

PROPOSAL FORM FOR SUBCONTRACTOR - INSTRUCTIONS

- (1) Insert name of General Contractor being bid to for pink envelope copy:
 - a. For the green envelope copy, write "TO ALL BIDDING GENERAL CONTRACTORS" if applicable.
 - b. If different prices are given to General Contractors, fill out a separate proposal form and place in a separate green envelope with the General Contractor listed on the outside of the green envelope. Write on Line (1) "XYZ CONSTRUCTION COMPANY (ONLY)."
- (2) This line shall be filled in for the green envelope copy only. Insert names of General Contractors excluded from the filed bid. If all General Contractors are being bid to, leave this line blank.
- (3) Insert project title listed on the bid documents.
- (4) Insert all specification section numbers included in the filed bid.
- (5) If the bid documents instruct the bidders to break down the bid into two (6) separate prices, list the specification sections and corresponding dollar amount.
 - a. If the bid documents require only one lump sum price, leave Lines (5) and (6) blank and use Lines (7) and (8).
- (7) List specification sections quoted for combined price:
 - a. If sections quoted are listed on Line (4), insert "SEE LINE (4)."
 - b. If a combined price is required of Lines (5) and (6), insert "SEE LINES (5) AND (6)."
- (8) Insert total price figures.
- (9) Insert price in written words.
- (10) Insert date of specifications and drawings.
- (11) List the Architect/Engineer of record.
- (12) List and acknowledge all alternates in the bid documents:
 - a. If there is work affecting the filed bid, list the price figures in the appropriate Add or Deduct column.
 - b. If there is no change in the filed bid price, insert "O" in the Add and Deduct columns.
 - c. If there is no work in the alternate that involves the filed bid trade, insert "O" in the Add and Deduct columns.
- (13) Insert number and issue date of all addenda that were issued from the Architect/Engineer's office not later than 72 hours prior to scheduled receipt of bids.
- (14) Insert name of company submitting filed bid.
- (15) Insert license number for trades required to be registered with the State of Maine Licensing Boards.
- (16) Insert authorized signature.
- (17) Insert date bid is submitted.
- (18) Insert address on Line (14).

