

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

[Date]

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

## **Subject: Request for Proposal (RFP) for Parking Lot Paving and Striping**

Dear [Contractor Name],

[Your Company Name] is formally requesting a proposal for paving and striping services for our parking facility located at [Property Address/Location].

### **Scope of Work:**

- Cleaning and debris removal from the existing surface.
- Crack filling and patch repairs where necessary.
- Application of [Number] coats of professional-grade sealcoating.
- Restriping of all parking stalls, including ADA-compliant handicap spaces.
- Painting of directional arrows, fire lanes, and curbs as specified in the attached site map.

### **Project Requirements:**

- Proof of liability insurance and workers' compensation.
- Estimated timeline for project completion.
- Description of materials and equipment to be used.
- Warranty information for both labor and materials.

### **Site Visit:**

The site is available for inspection on [Date] at [Time]. Please contact [Name] at [Phone Number] to confirm your attendance.

### **Submission Deadline:**

Please submit your written proposal via email to [Email Address] or by mail no later than [Closing Date].

We look forward to receiving your bid and potentially working with your team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]