

Request for Contractor Proposal



PROPOSAL COVER SHEET

"Contractor" company name: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Project name (on which you are bidding): _____

Project address: _____

The undersigned acknowledges and agrees that:

1. He/she is a duly authorized signatory with full authority to submit the attached proposal on behalf of the above-mentioned Contractor and is fully informed as to the preparation and contents of the attached proposal.
2. The terms of the proposal are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposing entity, or any of its agents, representatives, directors, employees or parties in interest.
3. Habitat for Humanity of McHenry County reserves the right to reject any or all proposals received, to enter negotiations with more than one prospective Project participant prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered.

Additionally, the undersigned acknowledges and agrees to the following general conditions regarding this Proposal:

1. Contractor is responsible for exact measurements, materials, material quantities and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship-like manner.
2. All costs to complete the Scope of Work described in this Proposal and included on any drawings or plans should be included in the Proposal/Bid. Any scope of work that Contractor does not believe is covered but is needed for a workman-like completion of the Scope of Work should be discussed with Habitat for Humanity of McHenry County before a Proposal/Bid is submitted.
3. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Contractor's Proposal/Bid are assumed to be included in the original contract.
4. Habitat for Humanity of McHenry County shall apply for, and obtain, all required Permits, and ensure proper zoning of building lot to allow permitting to proceed. Contractor must comply with all rules of the permitting process as established by the local authority having jurisdiction.
5. Contractor to provide all relevant home warranty information. Contractor to assemble and collect applicable warranty information for all products installed by Contractor. Such warranty information to be provided to Habitat for Humanity of McHenry County at final inspection or final payment, whichever occurs first.

Signature

Date

Signee's title (must be duly authorized officer or manager)

Printed name