

[Project Name]

Bid Proposal

Prepared by: [Contractor Name]
Prepared for: [Project Owner Name]
[Name]

Signature: _____
Date:
[Title]

[Company Name]
[Company Address]
[Phone]
[Email Address]

[Project Owner Name]
[Project Owner Title]
[Project Owner Company]
[Project Owner Mailing Address]
[Project Owner Phone]
[Project Owner Email Address]

[Date]

Bid for: [Project Title] at [Project Address]

Dear [Project Owner Name],

We're thrilled that you're considering [Company Name] to manage the construction of [Project Name]. We've reviewed the project specifications and are excited about the prospect of working with you.

Attached please find a completed bid proposal for [Project Name] at [Project Address]. After carefully reviewing the project's specifications, we've broken down the scope, process, cost, projected timeline of completion, and all other expectations in an effort to help you make the best hiring decision possible for your project.

The information below is designed to give you a comprehensive overview of [Company Name]'s proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact [Person's Name] at [Contact Information] with any questions you may have.

We look forward to hearing from you!

Best,

[Name]
[Title]
[Company Name]

ABOUT US

[Company Name] has been in the construction industry for more than [#] years and has built more than [#] projects for clients in the [list types of projects your company has built] industries.

[Add any relevant biographical information about your firm, including notable projects you've built/managed, hallmark characteristics of your projects, or awards won.]

PROJECT SCOPE

Project Summary

[In a few sentences, summarize the project and describe the work to be performed by your company.]

Procedural Expectations

[In a few sentences, describe plans for worksite maintenance, such as the process for removing trash from the site. This is also where you should detail who maintains ownership of excess materials, who will be responsible for worksite cleanup, etc.]

Project Owner Expectations

[In a few sentences, describe any worksite expectations for the client, such as the provision of bathroom facilities, tower lights, water, shelter, etc. Be sure to also outline safety expectations here, such as who is allowed on the worksite, required safety gear, and what should be done to protect any children, seniors, or pets who may live or work near the worksite.]

Materials and Services Not Included

This proposal covers only the labor, services, materials, and goods outlined herein.

EXISTING CONDITIONS

[Contractor] made a preliminary worksite evaluation on [inspection date].

[In this section, document observations made during any site assessments or inspections you have conducted at the project site. Document the necessary remediation for said conditions as well as which party is responsible for each.]

CONDITION	NECESSARY ACTION	PARTY RESPONSIBLE

[Contractor] is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfound existing conditions, [Contractor] will work with [Project Owner] to determine the scope of extra work, costs involved with remedying the existing conditions, and a date for payment through a written Change Order.

PROJECT COSTS

Required Materials

PROJECT COSTS

Required Labor

PROJECT COSTS

Miscellaneous

#	ITEM	TOTAL
TOTAL MISCELLANEOUS		

Totals

Materials Total	
Labor Total	
Miscellaneous Total	
SUBTOTAL	
Tax Rate (%)	
Total Tax	
TOTAL	

TAXES, PERMITS, BONDS, AND FEES: Bid estimate includes all applicable state taxes, permits, bonds, and fees, as required by all legal authorities at the location of the project.

UNFORESEEN CONDITIONS: [Project Owner's Name] agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, [Contractor Name] will work with [Project Owner's Name] to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written Change Order.

PAYMENT TERMS

Payment shall be made incrementally according to the schedule laid out below. All payments should be made via [check/direct deposit/wire transfer] to the order of [payee].

PAYMENT	AMOUNT	TO BE PAID
Initial Payment	[% of total OR dollar amount]	[Upon completion of X OR date due]
Payment #2		
Payment #3		
Final Payment		

RELEVANT DOCUMENTATION

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it's important to know who the point of authority is for any given process on the worksite. Below is a list of the necessary processes involved in the completion of [Project Name] as well as the person in charge of each team.

TEAM	POINT OF AUTHORITY	CONTACT

Permits & Easements

[Name] will be responsible for obtaining all required construction-related permits prior to the project start date and assumes legal responsibility for any permit- or approval-related delays.

NECESSARY DOCUMENTS & APPROVALS

WORK SCHEDULE

[Contractor Name] has reviewed the specifications and necessary materials for the completion of [Project Name] and drawn up a proposed timeline of work that is as follows:

DEADLINE	DATE
Project Start	[Date] or Within [#] days of notice of approval
[Milestone #1]	[Date] or Within [#] work days of project start
[Milestone #2]	[Date] or Within [#] work days of project start
Initial Preview	[Date] or Within [#] work days of project start
Project Completion	[Date] or Within [#] work days of project start

LIMITED LIABILITY: Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractor's control.

The undersigned, having carefully examined and thoroughly perused specifications for the above named project, and become fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the base bid sum of [Bid Estimate].

Total: _____ DOLLARS \$ _____.

[Signature] [Date]
[Contractor Name]