

# Sample Business Proposals



## Energy Efficiency Sample Proposal

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May 1, 20XX

Robert Winston  
Facilities Manager  
Taynor Corporation  
100 Taynor Blvd  
Tallgrass, KS 57201

Dear Mr. Winston,

Please find enclosed our proposal for retrofitting your corporate facilities to make your campus energy efficient. We believe that you will find the long-range utility savings far outweigh the initial expenditure. And in today's political climate, it is a competitive advantage to be considered a 'green' organization.

Retrofix Corporation specializes in remodeling older buildings to incorporate new energy-saving devices and designs with minimal disruption to your ongoing business. We believe you will find our ideas innovative and surprisingly economical.

The costs referenced in this proposal are good for thirty days.

Sincerely,

Bonita Mayor  
Project Coordinator  
Retrofix Corporation  
555-923-5523  
bmayor@RetroFix.com  
www.RetroFix.com

May 1, 20XX



# Project

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Tallgrass, KS 57201

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## Energy Efficiency Facility Retrofit

**PREPARED FOR:** ROBERT WINSTON  
FACILITIES MANAGER

**PREPARED BY:** BONITA MAYOR  
PROJECT COORDINATOR



## Description

Taynor Corporation wishes to remodel its corporate campus to achieve greater energy efficiency and to gain the "Green Business" rating from the state of Kansas.

Retrofix Corporation specializes in remodeling older buildings to incorporate new energy-saving devices and designs with minimal disruption to your ongoing business. We believe you will find our ideas innovative and surprisingly economical.



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## Client Summary

### THE OBJECTIVE...

Taynor Corporation wishes to remodel its corporate campus to achieve greater energy efficiency and to gain the “Green Business” rating from the state of Kansas. Taynor Corporation has a budget of \$600,000 for this project.

- ◆ **NEED #1:** Reduce the need for natural gas heat in winter and electricity and water all year round.
- ◆ **NEED #2:** Reduce maintenance and watering costs for landscaping.
- ◆ **NEED #3:** Conduct business as usual during remodeling efforts.

### THE OPPORTUNITY...

Taynor’s buildings were originally constructed in 1912. While the age of the facilities create some challenges for modernization, the high ceilings and thick walls allow for opportunities not easily achieved in a more constricted setting.

- ◆ **GOAL #1:** Remodel buildings 1 and 2 to reduce heating costs in winter.
- ◆ **GOAL #2:** Remodel buildings 1 and 2 to reduce electricity usage all year round.
- ◆ **GOAL #3:** Redesign landscape to reduce maintenance and watering costs.



## THE SOLUTION. . .

Retrofix proposes the following measures to update Taynor Corporation's campus within the company's stated \$600,000 budget limit:

- ◆ **RECOMMENDATION #1:** Install energy-efficient skylights and a row of glass block 'windows' immediately below the ceiling line in all bathrooms, in the main room shared by 36 workers in cubicles, and in the company lunchroom. This will reduce electricity for lighting all year round and will reduce heating costs in autumn, winter, and spring seasons.
- ◆ **RECOMMENDATION #2:** Install a solar-water-heating system to heat water for company bathrooms and kitchen. This should completely eliminate the cost of heating water.
- ◆ **RECOMMENDATION #3:** Install programmable thermostats in all rooms to efficiently manage heating and cooling efforts.
- ◆ **RECOMMENDATION #4:** Replace all toilets with low-water-usage models, and install automatic shut-off devices on all faucets in bathrooms to reduce water usage.
- ◆ **RECOMMENDATION #5:** Add motion sensors to all restrooms to automatically turn on/off lights and fans.
- ◆ **RECOMMENDATION #6:** Replace all exterior lights with solar-powered lights to reduce electricity usage after dark.
- ◆ **RECOMMENDATION #7:** Replace all lawn and exotic plantings with native wildflowers, trees, bushes, and ornamental grasses to reduce maintenance and watering costs.





## Cost Summary

<b>DEVELOPMENT COSTS</b>	<b>PRICE</b>
Construction	\$400,000
Equipment Costs	\$120,000
Permits	\$10,000
Landscaping	\$50,000
<b>TOTAL DEVELOPMENT COSTS:</b>	<b>\$580,000</b>
<b>ONGOING YEARLY COSTS</b>	
Repairs	\$2,000
<b>TOTAL ONGOING YEARLY COSTS:</b>	<b>\$2,000</b>
<b>ONGOING MONTHLY COSTS</b>	
Maintenance costs / monthly and/or yearly	\$100
3rd Party Landscaping Services	\$200
<b>TOTAL ONGOING MONTHLY COSTS:</b>	<b>\$300</b>
<b>MISCELLANEOUS COSTS:</b>	
<b>TOTAL MISCELLANEOUS COSTS:</b>	<b>\$0</b>
<b>TOTAL AMOUNT</b>	<b>\$580,000</b>
<b>TOTAL MONTHLY AMOUNT</b>	<b>\$300</b>
<b>TOTAL YEARLY AMOUNT</b>	<b>\$2,000</b>

**STANDARD DISCLAIMER:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.



# S A M P L E

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