

Construction bid proposal checklist

Contractors have a tremendous amount of information to consider when moving from one job to another. This creates an environment where crucial details can slip through the cracks; this is especially true when it comes to developing a bid proposal. Proposals that are detailed, professional, and comprehensive are imperative for winning jobs. To ensure you leave no stone unturned, we have put together a convenient construction bid checklist. Double-check yourself and deliver a proposal that stands out from the rest.

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Preparation

☐ **Have you received and reviewed the following documents?**

- ☐ RFP document
- ☐ Plans and specifications
- ☐ Standard form contract
- ☐ Building rules and regulations
- ☐ Insurance requirements
- ☐ List of approved subcontractors
- ☐ Photos and scope narrative

☐ **Is the most recent addenda attached?**

☐ **Has the client provided a bid sheet template?**

If yes,

- ☐ Have you reviewed the directions?
- ☐ Is the template missing any key sections, provisions, or clauses?



Inputting

If no template is provided and you are creating your own, ensure the following is accounted for:

☐ **Have you included recipient information?**

- ☐ Name
- ☐ Address
- ☐ Phone number
- ☐ Job title

☐ **Have you included project information?**

- ☐ Project name
- ☐ Project location

☐ **Have you created a detailed scope of work?**

- ☐ Have you detailed the services you wish to provide?
- ☐ Does it address the requirements and specifications of the project?
- ☐ Have you included a breakdown of materials and labor?
- ☐ Have you provided sufficient supporting evidence for each cost and project phase?

☐ **Ensure the scope of work includes the following:**

- ☐ Project overview
- ☐ Technical details
- ☐ Timelines and milestones
- ☐ Management and admin specifics
- ☐ Attachment and visuals

☐ **Have you included a base bid price?**

- ☐ Have you provided a breakdown of all costs (labor, materials, equipment, subcontractor fees)
- ☐ Have you provided information on allowances?



Inputting (cont.)

- ☐ **Have you created a payment schedule?**
 - ☐ Does your payment schedule account for all major milestones and project phases?
 - ☐ Are payment details clear and easy to understand?

- ☐ **Have you provided a work schedule?**



Q&A

- ☐ **Are all sections easy to read?**
 - ☐ Are there unnecessary words, sections, or paragraphs?
- ☐ **Are there any unique inclusions?**
 - ☐ Are unit prices needed?
 - ☐ Alternative prices?
- ☐ **Double check you have provided all information requested:**
 - ☐ Are bid docs signed off as requested?
 - ☐ Have you addressed all policies, specifications, and requirements?
- ☐ **Double-check the deadline to submit to ensure you deliver the proposal on time**
- ☐ **If you are providing warranty information, have you provided the necessary details on what you will and will not perform after the project?**
- ☐ **Have you reviewed project documents with your team and given them time to answer questions?**
- ☐ **Do you have a process in place for following up?**

Build your business with confidence

Winning a bid is only the beginning. To see how Knowify can help you stay organized and efficient from beginning to end with bidding, estimating, contracts, job costing, time-tracking, scheduling, and more—[schedule a 30-minute demo today!](#)

Discover how a paperless and digital construction management system can transform your business.

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