



RFP#: 23-72539 State of Indiana Library Courier Services

November 2, 2022

Mr. Eddie Pillow  
President  
Pillow Express Logistics  
3024 Ridgeview Drive  
Indianapolis, IN 46226

Dear Mr. Pillow,

This letter is confirmation of the intent for **Professional Management Enterprises, Inc.**, an Indiana Veteran Owned Business Enterprise (IVOSB) registered with the State of Indiana as such, to participate with the Pillow Express Logistics on the State of Indiana **RFP#: 23-72539 State of Indiana Library Courier Services**.

For this project, we have committed to support Pillow in a labor support role. Our scope of work includes:

- ◆ Labor Support as required
  - Providing hourly labor support to sort library books and materials.

The amount to be charged by PME represents 5% of the total Pillow Logistics bid amount of \$41,750.

PME is pleased to have the opportunity to participate with Pillow on this RFP. We are registered to do business with the State of Indiana and are in good standing (0000015988). (FEIN #20-4024802) Enclosed please find our Indiana Veteran Owned Business Enterprise certification documentation.

We are an Indiana company with our principal place of business in Indiana. This letter is also our commitment to maintain all required permits, licenses, registrations, approvals and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State.

PME confirms that neither our company nor any of our principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering this Contract by any federal agency or by any department, agency, or political subdivision of the State of Indiana.

Sincerely,

Haskell D. Portee  
President and CEO  
Professional Management Enterprises, Inc.

Professional Management Enterprises, Inc.  
9245 North Meridian St., Suite 210  
Indianapolis, IN 46260  
A Certified Minority and Service Disabled Veteran Owned Business