

**United States Postal Service
Transportation Portfolio**

SUPPLIER PREQUALIFICATION

FOR

Highway Transportation Services

Solicitation Number: 5BSMTR-05-A-3004

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PREQUALIFICATION SOLICITATION

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PART I. INTRODUCTION AND PURPOSE

1.1 General

The United States Postal Service is conducting this prequalification solicitation in an attempt to identify the "Best of the Best" suppliers that will compete for future highway transportation contracts originating from Postal facilities located across the United States. The Postal Service is primarily interested in prequalifying suppliers with an existing operation that can provide or be modified to provide the service described in Attachment 7 (Terms and Conditions for Highway Transportation Contracts). Suppliers who meet the prequalification criteria will be those who have demonstrated their ability to perform consistently to high standards of quality and reliability ("Best of the Best").

The Postal Service policy requires adequate competition and reserves the right to advertise such solicitations to all or a portion of the prequalified suppliers. Future solicitations may be published only to those suppliers on the prequalified list. However, being listed as a prequalified supplier does not guarantee that a supplier will be awarded a future contract. In addition, the Postal Service reserves the right to use non-prequalified suppliers when circumstances dictate this to be an appropriate action.

Potential candidates for prequalification will be evaluated on the basis of four factors—Supplier Eligibility, Financial Capability, Past Performance, and Supplier Capability. It is important that the supplier sufficiently documents the information requested as the Postal Service is not required to contact the supplier to get additional information or clarification regarding the information submitted. Although all candidates who submit a prequalification application will be evaluated by the Postal Service, only those who meet or exceed all the evaluation factors will be placed on the prequalification list.

Any questions concerning this prequalification solicitation must be submitted by email to:

prequalification@usps.gov

1.2 Prequalification Service Criteria

Whenever it makes good business sense to do so, it is the intent of the Postal Service to use its web-based marketplace to solicit for regular service to replace its emergency and temporary contracts. The competition for this service may be limited to prequalified suppliers. Following is a description of the service that this prequalification is intended to support.

Type of Route: Transportation Routes (contract delivery service and combination routes will not be included)

Vehicle Type: Tractor Trailer and Straight Trucks

Annualized Hours: *Approximately* 5,000 annualized hours or above. The routes will require hired drivers and suppliers must pay the applicable wage determination (in accordance with the *Service Contract Act*)

Solicitation Type: Regular, temporary, or emergency contracts

Annual Dollar Amount: This tool is valid for contracts that have an annual rate up to \$1 million

Advertisement Media: The solicitations being advertised to prequalified suppliers only will be posted on a web-based marketplace(s) currently used by the USPS. Suppliers may not be notified through the National Offerors List (NOL) or <http://www.fbo.gov>. Therefore, in order to receive notification of solicitations advertised to prequalified suppliers only, suppliers must be registered for the web-based marketplace. Small, minority, and women-owned businesses capable of meeting the prequalification criteria are encouraged to submit a prequalification application.

1.3 Notification

All suppliers who respond to this prequalification solicitation will be notified in writing, regardless of whether they were selected to be included on the prequalification list. Those who are not included on the list will be provided a rationale for the decision, for the supplier's use in preparing for future prequalification opportunities. The prequalification process does not give rise to a contractual relationship between the Postal Service and a prequalified prospective supplier. No appeal rights are provided by law or regulation from a non-selection decision.

1.4 Reassessment

Periodically, the Postal Service will reassess the suppliers included on a prequalified list in order to ensure that they remain qualified and reliable. The goal of reassessment is to ensure that the prequalified list is current and relevant; thereby delivering the most value to the intended users. Reassessment will consist of continuous monitoring of performance and financial capability consistent with the criterion as defined in the prequalification application. If the Postal Service deems it necessary, the supplier may be required to submit additional documentation at any given time in order for the supplier to remain prequalified. The prequalification list may be categorized for different contract values. For example, one supplier may be prequalified for a contract annual value up to \$500,000 and another supplier may be eligible for contract awards with an annual rate up to \$1 million as described in the Fuel Management Program. Suppliers will only be prequalified up to the range requested on the application (Section 3.1, Basic Information).

1.5 Removal from Prequalification List

Suppliers may be removed from the prequalified list when the action is based on sound business reasons and supported by appropriate documentation. The decision to remove suppliers from the prequalification list will be determined by the Manager, Surface Transportation CMC. The supplier will be informed of the removal and provided an explanation for the decision. Reasons for removal

from the prequalification list may be based on (but are not limited to) the following:

- **Poor Performance** – supported by 5500s or other documentation
- **Failure to follow Federal, State, or Local Laws** – as demonstrated through federal, state, or local investigation.
- **Driver Screening** – using hired drivers without submitting appropriate documentation for screening or using drivers who failed the screening process.
- **Non-competitive Practices** – any practice designed to eliminate competition or restrain trade. These practices include but are not limited to, collusion or any other actions intended to deprive the Postal Service of the benefits of competition.
- **Misrepresentation** – to include, but not limited to providing false information on the prequalification application, proposal submissions, or driver screening documentation.
- **Debarment** – suppliers who have been debarred will be removed from the Prequalification List.
- **Irresponsible/Incomplete Proposals** – Suppliers who have a history of consistently demonstrating unprofessional behavior will be removed from the prequalification list. Examples of such actions include (but are not limited to): (1) bidding on service that the supplier is unable to provide; or (2) failing to respond to requests for additional information and clarification in a timely manner.

PART 2. EVALUATION CRITERIA

The Postal Service will prequalify those suppliers who have demonstrated their ability to perform consistently to high standards of quality and reliability ("Best of the Best"). In responding to each evaluation criterion, suppliers should keep in mind that the evaluation of a response will be geared toward determining the potential offeror's ability to perform the service requirements discussed in Attachment 7 (Terms and Conditions).

Prequalification will be based on the following four criteria.

1. *Supplier Eligibility*
2. *Financial Capability*
3. *Past Performance*
4. *Supplier Capability*

Past Performance and Supplier Capability will be evaluated as: (1) Does Not Meet Criteria, (2) Meets Criteria, or (3) Exceeds Criteria. Suppliers must at least "Meet Criteria" in all four categories to be eligible for prequalification. If a supplier is significantly deficient in any one of these areas, that supplier will not be considered for prequalification. The criteria listed above will be used to identify and prequalify a sufficient number of potential offerors to insure adequate competition for service similar to that described in Section 1.2 of this document and in Attachment 7.

2.1 Supplier Eligibility

Supplier eligibility will be determined on a pass/fail basis. Supplier eligibility will be based on the policies and procedures described in Management Instruction PO-530-2004-2, Screening Highway Transportation Contract Employees. If a supplier is ineligible to become a Postal Service supplier, a prequalification application received from such a supplier will not be evaluated, and the supplier will not be considered for prequalification.

2.2 Financial Capability

The financial capability will be determined on a pass/fail basis. The goal of this factor is to ensure that the supplier has the financial resources to perform the type of service described in Section 1.2 of this solicitation. The information requested to make this determination may include:

- o An Assets & Liabilities Statement (SMTP Form 5472-PQ, attached)
- o Copies of last three months bank statements (Corporate or Personal)
- o Letter from bank stating that individual has available credit line for at least one tenth of the amount that supplier identified in Section 3.1 for prequalification annual award category
- o Proof of Tax Identification Number (Social Security Number or Employer Identification Number) must be attached with the prequalification application
- o A copy of liability insurance declaration page
- o Complete SMTP Form 2181-PQ, *Authorization and Release*, which is included in this package
- o Credit Report from the three (3) major credit bureaus

2.3 Past Performance

Documentation to support past performance must be attached to the prequalified application. Past performance will be determined as: (1) Does Not Meet Criteria, (2) Meets Criteria, or (3) Exceeds Criteria. When evaluating past performance, emphasis will be placed on overall performance for the past 3 years. Following is a prioritized list of factors that will be reviewed for past performance: (1) Timeliness of Performance, (2) Quality of Service, (3) Business Relations, and (4) Cost Control.

2.4 Supplier Capability

Documentation to support supplier capability must be attached to the prequalified application. Supplier Capability will be determined as: (1) Does Not Meet Criteria, (2) Meets Criteria, or (3) Exceeds Criteria. Supplier capability will be evaluated to determine a supplier's ability to perform upon award of a contract. The supplier must demonstrate its current capability. The following factors will be considered to determine supplier capability: (1) Years of Service, (2) Business Infrastructure, (3) Equipment Capacity, (4) Repair/Maintenance Facilities, (5) Insurance History, (6) Safety Enhancements, (7) Partnering Experience, (8) Technology/Product Innovation, and (9) Supplier Diversity Program. These factors will be evaluated based on the criteria below.

Factor	Description
Years of Service	Demonstrated experience by total years of providing transportation services and academic and professional background of managers
Business Infrastructure	Must have a business structure to support contract requirements, to include 24/7 response numbers. Description of business infrastructure (to include number of employees, employee incentive programs, customer service program, and quality control efforts)
Equipment Capacity	Must demonstrate the ability to purchase or lease equipment to support service described in prequalification terms and conditions. Description of owned fleet, lease agreements, and plan for equipment replacement.
Repair and Maintenance Facility	Description of repair and maintenance plan that will allow the supplier to respond to emergency needs expeditiously. Must provide maintenance records for tractors, trailers, and business facilities. Description of plan to provide back-up equipment for extra service and for equipment break-downs
Insurance History	Proof of continuous liability insurance coverage for the past 3 years (to include types and amounts of liability coverage, insurance provider, policy number, terms of coverage, and agent's name and telephone number).
Safety Enhancements	Demonstration that company has safety programs in place to support DOT policies. Description of company safety program
Partnering Experience	Demonstration of partnering experiences with customers to support supply chain goals
Technology/Product Innovation	Enhancement of business optimization through technology and e-commerce
Supplier Diversity Program	Description of supplier diversity program and how it is used in hiring and subcontracting

PART 3. PREQUALIFICATION APPLICATION

Type of Service	Highway Transportation Service
Service Definition	Mail delivery transportation routes with annual rates between \$100,000 to \$1 million. The routes require hired drivers which must be paid in accordance with the Service Contract Act under the Department of Labor and the terms and conditions attached to the package. There will be multiple awards available, which may include emergency, temporary, or regular contracts. Contract opportunities will be solicited via the USPS web-based marketplace.
Prequalification Criteria	The prequalification criteria will be based on: (1) Supplier Eligibility, (2) Financial Capability, (3) Past Performance, and (4) Supplier Capability
Evaluation Factors	Supplier Eligibility and Financial Capability are based on a pass/fail criterion. Suppliers who cannot meet the supplier eligibility and financial capability criteria will not be further considered for prequalification. The supplier-specific evaluation criteria are Past Performance and Supplier Capability and will be evaluated based on: (1) Does Not Meet Criteria, (2) Meets Criteria, or (3) Exceeds Criteria.

This section sets out the type of information that is required of all candidates for prequalification.

Please type all information. Attachments may be used if the space provided is not sufficient to fully address the required topics. At a minimum, however, offerors must provide the following:

3.1. Basic Information

1. Suppliers will be prequalified only up to the range requested. The supplier is requesting prequalification for annual contract awards in the following dollar category (select one only):

\$100,000-\$300,000

\$>300,000-\$500,000

\$>500,000-\$700,000

\$>700,000-\$850,000

>\$850,000-\$1 Million

2. Check here if the supplier is willing to accept prequalification for a lower annual award category if financial submission does not support the category requested above.

3. Firm Name:

4. Street Address:

5. City: State: ZIP+4:

6. Two points of contact within the firm:

A. Name:

Title:

Phone:

Fax:

Email:

B. Name:

Title:

Phone:

Fax:

Email:

7. Entity making this submittal:

Parent Company

Subsidiary

Division

Branch Office

Other (Describe):

8. Type of Firm

Corporation

Partnership

Sole Proprietor

Joint Venture

Other (Describe):

9. Is at least one partner or officer of your organization 21 years of age or older?

Yes

No

10. Year company was established:

11. Name, address, and telephone number of parent company (if applicable):

Name of Parent Company:
Address of Parent Company:
City:
State:
ZIP+4:
Telephone:

12. Name, address, and telephone number of individual within your company that has signatory authority for action.

Name of Individual:
Address of Individual:
City:
State:
ZIP+4:
Telephone:
Fax:

13. Indicate all predecessor firms for the last 3 years (if applicable):

Company:

Contact:

City/State:

Telephone:

Company:

Contact:

City/State:

Telephone:

Company:

Contact:

City/State:

Telephone:

14. Please complete PS Form 7319-C, *Representations and Certifications* (Attached)

3.2 Financial Information

1. Attach the following to the application:
 - A. Copies of the last three (3) months bank statements (Corporate or Personal). Bank statements must reflect the name of the company or individual applying for the prequalification.
 - B. Prequalification Financial Statement Form SMTP-5472-PQ (Attached)
 - C. A current letter (within 15 days of submittal of application) from the bank indicating approved level of line of credit (sample attached)
 - D. A copy of the document received from the Internal Revenue Service with your Tax Identification Number.

2. Have you filed bankruptcy within the last five years?
 Yes – If yes, please provide an explanation
 No

3. Are you currently operating under bankruptcy or reorganization of any type?
 Yes – If yes, please provide an explanation
 No

4. Are there any unsettled legal liability cases pending against your company at this time?
 Yes – If yes, please provide an explanation
 No

3.3 Highway Transportation Service Experience

1. Provide a list of all highway transportation service contracts this company has operated, regardless of size or complexity, performed within the last three (3) years (use SMTP-5473-a, *Highway Transportation Services Provided*, attached).
2. Have you had any contracts terminated for default?
 Yes – If yes, please provide an explanation
 No
3. Have you been debarred or suspended during the past five (5) years?
 Yes – If yes, please provide an explanation
 No
4. You may attach comments or explanations for any of the routes listed on SMTP-5473a.
5. Please describe the measures your company uses to control costs.
6. Please describe any joint ventures, partnerships, or relationships the supplier has with its customers that demonstrate commitment to customer satisfaction or support supply chain management goals.
7. Has the supplier received awards for quality service performance?
 Yes - If yes, please list the awards on SMTP-5473b, *Highway Transportation Service Awards* (attached)
 No

3.4 Business Affiliations

1. With respect to the owner, partners, corporate officers, or majority stockholders, identify by name and place of employment any individual, spouse, minor child, or other blood relative residing in the same household, who is an employee of the U.S. Postal Service.
2. Are any partners or officers of this organization former USPS PCES executives?
 Yes
 No
3. If yes, give the name, title, and dates of service with the USPS.
4. How many hired drivers does your company have?

5. Of your hired drivers, please give the percentage with the following years of service (the total of the percentages should equal 100%):

Years of Service	Percentage
20 Years Plus	
10-20 Years	
5 -10 Years	
Less Than 5 Years	

3.5 Equipment:

1. Equipment Available:

Straight Truck

Tractor Trailer

Both

Use SMTP Form 5473-c, *Company Fleet*, to describe the make, model, and year for the equipment you propose to use on USPS highway contract routes. The USPS will consider the size of the fleet and the age of the equipment in making a determination of supplier capability. Indicate whether the equipment is owned or leased. If the equipment is not yet acquired, describe the manner proposed for acquiring equipment to service awarded contracts.

3.6 Employee Programs

1. My company requires the following screening process for hired drivers (check all that apply):

Motor Vehicle Record

Local Criminal Background Check

FBI Check

Drug Testing

Alcohol Testing

Other (please describe) _____

2. Attach a description of your employee training program.

3.7 Supplier Capability

1. *Safety*: Describe your safety requirements by furnishing a copy of your existing safety program and the facility(s) used to support it. If additional space is required, you may attach additional sheets of paper.

2. *Maintenance*: Describe how you will systematically inspect, repair, and maintain all motor vehicles and trailer units under your control. If you are providing a narrative, do so in the space below this question. If additional space is required, you may attach additional sheets of paper. You can address the maintenance requirement by furnishing a copy of your existing maintenance procedures, and explaining how they comply with the maintenance requirements set out in Title 49, CFR Part 396. You also can address the maintenance requirement by describing how you would establish a maintenance program specifically for the type of equipment described in Section 2. If you intend to provide a description, do so in the space provided below. If additional space is required, you may attach additional sheets of paper.

3. Provide DOT number as well as the latest copy of the supplier's DOT inspection report. Does the company currently have a DOT Safety Rating?

Yes (attach copy of DOT documentation)

No

4. Has the company received an "Unsatisfactory" DOT Rating within the last five (5) years?

Yes – If yes, please attach a full explanation

No

5. Describe how your business has been optimized through the use of technology. Some examples may include (but are not limited to) the use of a global positioning system, tracking and tracing on-time performance through the use of the Internet, etc.

6. Provide proof of payment history with insurance providers for the last 3 years (to include types and amounts of liability coverage, insurance provider, policy number, terms of coverage, and agent's name and telephone number).

7. Attach one copy of your current subcontracting plan highlighting utilization of small, minority and/or women owned business.

3.8 Supplier Certification

Review this form carefully to ensure you have answered all questions fully and correctly. Failure to answer all questions may result in your company not being selected for prequalification. A fine not to exceed \$250,000 or imprisonment of not more than five years or both is provided by law (18 U.S.C. 1001) for making a false statement or concealing any material fact on this Questionnaire.

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Individual in Section 3.1 (10)		Date Signed	
Printed Name:		Email:	
Telephone:		Fax:	

NOTE: The Privacy Act will apply to information provided by the supplier for this prequalification process. See the Privacy Act Statement on the next page.

Privacy Act Statement (December 2006)

The collection of this information is authorized by Public Law 92-261, 39 USC 401 and 1001. This information may be used to provide Postal Service (USPS) selecting officials and appointing official with decision-making information to consider USPS employees for assignment and promotion; to make and track USPS employee job assignments; and to assist in career planning and training in general. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency. In order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act (this routine use does not apply to Postmaster Selection Program Records). Completion of this form is voluntary; however, if this information is not provided, you may not be given full consideration for a position.

COMPUTER MATCHING: Limited information may be disclosed to a Federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer matching programs under the Act. These programs include, but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

PART 4. ATTACHMENTS

1. PS Form 7319-C, *Representations and Certifications*
2. SMTP Form 5472-PQ, *Prequalification Financial Statement*
3. PS Form 2181, *Authorization and Release*
4. SMTP Form 5473-a, *Highway Transportation Services Provided*
5. SMTP Form 5473-b, *Highway Transportation Service Awards*
6. SMTP Form 5473-c, *Company Fleet*
7. Terms and Conditions (Issue 5) for Highway Contract Route (HCR) (Sample)
8. Fuel Management Program
9. USPS Subcontracting Policy/Quarterly Reporting
10. Supplier Prequalification Checklist