SAMPLE Electrical Bid Proposal

Sample document. The company, project, people and amounts are fictional and only show the format. They are not pricing guidance.

From	Sample Electric Co. (fictional) 100 Example Avenue, Anytown, USA (555) 010-0100, bids@example.com License no. SAMPLE-0000
To	Sample Builders, LLC (fictional) Attention: Project Manager 200 Example Boulevard, Anytown, USA
Project	SAMPLE: Two-story medical office tenant fit-out, Suite 200 300 Example Street, Anytown, USA
Proposal number	SAMPLE-2026-014
Date	November 3, 2026
Bid documents	Drawings E-001 to E-401 dated September 18, 2026. Specifications dated September 18, 2026.
Addenda acknowledged	No. 1 dated October 2, 2026. No. 2 dated October 9, 2026.

Base bid

Base bid amount	$248,600 (fictional)
Written amount	Two hundred forty-eight thousand six hundred dollars
Sales tax	Included
Bond	Excluded. Available for an added $3,200 (fictional).

Scope of work by specification section

Division	Section	Included
Division 26	Common work results for electrical	Raceways, boxes, conductors, grounding, identification and supports for all work below.
Division 26	Panelboards	Furnish and install panels LP-2A, LP-2B and RP-2A with feeders from the existing house switchboard.
Division 26	Wiring devices	Receptacles, switches and plates shown on E-201 and E-202, including 14 GFCI locations in exam rooms.
Division 26	Interior lighting and lighting control	Fixture types A, B, C, D, X1 and EM per the schedule on E-401. Occupancy sensors and dimming per E-101.
Division 26	Equipment connections	Connections to 2 RTUs, 6 VAV boxes (power only), 1 water heater and owner-furnished sterilizer.
Division 28	Fire alarm	Excluded. See exclusions.

Inclusions

- Labor, material, equipment and supervision for the electrical work listed above.
- Temporary power: one 100A temporary panel and string lighting for the suite during construction.
- Electrical permit and inspection fees.
- Demolition of existing electrical in the suite, made safe back to the panel.
- Fixture quantities checked against the fixture schedule on E-401 (schedule and plan counts match).

Exclusions

Unless specifically listed under Inclusions, this proposal excludes:

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1. Utility company fees, charges, primary service work and metering equipment furnished by the utility.
2. Permit fees, plan review fees and inspection fees, unless listed as included.
3. Performance and payment bonds, unless listed as included.
4. Overtime, shift work and premium time. Work is based on a standard 40 hour week, day shift.
5. Excavation in rock or unsuitable soil, dewatering, shoring, and hauling of spoils off site.
6. Concrete work, including housekeeping pads, transformer pads, light pole bases and encasement, unless listed.
7. Cutting, patching, painting and finish repair of walls, floors and ceilings.
8. Core drilling and slab scanning (x-ray or GPR) beyond the quantities listed.
9. Fire stopping of penetrations made by other trades.
10. Roof penetrations, curbs, flashing and roofing work.
11. Temperature control wiring, BAS wiring and low voltage control wiring for mechanical equipment.
12. Furnishing of motor starters, VFDs, disconnects and controls supplied with mechanical equipment. Installation as listed only.
13. Owner-furnished or other-trade-furnished equipment. Connections only, as listed.
14. Fire alarm, data, voice, security, access control, CCTV and audio-visual systems, unless listed as included.
15. Hazardous material testing, abatement and disposal, including PCB ballasts and mercury lamps.
16. Engineering, design, stamped drawings, load studies and design-build services.
17. Short circuit, coordination and arc flash studies and labeling, unless specified.
18. Third-party acceptance testing (such as NETA testing), unless specified.
19. Seismic bracing design and engineering calculations.
20. Correction of existing code deficiencies outside the area of work.
21. Temporary heat, winter conditions and protection, and temporary power beyond the quantities listed.
22. Access panels (furnished and installed by others).
23. Traffic control, flaggers and police details.
24. Lighting control programming beyond initial startup, and owner training beyond the hours listed.
25. Spare parts, attic stock and extra materials beyond what the specifications require.
26. Builder's risk insurance.

Clarifications

- MC cable used for branch circuits concealed in walls and above ceilings, as allowed by the specifications. EMT where exposed.
- Exam room receptacles priced as hospital grade per Addendum No. 2.
- Sterilizer connection based on the cut sheet provided with Addendum No. 1 (208V, 3 phase, 30A).
- Existing house switchboard assumed to have capacity for the new feeders, per the engineer's note on E-001.

Alternates

Alt. no.	Description	Add / Deduct	Amount
1	Replace fixture type B with type B-ALT from the schedule.	Deduct	$4,150
2	Add networked lighting control in place of standalone sensors.	Add	$11,900

Unit prices

Item	Unit	Add price	Deduct price
Duplex receptacle, 20A, on new circuit, within 50 ft of panel	EA	$310	$140
Fixture type A, installed and connected	EA	$395	$260
Data outlet backbox and pull string	EA	$120	$60

All amounts on this page are fictional and only show the format.

Schedule assumptions

- Electrical rough-in and trim over 9 weeks, in one mobilization.
- Day shift, Monday to Friday, with free access to the suite and the electrical room.
- Panel and lighting release within 5 days of award to meet the lead times quoted by suppliers.

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Validity and payment terms

Proposal valid for	30 days from the date above.
Payment terms	Monthly progress billing on a schedule of values. Payment due 30 days after invoice.
Retainage	5%, released at substantial completion of the electrical work.
Change orders	Priced in writing and approved before the work is done.

Acceptance

The undersigned accepts this proposal, including its inclusions, exclusions and clarifications.

	Contractor	**Customer**
Signature	(sample)	
Name	Sample Estimator	
Title	Chief Estimator	
Date	11/03/2026	

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