

[PROJECT NAME]

BID NUMBER [Number] | REVISION [Number]

Replace bracketed fields and insert your logo. Add or remove division rows and copy the division scope section as needed. Remove instructions before sending. Use buyer-required forms when provided.

Location: [Project address] | Bid date: [Date]

Prepared for: [Owner or GC company] | Attention: [Name and title]

Bid coverage: [Complete project, selected divisions, or a single trade package]

We propose to perform the work listed below based on the scope, documents, and conditions in this proposal. Division prices cover only the work specifically included.

Base bid by division

Division or package	Work included	Amount
[Division number and name]	[Short scope description]	[\$Amount]
[Division number and name]	[Short scope description]	[\$Amount]
[Division number and name]	[Short scope description]	[\$Amount]
[Division number and name]	[Short scope description]	[\$Amount]
Total base bid	Sum of division amounts	[\$Amount]

Each division amount includes its assigned costs. Carry shared costs once and identify the division or package containing them. The division breakdown is part of this proposal; separate awards are [permitted / subject to revised pricing].

Alternates

Alternates are separate from the total base bid. Delete unused rows.

Division and alternate scope	Price adjustment
[Division] — [Alternate 1 description]	[Add or deduct] \$[Amount]
[Division] — [Alternate 2 description]	[Add or deduct] \$[Amount]

Allowances included in base bid: [Division, item, amount, and basis, or none].

Taxes and bonds: [Identify what is included or excluded].

Price valid through: [Date].

[PROJECT NAME] / Bid [Number] / Revision [Number]

Scope by division

Copy this section for each division or trade package priced on page one. Use the same division labels throughout and identify where responsibilities begin and end.

Division [Number] [Name]

Division or package: [Number and name] | Base bid amount: \$[Amount]

Specification sections: [Section numbers and titles, or not applicable].

Included work: [Describe systems, areas, quantities, materials, installation, testing, and closeout work included in this division].

Scope limits and work by others: [Identify interfaces with other divisions, furnished versus installed work, and excluded items].

Assumptions and allowances: [Division-specific pricing assumptions and allowances already included in the base bid, or none].

Division schedule or lead time: [Duration, procurement requirement, and dependencies].

Unresolved scope questions: [Questions requiring clarification, or none].

Division [Number] [Name]

Division or package: [Number and name] | Base bid amount: \$[Amount]

Specification sections: [Section numbers and titles, or not applicable].

Included work: [Describe systems, areas, quantities, materials, installation, testing, and closeout work included in this division].

Scope limits and work by others: [Identify interfaces with other divisions, furnished versus installed work, and excluded items].

Assumptions and allowances: [Division-specific pricing assumptions and allowances already included in the base bid, or none].

Division schedule or lead time: [Duration, procurement requirement, and dependencies].

Unresolved scope questions: [Questions requiring clarification, or none].

Coordination between divisions

Shared responsibility: [Identify who carries access, temporary services, protection, layout, testing, patching, cleanup, or other work spanning divisions].

Scope gaps to resolve: [Identify an unassigned responsibility and the person who will confirm it, or none].

[PROJECT NAME] / Bid [Number] / Revision [Number]

Documents used to prepare this bid

Drawings: [Titles, issue dates, and revision numbers].

Specifications: [Sections and issue dates].

Addenda acknowledged: [Numbers and dates, or none].

Other information used: [Site visit date, written clarifications, reports, or none].

Overall assumptions and exclusions

Project assumptions: [Access, working hours, phasing, existing conditions, and owner decisions affecting the overall bid].

Project exclusions: [Work outside the proposal that applies across divisions, or none].

Clarifications required before award: [Outstanding project-wide questions, or none].

Schedule and delivery

Proposed start: [Date or number of days after the agreed release].

Overall duration: [Working days or weeks and milestones covered].

Schedule depends on: [Required approvals, access, procurement dates, and long lead items].

Required completion milestone: [Date and basis, or not yet agreed].

Commercial terms to confirm

Payment terms: [Billing schedule, payment timing, and retainage].

Contract basis: [Buyer's proposed agreement, contractor proposal terms, or terms to be agreed].

Other pricing conditions: [Permits, insurance, escalation assumptions, or other conditions not addressed above].

Review the bid together

We are available to review division scope, alternates, and schedule with your team. Please let us know whether a review on [proposed date] works and whether [date] is still your expected selection date.

Bid contact: [Name and title] | [Direct phone] | [Email]

Prepared and authorized by: [Name and title] | Date: [Date]