



# PROPOSAL KIT SAMPLE

## Commercial Contracting Office Remodel Proposal

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John Hayward  
Lawson and Hayward Dental Clinic  
3444 Washington Street  
Spokane, WA 99206

Dr. Hayward,

Thank you for contacting Dwight Contracting about your need to make your office energy efficient. We are a fully licensed, bonded, and insured contractors, with extensive work experience on commercial and residential buildings.

I've taken a look at your building, and I think we can easily make some changes that will help you reduce your energy costs. First, we need to install double-pane thermal windows throughout the building. Second, we need to blow in a cellulose insulation in the attic. Third, we need to install weather stripping around your exterior doors. This should substantially reduce your heating and cooling costs.

We can install the windows as soon as we can get them delivered, which usually takes about two weeks. However, because you have numerous non-standard size windows, it might take up to three weeks for delivery. Our other option is to order larger windows than you currently have, but in standard sizes. We can then frame the new windows in to fit. I've provided the cost estimate for the latter option because your expense will be quite less than for custom windows. Once the windows arrive, we can have them installed within one week. I know it is important for you to keep intrusion at a minimum so you can continue treating patients. We can work out a building schedule to meet your needs.

I suggest you check with Inland Power regarding possible incentives. Usually right before the winter months, they offer an incentive to customers to do weather-proofing. Also, if we use Pella windows and install by December 31, you can receive a \$500.00 tax credit for energy efficiency. We'll provide you with the necessary forms to obtain your credit.

I've provided you with a cost summary and a statement of work to be done. I hope we can be of service to you. Please don't hesitate to call with any questions. We're available 6 days a week, from 8am to 6pm.

Sincerely,

Gerald Dwight  
Dwight Contracting  
509.881.9623  
[gdwight@earthlink.net](mailto:gdwight@earthlink.net)  
Lic #DWIGCO15J25



## Energy Savings with New Window Installation

Prepared for: John Hayward  
Lawson and Hayward Dental Clinic

Prepared by: Gerald Dwight  
Dwight Contracting



# STATEMENT OF WORK

## Summary of Work Requested

Installation of premium-grade, double-pane, thermal, low-e Pella windows.  
Installation of cellulose insulation in attic space. Weather-stripping of exterior doors.

## Company Background

Dwight Contracting has been in business since 2001. Gerald Dwight has been in the construction business for 11 years. Dwight Contracting is fully licensed, bonded and insured.

## Personnel

Dwight Contracting maintains and oversees a crew of three workers. All are skilled in the construction trade.

## Deliverables

Windows to be ordered by October 1. Barring any difficulties, windows should be delivered to site by October 14 and installed by October 21. Cellulose insulation and weather-stripping to be complete by same date.

## Benefits

In addition to the \$500.00 tax credit, clients usually see a 30 – 40% savings in their winter heating bills and a 20 – 25 % savings in their summer cooling costs.

## Impact

We should be able to work out a construction schedule whereby 8 of your 10 patient exam rooms will be functional every day over a 5-day period, thus costing you less money from lost production.





# COST SUMMARY

Permits	Qty	Amount
City Remodel Permit	1	\$250.00
Commercial Property Code Inspection	1	\$400.00
<b>Total Permit Costs:</b>		<b>\$650.00</b>
<b>Insulation and Weather Stripping</b>		
R-30 Cellulose Insulation	6245	\$6,182.55
Weather Stripping	4	\$91.96
<b>Total Insulation Costs:</b>		<b>\$6,274.51</b>
<b>Windows</b>		
Exterior Windows 4'8x6'	8	\$5,640.00
Exterior Windows 2'6x4'	16	\$5,888.00
Exterior Windows 4'8x5'	2	\$1,312.00
<b>Total Window Costs:</b>		<b>\$12,840.00</b>
<b>Labor</b>		
Cellulose and Weather Stripping		Included
Window Installation		\$3,852.00
<b>Total Labor Costs:</b>		<b>\$3,852.00</b>
<b>Grand Total</b>		<b>\$23,616.51</b>

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

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