



PROPOSAL KIT SAMPLE

Equipment Maintenance and Repair Sample Proposal

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Cover Letter, Title Page, Table of Contents, Estimate, Maintenance, Service Area, Repairs, Company History, Certifications, Services Provided, Facilities, Testimonials, Back Page

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Adolfo Quintana
CEO
Vida Rica Restaurants
9033 March Drive
Suite 102
Maple Valley, WA 98038

Dear Mr. Quintana,

Congratulations on the planned openings of your two new restaurants in Renton and Burien! The Vida Rica Restaurants chain is growing fast.

As a savvy business owner, you realize that you need to partner with others to keep your business running and focus on providing quality food to your customers. Thank you for reaching out to us to inquire about our services.

Madon Facility Services specializes in maintenance and repairs for restaurants. We know the food business. We understand that you depend on a wide variety of food preparation equipment, and that you need to present a venue that is always comfortable and inviting for your customers.

We're here to help you succeed. We think you'll be pleased by all the services we can offer.

We strongly believe our proposal has been thoroughly outlined and will meet or exceed all of your expectations and requirements. We will call you in a few days to schedule a meeting and agree on a contract. Thank you for your consideration and for putting your trust in Madon Facility Services.

Sincerely,

April Mayhew
Customer Relations
Madon Facility Services
206-666-6666
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PROPOSAL

Facility Services for the Vida Rica Restaurant Chain

Prepared for: Adolfo Quintana
CEO

Prepared by: April Mayhew
Customer Relations



TABLE OF CONTENTS

| | |
|-------------------------|----|
| Services Provided | 2 |
| Repairs..... | 4 |
| Maintenance..... | 6 |
| Estimate..... | 7 |
| Service Area | 8 |
| Facilities | 9 |
| Company History..... | 10 |
| Certifications | 11 |
| Testimonials | 12 |





SERVICES PROVIDED

Madon Facility Services offers a wide variety of services. All regular maintenance services are included in our standard facility maintenance contracts, while repairs and specialized services are added only as needed. (See the Maintenance and Repair pages in this proposal for details.) Our staff is experienced in the following:

- ◆ **Maintenance and repair of HVAC**

This includes routine inspections and regular cleanings or replacement of all filters for heating and air conditioning systems, as well as fast repairs should anything break down.

- ◆ **Maintenance and repair of interior**

Restaurants get a lot of foot traffic, which can be hard on interiors. We can paint and repair walls, refinish floors, and replace carpeting as needed, and keep all lighting fixtures sparkling and functional.

- ◆ **Pest control**

Wherever there is food, pests can be a problem. Madon Facility Services will schedule regular inspections for insects and rodents, and will efficiently handle any problems that crop up in a safe manner that will not impact food service.



◆ **Maintenance and repair of restaurant equipment**

This includes regular servicing of refrigerators, freezers, commercial mixers, mechanized cutters, stovetops, grills, and ovens. We clean and/or replace all filters, clean stove hoods and grease traps, and ensure that all equipment will pass any health inspection.

◆ **Maintenance and repair of plumbing systems**

Restaurants that serve the public also must maintain restrooms for their customers. We service all kitchen and bathroom facilities.

◆ **Maintenance and repair of building exterior**

We can schedule painters, carpenters, electricians, roofers, and other experts to remodel or repair building exteriors as needed.

◆ **Specialized services**

While we hope you never need these, Madon Facility Services also offers water extraction services, mold remediation, and smoke damage cleaning and repair services.

Notes

Whatever you may need to keep your businesses open and your customers happy, Madon Facility Services can provide it for you.





REPAIRS

You indicated in your initial phone call that specific repairs need to be done to the following facilities before your new restaurants can open. We can easily provide the following repairs and are happy to consult on any other remodel or repair projects needed.

◆ **Restroom repair, Vida Rica Restaurants, Renton**

Description: Replacement of broken toilet and repair of surrounding floor area

Estimated Cost of Repairs: \$530 labor + supply costs

Time for Repairs: Approximately two days

Additional Info: As the floor surrounding this toilet appears to be severely damaged by water, we cannot know for sure how much subflooring will need to be replaced until we remove the toilet and the surrounding tile. After all rotted pieces have been replaced, new flooring must be placed and a new toilet installed.

◆ **Grill Hood Ventilation System, Vida Rica Restaurants, Renton**

Description: Air intake in the hood ventilation system is minimal and must be investigated and repaired

Estimated Cost of Repairs: \$320 Inspection and Cleaning, \$595 Replacement of hood system (if needed)

Time for Repairs: Inspection and Cleaning, 1 day, Replacement, 2 days

Additional Info: The hood ventilation system may only be plugged by some obstruction, in which case repairs will be swift. If the fans have become inoperative due to corrosion or electrical issues, replacement of the system will be needed.



◆ **Fire sprinkler system, Vida Rica Restaurants, Burien**

Description: The sprinkler system in the kitchen is not operable. This is a crucial safety issue.

Cost of Repairs: TBD

Time for Repairs: TBD

Additional Info: Until we inspect this system, we cannot predict what it will take to repair it. It may be only a smoke/heat sensor that needs to be replaced, but it could also be something as serious as a break or corrosion in the water lines, which would necessitate opening the ceiling and replacing pipes and fixtures.

Summary

As you know, it can be difficult to estimate repair costs and times before thoroughly inspecting the problem. But you can rest assured that we understand that your business needs to be up and running as soon as possible, and to stay running and compliant with health and occupancy regulations. Whatever the problem, our experts will always be efficient and as cost-effective as possible.





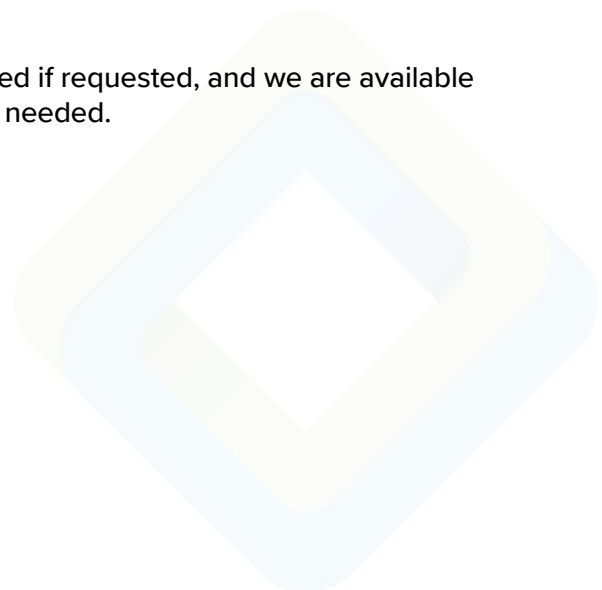
MAINTENANCE

Madon Facility Services proposes to maintain multiple restaurant facilities for Vida Rica Restaurants in the following manner.

| Maintenance Tasks | Schedule |
|---|---------------|
| Inspect all kitchen and food processing and storage equipment, including refrigerators, freezers, ovens, stovetops, grills, commercial mixers, mechanized cutters. Clean grease traps and filters and make repairs as needed to keep everything in compliance with health and safety regulations. | Every 10 days |
| Inspect restrooms, drinking fountains, sinks, and any other plumbed areas to insure that all are working properly. Repair and adjust as needed. This can be accomplished at the same time as the food processing inspection and maintenance service described above. | Every 10 days |
| Inspect and test HVAC system, all lights, electrical outlets, smoke detectors, and fire prevention systems for compliance with codes, and test security systems as well as door and window locks. Make repairs as needed. | Every 30 days |

Notes

Additional maintenance calls can be scheduled if requested, and we are available 24/7 in the event that emergency repairs are needed.



| Costs | Price |
|--|-----------------------------------|
| | |
| Ongoing Monthly Costs for Weekly and Monthly Inspections and Maintenance (see Maintenance page for schedule and details) with a two-year-contract* | \$570.00 per restaurant per month |
| Pre-Opening Repair Costs – See Repairs page for details. | TBD |
| Optional Costs: | |
| Post-Opening Repairs as needed | TBD |
| Remodeling and special services | TBD |
| Total Estimated Cost of Two-Year Maintenance Contract* for Three Restaurants | \$20,520.00 |

* Payments for two-year maintenance contract can be made on a quarterly basis.

Month-to-month maintenance contracts are also available at higher monthly rates.



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