

# Sample Business Proposals



## Government Contract Service Sales Sample Proposal

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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 Dockside Maintenance and Repair Services

**Schedule Items:** 812 001 Drydock Services  
812 002 Dockside 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  
**Email:** 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) or call Customer Service at 555-555-2802.

**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  
(FX) 555-555-2801  
[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.



[www.WaveForceMarine.com](http://www.WaveForceMarine.com)

Contract Number: GS-21F-0000U



## 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 micropurchase 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 555-555-2802.**

11c. Overnight and 2-day delivery: **Overnight or 2-day delivery available on selected parts and services. Contact Customer Service at 555-555-2802.**

11d. Urgent requirements: **Contact us at 555-555-2802 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 555-555-2802.**

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 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.





# S A M P L E

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