

# 2.1

## RFP (Request for Proposal)

Date:  APN Number:

To:  From:  Project Location or Address:

You are hereby invited to submit a Cost Proposal for this project.

### PROJECT DOCUMENTS AND DELIVERY INSTRUCTIONS

Latest Revision Date:  Addenda Number:  Proposal Due Date:  Time:

Obtain Plans and Specifications from:  Deliver your Proposal to:

Phone Number:  Phone Number:

E-mail:  E-mail:

**SAMPLE**

### DESCRIPTION OF THE WORK

**VERSION**

### TYPE OF PROPOSAL REQUESTED

LUMP SUM  TIME AND MATERIALS  NOT TO EXCEED Other:

Provide Unit Percentage fees for:  Adding (MORE) labor and materials  Deducting (LESS) labor and materials

**Purchase and**

### REQUESTED ALTERNATE BIDS AND/OR ALLOWANCES

**download a working**

### DELIVERY AND/OR COMPLETION OF THE WORK

Starting Date:  Starting Time:  Other:

Completion Date:  Time:

Deliver Date:  Starting Time:

Include any lead time items and time needed  Include the number of calendar days to complete the work

**version today**

### BONDING AND INSURANCE REQUIREMENTS

Bid Bond  Performance Bond  Payment Bond Actual Cost of Bond(S) (DO NOT INCLUDE IN BASE BID):

Number of Parties to be named as Additional Insured on Insurance(s) Policies:   See Continuation page for limits

### OTHER REQUIREMENTS

Pre-Proposal site inspection:  YES  NO Other:

Inspection Date:  Time:

Special Instructions:

### ATTACHMENTS

**2.2** Procedural Memorandum

**2.3** Proposal/ Agreement

**2.3a** Terms and Conditions

**2.4** Continuation Page