

**SUBMITTED TO:           SAMPLE PROPOSAL**

**PROJECT:**

**REQUESTED BY**

**PROPOSAL DATE:**

GRANDPREY & ASSOCIATES HEREBY PROPOSES TO SUPPLY LABOR AND MATERIALS FOR THE COMPLETION OF:

**SCOPE OF WORK**

**INCLUSIONS**

**This bid includes the following Items:**

- 1) All cabinets as described in Documents Provided.
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
  - h.
  - i.
  - j.
- 2) Interiors to \_\_\_\_\_ . (samples to be provided)
- 3) Exteriors to be \_\_\_\_\_ .
- 4) Doors to be \_\_\_\_\_ .
- 5) Drawers to be of finish (7 ply) maple or birch veneer.
- 6) Stain and finish of cabinets, doors, drawers, and millwork. – colors to be determined.
- 7) Installation of all cabinets
- 8) Shop drawings for approval.

**EXCLUSIONS**

**The Following Items are not included in this contract:**

- 1) Electrical and plumbing.
- 2) Appliances

**TIME CONSIDERATIONS**

1/01/10	Contract Finalized - First payment due & Order materials	x week
1/01/10	Shop drawings completed & fabrication begins	x week
1/01/10	Continue fabrication of casework	x week
1/01/10	Fabricate drawers and accessories	x week
1/01/10	Client inspection & Second payment due	x week
1/01/10	Fabricate doors & drawer fronts	x week
1/01/10	Stain & finish all wood items	x week
1/01/10	Ship & install cabinets	x week
1/01/10	Final detail & final payment	

OTHER ITEMS TO BECOME PART OF THE "CONTRACT DOCUMENTS" AT A LATER DATE AND ARE TO BE A PART OF THIS CONTRACT TO INCLUDE:

- 1) SHOP DRAWINGS
- 2) STAIN & FINISH SAMPLES (FOR CLIENT'S APPROVAL)

## **GRANDPREY & ASSOCIATES POLICIES**

**BID ACCEPTANCE:** THIS PROPOSAL MAY BE WITHDRAWN UNLESS WRITTEN ACCEPTANCE IS RECEIVED WITHIN THIRTY (30) DAYS FROM DATE ON THIS PROPOSAL.

**FIELD VERIFICATION WITHIN SAN DIEGO COUNTY:** THERE WILL BE A \$35.00 CHARGE FOR GRANDPREY AND ASSOCIATES TO GO TO THE SITE AND MEASURE AFTER INITIAL SITE VISIT. GRANDPREY AND ASSOCIATES CANNOT BE HELD RESPONSIBLE FOR INCORRECT MEASUREMENTS AND INFORMATION PROVIDED BY THE CLIENT.

**DELIVERY AND SHIPPING:** ALL PRICES ARE F.O.B. SAN DIEGO, CALIFORNIA. ITEMS OUTSIDE SAN DIEGO WILL BE CHARGED \$1.25 PER MILE.

**CHANGE ORDERS:** CHANGE ORDERS MADE AFTER PRODUCTION HAS BEGUN WILL BE CHARGED \$35.00 PLUS LABOR AND MATERIALS. LABOR WILL BE CALCULATED AT \$45.00 PER HOUR. CHANGE ORDERS WILL BE DUE AND PAYABLE AT TIME OF CHANGE ORDER EXECUTION.

**PROJECT ACCEPTANCE:** WRITTEN ACCEPTANCE OF PROJECT MUST OCCUR WITHIN TEN (10) DAYS OF WORK COMPLETION. IF NO WRITTEN REJECTION OF THE PROJECT IS RECEIVED WITHIN TEN (10) DAYS OF WORK COMPLETION, THE PROJECT WILL BY DEFINITION BE ACCEPTED.

**JOB START CONSIDERATIONS:** WRITTEN CONFIRMATION OF INSTALLATION WILL BE REQUIRED PRIOR TO SENDING OUR CREW. IF THE JOB IS NOT READY FOR INSTALLATION, A FEE OF \$300.00 PER DAY PLUS TRAVEL EXPENSES WILL BE CHARGED FOR EACH MAN. THIS PROPOSAL IS BASED ON AN UNINTERRUPTED SEQUENCE OF WORK DAYS. ADDITIONAL CHARGES MAY BE ASSESSED IF INSTALLATION INTERRUPTION OCCURS THROUGH NO FAULT OF GRANDPREY AND ASSOCIATES.

**JOBSITE CONDITIONS:** ALL HAZARDOUS MATERIALS, FRAGILE ITEMS, AND ANY ITEMS THAT ARE BREAKABLE OR FRAGILE SHALL BE REMOVED FROM THE WORK AREA. ALL WALKWAYS, STAIRS, AND LANDINGS SHALL BE FREE OF OBSTACLES AND DEBRIS.

**PAYMENT SCHEDULE:** DOWN PAYMENT WILL BE DUE AT TIME OF PROPOSAL ACCEPTANCE. INVOICES FOR PROGRESS PAYMENTS WILL BE DUE AND PAYABLE WITHIN FIVE (5) DAYS OF RECEIPT. FINAL INVOICES ARE DUE AT TIME OF PROJECT COMPLETION.

### **NOTE TO PROPERTY OWNER**

#### **(PRELIMINARY NOTICE)**

**IF BILLS ARE NOT PAID IN FULL FOR THE LABOR, SERVICES, EQUIPMENT, OR MATERIALS FURNISHED, A MECHANIC'S LIEN LEADING TO THE LOSS, THROUGH COURT FORECLOSURE PROCEEDINGS, OF ALL OR PART OF YOUR PROPERTY BEING SO IMPROVED MAY BE PLACED ON YOUR PROPERTY EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN FULL. YOU MAY WISH TO PROTECT YOURSELF AGAINST THIS CONSEQUENCE BY:**

- 1) REQUIRING YOUR CONTRACTOR TO FURNISH A SIGNED RELEASE FROM THE PERSON OR FIRM GIVING YOU THIS NOTICE BEFORE MAKING PAYMENT TO THE CONTRACTOR**

**OR**

- 2) ANY OTHER METHOD OR DEVICE THAT IS APPROPRIATE UNDER THE CIRCUMSTANCES.**

**PAYMENT SCHEDULES AND TERMS**

**GRANDPREY AND ASSOCIATES PROPOSES TO HEREBY FURNISH LABOR AND MATERIALS - IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, POLICIES, TERMS AND CONDITIONS FOR THE SUM OF:**

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**PAYMENT TO BE MADE AS FOLLOWS:** FOR AN ITEM TO BE PLACED ON PRODUCTION SCHEDULE, A TEN PERCENT (10% - \$0000.00) DOWN PAYMENT IS REQUIRED. TWO WEEKS PRIOR TO PRODUCTION START DATE, AN ADDITIONAL THIRTY (30% - \$0000.00) OF THE PROPOSAL AMOUNT IS REQUIRED. HALFWAY THROUGH PRODUCTION, A THIRTY PERCENT (30% - \$0000.00) PROGRESS PAYMENT OF PROPOSAL AMOUNT IS DUE, AND UPON COMPLETION, DELIVERY, AND INSTALLATION OF THE ITEM, THE BALANCE IS DUE. (30% - \$0000.00)

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PROPOSAL GOOD FOR THIRTY (30) DAYS

(CA Contractors License #617569)

**ACCEPTANCE OF PROPOSAL** - I HAVE READ THE ABOVE PROPOSAL SCOPE OF WORK, POLICIES, CONDITIONS, NOTICES, TERMS, AND PRICES AND ARE HEREBY ACCEPTED. THIS PROPOSAL BECOMES A CONTRACT UPON SIGNATURE. YOU ARE HEREBY AUTHORIZED TO DO THE WORK.

AUTHORIZED SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_ DATE \_\_\_\_\_