

[Your Name]
[Your Title]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Service Provider Company Name]
[Address]
[City, State, Zip Code]

Subject: Request for Proposal (RFP) for Fire Safety Equipment Inspection and Maintenance

Dear [Recipient Name],

[Company Name] is inviting formal proposals from qualified contractors to provide comprehensive inspection, testing, and maintenance services for the fire safety equipment located at [Property Address/Location Name].

1. Scope of Work

The successful bidder will be responsible for the inspection and certification of the following systems in compliance with NFPA standards and local fire codes:

- Fire Alarm Systems
- Fire Sprinkler Systems (Wet/Dry)
- Portable Fire Extinguishers
- Emergency Lighting and Exit Signs
- Kitchen Hood Suppression Systems (if applicable)
- Fire Hydrants and Backflow Preventers

2. Proposal Requirements

Your proposal should include the following information:

- Company profile and proof of relevant licenses/certifications.
- Detailed pricing per inspection type (Annual, Semi-Annual, Quarterly).
- Hourly rates for emergency repairs and deficiency corrections.
- Estimated timeline for completion of initial inspections.
- References from at least three current commercial clients.

3. Submission Instructions

Please submit your written proposal via email to [Email Address] or by mail to the address listed above no later than [Closing Date/Time].

4. Site Visit

A walk-through of the facility can be scheduled by contacting [Contact Name] at [Phone Number] before [Date].

We look forward to reviewing your proposal and potentially partnering with your firm to ensure the safety of our facility.

Sincerely,

[Signature]

[Your Printed Name]