
Construction Bid Template

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[Project Name]

Bid Proposal

[COMPANY LOGO]

Prepared by: [Contractor Name]

Prepared for: [Project Owner Name]

[Name]

[Title]

[Company Name]

[Company Address]

[Phone]

[Email Address]

Signature: _____

Date:

[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],

Thank you for giving [Company Name] the opportunity to submit our construction bid proposal to manage the construction of [Project Name].

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

Attached you'll 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 to help you make the best hiring decision possible for your project.

The information we've provided in this bid proposal is intended to give you a complete overview of [Company Name]'s approach to the management and construction of your project. However, if you have any questions, please feel free to contact [Person's Name] at [Contact Information].

We hope to hear from you soon!

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 relevant projects your company has built] industries.

[Company Name] is one of the leading construction firms in the region with more than [#] years in the industry. We've also built more than [#] [type] projects for clients in similar industries.

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

We understand our clients' needs and concerns and are compliant with all national and international quality standards. Our superior managerial and technical skills have enabled us to consistently deliver our project on time and under budget.

PROJECT SCOPE

Project Summary

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

Milestones & Deliverables

[Using bulleted points, list the primary project goals and the expected completion dates for major work product to complete those goals]

Scope & Technical Details

[In a few sentences, describe details regarding the precise tasks and their technical aspects. List the specific methods and techniques required for the successful completion of your work as well as evaluation criteria.]

Managerial & Procedural Expectations

[In a few sentences, describe the managerial and administrative procedures for the project, including change orders, payments issuance, contract, and legal requirements as well as worksite maintenance. This is also where you should detail who maintains ownership of excess materials and who will be responsible for worksite cleanup, etc.]

Project Owner Expectations

[Briefly describe any client worksite expectations, including 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 (CONCERNS)

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

[In this section, record important observations made during any site assessments or inspections you have conducted at the project site. Record the necessary resolution 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.

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 via project milestones:

DEADLINE	DATE
Project Start	[Date] or Within [#] days of notice of approval
[Milestone #1]	[Date] or Within [#] workdays of project start
[Milestone #2]	[Date] or Within [#] workdays of project start
[Milestone #3]	[Date] or Within [#] workdays of project start
Initial Preview	[Date] or Within [#] workdays of project start
Project Completion	[Date] or Within [#] workdays of project start

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

EQUIPMENT LIST & ASSETS

Equipment or Asset	Own, Rent, Procure
[Equipment #1]	
[Equipment #2]	
[Equipment #3]	
[Asset #1]	
[Asset #2]	
[Asset #3]	

COST ESTIMATE

Required Materials

[illegible]

COST ESTIMATE

Required Labor

[illegible]

COST ESTIMATE

Miscellaneous

#	ITEM	TOTAL
TOTAL MISCELLANEOUS		

Totals

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

TAXES, PERMITS, BONDS, AND FEES: Bid cost 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 & CONDITIONS

Payment shall be made at regular intervals 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		

SUPPORTING DOCUMENTS

Construction projects are huge undertakings 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 before the project start date and assumes legal responsibility for any permit- or approval-related delays.

NECESSARY DOCUMENTS & APPROVALS

FORMAL BID

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]