

(Mr., Ms.)
(Title)
(Company)
(Street)
(City, State, Zip)

RE: Request for Proposal
Moving Services
(Project)

Dear (Name)

(Corporation) will be moving into new facilities in (address). The site will consist of buildings; a (#) square foot office building. The employees and equipment will be coming from (#) facilities located in (City) (refer to Exhibit A).

At this time, we are planning a (#) phase move between (dates/dates). Please note that moves will be conducted during regular working hours, overtime hours, weekends and holidays.

Please furnish me with your proposal in accordance with the enclosed Moving Specifications and Proposal Data Sheet. Any proposal, which does not follow this format, will be rejected. In addition, we ask that you complete the enclosed Vendor Qualification Sheet for those vendors whose information is currently not on file with the (Corporation) Purchasing Department.

We are arranging pre-bid meeting to familiarize you with all the facilities and their contents. It will be held on (date). Please plan on meeting at (time) at (location).

Sealed bids are due on (date/time). Please send an original and three (3) copies to:

(Company)
(Street)
(City, State, Zip)
(Individual)

(Corporation) reserves the right for final vendor selection. Any and all proposals may be rejected at the discretion of (Corporation) may terminate the contract for Moving Services at any time.

If you have any questions regarding this Request for Proposal, please contact me at (#)

Very truly yours,

(Individual)
(Company)

FIGURE 19-2

Standard Request for Proposal (RFP)
for Professional Moving Services.

I. PROPOSAL DATA SHEET

A. PRICING	RATES: UNION	NON-UNION
STRAIGHT TIME/HOUR		
<input type="radio"/> Helper:	\$ /Hr.	\$ /Hr.
<input type="radio"/> Driver & Truck	\$ /Hr.	\$ /Hr.
<input type="radio"/> Supervisor:	\$ /Hr.	\$ /Hr.
<input type="radio"/> Foreman:	\$ /Hr.	\$ /Hr.
SATURDAY		
<input type="radio"/> Helper:	\$ /Hr.	\$ /Hr.
<input type="radio"/> Driver & Truck	\$ /Hr.	\$ /Hr.
<input type="radio"/> Supervisor	\$ /Hr.	\$ /Hr.
<input type="radio"/> Foreman:	\$ /Hr.	\$ /Hr.
SUNDAY		
<input type="radio"/> Helper:	\$ /Hr.	\$ /Hr.
<input type="radio"/> Driver & Truck	\$ /Hr.	\$ /Hr.
<input type="radio"/> Supervisor	\$ /Hr.	\$ /Hr.
<input type="radio"/> Foreman:	\$ /Hr.	\$ /Hr.
HOLIDAYS		
<input type="radio"/> Helper:	\$ /Hr.	\$ /Hr.
<input type="radio"/> Driver & Truck	\$ /Hr.	\$ /Hr.
<input type="radio"/> Supervisor	\$ /Hr.	\$ /Hr.
<input type="radio"/> Foreman:	\$ /Hr.	\$ /Hr.

B. Please price the individual moves per exhibit (#)

II. FEE'S QUESTIONNAIRE

<input type="radio"/> Are your rates portal to portal?	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Or, do you charge mileage?	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> If yes, what is your charge/mile?	\$ /mile
<input type="radio"/> What is considered overtime?	Before a.m. After p.m.
<input type="radio"/> What is your minimum billing charges?	\$
<input type="radio"/> Tote Size (s)	\$ /ea.
<input type="radio"/> What would you charge to distribute the totes?	\$ /hr.
<input type="radio"/> Labels	\$ /roll