Scope sheet and bid form for one trade bid package

Send this scope sheet with your invitation to bid, so every bidder prices the same scope on the same form.

General contractor: fill in the top half of the Bid package sheet. List every drawing, spec section, and addendum issued.

Replace the sample drywall and framing lines with your trade's lines. Group them under the spec sections they come from, and write one priceable item per line.

Add "(break out price)" to any line you want priced on its own. Set each allowance amount, and describe each alternate and unit price.

Bidder: fill in the bottom half of the Bid package sheet, including every addendum you priced.

On the Scope sheet, pick Included, Excluded, or Unclear for every line. Included means the work is in your base bid.

Pick Unclear when the documents do not settle whether the line is yours. Write your question in Notes.

Enter a Price on each line marked "(break out price)". Leave Price blank on other Included lines unless you want to show it.

Carry each allowance at the stated amount. Enter it in Price and mark the line Included.

Under Lines you add, list work in your price that the sheet does not list.

Enter your base bid, the lump sum you sign for, in the Base bid row at the top of the Scope sheet.

Price each alternate as an add, or as a deduct with a minus sign. Alternates stay out of the base bid.

Enter each unit price for one unit of the work it names.

On the Exclusions sheet, list every exclusion and qualification, with the scope line or spec section it affects.

Need more lines? Insert rows above the last blank row under Lines you add, and the totals will include them.

Do not type in the shaded cells. They hold the formulas.

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Bid package

Bid package	Details
Filled in by the general contractor	
Project	
Trade	
Bid package name and number	
Drawings issued (sheets and date)	
Specification sections issued (and date)	
Addenda issued to date	
Bid due (date and time)	
Send questions to (name and email)	
Filled in by the bidder	
Company	
Contact name, phone, and email	
Addenda acknowledged (number and date of each)	
Bid valid for (days)	
Sales tax included (Yes or No)	
Bond cost included where required (Yes or No)	
Meets the bid documents' insurance requirements (Yes or No)	
Signed by (name, title, and date)	

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Scope

Scope line item	Status	Price	Notes and questions
Base bid (the lump sum you sign for)			
01 00 00 General requirements			
Supervision, layout, and coordination with other trades			
Submittals, shop drawings, and samples as the specs require			
Mockups where the specs require them			
Hoisting, staging, and distribution of your own materials			
Daily cleanup of your own debris to the GC's dumpster			
05 40 00 Cold-formed metal framing			
Exterior non-load-bearing stud framing at walls and soffits			
Delegated design and stamped calculations for exterior framing			
Deflection track and slip connections at slab edges			
Framing and reinforcing at window, storefront, and louver openings			
06 16 43 Gypsum sheathing			
Glass-mat gypsum sheathing at exterior framed walls			
09 22 16 Non-structural metal framing			
Interior stud partitions, full height to deck where shown			
Partitions to ceiling height, braced to structure where shown			
Deflection head track at partitions that run to deck			
Furring at columns and exterior walls			
Ceiling, bulkhead, and soffit framing for gypsum board ceilings			
In-wall backing for casework, grab bars, wall-hung fixtures, and owner items			
Framing for access doors and panels; install doors furnished by others			
09 21 16 Gypsum board assemblies			
Gypsum board at partitions, furring, ceilings, and soffits, all types as specified			
Fire-rated partitions built to the listed assembly, including rated head-of-wall joints			

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Scope line item	Status	Price	Notes and questions
Shaft wall assemblies at elevator, stair, and mechanical shafts (break out price)			
Corner bead, trim, reveals, and control joints as shown			
Cement or glass-mat backing board at wet areas			
09 29 00 Gypsum board (finishing)			
Taping and finishing to Level 4 typical			
Level 5 finish where the finish schedule shows it (break out price)			
Patching gypsum board after other trades' work, before final finish			
07 21 00 Thermal insulation and 09 81 00 Acoustic insulation			
Sound attenuation batts in partitions where shown			
Thermal insulation in exterior framed walls			
07 84 43 Joint firestopping and 07 92 00 Joint sealants			
Joint firestopping at the head of rated partitions			
Acoustic sealant at sound-rated partitions			
01 21 00 Allowances (carry the stated amount in your base bid)			
Allowance for added backing as directed by the GC: $_____			
Lines you add (work in your price that is not listed above)			
Prices entered on Included lines			
Rest of the base bid (not broken out)			

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Scope line item	Status	Price	Notes and questions
Lines marked Included			
Lines marked Excluded			
Lines marked Unclear			
01 23 00 Alternates (priced on their own, not in the base bid)			
Alt 1: Level 5 finish at all corridor walls (add)			
Alt 2: Abuse-resistant board at corridor walls (add)			
Alt 3: Substitution you propose (describe in Notes)			
01 22 00 Unit prices (for work added or deleted)			
Stud partition, Type X board both sides, Level 4, per SF			
Shaft wall assembly, per SF			
Level 5 finish in place of Level 4, per SF			
Added backing plate, installed, each			

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Exclusions

Exclusion or qualification	Scope line or spec section
Exclusions (work you left out of your base bid)	
Qualifications (conditions on your price, such as schedule or access)	