



CONTRACTOR EVALUATION & BID COMPARISON

Compare the work, documentation and coordination behind each proposal.

Use the same scope revision for both proposals. Record what each contractor has provided and what still needs written clarification. This worksheet does not score contractors or select a winning bid.

Planning aid only; not a proposal, certification, insurance review or agreement. Blank answers mean not recorded. Keep resident details and confidential information out of shared copies.

PROPERTY / SCOPE REVISION

PROPOSAL A: CONTRACTOR / DATE / REFERENCE

PROPOSAL B: CONTRACTOR / DATE / REFERENCE



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PREPARE THE COMPARISON

- ☐ Identify the property, buildings or units, scope revision and proposal dates. Keep the proposal reference with each entry so clarifications can be traced.
- ☐ Check that quantities, work areas, retained items and material selections describe the same requested work. For apartment renovation contractors, compare the same unit types and finish package; for exterior contractors, compare the same elevations and repair boundaries. Record substitutions separately.
- ☐ Keep base scope, allowances, alternates and exclusions separate. An allowance is a budget provision for a stated item; it does not make undefined work a fixed-price commitment.

RESOLVE THE DIFFERENCES

- ☐ Request a written answer for missing quantities, preparation, access or removal work. A lower apartment renovation price may exclude flooring preparation or retained-item repairs that another bid includes. This is an illustrative comparison, not a price benchmark. Ask whether a clarification changes the proposal price or schedule assumptions.
- ☐ Check who supplies resident notices, access, staging space and owner decisions. Review dependencies before treating a target date as a committed finish date.
- ☐ Agree how new findings and requested changes will be documented and approved. Request applicable warranty and closeout terms in writing.
- ☐ Confirm the final scope version, unresolved items and authorized decision-maker before proceeding. Keep the clarified proposals with the comparison.



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SCOPE AND QUANTITIES

Buildings, units, elevations or areas included; quantities and retained items.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED

MATERIALS AND PREPARATION

Specified products or finish packages, preparation, removal and proposed substitutions.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED



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PRICE BASIS

Base price, allowances, alternates and exclusions as stated in each proposal.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED

ACCESS AND OCCUPIED AREAS

Entry arrangements, resident communication, staging and operating restrictions.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED



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SCHEDULE AND DEPENDENCIES

Proposed phases, material availability, owner approvals and assumptions behind dates.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED

REPORTING AND CHANGES

Progress updates, photo records and the process for documenting and approving changes.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED



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CLOSEOUT AND WARRANTIES

Walkthrough, open items, turnover documents and the actual written warranty terms.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED

INSURANCE AND QUALIFICATION DOCUMENTS

Request current insurance documentation and any project-specific license or qualification information. Record who will verify the documents against the owner's requirements; a certificate alone does not confirm that every requested coverage condition is met.

PROPOSAL A

PROPOSAL B

CLARIFICATION NEEDED
