[Your company name]

[Address] · [Phone] · [Email] · License # [number]

ELECTRICAL BID PROPOSAL

Proposal #	[P-1001]
Date	[date]
Project	[Project name and address]
To (GC / owner)	[Name, company]
Bid date	[date]

BASIS OF BID

This proposal is based on drawings E0.1–E6.2 dated [date], specification sections 26 05 00 through 26 51 00, and Addenda 1 and 2. Work not shown on these documents is excluded.

SCOPE OF WORK

[Two or three sentences a project manager can read in ten seconds. Details go in the inclusions.]

BASE BID, ALTERNATES AND UNIT PRICES

Item	Amount
Base bid	$78,430
Alternate 1: dimming controls for open office lighting (add)	$6,100
Alternate 2: MC cable for EMT in partition walls where permitted (deduct)	($2,280)
Unit price: additional duplex receptacle, incl. 20 ft of branch circuit	$80 each
Unit price: additional 2×4 LED troffer, installed	$207 each

Example figures from a 4,000 ft² office tenant improvement. Replace them with your own.

INCLUSIONS

- Furnish and install lighting fixtures per the fixture schedule, including lamps and drivers.
- New 225 A panel "LP-2" fed from existing switchgear, including feeder and breaker.
- Receptacles, switches, occupancy sensors and plates as shown.
- Empty conduit and boxes for data outlets, with pull strings.
- Equipment connections for HVAC units shown on M-sheets.
- Permits and inspections for the electrical scope.

EXCLUSIONS

- Utility company fees and charges.
- Cutting, patching and painting.
- Fire alarm, security and data cabling (by others).
- Motor starters, VFDs and controls unless shown on electrical drawings.
- Trenching in rock or concrete removal.
- Overtime or shift work not required by the bid schedule.
- Bonds, unless requested (available at an additional [x]%).

CLARIFICATIONS AND ASSUMPTIONS

- Existing switchgear has capacity and space for one 225 A breaker.
- Work areas will be accessible and free of obstructions during normal working hours.
- Ceiling heights do not exceed 14 feet.
- Price is based on copper pricing as of [date] and is valid for 30 days.

SCHEDULE

[Duration and sequencing assumptions.]

TERMS

Payment: Progress billing monthly based on percent complete, due within 30 days of invoice. Retainage not to exceed [x]%, released at substantial completion.

Changes: Changes in scope, sequence or schedule will be priced as a written change order before the work proceeds. Work directed without an agreed price will be performed on a time-and-material basis at the rates attached, with signed daily tickets.

Material escalation: This price is based on material costs as of [date]. If the price of copper wire, conduit or major equipment increases by more than [x]% between the proposal date and purchase, the contract sum will be adjusted by the documented difference.

Schedule: Price assumes continuous, sequential access to work areas per the bid schedule. Delays or re-sequencing by others are grounds for a time extension and cost adjustment.

Warranty: Workmanship warranted for one year from substantial completion unless the contract documents require otherwise. Manufacturer warranties pass through to the owner.

Validity: This proposal is valid for 30 days from the date above.

ACCEPTANCE

The undersigned accepts this proposal, which becomes part of the contract on acceptance.

Name and title _____

Company _____

Signature _____

Date _____

Have an attorney review your standard terms before you rely on them.

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