



PROPOSAL KIT SAMPLE

Fire and Safety Request for Proposal (RFP) Sample

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Cover Letter, Title Page, Table of Contents, Notice to Responders, RFP Information Sheet, RFP Policies, RFP Questions, Deadlines, Selection Procedure, Project Background, Building Codes, Equipment, Specifications, Budget, References, Back Page

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Read this article for more help - [How to Write a Request for Proposal \(RFP\) Document](#)

Adam Simpson
Simpson Security
405 65th St
Suite 12
Louisville, KY 40202

Mr. Simpson,

Rockwell Property Management invites your company to submit a proposal to update the fire and security systems in the historic Fountain Square Building, which we manage.

Your company is a well-respected member of our community with known experience in the fields required for this proposal. You will find all the information you need included in this packet.

Note that blueprints of the building can be found on our website and that we will hold a walk-through and question period for all those wishing to submit a proposal for this project at 10:30 a.m. on August 5.

We look forward to receiving your proposal and bid.

Sincerely,

Gina Goodall
Property Manager
Rockwell Property Management
555-555-5555
gina@RockwellPropertyMgmt.com
www.RockwellPropertyMgmt.com



RFP

Fountain Square Fire/Security System Update

Prepared for: Adam Simpson
Owner

Prepared by: Gina Goodall
Property Manager





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PROJECT BACKGROUND

The Fountain Square Building is a historic 4-story office building of 48, 950 square feet, containing 21 separate offices. Each floor has a central lobby area accessed by an elevator and stairs. A blueprint of the building can be downloaded from our web site at:

www.RockwellPropertyMgmt.com

The Fountain Square Building is currently protected by an outmoded fire alarm and security system that must be replaced with state-of-the-art equipment that will protect all property, tenants, and visitors within the building.





NOTICE TO RESPONDERS

This page has been included for respondents who have additional questions or concerns, as well as for those who choose not to submit a proposal after receiving this RFP.

Title: Fire/Security System Update
Project Number: FSB-1402

Please provide all information requested in this proposal, and then fax completed forms to Rockwell Property Management - RFP Committee at 555-555-5556.

Alternatively you can send an Acrobat PDF submission as a single document formatted for printing on letter size paper to: gina@RockwellPropertyMgmt.com

If you have questions or concerns, please contact Gina at 555-555-5555.

If you choose not to submit a proposal, please fill out the following form to tell us why.

Respondent's Name: _____ Date: _____

Contact Person: _____ Phone: _____ Email: _____

Address: _____

Comments: _____





RFP INFORMATION SHEET

Rockwell Property Management

REQUEST FOR PROPOSALS

Project Title: Fire/Security System Update

Project Number: FSB-1402

RFP Issue Date: July 20, 20XX

RFP Issuing Office: Rockwell Property Management

Procurement Officer: Gina Goodall
Phone: 555-555-5555
Fax: 555-555-5556
gina@RockwellPropertyMgmt.com

Procurement Method: Competitive sealed bid/proposal

Contract Term: One-time installation of systems plus ongoing monthly contract for monitoring.

Pre-Proposal Conference: August 5, 20xx – 10:30 a.m.
Fountain Square Building
500 Fountain Avenue
Louisville, KY 40203
For directions, call: Meg at Rockwell Property Management

Submit Proposal To: Rockwell Property Management
1800 Pin Oak Avenue
Suite 201
Louisville, KY 40203
Attn: Gina Goodall

Closing Date and Time: August 30, 20XX, 5pm





RFP QUESTIONS

Project Title: Fountain Square Building Fire/Security System Update

Project Number: FSB-1402

All respondents must answer the following questions about their companies:

- ▶ **How many years of experience do you have in installing and maintaining fire alarm and security systems for commercial buildings?**

All respondents must have at least five years of relevant experience.

- ▶ **What similar projects have you worked on in the last five years?**

Describe any retrofits or new installations of fire and security systems in commercial buildings with multiple occupants.

- ▶ **What is the current financial situation of your company?**

All respondents must be free of liens and possess enough capital to buy equipment and pay employees throughout the course of this project.

- ▶ **What amount of liability insurance does your company carry?**

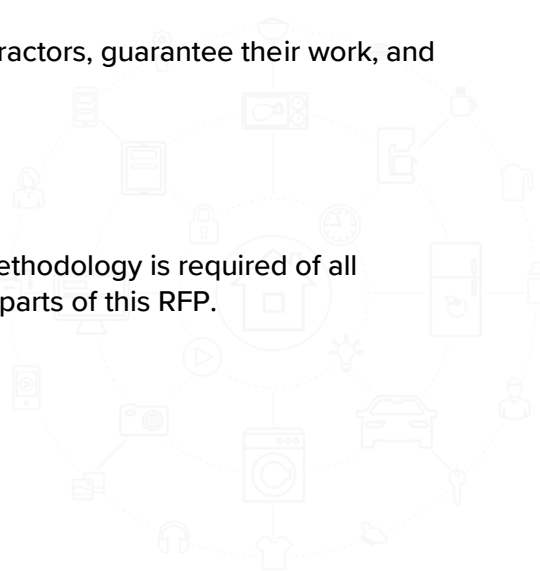
A minimum of \$2 million in liability insurance is required for all respondents.

- ▶ **Do you plan to use subcontractors to carry out any part of this contract?**

If yes, describe how you will select subcontractors, guarantee their work, and ensure they are paid.

Summary

Additional information about equipment and methodology is required of all respondents. Please ensure you respond to all parts of this RFP.





RFP POLICIES

All respondents must be aware of the following policies.

Project Title: Fountain Square Building Fire/Security System Update

Project Number: FSB-1402

All responders must abide by the following policies:

- ▶ All respondents must be fully licensed and insured at the time of proposal submission
- ▶ No respondent shall contact any member of the RFP issuing company EXCEPT for the Contact Person listed on the RFP Information Sheet
- ▶ All information in proposals must be current and accurate
- ▶ All proposals must be received by the deadline on the RFP Information Sheet
- ▶ All proposals must be complete

Summary

Proposals from respondents that fail to meet the criteria cited above will not be considered.



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- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
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- 6) Open and edit the Word document to complete your work.

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This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

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