
QUOTE FORM
for Contractor/Vendor
with attachments, if required
(suggested form)

To: _____

Re: Project # _____
Project Title _____
Location _____

I propose to complete all work included in the scope of work:

_____ within _____ consecutive calendar days from the Notice to Proceed, for the sum of:

BASE BID/QUOTE:

_____ Dollars
(\$ _____) (written out carries)

ALTERNATE:

_____ Dollars
(\$ _____) (written out carries)

Breakdown of bid components is required when bid exceeds \$5,000.00. (Code 31-7-13(b) amended by SB2923 L'09). Combined total of all bid components must equal base bid/quote. Identify each material component in excess of \$5,000.00 on a separate line item with remainder of materials included together on the Miscellaneous Material line item. Insurance is required for \$5,000.00 and over. Bond is required for \$25,000.00 and over. No component breakdown needed for bid/quote under \$50,000.00 when Code 31-7-13(c) regarding advertisement is followed. (you don't have to use ALL the following blanks – just the applicable blanks.)

MATERIAL 1:

_____ Dollars
(\$ _____) (written out carries)

Description (include manufacturer/model #) _____

MATERIAL 2 (if applicable):

_____ Dollars
(\$ _____) (written out carries)

Description (include manufacturer/model #) _____

MATERIAL 3 (if applicable):

_____ Dollars
(\$ _____) (written out carries)

Description (include manufacturer/model #) _____

MATERIAL 4 (if applicable):

_____ Dollars
(\$ _____) (written out carries)

Description (include manufacturer/model #) _____

MATERIAL 5 (if applicable):

_____ Dollars
(\$ _____) (written out carries)
Description (include manufacturer/model #) _____

MATERIAL 6 (if applicable):

_____ Dollars
(\$ _____) (written out carries)
Description (include manufacturer/model #) _____

MATERIAL 7 (if applicable):

_____ Dollars
(\$ _____) (written out carries)
Description (include manufacturer/model #) _____

MISCELLANEOUS MATERIALS (if applicable) (include value of any materials not included in previous line items):

_____ Dollars
(\$ _____) (written out carries)

EQUIPMENT (if applicable):

_____ Dollars
(\$ _____) (written out carries)

LABOR (if applicable) (including labor burden):

_____ Dollars
(\$ _____) (written out carries)

OVERHEAD & PROFIT (including taxes): (if not included in costs above)

_____ Dollars
(\$ _____) (written out carries)

TAXES Did you include Sales and/or MPC taxes, if applicable, in your total bid? Yes _____ No _____
(This is a tickler to the bidder – taxes cannot be requested at a later date.)

MINORITY BUSINESS ENTERPRISE? Yes _____ No _____ (to assist with Code 57-1-57)

ADDENDA ACKNOWLEDGMENT: (if any)

No. _____ Date _____ No. _____ Date _____
No. _____ Date _____ No. _____ Date _____

ACCEPTANCE:

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature _____ Date _____
Name and Title _____
Name of Business _____

Complete spelling of bidder's name and address - **exact as recorded at the Secretary of State**
[<http://www.sos.state.ms.us/busserv/corp/soskb/csearch.asp>] which should be the same as you applied for at the
Mississippi State Board of Contractors [<http://www.msdoc.us/Search2.CFM>] (see 2.07, 3.01, 5.01) **PLEASE**
LOOK IT UP at SoS. SoS rules when the 2 are different.

Address _____ (mailing)
Address _____ (physical)
City/State/Zip Code _____ County _____
Phone _____ Fax _____ Email _____
Certificate of Responsibility Number(s): _____

(per Code 31-3-15 and 31-3-21 for bid/quote/contract over \$50,000.00 - - - or indicate "not over \$50,000.00)
Mississippi Department of Agriculture & Commerce Bureau of Plant Industry Landscape License Number _____
(per Code 69-19-1 – 69-19-15 (Complete if applicable for landscaping projects)