

Caring for MI Future: Facilities Improvement Fund

Contractor Bid Requirements

Not all bids will look the same. However, before you send bids to providers they need to include, at a minimum, the following information to provide clarity for the review team.

If your bid does not include these items, it will be returned to you.

Materials

- Type of item or material
- Quantity of item
- Cost per unit
- Area of use

Examples:

6 storm windows for playroom and kitchen. \$160 per window

Laminate flooring, 600 square feet, for basement. \$1.25 per square foot.

Labor

- Purpose of each type of labor
- Cost of each type of labor

General Contractors:

Itemize each sub-contractors scope of work and wages.

Total Project Cost

- Include any costs not directly related to labor and materials, such as overhead and profit, general conditions, or insurance

Contact

- Contractor's name of business, address, and contact information
- ECE business name or provider's name and contact information
- Address of project location
- Contractor signature

Contractors
Scan here to register
or visit Apply.IFF.org



IFF, a mission-driven lender, developer, and real estate consultant, received \$50 million in federal American Rescue Plan Act funding, awarded by the Michigan Department of Education as part of the Caring for MI Future initiative. Caring for MI Future is a \$100 million investment that will help Michigan families find quality, affordable child care in their community by opening 1,000 new, or expanded, child care programs by the end of 2024.



**Strengthening
nonprofits and
the communities
they serve.**

Example Bid

Labor, Materials, and Prices for Demostration Only



Handy Company
PO Box 1234
Handyland, Michigan 49123
269-123-1234
HandyCompany@gmail.com
www.HandyCompanyContractors.com

Bill to
Early Childhood Education Place
Morgan Lane
123 E. Childcare St.
Handyland, Michigan 49123
269-123-5678
ECEPlace@gmail.com

Estimate Number: 123
Estimate Date: April 21, 2023
Estimate Expires: May 21, 2023

Total: \$

Job Description

Replacing windows in playroom and kitchen with storm windows.
Replacing basement flooring with laminate.
Installing fire alarm system in basement.

Labor	Qty	Rate	Amount
Windows - Playroom	3hours	\$45	\$135
Windows - Kitchen	3hours	\$45	\$135
Flooring - Basement	600	\$5/sqft	\$3,000
Fire Alarm - Basement	600	\$2/sqft	\$1,200
		Subtotal	\$4,470

Total: \$14,280

Prepared by

Date

Materials	Qty	Per Unit	Amount
Storm windows - Playroom	3	\$160	\$480
Storm windows - Kitchen	3	\$160	\$480
Laminate Floor - Basement	600	\$1.25/sqft	\$750
Fire alarm - Basement	600	\$2/sqft	\$1,200
• Includes smoke and heat detectors, audio and visual alarm alerts			
		Subtotal	\$2,910

Reviewed & Approved by

Date

Misc	Amount
Permit and Plan Review	\$1,300
Architectural Plans	\$3,000
Handy Company Project Manage	\$2,600
Subtotal	\$6,900