

## **WE WANT YOU!**

Our 2-year service contract at [redacted] is up for renewal for the following services.

- Janitorial Services
- Landscaping (Lawn mowing & big grass)
- Pest Control

We will be holding meetings toward the end of the month for all interested in quoting any/all of these services.

Give us a call for more details at 204-767-1234. Inquires must be received by August 23, 2013. For housekeeping, ask for Sharon. For landscaping, ask for Betsy. For pest control, ask for Jim.

Good afternoon,

(Company Name) requests your presence at a bid meeting regarding the following service contracts:

- Grass Cutting
- Janitorial Services/Housekeeping
- Landscaping
- Extermination Services

Please note that these contracts will all be bid out separately. However, participation in the bid process for multiple service contracts is welcome. There will be a meeting on-site for all interested parties on (insert date). Please ensure that any representatives from your company have proper footwear (steel-toe) and eye protection (safety glasses). Hearing protection and hard hat will be provided on-site for applicable areas.

A specific scope of work for each job will be provided at the bid meeting. A walk-through of the facility will also be performed at that time. The terms of this contract will be for 2 years. We look forward to working with you as you help us pursue excellence and our safety vision.

Thank you,

Andrew