

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Service Provider Name]
[Service Provider Address]
[City, State, Zip Code]

RE: Request for Proposal (RFP) for Elevator Maintenance and Repair Services

Dear [Contact Person Name],

[Your Company Name] is formally requesting a proposal for the comprehensive maintenance and repair of the elevator systems located at [Property Address/Building Name].

1. Project Overview

We are seeking a qualified contractor to provide preventative maintenance, emergency repair services, and safety inspections for the following equipment:

- Number of Units: [Insert Number]
- Type of Units: [e.g., Hydraulic/Traction]
- Manufacturer: [Insert Brand]
- Number of Landings: [Insert Number]

2. Scope of Work

The selected provider will be responsible for:

- Monthly or Quarterly preventative maintenance inspections.
- 24/7 emergency callback services with a guaranteed response time of [e.g., 2 hours].
- Performance of annual no-load and five-year full-load safety tests.
- Provision of all necessary lubricants, cleaning materials, and replacement parts.
- Compliance with all local, state, and ASME safety codes.

3. Proposal Requirements

Please include the following in your submission:

- A detailed monthly/annual service fee structure.
- Hourly rates for repairs outside the contract scope (Business hours vs. Overtime).
- Proof of insurance and professional licensing.
- A list of at least three professional references.

4. Submission Deadline

Proposals must be submitted no later than [Date] via email to [Email Address] or by mail to the address listed above.

To schedule a site visit to inspect the equipment, please contact [Name] at [Phone Number].

Thank you for your interest in working with us.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]