



Retrofit Grants Documentation of CONTRACTOR BIDS



Use this form to submit documentation required for
your Construction Grant.

YOUR INFORMATION

Name:

Phone #:

E-mail:

ADDRESS OF BUILDING TO BE RETROFITTED

STREET

CITY

STATE

ZIP

The State of California requires that applicants for *Construction Grants* try to obtain at least three (3) bids from contractors in order to be eligible for this program. Applicants can use this form to submit documentation of contractor bids to the City of Berkeley.

It is the sole responsibility of the property owner to select contractors who hold a valid and current license in the state of California. Costs incurred for services performed without a valid and current license cannot be reimbursed. See the program website and Reimbursement Guidelines for more information.

1. How many contractors did you contact? You must try to obtain at least three (3) bids.
2. How many bids did you receive from contractors? To receive a grant, you must obtain at least two (2) bids.
3. Have you attached copies of at least two bids to this form, along with the signed contract with your selected contractor?

Yes

No, explain:

4. For each contractor you contacted, provide the following information. Attach additional pages if necessary.

COMPANY NAME

CONTACT PERSON NAME

I received a proposal
from this contractor.

I selected this contractor.

DATE OF CONTACT

METHOD OF CONTACT
(phone, email, etc.)

BID AMOUNT

Continue to reverse side of form.

COMPANY NAME

CONTACT PERSON NAME

I received a proposal from this contractor.

I selected this contractor.

DATE OF CONTACT

METHOD OF CONTACT
(phone, email, etc.)

BID AMOUNT

COMPANY NAME

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DATE OF CONTACT

METHOD OF CONTACT
(phone, email, etc.)

BID AMOUNT

COMPANY NAME

CONTACT PERSON NAME

I received a proposal from this contractor.

I selected this contractor.

DATE OF CONTACT

METHOD OF CONTACT
(phone, email, etc.)

BID AMOUNT

If you selected the lowest bidder, stop here. You do not need to complete the rest of the form. Provide the City copies of all bids and your signed contract.

5. If you did not select the lowest bid, please provide an explanation for how you selected the contractor for your project: