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### Large or Unusual Job Request

(Attach a separate sheet for detailed explanations)

#### **General:**

When does the job bid? \_\_\_\_\_  
Location of bid? \_\_\_\_\_  
Bid amount? \_\_\_\_\_  
Job description? \_\_\_\_\_  
Are you prequalified and certified to perform this project? \_\_\_\_\_

#### **Financial factors:**

What is the duration/schedule of the project? \_\_\_\_\_  
What is your working capital availability? \_\_\_\_\_  
Is your current line of credit sufficient? \_\_\_\_\_  
What payment schedule/retention can you expect? \_\_\_\_\_  
Any special insurance requirements? \_\_\_\_\_  
Will this job have an impact on your overhead costs? \_\_\_\_\_  
Are there unusual conditions that require consideration? (weather, location, equipment...) \_\_\_\_\_  
Who are your likely subs and suppliers? \_\_\_\_\_  
Do you wish to subcontract more/less than usual? \_\_\_\_\_  
Should you expect a higher margin than normal for the risk? \_\_\_\_\_  
Where does current backlog stand? \_\_\_\_\_

#### **Experience factors:**

What other jobs have you done of this size & type? \_\_\_\_\_  
Who performed on them? (estimator, PM, super) \_\_\_\_\_  
Who are the architect and engineer? Past projects with them? \_\_\_\_\_

#### **Personnel factors:**

Do you have sufficient estimating staff and time to prepare bid? \_\_\_\_\_  
Who will estimate the job? \_\_\_\_\_  
Who will manage the job from the office? \_\_\_\_\_  
Who will run the job in the field? \_\_\_\_\_  
What is their experience with this kind of work and owner/subs/engineer? \_\_\_\_\_  
Will the scheduling, planning, and administrative requirements pose any special problem for them? \_\_\_\_\_  
How will these personnel assignments effect your future work opportunities? \_\_\_\_\_

#### **Other factors:**

What are the labor conditions? Union? \_\_\_\_\_  
Any unusual requirements such as DBE percentage or certifications? \_\_\_\_\_  
Who is your competition likely to be? \_\_\_\_\_  
Have you visited the site? \_\_\_\_\_  
Do you have the equipment available to perform the work? \_\_\_\_\_  
Will your people need any specific training for the job? \_\_\_\_\_  
Special licenses or permits? \_\_\_\_\_