

Date: September 12, 2022

RFP No: GAGA-2022-I-0384

Caption: Moving, Warehouse, and Logistical Operations

Attachment J.12

### QUALIFICATION MATRIX

Section	C.6.1.2 -- Supervisor	Response	
a	Minimum 2 years supervisory experience in a warehousing environment		
b	Minimum 2 years supervisory experience in transportation, shipping, and receiving		
c	Intermediate proficiency in Windows XP and basic proficiency in Microsoft Office applications (Word, Excel, Power Point)		
d	Excellent interpersonal communication skills with a minimum of 2 years customer service experience.		
e	Strong understanding of OSHA regulations safety.		
f	Strong verbal, communication, and organizational skills.		
g	The ability to work independently and to be able to communicate effectively with personnell at the Schools, Warehouse, and our Central Office.		
h	Thorough knowledge of labor, warehouse and safety laws.		

<b>Additional Comments</b>

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**MANDATORY STANDARD**

**QUALIFICATION MATRIX**

<b>Section</b>	<b>C.6.2.2 -- Drivers</b>	<b>Response</b>	
<b>a</b>	Minimum of 2 years' experience as a driver in a shipping/receiving environment		
<b>b</b>	CDL Qualified – Preferred but not necessary		
<b>c</b>	Strong understand of DOT safety best practices		
<b>d</b>	Strong attention to detail and experience processing shipping paperwork and bills of lading		
<b>e</b>	Must have a valid DOT certification and be able to provide a copy of it every 6 months.		
<b>f</b>	Department of Transportation – Certified and physical up-to-date.		
<b>g</b>	All drivers are expected to work as a laborer as needed and not just drive.		
<b>h</b>	Strong verbal, communication, and organizational skills.		
<b>i</b>	The ability to work independently and to be able to communicate effectively with personnell at the Schools, Warehouse, and our Central Office.		

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<b>Section</b>	<b>C.6.3.2 -- Truck Labor</b>	<b>Response</b>	
<b>a</b>	Minimum of 1-year experience as a laborer in a shipping/receiving/transportation environment		
<b>b</b>	Ability to lift a minimum of 50 lbs.		
<b>c</b>	Strong understanding of safety best practices and safe lifting procedures Fork Lift qualified required		
<b>d</b>	Pallet Jack qualified required		
<b>e</b>	Ability to read and write.		
<b>f</b>	Ability to utilize dollies, hand trucks and various moving equipment.		
<b>g</b>	Strong understanding of safety best practices and safe lifting procedures		
<b>h</b>	Strong verbal, communication, and organizational skills.		
<b>i</b>	The ability to work independently and to be able to communicate effectively with personnell at the Schools, Warehouse, and our Central Office.		



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<b>Section</b>	<b>C.6.4.2 -- Warehouseman</b>	<b>Response</b>	
<b>a</b>	Minimum 1-year experience as a laborer in a warehousing environment.		
<b>b</b>	Fork Lift qualified required.		
<b>c</b>	Pallet Jack qualified required		
<b>d</b>	Ability to lift a minimum of 50 lbs.		
<b>e</b>	Ability to read and write.		
<b>f</b>	Ability to utilize dollies, hand trucks and various moving equipment.		
<b>g</b>	Strong understanding of safety best practices and safe lifting procedures		
<b>h</b>	Strong organizational skills.		
<b>i</b>	Strong verbal, communication, and organizational skills.		
<b>j</b>	The ability to work independently and to be able to communicate effectively with personnell at the Schools, Warehouse, and our Central Office.		





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Section	C.6.5.1 -- Required Equipment	Response	
a	Two 26ft trucks with 1 driver and 2 laborers for each truck.		
b	Two 24ft trucks available on standby in the event there is a spike in the work load or a school emergency (i.e. emergency school move, fire, etc).		
c	A pool of laborers, trucks and drivers in the event there is a spike in the work load, school emergency i.e. emergency school move, fire, School Opening, or if there is a manpower shortage etc.		
d	The ability to provide evidence to support what resources the vendor states that they have available. i.e. tag number, registrations		

<b>Additional Comments</b>