

ATTENTION- JOSHUA S. KWIATKOWSKI

APPLICATION DOCKET NUMBER-
A-2016-2529703

ENCLOSED PLEASE FIND PENNSYLVANIA PUBLIC UTILITY
COMMISSION APPLICATION FOR DANO GUERRIERI/VALLEY
WIDE SMALL MOVERS INCLUDING QUESTIONNAIRE AND
FINANCIALS

2345 RIDGE DRIVE, HELLERTOWN PA 18055

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VERIFIED STATEMENT OF APPLICANT

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

PA
PUBLIC UTILITY COMMISSION

A-2016-2529703

MAY 16 2016

PUC Application Docket No.

BUREAU OF
TECHNICAL UTILITY SERVICES

Dawn Covvieri

Legal Name of Applicant

Valley Wide Small Movers

Trade Name, if any

1322 main st.

Street Address (principal place of business)

Hellertown

City or Municipality

PA.

State

18055

Zip Code

The Verified Statement of the Applicant is more or less a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

At minimum, the Verified Statement of the Applicant should include a discussion of the numbered items listed below and on the following pages. You are encouraged to provide as much information as possible about the particular subject as is necessary to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person making the Verified Statement on behalf of the applicant. If the applicant is a sole proprietor making the statement, this will be the same information as provided above. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number, and indicate that the applicant's directors/owners/partners/etc. have authorized the witness to speak for the business.

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2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

* See attached sheets
for information

3. Describe your business experience, particularly any experience relating to the operation of a transportation service. You may also include an explanation of education or training that you believe may be relevant.

4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to include the office area, office machines that will be utilized, and the facility to house vehicles. Household goods in use carriers should include a description of their storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and how you will maintain continuous communication with your drivers. Finally, please state your intended business hours.

5. Please state the number of employees you intend to use, along with a description of their duties. Please explain why that number of employees is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. **(Do not address drivers in your explanation about this item; drivers are addressed separately in item # 6).**

6. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the geographical territory you will be serving. In addition, please explain:
 - a. Your hiring standards for drivers;
 - b. Your system to ensure prospective drivers will be subject to a criminal background check;
 - c. Your driver training program;
 - d. Your system for ensuring that your drivers are properly licensed at all times;
 - e. Your system to ensure that all drivers will be subject to a criminal background check every two years;
 - f. Your policies regarding alcohol and drug use by your drivers.

- 7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
2011	GMC	SAVANNA	2	1G0374C69B1906021

- 8. Describe your vehicle safety program. Please include the following in your explanation:
 - a. Your periodic vehicle maintenance plan;
 - b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's equipment standards (67 Pa. Code, Chapter 175) that are applicable to the type of vehicles used in your business;
 - c. Your system for ensuring your vehicles will maintain compliance with the PUC's requirements for passenger service at 52 Pa. Code, Section 29.403 (applicable to passenger applicants only);
 - d. Your system for replacing vehicles once they are greater than eight model years in age in compliance with 52 Pa. Code, Section 29.314(c) (applicable to taxicabs) or 52 Pa. Code, Section 29.333(d) (applicable to limousines);
 - e. Your system for ensuring your vehicles will comply with the requirements of 49 CFR Parts 393 and 396, as adopted by the PUC at 52 Pa. Code, Chapter 37 (applicable to HHG applicants).

- 9. Please explain what steps you have taken to determine if you can obtain and pay the premiums to maintain insurance coverage for the proposed number of vehicles for your business.

- 10. Please describe your customer service standards. Within your description, please explain:
 - a. Your plan to inform customers of the procedures for filing complaints with the PUC;
 - b. Your intended customer complaint resolution procedure.

11. Criminal Record. Have you been convicted of a misdemeanor or felony for which you remain subject to supervision by a court or correctional institution?

____ YES NO

12. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. Therefore you must complete both parts of the "Statement of Financial Position", which follows this page. The first part is the Balance Sheet. You need only provide the applicable information. The second part of the Statement of Financial Position is the Projected Income Statement. The projection is your estimation of expected revenues and specific expenses for one year. You should use the projected information, along with the financial data reported on your balance sheet to help you determine if proposed business can be feasible. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

[Handwritten Signature]
(Signature)
DAVID BURRLEI
(Name and Title, printed or typed)

(Date)

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Statement of Financial Position (Balance Sheet)

As of (date) 5/5/16

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ASSETS

Current Assets

- Cash _____
- Accounts Receivable _____
- Notes Receivable _____
- Other Current Assets (specify) _____
- Total Current Assets _____

Tangible Assets

- Motor Vehicle Equipment _____
- Less: Accumulated Depreciation _____ = _____
- _____ = _____
- Building and Structures _____
- Less: Accumulated Depreciation _____ = _____
- _____ = _____
- Office Equipment _____
- Less: Accumulated Depreciation _____ = _____
- _____ = _____
- Land _____

Investments and Funds (specify) _____

Intangible Assets _____

Other Assets (advances and idle equipment - specify) _____

TOTAL ASSETS _____

LIABILITIES

Current Liabilities (Due within one year of date)

- Accounts Payable _____
- Notes Payable _____
- Equipment Obligations _____
- Other Liabilities (Attach schedule) _____
- Total Current Liabilities _____

Long Term Liabilities (Due after one year of date)

- Accounts Payable _____
- Notes Payable _____
- Equipment Obligations _____
- Other Liabilities (Attach Schedule) _____
- Total Long Term Liabilities _____

TOTAL LIABILITIES _____

NET WORTH (Partnerships and individuals, only) _____

OWNER'S EQUITY (Corporations only)

- Capital Stock _____
- Additional Paid-in Capital _____
- Retained Earnings _____
- Less: Treasury Stock _____ = _____
- Total Owner's Equity _____

TOTAL LIABILITIES & OWNER'S EQUITY _____

* See attached Profit & Loss Statement

STATEMENT OF FINANCIAL POSITION
One Year Projected Income Statement

REVENUE and GAINS

Operating Revenue	_____
Net Revenue from non-carrier operations	_____
Dividend and interest revenues	_____
Other non-operating revenue	_____
Gains	_____
Total Revenue and Gains	_____

EXPENSES

Equipment Maintenance and Garage Expense	_____
Insurance Expense	_____
Employee Salaries	_____
Supervisory Salaries	_____
Officer Salaries	_____
Fuel Expense	_____
Purchased Transportation (Lease Expense)	_____
Materials and Supplies Expense	_____
General Office Expense	_____
Advertising Expense	_____
Telephone Expense	_____
Accounting Expense	_____
Legal Expense	_____
Uncollectible Revenue	_____
Depreciation Expense	_____
Amortization	_____
Operating Taxes and Licenses	_____
Rent Expense	_____
Loss	_____
Total Operating Expenses and Losses	_____

Net Income Before Taxes

Provision for Income Taxes	_____
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Net Income (Loss)

* See attached
Profit & Loss
Statement

1. Dano Guerrieri
2. N/A
3. I have been in business for over 25 years. I have owned and operated a fitness center, tanning salon, contracting business, commercial and residential real estate, hair salon and moving services business. I currently have over 15 years experience with loading and unloading trucks and securing loads for transport. I am experienced in prepping household furniture, office furniture, commercial equipment and many other items for hauling. I also have over 25 years experience driving and maintaining 16', 22' and 26' box trucks.

4. My facilities will consist of an office space at 1322 Main St. Hellertown, Pa.. I will have an office administrator in charge of answering phone calls, making appointments for estimates and keeping the daily schedules as well as communicating with the drivers. The office has a dedicated business line, fax machine, printer, credit card terminal, desk, chairs, computer with scheduling program and retail area for customers to purchase their own packing products. When a call is received from a customer the office administrator will take pertinent information from the customer and schedule an appointment for estimate. For the estimate, I will go to the customer's home or office and record a detailed log of items to be moved. From here I will prepare a detailed estimate for the customer which will be sent out for review and approval by the potential client. If the estimate is approved the next step is to schedule the customer's move date. Our business office hours will be Monday-Thursday 8am-8pm Friday 8am-6pm and Saturdays 8am-5pm.
5. In addition to myself, I will employ 3 individuals. One employee will act as office coordinator. The Office Coordinator duties will include being the initial point of contact for clientele and to provide organizational support. The coordinator will be in charge of answering calls, setting up appointments for estimates, correspondence with the home or business owner, setting the schedule for jobs and ordering equipment and supplies. The coordinator will also assist in the interview process and the hiring of new personnel, the training of new hires, coordinate and plan company meetings, resolve customer concerns and complaints, report relevant findings to owner, process paperwork for daily operations and distribute mail and fax to appropriate recipients. The moving professional's duties will include, but are not limited to, loading/unloading furniture and related materials onto and off of trucks. They will ensure that proper padding and packing procedures are used to prevent damage of client's goods. They will operate mechanical lift gates/mechanical platforms to facilitate loading and unloading of materials, as appropriate to the area of operation. All moving professionals will have a minimum of one year moving experience and will have completed a certification with AMSA certified moving consultants. Every new hire of this company shall complete a criminal background check.

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The steady growth of this business has brought about the need for a new larger storage facility and an additional truck. I am prepared to employ enough moving personnel to operate the additional truck which will increase the amount of jobs my company is able to complete each week, in turn doubling company revenue. The Hellertown area currently does not have any moving supply businesses companies.

6. The company plans on employing 2 drivers. This number is appropriate to the company truck fleet. The geographical area in which we plan to serve is growing significantly. We plan to increase the fleet and number of drivers as the company continues to grow in relation to the area's needs.

a. Hiring standards for drivers: the potential employee's license must be in good standing with the state of Pa. and have less than 2 motor vehicle accidents in the past 3 years. Drivers must have a minimum of 3 years driving experience in a like vehicle as they will be hired to operate.

b. Each potential driver/employee will go through appropriate criminal background checks prior to hire. We will not employ a driver with, but not limited to, the following conditions: felony level criminal offenses, reckless driving offenses, and driving under the influence offenses. Any potential driver with these conditions is unacceptable and will not be considered for hire as they demonstrate a willful wanton disregard for the safety of people and property.

c. Driver training program: each new driver shall be trained to inspect their fleet vehicle prior to each operation. They will be provided with a detailed daily safety check list. During their training period they will be instructed on how to complete this check list to the company's satisfaction. Drivers will also be trained to safely operate the fleet vehicle and determine and execute proper cargo securement. Our goal is to train each driver to uphold our company values and goals in addition to operate vehicles in a safe, legal and professional manner.

d. Any driver hired by our company must report a license suspension to management immediately. An initial and yearly request to PennDot for driver records will be made in person at the courthouse or by mail by a member of company management. This will be done by completing Form DL-503, request for driver information and paying the associated fees involved in obtaining the Pa driver record.

e. Upon the annual anniversary of each driver's employment they will be subjected to a routine criminal background check. Termination of employment will occur if it is discovered that any employee is no longer in compliance with our company standards regarding criminal offenses. Employees will be asked to report any criminal arrests to the company in a timely manner.

f. Our company has a zero tolerance policy in regard to alcohol and drug use on the job. If any employee is found to be impaired on the job they will be terminated immediately.

7. See PUC questionnaire for answer

8. A. Vehicle Maintenance Plan: All vehicles will be routinely checked in between each scheduled oil change. Key components such as brakes, lights, tire condition and inflation and fluids will be checked. It also includes checking and adjusting high wear components. The normal interval for these inspections will be 1500-2500 miles depending on the vehicle size. In addition, moving professionals will be responsible for inspecting the vehicle daily prior to operation.

B. By instituting our vehicle maintenance plan and following through on all services and repairs I am confident we will be in continued compliance with Pa.'s equipment standards.

C. N/A

D. N/A

Before entering a vehicle into service we will have a PUC checklist to verify that all requirements are met.

9. My detailed business plan has been executed over the past few years and has proven that we are on the right track and meeting each of my goals. Our insurance premiums are under 3% of our current gross proceeds. We are estimating growth to be over 100% in the current year, 2016. With said growth rate and current insurance premiums, the company insurance costs will be less than 1.5% of gross proceeds for this year.

10. Customer Service Standards as outlined for our employees:

- We will greet our customers in a courteous and professional manner

We will listen effectively to our customers requests and promptly take the necessary actions to assist them

- We will inform our customers of normal process time, when they can expect completion and any unforeseeable delays that may arise in the process
- We will respond to website/requests within 12 hours during normal business hours
- We will finish our encounters with our customers in a courteous and professional manner

- We will be considerate, cooperative and helpful to every staff member to assure quality service
- We will hold ourselves and each other accountable for our commitment to service.

- A. Along with these standards we will give information to the customer detailing how they can go to the PUC website and file a complaint if all of our efforts fail.
- B. Our procedure for handling complaints will begin with receiving and classifying the complaint. Next step will be to acknowledge the complaint with the customer. We will then investigate the complaint and proceed to a resolution with the customer. We will also follow up with the customer to confirm that they have been fully satisfied with complaint resolution.

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05/05/16

Accrual Basis

Valley Wide Small Movers
Profit & Loss
January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
Income	58,665.50
Total Income	58,665.50
Expense	
Advertising	60.65
Airfare	988.00
Automobile Expense	1,639.42
bank fee	41.23
Bonus	496.22
Business Lunch	1,112.15
Depreciation Expense	17,000.00
Dues and Subscriptions	9.95
Equipment Purchase	1,594.51
Equipment Rental	2,331.24
Food	324.56
GAS	4,927.65
Insurance	1,307.60
Licenses and Permits	963.00
Lodging	1,609.24
Miscellaneous	33.92
Office furniture	689.34
Payroll Expenses	5,987.50
Postage and Delivery	84.47
refund	233.88
rental fee	1,334.55
Repairs	
Equipment Repairs	225.00
Repairs - Other	845.12
Total Repairs	1,070.12
Supplies	2,319.10
tax	16.95
Uniforms	170.54
Total Expense	46,345.79
Net Ordinary Income	12,319.71
Net Income	12,319.71

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05/05/16

Accrual Basis

Valley Wide Small Movers

Balance Sheet

As of December 31, 2015

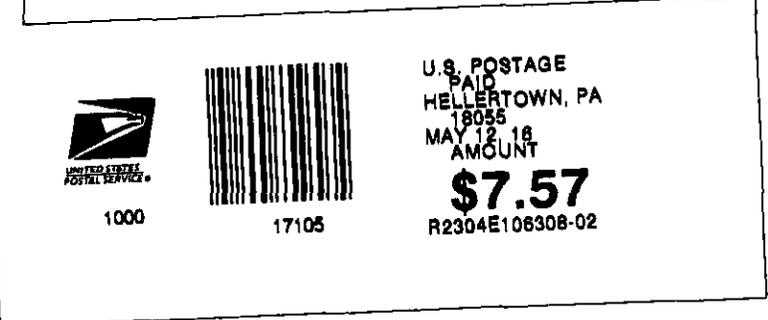
	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	15,603.48
Total Checking/Savings	<u>15,603.48</u>
Total Current Assets	15,603.48
Fixed Assets	
Accumulated Depreciation	-23,038.00
Equipment	28,500.00
Total Fixed Assets	<u>5,462.00</u>
TOTAL ASSETS	<u><u>21,065.48</u></u>
LIABILITIES & EQUITY	
Equity	
Paid In Capital	12,165.00
Retained Earnings	-3,419.23
Net Income	12,319.71
Total Equity	<u>21,065.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,065.48</u></u>

FROM:

GUERRERI
2345 Ridge Dr
Hellertown PA 18055



PA
PUBLIC UTILITY COMMISSION
MAY 16 2016
BUREAU OF
TECHNICAL UTILITY SERVICES



TO:

Com SEC BUREAU
ATT: JODI TAYLOR
Penn
P.O. ~~Box 3265~~
~~Hannaburg Pa 17033-0365~~
~~Attn: Joshua S. Kuziakowski~~
Jvania
Commission