

## **Retrofit and Construction: Contractor Quote Template**

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**About:** This template helps CCRH project teams review and compare contractor quotes for renovation, retrofit, or construction work. It is intended to support transparency, cost awareness, and due diligence when selecting vendors for CCRH or similar projects.

**Usage Description:** This template can be followed to understand a Contractor Quote and thus guide the retrofit and construct stage of a CCRH (Clean Energy Community Resilience Hub) project.



# Contractor Quote Template

## Objective:

This template helps CCRH project teams review and compare contractor quotes for renovation, retrofit, or construction work. It is intended to support transparency, cost awareness, and due diligence when selecting vendors for CCRH or similar projects.

## Instructions

1. Request itemized quotes from at least two or three contractors.
2. Ensure each quote clearly outlines the scope of work, timeline, labor, materials, and any exclusions.
3. Use the comparison table below to track differences across bids.
4. Ask clarifying questions if any terms are vague or unclear.
5. Confirm licensing, insurance, and references before selecting a contractor.

## What to Look For in a Contractor Quote

- Contractor's license number and proof of insurance
- Detailed scope of work (by task or material)
- Labor and materials priced separately (line-item or subtotaled)
- Timeline for completion and key milestones
- Payment terms (upfront %, milestones, final payment)
- Exclusions (what is \*not\* included)
- Warranty or guarantee information

## Contractor Quote Comparison Table

Contractor Name	Total Cost	Scope Match?	Timeline	Notes
ABC Contracting	\$48,000	Yes – Full Scope	3 weeks	Pending permit clarification

## Discussion Prep & Notes

- Is there room for negotiation or substitution of materials?
- Do they anticipate any cost overruns?
- What experience do they have with similar projects or energy upgrades?
- Can they provide contact info for recent clients?
- Are they open to collaboration with community-based orgs or architects?