

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

RE: Request for Proposal (RFP) - Commercial Roofing Preventive Maintenance Program

Dear [Contact Person Name],

[Company Name] is currently seeking proposals from qualified roofing contractors to establish a multi-year preventive maintenance agreement for our facility located at [Property Address].

Project Overview:

The objective of this RFP is to secure a scheduled maintenance program to extend the service life of our existing [Type of Roof, e.g., TPO, EPDM, Built-Up] roofing system and ensure manufacturer warranty compliance.

Scope of Work:

The requested services should include, but are not limited to:

- Semi-annual comprehensive roof inspections.
- Debris removal from roof surfaces, gutters, and internal drains.
- Inspection and resealing of pipe flashings, pitch pockets, and terminations.
- Identification and reporting of membrane punctures or seam failures.
- Detailed digital reports including photographs and recommended repairs.
- Priority emergency leak response times.

Submission Requirements:

Please include the following in your proposal:

- Company profile and proof of licensing/insurance.
- A flat-fee annual cost for the maintenance inspections.
- A schedule of hourly rates for non-contract repairs.
- At least three commercial references for similar properties.

Site Visit:

A mandatory site walk-through is scheduled for [Date] at [Time]. Please confirm your attendance by [Date].

Proposal Deadline:

All proposals must be submitted via email to [Email Address] or delivered to our office no later than [Date/Time].

We look forward to reviewing your proposal. Should you have any questions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]