

# SAMPLE RFP

An RFP process can be extremely complicated and detailed, or very simple, depending on the industry, the product being proposed, and the procedures of the company making the request.

This example is very simple compared to the actual RFPs that many companies utilize. This is a guideline of the types of specifications and language you may want to include in an RFP for a commercial storm shelter.

The scenario below is just a framework of suggestions on how an RFP could be organized. If your company has its own RFP process, we recommend following that process and supplementing it with some of the information and language here to get the shelter you need.

## **Introduction Example:**

Widgets, Inc is the state's largest manufacturer of Widgets. We pride ourselves on our fast turnaround and quality workmanship. Our widgets are used in businesses and homes across the Americas. We have 56 employees located in our main office and the adjoining fulfillment center in Your City, Your State.

Widgets operates Monday through Friday, with two shifts, 8 am – 4 pm and 4 pm – 12 am. The administrative staff is onsite during business hours of 8 am – 5 pm.

You are invited to submit a proposal for a commercial tornado shelter, as outlined in this document. All bids must be returned to Joan Doe by January 30, 2023, 2 p.m. CST. Proposals can be received electronically by email to: email\_Joan@widgets.com. All proposals received will receive a receipt of the proposal by 4:00 p.m. on January 20, 2023.

Further questions and issues about the RFP can be directed to:

*Joan Doe, Projects Manager  
Widgets, Inc  
123 Widgets Drive  
Your City, Your State 55512  
316-555-1212  
Email\_joan@widgets.com*

## **Background and Safety Needs Example:**

During a major tornado in 2018, Widgets, Inc employees were confused about where to go for shelter. Many employees gathered at the centermost part of the main building, in an employee restroom; though it is believed this was the safest place, the building is not rated for storm safety, and the size of the room was questionable.

The tornado occurred close to shift change at around 3:45 pm, so most employees from the first shift were still present, and individuals from the second shift were starting to arrive. Employees were confused about whether the building provided safe enough shelter and could accommodate everyone. Fifty percent of the onsite administrative staff left early, believing they were safer in their cars trying to make it home before the tornado touched down.

Widgets, Inc would like to provide shelter for all employees during severe weather, accommodate the planned growth of our team, and provide a safe shelter during large events the company hosts. This calls for a shelter to accommodate up to 100 persons.

This 100-person commercial storm shelter will be added to our existing parking area, outside our fulfillment center.

## **Budget Example:**

Widgets, Inc has a working budget of \$100,000, not to exceed \$150,000.

### **Other Special Terms or Corporate Info that could be included:**

This section of information would normally be very specific to a project, purchase order, or other contract. This is information that may already exist in contracts for your company and could be taken from there.

Terms and Conditions – include any standard "terms and condition" language that your company uses on contracts, or other similar documents.

Details about the Purchase Order – like when a PO would be prepared and sent after a proposal is selected.

Confidentiality – if applicable. This could be about confidentiality exercised about the RFP, or extended to the bidders and the information that they provide.

Discretionary Statement – your legal team may appreciate a general statement that lets the reader know that your company reserves the right to reject or accept any proposal that serves its interests.

### **Tornado Shelter Requirements Example:**

This is an example of the project requirements, based on our example company's needs. Remember, that the example here is just a speculative example.

Bids will be received for 1 above-ground commercial tornado shelter to protect 100 occupants. The shelter should meet the following criteria:

- Pre-engineered, pre-manufactured, 1/4" steel plate material.
- Rolled, rounded roof and ceiling or equivalent structural design.
- Installed on a 12" thick foundation with a perimeter 24" deep x 12" wide.
- Footings with steel embeds placed every 8' on center, and shall include a vapor barrier, as needed for a complete and proper installation.
- Shelter will be located in the employee parking lot of Widgets, Inc and should accommodate 100 persons in total.
- The tornado shelter must meet or exceed the Federal Emergency Management Agency (FEMA) specifications, Publication 361 (2nd Edition). Each bid must certify that the bid meets or exceeds FEMA 361 specifications and be accompanied by plans stamped by a licensed Engineer. The successful bidder will also be required to provide a notarized Contractor/Installer form certifying this upon completion of the job and before payment is made.

### **RFP Selection Criteria and Timelines Examples**

- The completion date for the Widgets, Inc tornado shelter is projected for March 2024, before the beginning of the spring tornado season.
- End date for RFP submission is January 30, 2023. Late proposals will not be considered.
- The proposal will not be awarded solely on price. Other factors such as quality, compliance with specifications, value, projected time, delivery terms, past performance, and other reasonable factors will also be used in determining the winning bid.
- Widgets, Inc reserves the right to clarify ambiguities to the RFP, and to reject any or all bids.

