[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Construction bid

Bid # _____
Date _____
Valid until _____

BID TO

Submitted to _____ Contact _____
Project _____ Phone / email _____
Project address _____
Plans / specs dated _____ Addenda received _____

BID BREAKDOWN BY TRADE

#	DIVISION / TRADE	SCOPE INCLUDED	LABOR	MATERIAL	SUBCONTRACT	TOTAL
1	General conditions					
2	Demolition and site prep					
3	Concrete and foundation					
4	Framing and carpentry					
5	Roofing and exterior					
6	Windows and doors					
7	Plumbing					
8	HVAC					
9	Electrical					
10	Insulation and drywall					
11	Cabinets and countertops					
12	Tile and flooring					
13	Painting					
14	Fixtures and trim-out					
15	Cleanup and dumpster					
16	Permits and fees					
17						
18						
	Subtotals		**$**	**$**	**$**	**$**

BID NOTES

What this price assumes: access, working hours, existing conditions, who supplies what

_____
_____
_____
_____

Direct cost (Total column)	$
Overhead (_____% of direct cost)	$
Profit (_____% of cost + overhead)	$
Sales tax on materials (_____%)	$
Base bid total	$

ALTERNATES (PRICED SEPARATELY, NOT IN THE BASE BID)

#	ALTERNATE	ADD OR DEDUCT	AMOUNT	ACCEPTED (INITIALS)
1				
2				
3				
4				
5				

EXCLUSIONS (NOT INCLUDED IN THIS BID)

- ☐ Permit, plan review and impact fees
- ☐ Hazardous material testing and abatement
- ☐ Utility company fees and connections
- ☐ Owner-supplied fixtures and appliances
- ☐ Other: _____
- ☐ Engineering or architect fees
- ☐ Repairs to hidden or concealed damage
- ☐ Landscaping and lawn repair
- ☐ Furniture moving and storage
- ☐ Other: _____

CLARIFICATIONS

Anything that explains how you read the plans, specs or scope, and any allowances included

BID TERMS

Bid good for (days) _____ Estimated start _____

Estimated duration _____ Payment terms _____

This bid covers only the work described above, based on the plans, specifications and addenda listed. Changes to the work are priced in writing before they start. Alternates are added only when accepted in writing.

Bidder

_____
Signature

_____ _____
Printed name and title Date

Accepted by

_____
Signature

_____ _____
Printed name and title Date