

INFORMATION > PROPOSAL TO PROVIDE COURIER SERVICES

Runner's, Inc. continually seeks proposals from contractors interested in providing courier services to our customers. If you are interested, please complete the following proposal form or send us your own proposal with any information as you believe is relevant.

You can (1) fill out this proposal form online or if you download this as a **pdf** document, then **(2) fax your proposal** to us at 301-330-1451 or **(3) mail your proposal** to us at Runner's, Inc., 7924 Queenair Drive, Gaithersburg, MD 20879, ATTN: Bids and Proposals Department

1. Name of proposed contractor: _____

2. Business structure of proposed contractor (check one):
 self-employed (sole proprietor) corporation LLC other (specify: _____)

3. Address of proposed contractor:
_____ (street address) _____, _____ (city and state) _____ (zip code)

4. Email addresses: _____, _____, _____

5. Business phone numbers: Mobile _____
 Pager _____
 Office _____
 Other _____ (location _____)

6. Schedules of services:
When can contractor begin to provide courier services (month/day/year): ___/___/___

What days and hours of the day/night is contractor able to provide courier services?

Sunday hours: _____
Monday hours: _____
Tuesday hours: _____
Wednesday hours: _____
Thursday hours: _____
Friday hours: _____
Saturday hours: _____

7. Insurance company: _____

Insurance policy number: _____ Insurance policy expiration date: _____

8. Vehicle(s) to be used by contractor in providing services:

Vehicle #1 _____
Year and Make _____ Covered by above insurance policy? ___ (yes or no)

Vehicle #2 _____
Year and Make _____ Covered by above insurance policy? ___ (yes or no)

Vehicle #3 _____
Year and Make _____ Covered by above insurance policy? ___ (yes or no)

For vehicles #4 and more: Provide above information on separate sheet of paper

9. Names of each driver that contractor plans to use in providing services (in addition to completing this item #9, you will have to complete a separate attached page at the end of this proposal for each named driver):

(If the person filling out this proposal will also be a driver who performs the contracted services, then put the name of this person as Driver #1 below)

Driver #1: _____

Relationship of Driver #1 to business (check one):

self-employed owner/sole proprietor
 employee/non-owner of LLC employee/owner of LLC other (specify: _____)

Driver #2: _____

Relationship of Driver #2 to business (check one):

self-employed owner/sole proprietor
 employee/non-owner of corporation employee/owner of corporation
 employee/non-owner of LLC employee/owner of LLC other (specify: _____)

Driver #3: _____

Relationship of Driver #2 to business (check one):

self-employed owner/sole proprietor
 employee/non-owner of corporation employee/owner of corporation
 employee/non-owner of LLC employee/owner of LLC other (specify: _____)

For drivers #4 or more: Provide above information on separate sheet of paper

10. Professional references for contractor (other service recipients, employers, etc):

Professional reference #1: _____

Phone: _____ Period contractor provided services: From ___ / ___ to ___ / ___
Contractor's role/position/etc: _____

Professional reference #2 _____

Phone: _____ Period contractor provided services: From ___ / ___ to ___ / ___
Contractor's role/position/etc: _____

Professional reference #3: _____

Phone: _____ Period contractor provided services: From ___ / ___ to ___ / ___
Contractor's role/position/etc: _____

11. Personal references for contractor:

Personal reference #1: _____

Phone: _____
Relationship to contractor: _____

Personal reference #2 _____

Phone: _____
Relationship to contractor: _____

12. Other comments:

INFORMATION TO BE PROVIDED FOR EACH DRIVER TO BE USED BY CONTRACTOR

Driver Name: _____

Driver #: ____ (Is this Driver #1, #2, #3, etc. listed in your proposal?)

Driver's SSN: _____

Driver's License No: _____ State of issuance: _____

Expiration Date of Driver's License: _____

Driver's Date of Birth: _____

Driver's Address: _____ (street address)
_____, _____ (city and state) _____ (zip code)

Driver's phone numbers: _____

Emergency contact(s) for Driver: _____ (contact name)
_____ (contact phone numbers)
_____ (contact relationship with Driver)

Contractor agrees that by submitting this Proposal to Provide Courier Services (including the information sheet for each driver), Contractor authorizes investigation by Runners, Inc. and its authorized agents of all statements contained herein. Contractor agrees that any misrepresentation or omission of facts will constitute a material breach of its contract to provide services and thereby permit Runners, Inc. to terminate such contract without any liability on the part of Runners, Inc. Further, Contractor agrees that submitting this proposal is NOT a guarantee that Runners, Inc. will enter into a contract with contractor to provide any services.

Check one: I agree _____ I do not agree: _____

Signature of contractor: _____ *

*(If contractor is self-employed or a sole proprietor, the individual owner may sign. If contractor is a corporation, a corporate officer must sign this proposal. If contractor is an LLC, a managing member must sign this proposal. If contractor is another entity, specify the title of the person who signs this proposal).