

11424 Mercury Dr.  
Manassas, VA 20112

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**Thursday, May 13, 2010**

**George & Carol Proctor  
65 Main St.  
Sperryville, VA 22740  
(555) 555-9999**



CUSTOMER ID:GP012010  
PROJECT ID:GP00065.001

Dear Mr. and Mrs. Proctor,

Let me begin by thanking you for meeting with me to discuss your project on Thursday, 18 March 2010 to build a 30' x 20' three (3) car garage , and giving us the opportunity to present this construction proposal to you in lieu of our conversation. The proposal was drawn based on the drawings I received on 23 March 2010 from Mr. Proctor and conversations with both Mr. and Mrs. Proctor. Please keep in mind that we priced this project without the construction details that set plans or specifications would give us. Therefore, this proposal only reflects your project's budget costs, so there will be plenty of items from which to find more cost savings if necessary. I look forward to working with you!

Best regards,

Michael T. Puskar

## **PROPOSAL**

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We hereby propose to furnish material and labor in accordance with the specifications listed. All material is guaranteed to be as specified. All work to be completed in a professional manner, in accordance with general standard practices.

Any changes may effect pricing. Additional work will be billed at cost plus 20%. Deletions or reductions in the work below will not effect the stated profit and overhead amount.

This bid proposal is only valid for a period of thirty (30) days from the date it is presented. We agree not to withdraw our bid within thirty days after the proposal date.

NOTE: ALL SURFACES TO BE PROTECTED AT ALL TIMES. WE ALSO REMOVE AND REHANG DRAPES, MOVE ALL FURNITURE AND PUT IT BACK WHEN JOB COMPLETED.

## **SCOPE OF WORK**

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### **Division 01 — General Requirements**

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01200 | Price & Payment Procedures

1. 20% down and weekly progress invoicing for work in place and deposits for special order items, as needed.

01300 | Administrative Requirements

1. Plans, permits, and expediting -- cost of permit by owner

01400 | Quality Requirements

1. Site supervision

01500 | Temporary Facilities

1. Scaffolding and staging

01590 | Equipment Rental

01740 | Cleaning

1. Debris removal and job clean up

|                   |    |          |
|-------------------|----|----------|
| DIVISION 01 TOTAL | \$ | 7,800.00 |
|-------------------|----|----------|

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**Division 02 — Site Construction**

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|   |    |          |
|---|----|----------|
| <u>02315</u>   <u>Excavation and Fill</u> | \$ | 2,675.00 |
|---|----|----------|

1. Includes excavation, footings and backfill

|                   |    |          |
|-------------------|----|----------|
| DIVISION 02 TOTAL | \$ | 2,675.00 |
|-------------------|----|----------|

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**Division 03 — Concrete**

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|   |    |          |
|---|----|----------|
| <u>03310</u>   <u>Structural Concrete</u> | \$ | 5,625.00 |
|---|----|----------|

1. Concrete block foundation and concrete garage slab

|                   |    |          |
|-------------------|----|----------|
| DIVISION 03 TOTAL | \$ | 5,625.00 |
|-------------------|----|----------|

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**Division 06 — Wood & Plastics**

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|                                    |    |           |
|------------------------------------|----|-----------|
| <u>06110</u>   <u>Wood Framing</u> | \$ | 11,759.00 |
|------------------------------------|----|-----------|

1. Framing labor and material, includes exterior cornice and siding

|                                |    |        |
|--------------------------------|----|--------|
| <u>06220</u>   <u>Millwork</u> | \$ | 700.00 |
|--------------------------------|----|--------|

1. Interior trim, includes material and labor

|                   |    |           |
|-------------------|----|-----------|
| DIVISION 06 TOTAL | \$ | 12,459.00 |
|-------------------|----|-----------|

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**Division 07 — Thermal & Moisture Protection**

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|   |    |          |
|---|----|----------|
| <u>07210</u>   <u>Building Insulation</u> | \$ | 1,400.00 |
|---|----|----------|

1. Allowances for insulation

07710 / Manufactured Roof Specialties \$ 980.00

1. Aluminum gutters, installed price
2. Aluminum downspouts, installed price

**DIVISION 07 TOTAL** \$ **2,380.00**

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**Division 08 — Doors & Windows**

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08210 / Wood Doors

1. Interior and exterior doors

08360 / Specialty Doors

1. Garage doors and openers, allowances for hardware

08550 / Windows

1. Interior and exterior windows

**DIVISION 08 TOTAL** \$ **5,330.00**

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**Division 09 — Finishes**

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09200 / Plaster & Gypsum Board \$ 2,400.00

1. Drywall hanging and finishing

09900 / Paints & Coatings \$ 4,900.00

1. Interior and exterior paint

**DIVISION 09 TOTAL** \$ **7,300.00**

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**Division 15 — Mechanical**

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15100 / Building Services Piping

1. Rough-in, hook-ups and trim \$ 2,200.00

15400 / Plumbing Fixtures & Equipment

1. Plumbing fixtures allowance \$ 750.00

**DIVISION 15 TOTAL** \$ **2,950.00**

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**Division 16 — Electrical**

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16055 / Basic Electrical Materials & Methods

|   |           |                 |
|---|-----------|-----------------|
| 1. Rough-in, hook -ups and trim, includes panel box and 40 points | \$        | 4,200.00        |
| <u>16500 / Lighting</u>   | \$        | 1,600.00        |
| 1. Electrical fixtures allowance                                  |           |                 |
| <b>DIVISION 16 TOTAL</b>  | <b>\$</b> | <b>5,800.00</b> |

## PROPOSAL SUMMARY

| <u>PAYMENT TERMS</u>   |         | <u>COST SUMMARY</u>          |                           |
|--|---------|------------------------------|---------------------------|
| 1. Contract signing -----  | 20% due | <b>SUBTOTAL</b>              | <b><u>\$52,319.00</u></b> |
| 2. Weekly progress invoicing for work in place and special order items, as needed. |         | <b>OVERHEAD &amp; PROFIT</b> | <b><u>\$10,463.80</u></b> |
|  |         | <b>TOTAL BID</b>             | <b><u>\$62,782.80</u></b> |
|  |         | <b>TOTAL DUE AT SIGNING</b>  | <b><u>\$12,556.56</u></b> |

Acceptance: To authorize the work, please sign below and return the original signed copy to us. Please make all checks payable to Amazing Skylights, Inc. When authorized, we will begin work as soon as weather and previous commitments permit, and/or when a mutually acceptable time is established.

Acceptance of this proposal indicates the costs stated in this proposal , specifications, and conditions are satisfactory and are hereby accepted. Payment will be according to terms listed above.

Upon signing, the homeowner may, at any time, terminate the contract for the homeowner's convenience and without cause. In case of such termination for the homeowner's convenience, the contractor shall be entitled to receive payment for work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed, or 10% of the total bid, whichever is greater.

Authorized Signature: \_\_\_\_\_  
**Homeowner**

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
**Michael T. Puskar Construction**  
**Amazing Skylights, Inc.**

Date: 5/13/2010

Please feel free to call me with any questions or comments at the number listed above, or on my cell @703.850.9083

Thank you,

Michael T. Puskar  
Virginia Class A# 2701-038766