

# Subcontractor Bidding Process Requirements Checklist

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

## Please ensure the following documents are included in your bid submission:

- **Company Profile:** Brief overview of your company, including experience.
- **Proof of Insurance:** Certificate of insurance coverage.
- **Licenses:** Valid contractor's license for the scope of work.
- **References:** Contact information for at least three project references.
- **Pricing Breakdown:** Detailed pricing including labor, materials, and overhead.
- **Schedule:** Proposed project timeline with key milestones.
- **Subcontractor Agreements:** Completed and signed agreement forms.

**Submission Deadline:** [Insert Deadline Date]

Thank you for your interest in bidding. We look forward to your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Contact Information]