



# PROPOSAL KIT SAMPLE

## Government Contract Service Sales Sample Proposal

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Cover Sheet (Government Contracts), Title Page, Customer Information, Labor Rates, Services Provided, Personnel, Back Page

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# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service Authorized Federal Supply Schedule Price List

**Schedule Number/Title:** 812 001 Drydock Services  
812 002 Docksides Maintenance and Repair Services

**Schedule Items:** 812 001 Drydock Services  
812 002 Docksides Maintenance and Repair Services

**Business Name:** WaveForce Marine Services  
**Address:** 8091 Harbor Drive  
Long Beach, CA 90805  
**Phone:** 555-555-2800  
**Fax:** 555-555-2801  
**Website:** [www.WaveForceMarine.com](http://www.WaveForceMarine.com)  
**Email:** [customerservice@waveforcemarine.com](mailto:customerservice@waveforcemarine.com)

**Contract Administrator:** Ryan Roberts

**Company Description:** Waveforce Marine Services offers inspections, routine maintenance services, and repair services on all structural, mechanical, and electrical systems for vessels less than 70 feet in length.

**Size of Business:** Veteran-Owned Small Business

For ordering information (products, prices, terms and conditions, etc.), see [www.WaveForceMarine.com](http://www.WaveForceMarine.com).

**FSC Group:** 03FAC

**FSC Class:** Services

**Contract Number:** GS-21F-0000U

**Contract Period:** Sept 20XX - Sept 20XX

**Contract Effective Date (optional):** September 1, 20XX

**Price List Effective Date (optional):** September 1, 20XX

**DUNS #:** 87-123-456

WaveForce Marine Services  
8091 Harbor Drive  
Long Beach, CA 90805

(PH) 555-555-2800  
[www.WaveForceMarine.com](http://www.WaveForceMarine.com)



# INFORMATION

## AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

### DESCRIPTION

WaveForce Marine Services is a veteran-owned company which offers inspections, routine maintenance services, and repair services on all structural, mechanical, and electrical systems for vessels less than 70 feet in length.

See our website at [www.WaveForceMarine.com](http://www.WaveForceMarine.com) for our complete line of services.



# CUSTOMER INFORMATION

1a. Awarded special item number(s) (SINs): SIN 812-001 Dry Docking Services, SIN 812-002 Dockside Maintenance and Repair Services

1b. Lowest priced model for each SIN: Not Applicable

1c. Hourly rates: See attached Labor Rates page.

2. Maximum order: \$500,000.00

3. Minimum order: \$1000.00

4. Geographic coverage (delivery area): Contract honored at Federal Facilities worldwide.

5. Point(s) of production (city, county, and state or foreign country): Not applicable

6. Discount from list prices or statement of net price: May vary by specific order.

7. Quantity discounts: May vary by specific order.

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: Government purchase cards NOT accepted at or below the micropurchase level.

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards accepted above the micropurchase level. Wire transfer payments also acceptable—see bank information on invoice.

10. Foreign items: None.



11a. Time of delivery: Service will be delivered as promised within the individual contract.

11b. Expedited delivery: Overnight or 2-day delivery available on selected parts and services. Contact Customer Service at 555-555-2800.

11c. Overnight and 2-day delivery: Overnight or 2-day delivery available on selected parts and services. Contact Customer Service at 555-555-2800.

11d. Urgent requirements: Contact us at 555-555-2800 if you need urgent delivery or services.

12. F.O.B. point(s): 48 States including Washington, D.C.

13a. Ordering address:           WaveForce Marine Services  
  8091 Harbor Drive  
  Long Beach, CA 90805

13b. Ordering procedures: No orders accepted in the form of email messages. Order through WaveForce Marine Services Customer Service Department at 555-555-2800.

14. Payment address:           WaveForce Marine Services  
  8091 Harbor Drive  
  Long Beach, CA 90805

15. Warranty provision: For parts, varies by product and vendor. All repairs guaranteed for a period of six months following completion date.

16. Export packing charges: Not Applicable

17. Terms & conditions of Government purchase card acceptance: Government purchase cards accepted above minimum order level.

18. Terms & conditions of rental, maintenance and repair: Not Applicable

19. Terms & conditions of installation: Not Applicable

20. Terms & conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

20a. Terms & conditions of other services: Not Applicable



21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24a. Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): All WaveForce Marine Services Personnel Certified in Required Environmental Protection Procedures

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: Not Applicable

25. Data Universal Number System (DUNS) number: 87-123-456

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Net billing statement: Accepted

28. Purchasing of incidental, non-schedule items: Allowable for non-schedule items under \$100.00.





# LABOR RATES

Our labor rates are as follows. Overtime rates of 1.5 x normal rates apply after 40 hours per week.

◆ **Project Manager - \$195.00 per hour**

Oversees extensive repair or multiple-vessel overhaul projects, conduct expert inspections, consult on design and process issues.

◆ **Project Engineer - \$179.00 per hour**

Provides design and planning services for major overhauls and remodels.

◆ **Site Foreman - \$149.00 per hour**

Oversees a crew on an extensive project, capable of doing major repairs and inspections as needed and as time allows.

◆ **Engineering Technician - \$125.00 per hour**

Provides expertise in various shipboard systems, design consultation, and effects repairs to major systems.

◆ **Pipefitter - \$95.00 per hour**

Does inspections, maintenance, and repairs for all shipboard piping systems.

◆ **Marine Electrician - \$95.00 per hour**

Does inspections, maintenance, and repairs for all shipboard electrical systems.

◆ **General Laborer - \$55.00 per hour**

Provides skilled labor in cleaning, painting, and preparation work; assists more experienced staff with other work.



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- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
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