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Lic. RCE-00000 (sample)

Bid Proposal

SAMPLE | Commercial office tenant improvement

SUBMITTED TO	Riverbend Professional Services LLC (fictional)	PROPOSAL NO.	AP-26-1005-SAMPLE
ATTENTION	Facilities Manager (sample)	BID DATE	October 5, 2026
PROJECT	Sample Project | Riverbend Office TI	VALID FOR	Through November 4, 2026
LOCATION	1250 Sample Commerce Way, Suite 210, Boise, Idaho	PREPARED BY	Jordan Hayes, Estimator

We are pleased to submit this proposal to furnish all labor, materials, equipment and supervision to complete the interior tenant improvement work for the above project, in accordance with the documents listed in Section 05, the addenda acknowledged below, and the clarifications and exclusions that follow.

01 BASE BID

TOTAL BASE BID

Amount in words: One hundred ninety-three thousand eight hundred ninety-two dollars and 70/100

$193,892.70

02 ALTERNATES & UNIT PRICES

Alt / item	Description	Unit	Add / (Deduct)
ADD-01	Conference-room glass wall in lieu of standard partition.	LS	$7,200.00
DED-01	Reuse 3 existing door/frame/hardware sets.	LS	($1,875.00)
UP	Additional standard 10 ft partition, insulated, finished and painted.	LF	$222.46
UP	Additional matching door/frame/hardware set.	SET	$1,246.58

03 SCOPE OF WORK INCLUDED

Work included in the Base Bid, organized by CSI division:

- **Div 01** — General Requirements: Final construction cleaning
- **Div 02** — Existing Conditions: Remove nonbearing partitions; Remove existing floor finishes; Remove existing ceiling and grid
- **Div 03** — Concrete: Minor slab patching
- **Div 06** — Wood, Plastics & Composites: Breakroom cabinets and countertop; Wood blocking and backing
- **Div 08** — Openings: Solid-core door/frame/hardware

- **Div 09** — Finishes: 3-5/8 in. metal stud partitions; Sound attenuation batts; 5/8 in. Type X drywall both faces; Level 4 drywall finish; 2 x 2 acoustic ceiling and grid; Commercial glue-down LVT; Commercial carpet tile; 4 in. rubber cove base; Prime new walls and paint walls
- **Div 10** — Specialties: Restroom accessories and room signs
- **Div 21** — Fire Suppression: Relocate sprinkler heads
- **Div 22** — Plumbing: Breakroom sink and local connections
- **Div 23** — HVAC: Duct/diffuser changes and balance
- **Div 26** — Electrical: Power devices and circuit changes; LED lighting and controls
- **Div 28** — Electronic Safety & Security: Fire-alarm device changes/test
- Div 01 — General conditions: supervision, temporary facilities, daily cleanup and final clean of our work areas, and project-specific safety program.

04 CLARIFICATIONS & EXCLUSIONS

Clarifications

1. Pricing is based on normal working hours, Monday through Friday, in a continuous and uninterrupted sequence.
2. Pricing assumes reasonable access and staging area adjacent to the work, provided by others.
3. Payment terms: monthly progress billing, net 30, retention per contract not to exceed 5%.
4. Fictional project and business. No actual drawings or vendor quotes supplied.
5. Vacant suite in an occupied building; 6-week duration.
6. Existing panel / HVAC capacity and restroom layout retained.
7. Sample allowances reviewed, not market quotations.

Exclusions

1. Structural work
2. Hazardous-material testing / remediation
3. Roof or exterior work
4. New RTU or electrical service
5. Restroom reconfiguration
6. Furniture, IT / data equipment and appliances
7. Design fees
8. Tenant relocation
9. Performance / payment bonds

05 BASIS OF PROPOSAL

Document	Title / description	Date / revision
Drawings	Riverbend Office TI CD Set Rev 0	10/05/2026
Scope schedule	Sample assumed scope schedule	10/05/2026

Addenda acknowledged

Addendum no.	Date	Addendum no.	Date
None issued	—		

06 SCHEDULE

We can mobilize within 10 working days of notice to proceed and complete our work in approximately 30 working days, subject to the overall project schedule and the timely completion of preceding work by others. Material lead times: door / frame / hardware sets 3–4 weeks; LVT and carpet tile 2 weeks.

07 ACCEPTANCE

This proposal, including its clarifications and exclusions, becomes part of any resulting contract. Signing below accepts the proposal as written and authorizes us to proceed.

SUBMITTED BY	ACCEPTED BY
Company	Company
Signature	Signature
Printed name / Title	Printed name / Title
Date	Date