Construction bid template

A construction bid form: base bid items, alternates, allowances and unit prices with quantities and prices, plus the exclusions and clarifications that define what the price covers.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Bid item	Description	Bid type ▾	Quantity	Unit	Unit price	Total	Exclusions / clarifications

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-bid-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Bid item	Description	Bid type ▾	Quantity	Unit	Unit price	Total	Exclusions / clarifications
1	*Gypsum partitions incl. framing, Level 4 finish*	*Base bid*	*14,200*	*SF*	*$4.10*	*$58,220*	*Excludes firestopping (by MEP trades)*
2	*Level 5 finish at lobby feature wall*	*Base bid*	*820*	*SF*	*$6.25*	*$5,125*	
3	*Blocking for casework and grab bars*	*Allowance*	*1*	*LS*	*$6,500*	*$6,500*	*Allowance per bid form*
4	*Framing above 10 ft, floor 2 corridor*	*Add alternate*	*2,600*	*SF*	*$3.40*	*$8,840*	*Add alternate 1*
5	*Additional gypsum board, per SF*	*Unit price*	*1*	*SF*	*$3.95*	*$3.95*	*Unit price for added work*

How to fill it in

1. Enter base bid items first, matching the owner's bid form or the scope of work item numbers.
2. Add alternates, allowances and unit prices on their own rows with the right Bid type.
3. Filter Bid type = Base bid to check the total equals the price on your bid letter.
4. Write exclusions and clarifications against the item they qualify, not only at the bottom.
5. Export to PDF with your cover letter.

Options for the ▾ columns

- **Bid type:** Base bid / Add alternate / Deduct alternate / Allowance / Unit price