



Commit Works Transportation LLC

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EIN: 99-0766510

CAGE: 01P86

UEI: W96VKZUUH1M8

Prepared by:

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Prepared for:

Kim Hanna

City Clerk

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Bid#2025-024PW

Materials and Delivery - 12 Month Supply

Purchasing Office, City Hall 1st Floor,
71 East Troy Street, Tupelo, MS 38804

Letter of Intent

Kim Hanna
City Clerk Purchasing Office
City of Tupelo
71 East Troy Street,
Tupelo, MS 38804

August 20, 2025

Dear Ms. Kim Hanna,

Commit Works Transportation LLC is pleased to formally express our intent to participate in **Bid #2025-024PW** for the purchase and delivery of supply materials, including rip rap, surge and gabion stone, #1 stone, crusher run, manufactured sand, clay gravel, fill sand, red dirt, and A-3 Granular Fine (Yellow Sand), for a 12-month period.

Our company has the logistics capability, resources, and proven experience to provide timely delivery of the specified materials while ensuring compliance with all technical requirements and safety standards. We recognize the importance of reliability, material compliance, and consistent communication throughout the contract term, and we are committed to meeting the City of Tupelo's expectations with professionalism and quality assurance.

As a certified Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women Business Enterprise (WBE), Commit Works Transportation LLC takes pride in delivering services with integrity, efficiency, and operational excellence. We are fully prepared to support the City with dependable service and competitive pricing throughout the duration of this contract.

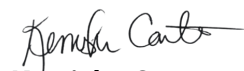
Please accept this letter as our official statement of intent to bid. We confirm that our pricing will remain valid during the evaluation, award, and execution phases. Should you require any additional information or documentation, please feel free to contact me directly:

Phone: **(678) 206-1427**

Email: **kscarter@commitworks-transportation.com**

Thank you for considering our proposal. We look forward to the opportunity to work with your team on this important project.

Sincerely,



Kemisha Carter

CEO/Project Manager
Commit Works Transportation LLC

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1. Executive Summary

Commit Works Transportation LLC is honored to submit this proposal in response to Bid #2025-024PW – Materials and Delivery (12-Month Supply) for the City of Tupelo. We are fully committed to delivering reliable, compliant, and cost-effective material supply services that meet the City's ongoing infrastructure and public works needs.

Our proposal includes the supply and delivery of a full range of aggregates, sand, gravel, and fill materials—including Rip Rap, Gabion Stone, Crusher Run, Manufactured Sand, Clay Gravel, and other essential materials—on an as-needed basis for a period of twelve (12) months, with an option for renewal at no additional cost. All deliveries will be made **FOB destination** within five (5) working days of order placement, ensuring responsiveness to the City's operational requirements.

Commit Works Transportation LLC's approach emphasizes:

- **Quality Assurance:** All materials will meet or exceed the Mississippi Standard Specifications for Road and Bridge Construction (2004 Edition). We will provide documentation and cooperate fully with random inspections and testing.
- **Timely Delivery:** Our logistics and dispatch system ensures dependable fulfillment of all orders within the required timeline.
- **Safety & Compliance:** We maintain comprehensive insurance, rigorous safety protocols, and assume full responsibility for vendor-owned equipment, ensuring safe and seamless operations.
- **Accountability & Communication:** Our Standard Operating Procedure (SOP) guarantees structured coordination, daily reporting, and transparent engagement with City representatives.
- **Flexible Service:** We provide scalable delivery solutions to accommodate fluctuating City demands, with no minimum or maximum purchase obligations beyond bid specifications.

With an experienced team, established operational processes, and a commitment to excellence, Commit Works Transportation LLC is prepared to execute this contract with precision and professionalism. We appreciate the opportunity to support the City of Tupelo and stand ready to deliver materials that will strengthen the City's infrastructure while upholding the highest standards of safety, compliance, and service.

2. Project Approach and Methodology

2.1. Introduction

Commit Works Transportation LLC is dedicated to supporting the City of Tupelo in fulfilling its material supply needs as outlined in Bid #2025-024PW – Materials and Delivery (12-Month Supply). Our methodology emphasizes reliability, strict adherence to specifications, competitive pricing, and operational excellence throughout the contract period. We understand the City reserves the right to reject any or all bids, waive informalities, and award based on the best interest of the City. Our proposal reflects full compliance with these requirements.

2.2. Scope of Works

The scope of this contract includes the supply and delivery of the following materials on an as-needed basis for a 12-month period, with an option for renewal for an additional 12 months at no price increase if mutually agreeable:

- 300 lb Rip Rap (up to 5,000 tons)
- 100 lb Rip Rap (up to 5,000 tons)
- Surge – 8" rock and down (up to 2,500 tons)
- Gabion Stone – 6" rock (up to 2,500 tons)
- #1 Stone – 3" rock (up to 2,500 tons)
- Crusher Run (up to 15,000 tons)
- Manufactured Sand (up to 1,500 tons)
- Clay Gravel (up to 5,000 tons)
- Fill Sand (up to 2,500 tons)
- Red Dirt (up to 2,500 yards)
- Spoiled Dirt (up to 6,000 yards)
- A-3 Granular Fine – Yellow Sand (up to 2,500 tons)

All bid prices submitted will be net, FOB destination, with transportation charges prepaid by Commit Works Transportation LLC. Deliveries will be made to the Public Works Department stockyard at Franklin and Commerce, or other designated city locations, within five (5) working days of order placement.

2.3. Project Timeline

This contract will commence upon award and remain active for twelve (12) months, with the potential for renewal. Our delivery and operations plan includes:

- Order Fulfillment: Responsive delivery of requested quantities within five business days.
- Flexible Supply: Ability to scale deliveries up or down based on City needs, without minimum or maximum purchase obligations beyond stated specifications.

- Communication & Coordination: Continuous engagement with City representatives to confirm orders and delivery schedules.
- Renewal Support: Willingness to extend the contract for an additional twelve (12) months at the same unit prices, subject to City approval.

2.4. Materials Specifications

Commit Works Transportation LLC will meet or exceed all minimum specifications required by the City. While exceeding specifications is possible, we recognize that no additional consideration will be given for doing so, and our bid is fully aligned with the required standards.

- Aggregate Compliance: All materials will conform to the Mississippi Standard Specifications for Road and Bridge Construction (2004 Edition).
- Gradation Requirements: Crusher Run, Manufactured Sand, and Rip Rap will meet gradation and weight specifications as outlined.
- Proof of Specifications: Commit Works Transportation LLC will provide documentation and test reports as necessary to demonstrate compliance, recognizing that the burden of proof rests with the bidder.
- Random Testing & Inspections: We will fully cooperate with the City's quality assurance measures, including random material testing and truck weight checks.

2.5. Compliance and Safety

Safety, compliance, and accountability are central to our operations. Our commitments include:

- Insurance:
 - \$300,000 minimum per vehicle
 - \$1,000,000 general liability
 - Worker's Compensation coverage
- Delivery Reliability: We recognize that delivery will be a consideration in award decisions, and therefore prioritize strict adherence to delivery schedules.
- Equipment Responsibility: Commit Works Transportation LLC assumes full responsibility for vendor-owned equipment. The City will not be held liable for wrecker fees, breakdowns, or damages.
- Contractual Compliance:
 - Acceptance of the City's right to reject bids or award by item based on pricing and compliance.

- Recognition that materials will be ordered on an as-needed basis, and fulfillment will be guaranteed for any order placed during the contract period.
- Commitment to crediting the City for any price decreases occurring during the contract.

2.6. Project Management

Commit Works Transportation LLC employs a proactive and structured approach to project management, ensuring timely execution, clear communication, and strict adherence to all technical, regulatory, and contractual requirements. Our project management team will oversee all phases of the contract—from mobilization to final delivery—maintaining full transparency and coordination with government representatives.

We are committed to delivering a seamless, accountable, and results-driven operation supported by a defined Standard Operating Procedure (SOP) and experienced personnel.

2.6.1. Standard Operating Procedure

Upon award, Commit Works Transportation LLC will implement a structured and collaborative process to ensure efficient mobilization, quality delivery, and full compliance with contract requirements. Our SOP is designed to maintain clear communication, maximize operational efficiency, and ensure accountability throughout the project lifecycle.

2.6.1.1. Pre-Execution Phase

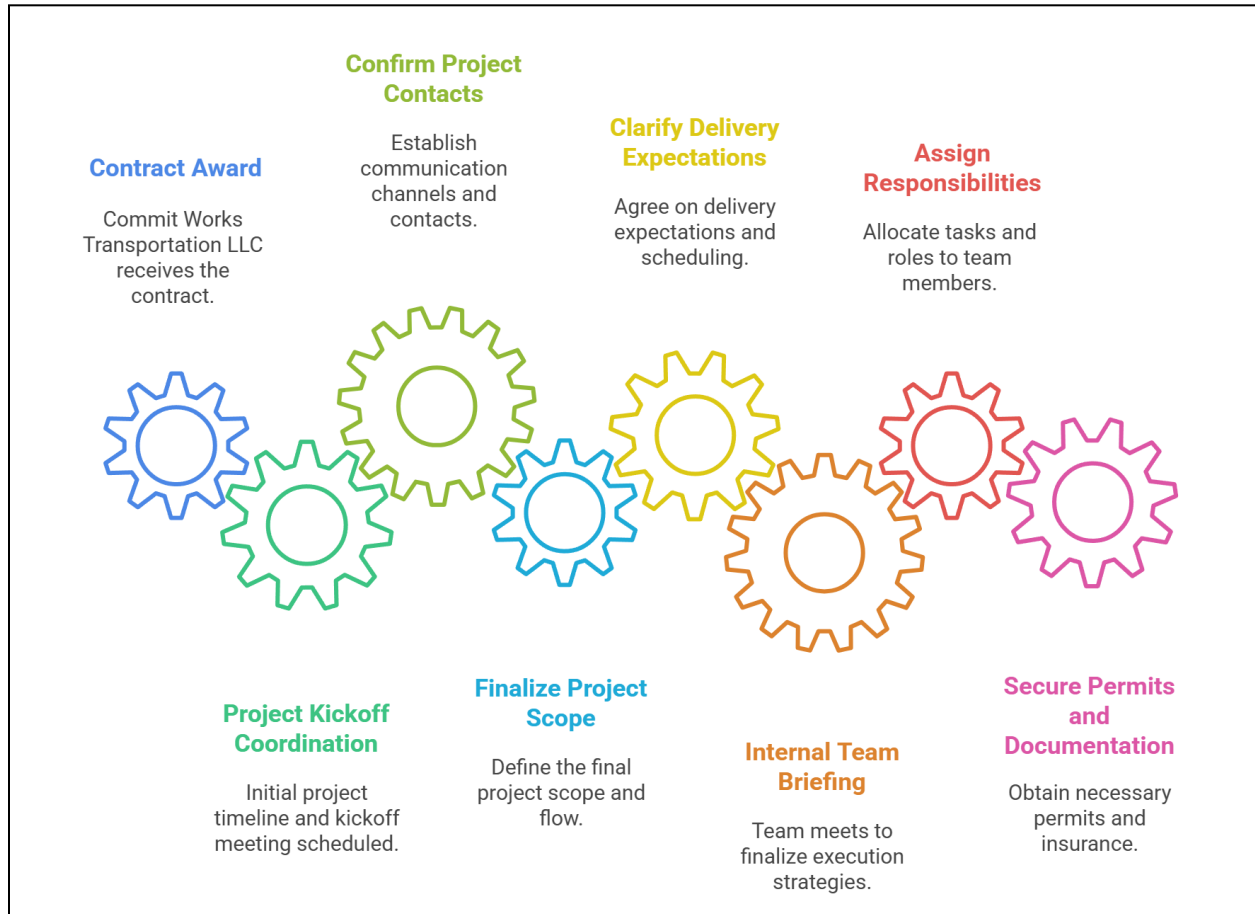


Figure 5.7.1.1. Pre-Execution Phase Process Flow

- **Project Kickoff Coordination:**

Within one (1) to two (2) days following contract award, we will develop an initial project timeline and schedule a kickoff meeting with the designated government Point of Contact (POC). This meeting will confirm:

- All project contacts and communication channels
- Final project scope and flow
- Delivery expectations and scheduling preferences
- Clarification and agreement on the SOP

- **Internal Team Briefing:**

On the same day, our internal team will meet to finalize execution strategies, assign responsibilities, and confirm

the delivery timeline based on the approved SOP and project requirements.

- **Processing of Requirements and Permits:**

Prior to project execution, we will secure and finalize all necessary permits, documentation, and insurance verification in accordance with contract guidelines.

2.6.1.2. Execution Phase (Daily Operations)

Each day of active delivery will follow this operational cycle:

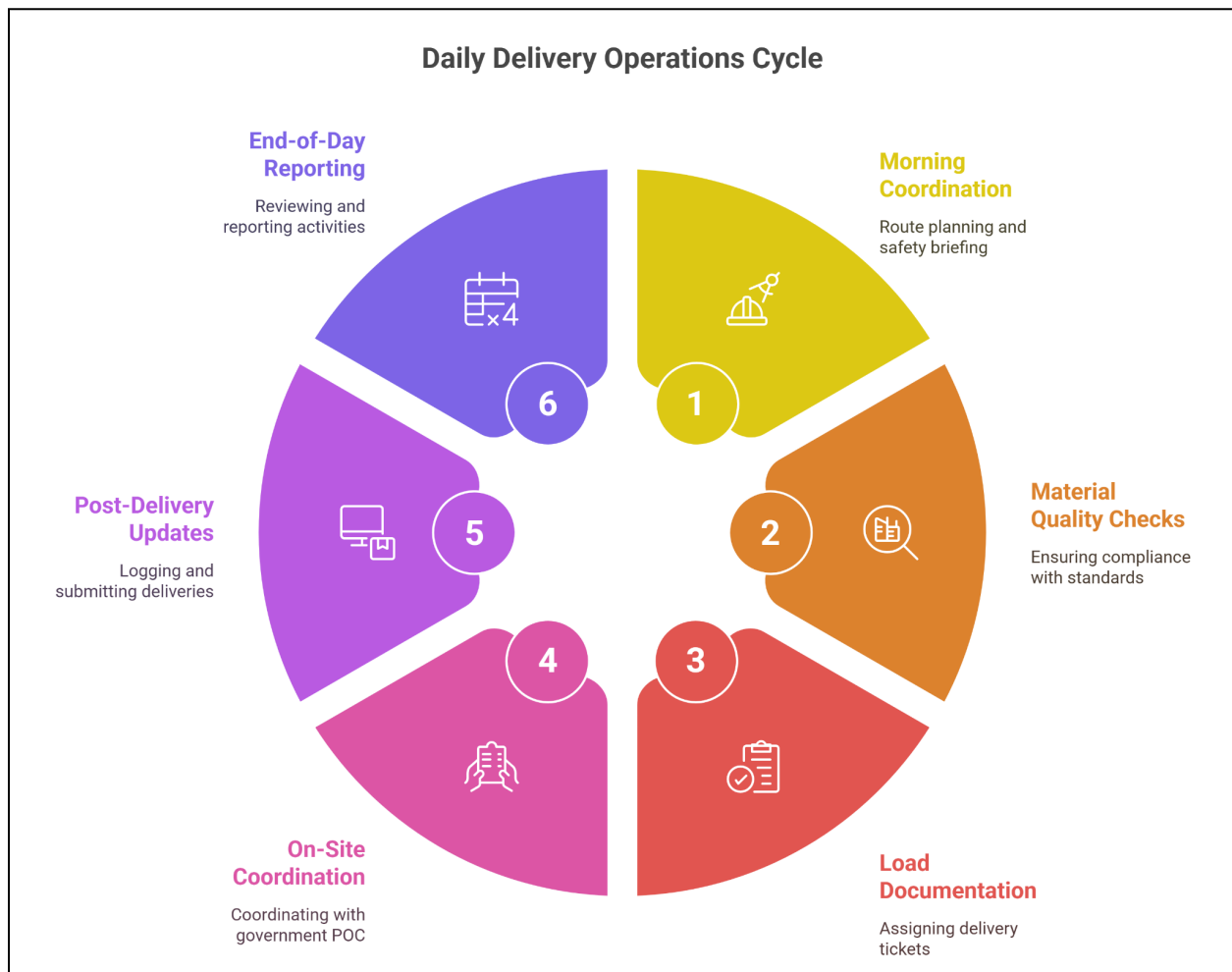


Figure 5.7.1.2. Daily Delivery Operations Cycle

- **Morning Coordination and Safety Briefing:**
 - Route coordination and dispatch planning based on weather and site accessibility

- Internal safety meeting with drivers and field personnel to review safety protocols and daily objectives
- **Material Quality Checks and Pre-Loading:**
 - Verification of material quality by providing one (1) - Five (5) Gallon Bucket Sample of materials to ensure compliance with Mississippi Standard Specifications for Road and Bridge Construction (Red Book) Mississippi Department of Transportation Jackson – 2004 Edition.
 - Pre-loading inspections for truck readiness and proper load securement
- **Load Documentation and Ticketing:**
 - Each load will be assigned a delivery ticket tracking the quantity, material source, time of dispatch, and delivery destination
- **On-Site Coordination and Delivery Confirmation:**
 - Our driver or site lead will coordinate directly with the on-site government POC
 - Signature confirmation will be obtained for each delivery as proof of receipt
- **Post-Delivery Log Updates:**
 - All deliveries will be logged and submitted to the project manager for internal tracking and daily reconciliation
- **End-of-Day Reconciliation and Reporting:**
 - The project manager will review completed deliveries against the daily plan and overall schedule
 - An update report summarizing the day's activities, along with the delivery manifest for the following day, will be submitted to the government POC for visibility

2.6.2. Point of Contact

Employee	Role	Email	Phone Number
Kemisha Carter	Project Manager	ks Carter@commitworks-transportation.com	678-206-1427

3. Appendix

3.1. Bid Form

BID FORM

This Bid is submitted for: **MATERIALS AND DELIVERY – RIP RAP, SURGE AND GABION STONE, #1 STONE, CRUSHER RUN, MANUFACTURED SAND, CLAY GRAVEL, FILL SAND, RED DIRT, A-3 GRANULAR FINE (YELLOW SAND) - 12 MONTH SUPPLY**

This bid is submitted to: **City of Tupelo, 71 East Troy Street, Tupelo, MS 38804**
(Owner)

The undersigned, in compliance with the request for bids hereby proposes to furnish **MATERIALS AND DELIVERY – RIP RAP, SURGE AND GABION STONE, #1 STONE, CRUSHER RUN, MANUFACTURED SAND, CLAY GRAVEL, FILL SAND, RED DIRT - 12 MONTH SUPPLY** for the City of Tupelo in accordance with the specifications provided for the following **UNIT PRICE** amount:

Item Description	Qty.	Unit	Unit Price	Extension
Item 1: 300 LBS RIP RAP	5000	TONS	\$ 77.19	
Item 2: 100 LBS RIP RAP	5000	TONS	\$ 77.19	
Item 3: SURGE 8 inch	2500	TONS	\$ 95.39	
Item 4: GABION 6 inch	2500	TONS	\$ 95.39	
Item 5: #1 STONE 3 inch ROCK	2500	TONS	\$ 56.39	
Item 6: CRUSHER RUN	15000	TONS	\$ 62.89	
Item 7: MANUFACTURED SAN	1500	TONS	\$ 115.54	
Item 8: CLAY GRAVEL	5000	TONS	\$ 62.89	
Item 9: FILL SAND	2500	TONS	\$ 71.99	
Item 10: RED DIRT	2500	YARDS	\$ 56.39	
Item 11: SPOILED DIRT	6000	YARDS	\$ 64.19	
Item 12: A-3 GRANULAR FINE (YELLOW SAND)	2500	TONS	\$ 69.39	

Bidder acknowledges that estimated quantities are not guaranteed and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

BIDDER ACKNOWLEDGES receipt of the following ADDENDA:

NUMBER: N/A DATE: N/A
 NUMBER: DATE:
 NUMBER: DATE:

3.2. Bidder Information

BIDDER INFORMATION

Company Name: Commit Works Transportation LLC

Company Representative: Kemisha Carter


Title: CEO / Project Manager

Business Address:

Street: 10 Canebrake Blvd Ste 110-032

City: Flowood State: MS Zip: 39232

Phone: +1 (678) 206-1427 Email: kscarter@commitworks-transportation.com

Signature of Bidder: 

Date: August 20, 2025