

HVAC BID PROPOSAL FORM

Project Name: _____ Bid Number: _____

Bidder Information:

Company Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Project Location:

Address: _____

City: _____ State: _____

Zip Code: _____

Scope of Work:

Furnish all labor, materials, equipment, and supervision necessary to complete the HVAC installation and commissioning as specified in the project documents, including but not limited to: ductwork, piping, controls, equipment installation, testing, adjusting, and balancing.

Bid Breakdown:

1. Equipment Cost (Including all HVAC units, compressors, chillers, etc.):	\$ _____
2. Installation Labor Cost:	\$ _____
3. Materials and Supplies:	\$ _____
4. Testing, Adjusting, and Balancing:	\$ _____
5. Warranty and Service Terms:	_____
6. Other Costs (Specify):	\$ _____
Total Bid Amount:	\$ _____

Project Schedule:

Bidder shall provide a detailed project schedule including start date, major milestones, and completion date. All work shall be completed in accordance with the project timeline.

Licenses and Certifications:

Bidder certifies that all necessary licenses, permits, and certifications required by applicable local, state, and federal laws are current and valid.

Insurance and Bonding:

Bidder shall maintain insurance coverage as required, including general liability, workers' compensation, and

automobile liability insurance, and shall provide certificates of insurance upon request.

Payment Terms:

Payment will be made according to the agreed schedule upon satisfactory completion of project milestones and submission of proper invoices. Retainage terms, if any, will be specified in the contract.

Warranty:

Bidder warrants that all materials and workmanship shall be free from defects for a period of one year from the date of substantial completion, unless otherwise specified.

Terms and Conditions:

1. Compliance with Laws

Bidder shall comply with all federal, state, and local laws, ordinances, regulations, and codes applicable to the work.

2. Indemnification

Bidder agrees to indemnify, defend, and hold harmless the owner and their agents from any claims, damages, losses, and expenses arising out of or resulting from the performance of the work.

3. Changes in Work

Any changes to the scope of work shall be made in writing and signed by authorized representatives of both parties.

4. Termination

The owner may terminate the contract for cause upon written notice to the bidder. In such event, the bidder shall be paid for work performed to date.

5. Dispute Resolution

Any disputes arising under this contract shall be resolved through negotiation, and if unresolved, through mediation or binding arbitration under applicable laws.

6. Governing Law

This bid and any resulting contract shall be governed by and construed in accordance with the laws of the United States and the state in which the project is located.

7. Entire Agreement

This bid document and any attachments constitute the entire agreement between the parties with respect to the subject matter herein.

8. Confidentiality

Bidder agrees to keep all project details and proprietary information confidential unless authorized in writing.

9. Bid Validity

All bids shall be valid for a period of 60 days from the submission date.

10. Safety

Bidder shall adhere to all applicable safety regulations and maintain a safe work environment at all times.

BIDDER'S AUTHORIZED SIGNATURE

OWNER'S AUTHORIZED SIGNATURE

Signature: _____

Signature: _____

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