

Public Works Contracting: Scope Letter Information

A scope letter in Public Works Contracting details a proposed working agreement between a Subcontractor and Prime contractor. Your scope letter should always be sent on your companies letterhead well before the due date. Use this 2-page worksheet to collect information and develop a scope letter. **Do not submit this document as your scope letter.**

Company Name: _____ **Phone:** _____

Address: _____ **Email:** _____

City: _____ **License #:** _____

Contact Person: _____ **DBE/SBE #:** _____

Union / Non-Union: _____ **Bondable:** (Y) / (N)

DIR Number: _____ **Bond Rate:** _____ %

We will be bidding on the following project:

Project Name: _____ **Bid Date:** _____

Project Location: _____ **Bid Time:** _____

Architect / Engineer: _____ **Contr. No.:** _____

We acknowledge Addendums No.: _____

Continued on page 2

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We will be quoting a price for the following work:

Specification Section No.: _____

General Heading description: _____

Specific Scope of Work: _____

Delivery / lead time for major materials and / or equipment: _____ weeks

Total lump sum price \$ _____

Our price includes: All applicable taxes: (Y) / (N)

Delivery to jobsite: (Y) / (N)

Complete installation: (Y) / (N)

Complete Section Per Plans & Specifications: (Y) / (N)

Exclusions and Qualifications: _____
