

Request for Proposal: Cleaning Services

Date: [Insert Date]

To: [Vendor Name]

Company: [Vendor Company Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are currently seeking proposals for cleaning services for our facilities located at [Insert Facility Address]. We invite you to submit a proposal to meet our cleaning service needs.

Scope of Work

The requested services include, but are not limited to:

- Daily cleaning of office spaces
- Restroom sanitation
- Floor maintenance
- Window cleaning
- Trash disposal

Proposal Requirements

Please include the following information in your proposal:

- Company background and experience
- Detailed pricing structure
- Service schedule
- References from previous clients
- Insurance and certifications

Submission Details

All proposals must be submitted by [Insert Deadline Date] to the following address: [Insert Submission Address or Email].

We look forward to reviewing your proposal. If you have any questions, please feel free to contact me at [Your Contact Information].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]