

Before submitting any bid please check the following items to ensure the bid package is ready to be reviewed:

- Bid submittal coversheet
- Bid Log
- Description of itemized items
 - How will the vendor do the job?
 - Materials used?
 - Manufacturer?
 - Schedule?
- Description of costs
 - Itemized list per item
- Picture of repair
 - Close up
 - Faraway
 - Area(s) affected
- Location of the repair



BID SUBMITTAL PACKET

Project Name: _____ Address: _____

Reason for the repair: _____

Item under Warranty? Yes No

Work Description: _____

Submitted by: _____ Date: _____

Notes: _____

Bid #1		Total:	\$	
Description	QTY	Material	Labor	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Notes (such as exclusions, etc.):

Bid #2		Total:	\$	
Description	QTY	Material	Labor	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Notes (such as exclusions, etc.):



BID SUBMITTAL PACKET

Bid #3		Total:		\$
Description	QTY	Material	Labor	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Notes (such as exclusions, etc.):

Please attach corresponding backup.

Approved by:

_____ *Signature* _____ *Date*

_____ *Title*

_____ *Signature* _____ *Date*

_____ *Title*

_____ *Signature* _____ *Date*

_____ *Title*