

Aorbis Construction Bid Proposal Checklist

(All new, updated edition for 2025–Professional use only)

Instructions:

Check each item as you complete it. Use this checklist to ensure your bid proposal is comprehensive, professional, and ready for submission.

Aorbis (<https://aorbis.com>) is committed to helping construction professionals win more work with quality, clarity, and confidence.

Name of the Project

Document & Addenda Review

All required plans, drawings, and specifications received and reviewed

Most recent addenda attached and referenced

RFP or tender documents reviewed

Bid sheet template from client received (if applicable)

Standard form contract received and reviewed

Listing of approved suppliers/subcontractors received

Building rules, insurance requirements, and regulations reviewed



Project & Recipient Information

Project name and location clearly stated

Client/recipient name, address, and contact information included

Job title, phone number, and other relevant info included

Compliance & Risk Management

Insurance and bonding requirements fulfilled or noted

Permits and regulatory compliance checks complete/pending status listed

Risk assessment performed (design, cost, site conditions, or logistics)

Contingency plans in place for common risks

Sustainability or code compliance reviewed (if applicable)

PreBid Site Visit Documentation

Site visit completed (if applicable)

Major observations or site specific notes recorded

Scope of Work

Detailed description of all proposed work (tasks, deliverables, stages)

Explicit list of inclusions and exclusions

Materials, equipment, and labor requirements itemized

List of all subcontractors, their roles, and bid coverage

Supporting visuals/photos included (if applicable)



Cost Breakdown & Estimates

- Base bid price provided
- Full breakdown for labor, material, equipment, subcontractor fees
- Allowances and assumptions made explicit
- Alternative or unit pricing provided (if requested)
- Sufficient evidence/supporting documents for each cost phase

Timeline & Milestones

- Work schedule provided, with clear timeline for each phase
- Milestones identified and scheduled
- Key project deadlines and submission deadline listed

Payment & Warranty Details

- Payment schedule clear and comprehensive
- Payment terms reflect all major milestones and project phases
- Warranty provisions clearly stated (what is AND isn't covered)

Experience & Credentials

- Project team bios and credentials attached
- Relevant, recent project samples/case studies included

Clarifications & Allowances

- All alternative prices and unique inclusions requested by client addressed
- Any assumptions, clarifications, or change order processes described



Digital Submission & ESignature Readiness

Proposal formatted as digital documents suitable for esignature

All supporting materials properly named and attached for electronic submission

Customization & Personalization

Language and proposal content tailored to specific client/project

Client's business and project needs acknowledged and addressed

Final Review & Internal Signoff

All team reviews completed and feedback incorporated

Proposal reviewed for clarity, completeness, and readability

All policies, specifications, and requirements confirmed as addressed

Sign off by responsible team member/manager

PostSubmission Followup

Submission deadline doublechecked and noted

Postbid followup plan in place (including method and timing of contact)

Q&A from client anticipated and prepared for

AORBIS Inc. is a dependable supplier/distributor of doors, hardware, and bathroom accessories for hospital-ity, residential, commercial, industrial, senior living, multifamily, student housing, airport terminals, gov-ernment, and mixed-use projects. We are a CT based supplier of doors, hardware, and bathroom accessories to general contractors, owners, and developers for renovation to new construction projects across 48 states of the USA. As a reliable distributor, we supply all types of wood, hollow metal, fiberglass, and vinyl doors in swing, barn, pocket, by-pass, and bi-fold styles along with frames and hardware. We supply 40+ types of bathroom accessories in 50+ finishes and 30+ materials for all project types. We also provide quantity takeoff services for all divisions of CSI MasterFormat and have done takeoffs for 5,000+ projects.

