

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

[Plumbing Company Name]
[Plumbing Company Address]
[City, State, Zip Code]

Subject: Request for Proposal (RFP) for General Plumbing Maintenance Services

Dear [Contact Person Name],

[Your Company Name] is seeking proposals from qualified contractors to provide general plumbing maintenance services for our property located at [Property Address].

1. Scope of Work

The selected contractor will be responsible for the following:

- Routine inspections of all plumbing systems, including pipes, drains, and fixtures.
- Preventative maintenance of water heaters, pumps, and backflow preventers.
- Unclogging drains and repairing minor leaks.
- Emergency repair services with a guaranteed response time of [Number] hours.
- Testing and certification as required by local building codes.

2. Contract Term

The contract is intended for a period of [Number] year(s), starting on [Start Date], with the option to renew annually.

3. Submission Requirements

Please include the following in your proposal:

- Company profile and proof of licensing/insurance.
- A detailed fee schedule (hourly rates for standard and emergency calls).
- Estimated costs for common preventative maintenance tasks.
- At least three professional references.

4. Deadline

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

We look forward to reviewing your proposal. For questions or to schedule a site visit, please contact [Name] at [Phone Number].

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]