that are expected by City Sampleton. The final copy is under revision and will be printed and distributed among our employees. The following requirements mentioned in the RFP will be met:

1. We will have a satisfactory DOT rating or a plan to get there conditional rating back within an agreed upon time frame. Copy of satisfactory rating certificate attached in bid package response.
2. We have a formal safety program and provide documentation indicating safety program content and that administration of such program is regular, ongoing and participated in by all on site personnel.
3. All yard trucks DOT certified which includes passing an annual DOT inspection.

4. Insurance Requirements of \$100,000 product liability, \$2 million general liability will be met with Sampleton named as additional insured. Insurance provider will have a B+ rating or higher.
5. Workers Compensation coverage for drivers and on-site persons (\$500,000 minimum per accident).
6. Copy of state and federal contract and brokerage authority is provided
7. All drivers have a valid class A CDL
8. Spot/Switcher/Loaders and manager/supervisor will attend annual safety orientation presented by Sampleton Safety Coordinator and weekly safety meetings in the Sampleton shipping office. We will conduct monthly safety training for all their loaders/switchers and will document attendance and topic. Back-up spotters/loaders will receive the same training.
9. We will be responsible to report all safety incidents immediately and turn in monthly hours for any spotting/switching/loading operation for their employees.
10. We will receive safety feedback based on their switcher's/loaders behavior on-site and will follow-up with switchers/loaders and correct unsafe behavior. A written record of this follow-up will be maintained by us.
11. No chemicals will be used or stored on Sampleton property without specific written approval by authorized mill personnel and there is a Sampleton approved MSDS sheet kept on site.
12. We will be responsible for liability and clean-up of any chemical spill on Sampleton property.
13. If we fuel on site we will maintain spill containment supplies and only fuel in designated area.
14. We are responsible to insure their drivers are informed of and abide by the Site Safety Rules listed as follows:

§ Loaders and spotters will follow instructions provided by Sampleton shipping personnel at all times and If a loader/spotter fails to follow instructions given by shipping personnel or the safety rules that follow, it may result in that person being banned from the facility.

- § We will ensure the loaders/spotters have appropriate PPE prior to arrival at the mill. Required PPE includes a hard hat, safety glasses with side shields, steel toe boots, and high visibility (orange) vest. PPE is to be worn at all times while outside of their truck cab on site.
- § Loaders/spotters drivers will wear their shirts tucked in (unless they fit tight to waist) and long pants. They may not wear rings, dangling ear rings, bracelets, or exposed necklaces. Watches must have breakaway pins, not wrap bands.
- § Seat belts will be worn at all times while driving on the site.
- § Horseplay, fighting, running, or practical joking are all strictly prohibited.
- § Firearms and other weapons are not allowed on Mill premises.
- § Alcohol and drugs are not allowed on Mill premises. Operating a motor vehicle under the influence of drugs or alcohol is a criminal offense.
- § Smoking is permitted in designated areas only while on site. Butt receptacles will be used to extinguish all smoking material(s).
- § Loaders/Spotters will remain in cab or designated safety zones during loading. If driver is not in cab or designated safety zone, loading process will cease immediately.
- § Loaders/Spotters will not walk along side of trailer until loading is complete or unless communicated to by forklift carrier/operator and the forklift forks are on the ground.
- § No person is allowed under a suspended load, even empty forklift forks, at any time.
- § Loaders/Spotters will not begin strapping until loading is complete and released by shipping personnel.
- § Loaders/Spotters must watch out for forklifts at all times which are not able to stop quickly with loads.
- § Loaders/Spotters must follow all posted traffic signs and speed limits.
- § Spotters must abide by DOT daily truck and trailer safety inspection requirements.
- § Parking brakes must be set during loading.
- § Dispose of all litter in trash cans.

- § Loaders/Spotters must park their personal vehicles in the shipping employees parking lot, not in the truck spotting area
- § Report any unsafe acts observed to mill shipping personnel immediately.

1.2. Company background and relevant experience with drop yard and pre-loading management.

We have over 15 years of relevant experience in providing the drop yard and pre-loading management services to City Sampleton Switcher/Loader facility and have been successfully managing and delivering such services. We currently haul loads for Sampleton and we have a working business relationship for the last 15 years or more.

1.3. Reporting capabilities

We will provide the necessary reporting as required by Communication section of the RFP. We can report using mail, email, phone, or through your website.

1. We are open to using Nextel, Walkie talkies and/or cell phones issued to our employees by Sampleton designated personnel.
2. Monthly Performance Report Cards
3. Daily communication on problems and opportunities between facility and us.
4. We will itemize those items for billing purposes that are not provided for in the contract.
5. Quarterly update meeting will be held with the City Senior Management Team to review performance metrics and opportunities.

1.4. References

Since we have been providing services for a long time to City Sampleton, Hawaii, we would like to specify the bid requestor as our reference.

1.5. Financial information

The required financial information is being provided as an annexure to this document.

2. Responses to Scope Items Listed Above

We are agreeable to all the scope items listed in the contract and we confirm that we in alignment to the following:

1. Contract term of three years.
2. We will handle the loading, switching and spotting of flat bed trailers, Tarping and strapping of flat bed trailers.
3. We will assist the facility to ship 12 hours a day, Monday through Friday with periodic shipping on weekends and holidays.
4. We understand that volumes will fluctuate, but expect 10-15 loads per day.
5. A yard tractor will be furnished that will pass all DOT requirements including passing an annual DOT inspection. In addition a spare yard tractor will be available as a backup.
6. All loads requiring tarps will be tarped before the end of the day. No loads will be left overnight untarped.
7. We will be allowed to provide a storage area for minor maintenance supplies. Only minor maintenance will be allowed on site – for example tire changing or light bulb changing. Storage area must be clean and organized daily.
8. Equipment will be removed from site for any major repair.
9. We may fuel on site and will maintain spill containment supplies and only fuel in designated area.
10. It is understood that parking provided for drop trailers, yard tractors and our employees vehicles.

3. Proposed pricing

We would like to bid for the work as “flat rate” basis for all the work to be executed by our company.

City Sampleton Lumber Switching/Loading Pricing for RFP	
Category of work	Rate
Fixed	\$65 per hour for one resource loading one truck at a time \$55 per hour for each employee loading a truck if the order is for more than one resource
Variable	\$65 per hour for one resource loading one truck at a time

City Sampleton Lumber Switching/Loading Pricing for RFP	
Category of work	Rate
	\$55 per hour for each employee loading a truck if the order is for more than one resource
Holiday/Weekends Per Hour	\$65 per hour for one resource loading one truck at a time \$55 per hour for each employee loading a truck if the order is for more than one resource
Per Flat Bed Loaded	\$65 per hour for one resource loading one truck at a time \$55 per hour for each employee loading a truck if the order is for more than one resource
Throw Tarps And Lightly Strap	\$65 per hour for one resource loading one truck at a time \$55 per hour for each employee loading a truck if the order is for more than one resource
Flat Bed Loaded, Fully Tarped And Strapped	\$65 per hour for one resource loading one truck at a time \$55 per hour for each employee loading a truck if the order is for more than one resource
Minimum Revenue Requirements	For each resource the minimum revenue requirement is \$1,600 per week
Plant Closure Penalty	Weekly guarantee of \$1600 to include mill shut down and holiday closings for each truck/employee at time of shutdown/closing. Multiply this figure by the number of resources to get the total amount per week.
Outbound Load Rebate Reduction For Pre-loaded Trailers	Not applicable
Other Charges (Please list)	

4. Other

4.1. Plant shutdown penalty

Weekly guarantee of \$1600 to include mill shut down and holiday closings for each truck/employee at time of shutdown/closing. Multiply this figure by the number of resources to get the total amount per week.

4.2. Weekly revenue guarantees

For each resource the minimum revenue requirement is \$1,600 per week.

4.3. Is there any freight cost relief for Sampleton by loading trucks/trailers provided by switching operator?

This is can be considered at a later date or if and when we are awarded the bid or during the bid negotiation process.

5. Implementation Plan and Schedule

We are ready to implement our activity with immediate effect and can formulate the schedule as per the requirements of City Sampleton Facility.

6. Remaining Issues

None known of at this time.

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