



## RFP- REQUEST FOR PROPOSAL

### **PART 1- CONTACT INFO**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (or Assn/Entity): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **PART 2- CLIENT INFO**

Community Association Name: \_\_\_\_\_

Community Location- City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Number of Units: \_\_\_\_\_

General Type: \_\_\_\_\_ (i.e. Condominium, Planned Development, etc.)

Fiscal Year Ends (month & day): \_\_\_\_\_

Base Year /Completion (approx): \_\_\_\_\_ (yyyy format)

#### ***The association is responsible for the following common area components:***

asphalt driveway       asphalt parking lot       asphalt street

auditorium/ballroom

building exterior paint (residential units)

building exterior roofs (residential units)

boiler/heater       central water system       booster pumps

carports       parking structure       underground parking

chiller       central HVAC system

Clubhouse-

basic, 1 or 2 room       moderate size       elaborate/large, multi-functional

Deck Compound-

balcony deck       pool area       walkways/entryways, elevated

dock/marina       lagoon/waterway       lakes       ponds       streams

elevators- Qty: \_\_\_\_\_

emergency generator

entry, gate operator       entry, phone system

Fencing-

patio yard, wood       patio yard, wrought iron

perimeter, block wall       perimeter, wood       perimeter, wrought iron

fire alarm system       fire pump       fire sprinkler system

fitness room/equipment



- fountains- Qty: \_\_\_\_\_
- interior hallways       interior lobby       interior stairways
- mid/high rise bldg (greater than or equal to 4 stories)- Number of Stories: \_\_\_\_\_
- pools- Qty: \_\_\_\_\_       spas- Qty: \_\_\_\_\_       wader/kid pool- Qty: \_\_\_\_\_
- sump pumps
- tennis courts- Qty: \_\_\_\_\_

*Additional components or concerns that we should be aware of include:*

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**PART 3- SPECIFIC RFP INFO**

***Indicate the 'Level of Service' required at this time. Note- Prior report/study is required for update!***

- Level 3 Update (no Site-Visit)       Level 2 Update (with Site-Visit)       Level 1 Full/Initial (with Site-Visit)

- Prior report/study is on file-
  - Report completion date: \_\_\_\_\_
  - Last on-site inspect date: \_\_\_\_\_
  - Company/Reserve Study Firm: \_\_\_\_\_

Proposal must be received by the following date: \_\_\_\_\_

How did you find us? \_\_\_\_\_