

The Subcontractor Bid Coordination Checklist

12 questions to run through before you commit to a bid, so fewer jobs stall on paperwork, missing scope, or slow-paying GCs.

Before you bid

- 1. Is the scope of work in writing, with exclusions listed explicitly?
- 2. Do you know who else is bidding this trade, and has the GC coordinated overlapping scope?
- 3. Is the bid deadline realistic given the drawings you were given?
- 4. Have you confirmed the GC's typical payment terms (Net 30 / 45 / 60) before you price the job?

Before you accept the job

- 5. Is there a signed subcontract, not just a verbal go-ahead?
- 6. Does the schedule of values match how you actually plan to bill?
- 7. Are change-order procedures spelled out, including how fast they get approved?
- 8. Do you know the retainage percentage and when it's released?

While the job is running

- 9. Are you tracking every verbal change request in writing, even informally?
- 10. Are you submitting pay applications on the GC's schedule, not just your own?
- 11. Do you have a single point of contact for coordination issues with other trades?

At closeout

- 12. Do you know exactly what closeout documents the GC needs (lien waivers, warranties, O&M; manuals) before final payment is released?

Provided by BuildDeskPartners — tools and resources for GCs, subcontractors, and suppliers to coordinate bids and get paid on time. builddeskpartners.com