



# Final Bid Package

---



Prepared by Element & Edge LLC

Prepared For  
Sample Client

Property Address  
Sample Acre Farm  
Sample Town, NY

Date  
Sample Long Date

# Final Bid Package

## Cost Summary

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Contractor	Exhibit	Scope Covered (Categories / Items)	Total Value
Sample Contractor A	A	Preparation, Site Work, Utilities, Drainage, Water Feature, Outdoor Kitchen, Softscapes	\$ 702,700.00
Sample Contractor B	B	Hardscapes	\$ 190,000.00
Sample Contractor C	C	Steel & Carpentry, Thermal & Moisture, Finishes	\$ 476,900.00
Sample Contractor D	D	Utilities	\$ 32,000.00
Sample Contractor E	E	Utilities	\$ 16,500.00
Sample Contractor F	F	Landscape Lighting, Irrigation	\$ 180,000.00
Sample Contractor G	G	Fencing	\$ 106,000.00

Subtotal - Contractor Costs	\$ 1,704,100.00
Contingency Fee (10%)	\$ 170,410.00
Element and Edge PM Fee (15%)	\$ 255,615.00
<b>Final Project Cost</b>	<b>\$ 2,130,125.00</b>

**Contingency & Project Management Fee:**

- ❖ A 10% contingency allowance is included in the estimate for unforeseen conditions. Element & Edge’s project management fee (15%) is applied to the base estimate shown above.
- ❖ If contingency funds are required, the same 15% project management fee will apply only to the portion of contingency utilized. Unused contingency funds – and associated PM fees – will not be billed.

**Next Steps:**

- ❖ The Exhibits that follow provide detailed breakdowns for each contractor.
- ❖ The next page outlines the terms of acceptance for this package and serves as the formal confirmation to move forward with project management and coordination.

---

# FINAL ACCEPTANCE & AUTHORIZATION

---

Customer: Sample Client  
Project: The Birdie House  
Address: Sample Address

November 5, 2024

**Change Orders:** Changes to scope, aesthetics, or unforeseen conditions will be presented by E&E via written Change Order. No changed work will proceed without the Client's written approval. When applicable, contractor-issued change orders will be attached to the relevant Exhibit.

**Contractor Terms & Exclusions:** Each contractor's proposal/contract contains its own terms, exclusions, allowances, lead times, payment schedule, and warranties. E&E has reviewed and negotiated pricing to ensure competitive value and finds the terms typical for the described work; however, the Client is the contracting party and must review each contract carefully. E&E is available to assist with review, clarification, and negotiation.

**Engagement & Role:** Contractors are engaged directly by the Client as identified in **Exhibits A-G**. E&E provides project management and coordination services (including pricing negotiation and schedule coordination) and is not the general contractor; E&E does not control means, methods, or contractor performance. Payments are made by the Client to contractors pursuant to each contractor's agreement.

## **Acceptance & Approval**

By signing below, the Client confirms review of **Exhibits A-G**, acknowledges execution of contractor agreements, and authorizes Element & Edge LLC to continue project management and coordination under the Project Management Agreement.

---

Element & Edge LLC

---

Client

---

Printed Name / Title

---

Printed Name

---

Date

---

Date

---

# Frequently Asked Questions

---

## **1. Who am I contracting with?**

You will contract directly with each contractor listed in this package. Element & Edge is your project manager, overseeing coordination, scheduling, and quality.

## **2. Who do I pay?**

Payments are made directly to contractors according to their agreements. Element & Edge will track invoices and keep you updated so nothing is missed.

## **3. What if costs come in lower?**

You benefit from the savings. Our project management fee will not decrease by more than 20% of the originally estimated amount, unless scope items are removed.

## **4. What happens if something unexpected comes up?**

Any unforeseen condition will be addressed with a written Change Order for your review and approval before work proceeds.

## **5. How is the contingency used?**

The 10% contingency is reserved for true unknowns. We will never use these funds without first discussing with you and confirming next steps.

## **6. What if I have questions about contractor terms or exclusions?**

We've reviewed and negotiated each proposal for fair pricing and typical terms. If you'd like clarification, Element & Edge will walk you through and assist in negotiation.

## **7. How will I receive updates during the project?**

You will get regular updates from Element & Edge on progress, scheduling, and contractor performance. We remain your single point of contact.

## **8. What happens after I sign?**

- ❖ Confirm contractor agreements are executed
- ❖ Establish start dates and sequencing
- ❖ Provide you with a schedule outline
- ❖ Coordinate mobilization of trades

# EXHIBIT A

## Sample Contractor A

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
<b>Preparation</b>	2.1	Silt Fence / Construction Fence / Sanitary Facility	\$ 8,200.00
	2.2	Demolition & Removals	\$ 42,000.00
<b>Site Work</b>	3.1	Soil Stockpiling & Conditioning	\$ 15,000.00
	3.2	Trenching for Utilities	\$ 22,500.00
	3.3	Structural Fill & Subsoil (Import / Export)	\$ 65,000.00
	3.4	Rough Grading	\$ 12,500.00
	3.5	Topsoil / Fine Grading	\$ 72,500.00
<b>Utilities</b>	4.1	Conduit	\$ 16,500.00
<b>Drainage</b>	5.1	Stormwater Management System	\$ 18,500.00
<b>Water Feature</b>	7.1	Koi Pond	\$ 125,000.00
	7.2	Fountainscapes	\$ 35,000.00
<b>Outdoor Kitchen</b>	10.1	Structure & Veneer	\$ 25,000.00
<b>Softscapes</b>	12.1	Planting	\$ 245,000.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 702,700.00</b>

**Contact:** Sample Name

**Phone | Email:** (000) 000-0000

**Address:** Contractor Address

**Insurance:** General Liability & Workers' Compensation  
Certificates on file with Element & Edge | Full copies available upon request.

**License:** WC-00000-000

**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

**Notes on Contractor Proposal:**

- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
- ❖ Client contracts directly with the contractor.
- ❖ Element & Edge has vetted and negotiated pricing for value.
- ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT B

## Sample Contractor B

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
<b>Hardscapes</b>	6.1	Pool Patio	\$ 120,000.00
	6.2	Walls	\$ 45,000.00
	6.3	Stair	\$ 25,000.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 190,000.00</b>

**Contact:** Sample Name  
**Phone | Email:** (000) 000-0000  
**Address:** Contractor Address  
**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.  
**License:** WC-00000-000  
**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT C

## Sample Contractor C

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
<b>Steel &amp; Carpentry</b>	8.1	Structural Steel	\$ 18,500.00
	8.2	Rough Carpentry	\$ 35,000.00
	8.3	Exterior Architectural Woodwork	\$ 25,000.00
	8.4	Pavilion	\$ 215,000.00
	8.5	Wood Decking	\$ 135,000.00
<b>Thermal &amp; Moisture</b>	9.1	Roofing, Flashing & Gutters	\$ 14,500.00
<b>Finishes</b>	11.1	Exterior Painting / Staining	\$ 15,400.00
	11.2	Siding (To Match)	\$ 18,500.00
		<b>CONTRACTOR SCOPE TOTAL</b>	<b>\$ 476,900.00</b>

**Contact:** Sample Name

**Phone | Email:** (000) 000-0000

**Address:** Contractor Address

**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.

**License:** WC-00000-000

**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT D

## Sample Contractor D

Customer: Sample Client November 10, 2024  
 Project: The Birdie House  
 Address: Sample Address

Category	Item #	Description	Cost
Utilities	4.2	Electrical (Decorative Fixtures Supplied by Owner)	\$ 32,000.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 32,000.00</b>

**Contact:** Sample Name  
**Phone | Email:** (000) 000-0000  
**Address:** Contractor Address  
**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.  
**License:** WC-00000-000  
**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT E

## Sample Contractor E

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
Utilities	4.3	Plumbing (Decorative Fixtures Supplied by Owner)	\$ 16,500.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 16,500.00</b>

**Contact:** Sample Name

**Phone | Email:** (000) 000-0000

**Address:** Contractor Address

**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.

**License:** WC-00000-000

**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT F

## Sample Contractor F

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
Landscape Lighting	13.1	Pool Environment	\$ 65,000.00
Irrigation	14.1	Entire Property	\$ 115,000.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 180,000.00</b>

**Contact:** Sample Name

**Phone | Email:** (000) 000-0000

**Address:** Contractor Address

**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.

**License:** WC-00000-000

**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.

# EXHIBIT G

## Sample Contractor G

Customer:	Sample Client	November 10, 2024
Project:	The Birdie House	
Address:	Sample Address	

Category	Item #	Description	Cost
<b>Fencing</b>	15.1	Pool Code Aluminum & Gates	\$ 84,000.00
	15.2	Pool Code Welded Wire	\$ 22,000.00
<b>CONTRACTOR SCOPE TOTAL</b>			<b>\$ 106,000.00</b>

**Contact:** Sample Name

**Phone | Email:** (000) 000-0000

**Address:** Contractor Address

**Insurance:** General Liability & Workers' Compensation  
 Certificates on file with Element & Edge | Full copies available upon request.

**License:** WC-00000-000

**Warranty:** Standard 1-year workmanship warranty; manufacturer warranties apply to materials.

- Notes on Contractor Proposal:**
- ❖ The full contractor proposal/contract follows this Exhibit. Please review carefully for terms, exclusions, allowances, schedules, and warranties.
  - ❖ Client contracts directly with the contractor.
  - ❖ Element & Edge has vetted and negotiated pricing for value.
  - ❖ E&E is available to assist with review, clarification, or negotiation as needed.