

BID PROPOSAL

_____ [Proposal/Bid Reference Number]

_____, 20____

Valid for ____ days from the date of submission

Prepared for:

_____ [Client Name]

_____ [Address]

_____, _____ [City, State, Zip]

_____ [Phone]

_____ [Email]

Prepared by:

_____ [Contractor Name]

_____ [Address]

_____, _____ [City, State, Zip]

_____ [Phone]

_____ [Email]



1. Introduction

We are pleased to submit this bid proposal for _____ [Project Name]. This proposal outlines the services we will provide to address your specific project requirements, along with a breakdown of the associated costs and the terms under which the work will be completed.

2. About Us

_____ [Contractor Name] has been a trusted provider of _____ [Service domain] for over _____ [Years of experience]. Our mission is to deliver outstanding results by combining innovative solutions, expert knowledge, and a steadfast commitment to customer satisfaction. This is demonstrated by

[Describe any relevant project achievements]. With a team of experienced professionals, we are confident in our ability to deliver high-quality results that meet your unique requirements while fostering a long-lasting professional relationship. The following team members would work on this project:

Name	Title	Responsibilities

_____ [Contractor Name] holds the following certifications and/or licenses:

- _____
- _____
- _____
- _____

During the proposal evaluation and subsequent project period if awarded, Contractor maintains comprehensive insurance coverage including: _____

[Describe insurance type and covered amount] as required by state law. Certificates of insurance will be provided upon request.

3. Scope and Timeline

We will perform all tasks necessary to complete _____ [Project Name], including but not limited to _____

[Description of services or actions].



The following is a breakdown of the services we propose to provide:

Phase/Milestone	Details of Services	Timeline

Each deliverable will be subject to the following acceptance criteria:

Quality Standards: All deliverables must meet industry-standard quality metrics and specifications as outlined in [relevant industry standards/specifications].

Review Period: Client shall have ____ business days to review each deliverable and provide written acceptance or rejection.

Acceptance Process:

- Client will provide written acceptance of deliverables that meet all specified requirements
- For rejected deliverables, Client will provide detailed written explanation of deficiencies
- Contractor shall have ____ business days to remedy any deficiencies at no additional cost

Deemed Acceptance: Deliverables shall be deemed accepted if no written rejection is received within the review period.

Testing Requirements: Where applicable, deliverables must pass all specified testing procedures and meet performance benchmarks as detailed in _____
[Project Requirements Document/Specifications].

(Check if applicable)

☐ Contractor will provide detailed progress reports according to the following schedule: (Check all that apply)

☐ **Weekly Status Reports:**

- Due _____
- Include work completed, work in progress, and upcoming tasks
- Highlight any delays or potential issues
- Track budget utilization

☐ **Monthly Executive Summary:**

- Delivered by the ____ of each month
- Project milestone status



- Key performance indicators
- Budget tracking and projections
- Risk assessment and mitigation strategies

☐ Phase Completion Reports:

- Submitted within ____ business days of phase completion
- Detailed deliverable status
- Quality assurance results
- Resource utilization summary

☐ Special Circumstance Reports:

- Immediate notification of any critical issues
- Within 24 hours for unexpected delays
- Within 48 hours for change order requests
- _____

☐ Communication Channels:

- Weekly progress meetings (virtual or in-person)
- Dedicated project management portal access
- Emergency contact protocol for urgent matters
- _____

All reports will be submitted via _____ [Specified method]
to _____ [Designated project contact].

4. Budget and Costs

We propose a total project cost of \$_____, which encompasses _____

[Description of materials, labor, or services] required for the successful completion of the project.

The following is a breakdown of the cost:

Expense Item	Cost

5. Payment Schedule



- _____
- _____
- _____
- _____

(Check if applicable)

☐ **Cost Overrun Management.** This refers to any expenses exceeding the agreed-upon budget of \$_____ and includes both direct costs and indirect costs related to the project scope.

1. Notification Requirements:

- Contractor must provide written notice within _____ hours of identifying potential cost overruns
- Notice must include detailed explanation and updated cost projections
- Client must acknowledge receipt within _____ business days

2. Cost Sharing Structure:

- _____
- _____
- _____

3. Mitigation Process:

- Contractor must present cost reduction alternatives
- Client has _____ business days to select preferred option
- Work may be paused during review if overrun exceeds _____% of the proposed cost

4. Documentation Requirements:

- Detailed breakdown of additional costs
- Supporting documentation for all expenses
- Impact analysis on project timeline
- Proposed mitigation strategies

5. Approval Process:

- All cost overruns exceeding _____% of the proposed cost require (Check all that apply):
 - ☐ Written approval from Client
 - ☐ Revised project budget
 - ☐ Updated payment schedule
 - ☐ Amended completion timeline if applicable

6. Excluded Overruns:

- Client-requested scope changes
- Force majeure events
- Regulatory changes during project execution
- Pre-approved contingency items



6. Terms and Conditions

A. Proposal Validity. This bid proposal remains valid and open for acceptance for a period of thirty (30) days from the date of submission. During this period all pricing, terms, and conditions stated herein remain firm and unchanged. Resources and timeline commitments are guaranteed. After the 30-day period, a new proposal may be required to reflect current pricing and availability. Acceptance must be communicated in writing within the validity period.

B. Project Timeline. The project timeline is established as follows:

- a. Commencement Date: _____, 20____
- b. Completion Date: _____, 20____
- c. Timeline extensions may be granted for weather-related delays, supply chain disruptions, scope modifications, and force majeure events. All extensions require written documentation and mutual agreement.

3. Change Management. Any and all modifications to the original project scope shall require written approval from both parties. Changes may affect project cost, timeline, resource allocation, and deliverables. Change requests will be reviewed within ____ business days. Implementation begins only after written approval.

4. Subcontractors. If subcontractors are required for this project, they will be engaged only with prior written client approval and must meet our qualification standards, including required insurance coverage and confidentiality agreements. Contractor remains fully responsible for all subcontractor work and performance, serving as the primary point of contact throughout the project, and all subcontractor work will meet project specifications and documentation requirements. Subcontractors will be managed under our established quality control and safety protocols to ensure seamless project delivery.

5. Confidentiality. During the bid evaluation process both parties agree to keep proposal contents confidential, protect pricing information, safeguard project specifications, and maintain confidentiality of business information. This confidentiality covers pricing details, project specifications, technical information, and business information.

6. Liability. For the purposes of this proposal each party shall be responsible for their own direct actions, their representatives' actions, and information provided. Neither party shall be liable for indirect or consequential damages, circumstances beyond reasonable control, or third-party claims.

7. Dispute Resolution. Any disputes arising from or relating to this proposal shall be resolved through good faith negotiations between project managers within ____ business days, followed by executive-level resolution within ____ business days if needed. If unresolved, the parties agree to mandatory mediation with a mutually selected mediator, costs shared equally, before pursuing other legal remedies. During any dispute resolution, work shall continue and payments for undisputed amounts shall be maintained, with all relevant records preserved.

By signing below, both parties agree to the terms outlined in this bid proposal.



Contractor

Signature: _____

Date: _____

Name: _____

Title: _____

Client

Signature: _____

Date: _____

Name: _____

Title: _____

