

# Request for Subcontractor Proposal



**Habitat**  
for Humanity®  
of Grant County

## PROPOSAL COVER SHEET

"Subcontractor" 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 Subcontractor 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 (HFH) of Grant 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. Subcontractor 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 Subcontractor does not believe is covered but is needed for a workman-like completion of the Scope of Work should be discussed with HFH of Grant 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 Subcontractor's Proposal/Bid are assumed to be included in the original contract.
4. Subcontractor must apply for, and obtain, all required Permits. HFH of Grant County shall ensure proper zoning of building lot to allow permitting to proceed. Subcontractor must comply with all rules of the permitting process as established by the local authority having jurisdiction.
5. Subcontractor to provide all relevant home warranty information. Subcontractor to assemble and collect applicable warranty information for all products installed by Subcontractor. Such warranty information to be provided to HFH of Grant County at final inspection or final payment, whichever occurs first.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed name

**SCOPE OF WORK:**

**ADDITIONS TO SCOPE OF WORK BY SUBCONTRACTOR:**

**INCLUSIONS:**

**EXCLUSIONS:**

**REQUESTED ALTERNATIVES, SUBSTITUTIONS, ETC.**

**UNIT PRICING (IF APPLICABLE):**

---

---

**TOTAL BID PRICE:**

---

---

Subcontractor to attach Certificates of Insurance for General Liability, Workman's Compensation, and Automotive Liability with Proposal. Proposals without necessary documents will be considered incomplete and subsequently rejected. Policy declarations and additional insured documentation to be provided by Subcontractor upon Proposal/Bid selection.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (must be duly authorized officer or manager)

\_\_\_\_\_  
Printed name