

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

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

Subject: Request for Proposal (RFP) for Snow and Ice Removal Services

Dear [Contact Person Name],

[Your Company Name] is formally requesting proposals for professional snow and ice removal services for the upcoming winter season ([Year] - [Year]). We are seeking a reliable contractor to ensure the safety and accessibility of our premises located at:

Property Address: [Insert Full Address of Property]

Scope of Work:

- Snow plowing of all parking lots and loading docks.
- Shoveling and clearing of all sidewalks, entryways, and emergency exits.
- Application of salt or de-icing agents to all pedestrian and vehicular areas.
- Service trigger: [e.g., 2 inches] of snow accumulation.
- Hauling of snow off-site if necessary.

Submission Requirements:

Please include the following in your proposal:

- Fee structure (e.g., per-push, per-event, or seasonal fixed rate).
- A list of equipment to be used.
- Proof of liability insurance and workers' compensation.
- Estimated response time once the trigger depth is reached.
- At least three professional references.

Please submit your proposal via email to [Email Address] or by mail to the address above no later than [Deadline Date].

If you wish to schedule a site visit prior to submitting your bid, please contact [Name] at [Phone Number].

Thank you for your time and we look forward to reviewing your proposal.

Sincerely,

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