

Construction Contractor RFP Template

RFP

RFP Solicitation Number:

Solicitation Date:

1. Project Overview

Project Name	
Location	
Description	
Objectives	

2. Client Information

Issuing Organization	
Contact Details	

3. Scope of Work

Work Description	
Material and Quality Standards	
Deliverables	

4. Proposal Submission Requirements

Submission Format

Required Documents

Deadline

5. Cost Breakdown

Materials			
Quantity	Material Types	Rate	Total
Total Cost of Materials			

Labor			
Labor	Hours	Rate	Amount
Total Cost of Labor			

Equipment Rentals			
Quantity	Item	Rate	Total
Total Cost of Equipment			

Subcontractor Fees			
Trade	Hours	Rate	Amount
Total Subcontractor Fees			

Totals

Total Materials	
Total Labor	
Total Equipment Rentals	
Total Subcontractor Fees	
Total Permits and Fees	
Total Miscellaneous	
Subtotal	
Tax Rate	
Total Tax	
Total	

Permits and Fees	
Total Permits and Fees	

Miscellaneous	
Total Miscellaneous	

6. Evaluation Criteria

Key Factors

Weighting

7. Timeline and Schedule

Proposal Deadlines

Project Timeline

8. Terms and Conditions

Contract Type

Payment Schedule

Warranties and Liabilities

Termination Clauses

9. Appendices

Attachments

Forms

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