
Estimate Submittal Package

*Proposal, Specifications & Qualifications,
Decorative Concrete Specifications, The Hard Facts Sheet,
Project Profiles & Bid Clarifications*

Estimate Submittal Package

Proposal

1. Look like a professional to customers, and stop making mistakes on your bids.
2. Estimating and bidding are only half the battle. Using an **Estimate Submittal Package will help you close more jobs.**
3. Keep it simple and easy to read.
4. On the proposal, **include a summary of all the points you discussed with the client**
5. Always **inform clients of every option**, even if the option is expensive.

November 16, 2006

Lisa & Alan Schrope
136 E. Placita Lago Bello
Sahuarita, AZ 85629

PROPOSAL: 4829

Phone: 520-393-3732
Fax: 520-123-1234
Project Location: Same

We propose to furnish all labor, material and equipment to complete the following:

Base Bid:

1. Tear out and replace driveway 12' x 50'.
2. Remove front section of walk 3' wide increasing to 5' in width at porch by 40' long and replace with Decorative Stamped concrete. Owner to select integral and antiqiuning color.

Base Bid: Accepted: _____ Declined: _____ Total base bid.....\$4,500.00

Alt No 1: Driveway to be wet cured and receive a penetrating sealer 30 days after placing concrete. Between the time that the curing blankets are removed and the penetrating sealer is applied owner is responsible to keep the driveway clean. An application of penetrating sealer after a 7 days wet cure is the best protection against scaling due to freeze-thaw cycles, short of an epoxy coating.

Alt No 1: Accepted: _____ Declined: _____ Add to base bid....\$575.00

Alt No 2: Remove 6" of existing soils under drive area and replace with No 8 limestone aggregate. As per our discussion regarding the existing soils we discovered that approximately 60% of the area has organic materials that could affect the support system for the driveway and allow failure. The installation of the aggregate would provide a much better subgrade.

Alt No 2: Accepted: _____ Declined: _____ Add to base bid.....\$2,500.00

Attached Specifications and Qualifications are a part of this proposal and must be read, filled out, signed and returned upon acceptance.

PAYMENT TERMS: WORK WILL BE INVOICED UPON JOB COMPLETION AND DUE 10 DAYS FROM INVOICE DATE.
INITIAL ACCEPTANCE: _____

Furnish material and labor – complete in accordance with the above specification for the sum of: \$ _____
Note: This proposal may be withdrawn by us if not accepted within 30 days.
Authorized Signature: _____

IMPORTANT ADDITIONAL TERMS ON BACK. READ BEFORE SIGNING.
The above contract terms are accepted, and L.L. Geans Construction Co. is authorized to do the work as specified above.

Date of Acceptance: _____ Signature: _____
Sign and Return Via Fax or Mail Printed Name: _____

Please provide the following information about the project location for utility locating purposes:
Township: _____ Subdivision: _____

Estimate Submittal Package

Proposal (back)

1. Make it a rule to have the client's expectations in line with what they will receive.
2. Confusion, miscommunication, disorganization in the company/owner you are working for. You can get hurt or profit from it.
3. **Story from the speaker:** Heritage Square—Dewatering.

Dear Customer,

We have been serving the Michiana Community and taking pride in our concrete work since 1959. Our good reputation is important to us, because satisfied customers are our best advertisement. We hope you enjoy your new concrete, and thank you for your patronage.

Sincerely,
L. L. GEANS CONSTRUCTION CO.

L.L. GEANS CONSTRUCTION CO. WILL CALL INDIANA UNDERGROUND AT 1-800-382-5544 TO MARK WIRES AND PIPES TWO DAYS BEFORE WORK BEGINS.
L.L. GEANS CONSTRUCTION CO. IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO UNMARKED WIRES, PIPES, UTILITY LINES, ETC.

SEE ATTACHED RESIDENTIAL FLATWORK SPECIFICATIONS AND QUALIFICATIONS

TERMS

CONCRETE REMOVAL

When estimating removal of existing concrete, there are assumptions that have to be made as to the thickness and amount of reinforcement in the existing concrete. This estimate is based on the assumption that the existing concrete was installed under usual industry standards. However, there are cases where concrete has been poured thicker just to fill voids, etc. Sometimes extraordinary concrete or reinforcement is encountered during the removal process. There will be an additional charge to you if this situation occurs. You will be notified before work will continue.

SUBGRADE CONDITIONS

The ideal base for concrete is sand and gravel. If your particular soils have unsuitable materials such as clay, muck, etc. this may increase the stress on your concrete, which may increase the possibility of cracking. Normally, concrete service walks, drives, patios, etc. are poured on the existing soil conditions. This estimate assumes that subgrade conditions will permit the use of standard methods. If this is not the case, there will be additional charges, and you will be notified before work continues. We can furnish an optional price on soil replacement and drainage systems at your request.

THE LIMITATIONS OF CONCRETE

In spite of its strength and durability, concrete is not indestructible. We cannot be responsible for things that are beyond our control. Cracking, scaling, settling, heaving and other types of damage may occur despite the skill of our workmanship and the quality of our materials, and some of the causes of this are listed below:

- Frequent freezing and thawing common in this climate may cause cracking which is beyond our ability to prevent.
- Salts and other de-icing chemicals may cause pitting or scaling if they are used on the surface. This is especially harmful during the first winter.
- Parked vehicles with road salt residue on them and poor water drainage are additional causes of pitting and scaling that we cannot prevent.
- Driving on or otherwise using new concrete within seven days after pouring may also cause damage.
- Application of a sealing compound by the owner during the second and third year is recommended for additional protection, however, the best chance for protection from scaling and pitting is the application of a penetrating sealer. Please ask about initially applying a dispersing curing and after 60 days applying a penetrating sealer.
- Due to variations in the color of cement, sand, and coarse aggregates (gravel, slag, and limestone), we are unable to guarantee color of concrete.
- Calcium chloride may change the color of concrete, due to weather conditions such as humidity and ambient temperatures.

THE STRUCTURAL INTEGRITY OF YOUR CONCRETE IS NOT AFFECTED BY COLOR!

NOTICE TO OWNERS OF MECHANIC'S LIEN RIGHTS

We have furnished or will furnish labor and/or materials for the construction project described on this Proposal. If someone other than the OWNER has signed this Proposal, we assume that this has been done with the OWNER'S knowledge and consent. In the event of non-payment, we reserve the right to file a MECHANIC'S LIEN against the subject real estate and improvements as permitted by law. This notice is being given pursuant to statute and is not intended to reflect on any party associated with this project.

LIMITED WARRANTY AND CLAIMS

This LIMITED WARRANTY is the only WARRANTY of any kind that we make, and we stand behind it. All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. There is NO WARRANTY for cracking, scaling, settling, heaving and other types of damage that may occur despite the skill of our workmanship and the quality of our materials. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If you notice a problem, call us immediately. If we do not handle your complaint to your satisfaction within thirty (30) days, you must send us a specific written notice of your claim. If we have not used specified materials or completed the work in a substantial workmanlike manner according to specifications submitted, per standard practices, our liability is limited to replacement of the affected concrete, but no other type of claim or expense. No claim filed more than sixty (60) days after the problem first appears or one (1) year after installation, whichever comes first, will be allowed. There are no implied warranties including any IMPLIED WARRANTY OF MERCHANTABILITY.

ADDITIONAL CHARGES FOR NON-PAYMENT

A FINANCE CHARGE OF 1 1/2% PER MONTH, which is an ANNUAL PERCENTAGE RATE OF 18%, will be added to all amounts not paid when due. If referral to an attorney is necessary, reasonable attorney's fees and all other collection expenses will also be added.

(Revised 5/05)

Estimate Submittal Package

Proposal for Large Jobs



1923 N. HOME ST. MISHAWAKA, INDIANA 46545-7287
PHONE:(574)255-9671 FAX:(574)255-8965 www.llegeans.com

Building your trust with solid service.

February 13, 2009

Proposal: 09-0000

Lisa & Alan Schrope

Project:

136 E. Placita Lago Bello
Sahuarita, AZ 85629

Phone: 520-393-3732
Fax:

Re:

Dear Lisa:

L. L. Geans Construction Co. proposes to furnish the necessary labor, material and equipment required to complete the following scope of work for the above referenced project.

We have included Addenda ____.

We have prepared a list of items and conditions that are included, excluded and/or qualified to assist you in the evaluation of this proposal. We trust you will review these items and find this additional information useful.

SCOPE OF WORK: "DETAILED DESCRIPTION OF SCOPE OF WORK HERE"

We will complete the work as outlined in this proposal per the following pricing:

Base Bid \$

DIVISION 2 SITEWORK & DIVISION 3 CONCRETE EXCLUSIONS:

A. Areas of Work Excluded.

1. Providing concrete.
2. Demolition.
3. Asbestos removal.
4. Excavation.
5. Removal of underground obstructions.
6. Unsuitable bearing material removal and fill.
7. Sheeting, shoring, and bracing.
8. Protection of earth slopes.
9. Surface water pumping.
10. Subsurface dewatering.
11. Foundation drains.
12. Prefabricated trench drain installation.
13. Thrust blocks.
14. Electrical duct bank encasement.
15. Catch basins and manholes.
16. Backfill.
17. Granular fill at foundation and drain tile.
18. Water/sand blasting and/or chemical treatment on existing structure prior to concrete placement.

2

19. Protection or preparation of existing structures prior to concrete placement.
20. Erosion and sediment control.
21. Rough grading.
22. Providing subbase material.
23. Subgrade or subbase compaction and proof rolling.
24. Providing base material.
25. Base course installation.
26. Fine grading.
27. Providing vapor barrier.
28. Vapor barrier installation.
29. Hauling away of excess excavated material.
30. Footings.
31. Mats.
32. Caissons, drilled piers or piles.
33. Subslabs or mud mats.
34. Columns and piers.
35. Grade beams and walls.
36. Pits and trenches (bottoms and sides).
37. Dock leveler pits (bottoms and sides).
38. Equipment pads and locker bases.
39. Stairs and landings.
40. Curbs.
41. Column isolations.
42. Mezzanines.
43. Pavements.
44. Sidewalks.
45. Exposed aggregate sidewalks.
46. Stoops.
47. Retaining walls.
48. Headwalls.
49. Light pole bases.
50. Flaggpole bases.
51. Providing bollards.
52. Installation of bollards.
53. Painting bollards.
54. Bollard blockouts.
55. Pavement marking and striping.
56. Pre-cast curbs and bumpers.
57. Bulkheads at openings not shown on drawings.
58. Forming for slab edges above walls poured by others.
59. Structural slab forming and shoring.
60. Perimeter edge forms at metal deck slabs.
61. Slab on metal deck shoring.
62. Leave-outs or fill-ins for other trades.
63. Providing expansion joint.
64. Expansion joint filler installation.
65. Providing grout.
66. Grouting, including forming and taping, for base plates, elevator sills, etc.
67. Providing perimeter insulation.
68. Perimeter insulation installation.
69. Providing waterstop.
70. Waterstop installation.
71. Providing miscellaneous embedded items, including sleeves, angles, channels, plates, dovetail anchor slots and reglets. Items to be pre-drilled for attachment to forms.
72. Providing miscellaneous iron, including base plates and anchor bolts.
73. Miscellaneous iron installation, including base plates and anchor bolts.
74. Embedded item installation, including sleeves, inserts, reglets or dovetail anchor slots.
75. Installation of embedded items not shown on drawings.

See CD for complete document (8 pages)

Estimate Submittal Package

Specifications & Qualifications



Specifications and Qualifications

Removal of existing materials: Unless stated otherwise, all existing materials that need to be removed in order to accommodate the installation of concrete will be hauled away to an approved dump site. Removal of existing concrete is based on the concrete being 4" thick. If thicker concrete is encountered, there will be an additional cost for removal. You will be notified before this work continues as to what the cost could be.

Existing soils: Unless poor soil conditions are obvious and addressed on the Proposal, L.L. Geans Construction Co. estimates the proposed work based on acceptable soil conditions. When the crew comes out to do your work, our men will check the soils with a rod to determine if there are any major soil problems, or poor compaction. This rod will only test about 2' deep. If there is any indication that poor soils exist, or if the soil is not compacted, you will be notified. Any removal and installation of acceptable materials will be additional.

Compaction: Upon final grading, L.L. Geans Construction Co. will operate a vibratory plate compactor over the entire area. This compactor only handles the top 3" to 4", and no more.

Steps and Railings: All steps will meet all codes for riser height and tread depth. Risers will not vary in height with each other more than 1/4". All risers will have a 3/8" rebar mat installed in concrete. If railing is included in the proposal, installation will be done after the concrete is poured and has been allowed to cure for 14 days.

Edges of Driveways: All edges of driveways to be thickened to 5", and receive a continuous 3/8" rod. This builds a miniature concrete grade beam and provides a great deal of support.

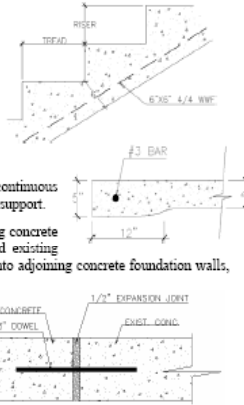
Connection to existing concrete: 3/8" rods will be installed into adjoining existing concrete to minimize movement and consequent elevation change between the new and existing flatwork concrete. 3/8" rods will be installed at the bottom of the new concrete into adjoining concrete foundation walls, allowing concrete to move up if needed and preventing any settling against such walls.

Concrete mix design: All exterior concrete will be either 6 bag limestone mix or 4,000 PSI limestone mix.

Joints: Expansion and control joints will be installed according to recommendations by the American Concrete Institute. Expansion will be black 1/2" material located in areas to help minimize cracking. Control joints will be installed during the finishing process, or sawcut immediately after concrete has cured sufficiently.

Care and cleanup of your Property: L.L. Geans Construction Co. is extremely careful around your property and lawn. We always do a thorough clean up, so that it looks as though we have never been on your property. If for any reason we have to put any equipment on your property we will always fill in low areas with materials that match existing area. You would be responsible for watering, and maintenance. In areas where we used forms, we will install topsoil from edge of concrete to your existing lawn or grade, and install seed. You will be responsible for watering and maintenance.

Curing: All concrete will receive an application of concrete curing immediately after the finishing process has been completed. We recommend that you apply a concrete sealer every fall for additional protection from freeze thaw cycle and de-icers.



Reinforcement: All patios and walks will receive 6" x 6", 10/10 gauge wire mesh throughout, and all driveways will receive a mat of 3/8" rebar 18" on center each way with the exception of work done in city right of ways. It is a requirement in South Bend and Mishawaka that city right of ways have no steel reinforcement in concrete. This is usually 10' to 20' from edge of road.

Permits: Unless noted, L.L. Geans Construction Co will obtain all necessary permits for your concrete project. The costs are included in your proposal.

Thickness: Unless noted, all concrete will be 4" thick. Approaches and city walks at approach areas will be 6" thick. Your concrete flatwork has been designed at 4" for light vehicular traffic; i.e. passenger cars, pickups, light passenger vans, etc.; If you think that your concrete may in the future ever experience heavier loads than light vehicular traffic, please provide us with the type of traffic you might anticipate and we will be happy to provide an alternate quote for a design to meet those loads.

The concrete work we are having installed by L.L. Geans Construction will receive light vehicular traffic only, and no other heavier loads.

I think this concrete may experience heavier loads than those described for light vehicular traffic and I would like to have a price on concrete that will handle the following types of traffic and loads:

Initials _____

Sprinkler Lines: The past 25 years have seen a dramatic increase of sprinkling systems. They present a challenge for L.L. Geans when we are driving stakes in the ground for forms. In a nutshell, the problem is that we are not able to locate the existing sprinkling lines unless we excavate everywhere we thought they might exist. This brings us to five (5) options:

1. You, the owner, hand dig and locate all lines near our work marking the line 2' on center with flags.
2. Your sprinkler contractor comes out and marks the lines.
3. L.L. Geans Construction Co. excavates and marks the lines at a cost of \$50.00 per hour for the time needed and any materials required.
4. L.L. Geans forms the work and drives stakes as needed. After work is completed, your sprinkler contractor pressure checks or runs the sprinklers to check for any damaged lines.
5. Install your flatwork smaller than existing concrete by approximately 2-1/2" on each side avoiding existing lines.

Important: L.L. Geans Construction Co. is not responsible for any costs to repair sprinkler systems damaged in Option #4, or damage to unmarked lines in option 1 & 2. Unfortunately, there are times that we must remove a head or line to facilitate the construction and we never know until we are working on the project. Costs associated with the repairs of these lines will be additional.

Please select the option that you would like for the sprinkler lines as noted above. Option No: _____ Initials _____
 Sprinkling system not present in the work area. Initials _____

Buried Utilities: L.L. Geans Construction Co. will call Indiana Underground to mark wires and pipes three days before work begins. Indiana Underground only marks the service lines that supply the particular utility. Any and all other secondary lines within your property is your responsibility. L.L. Geans Construction Co. is not responsible for loss or damage to unmarked wires, pipes, utility lines, etc. It's very important that you the owner make us aware of any lines buried, overhead, or near the proposed construction area, and that these lines are marked by you or your utility contractor.

There are no utilities that I am aware of. Initials: _____
 There are utilities and I have marked them with paint or flags and identified what they are below. Initials: _____

I understand and agree to all the Specifications and Qualifications listed above.

Signature _____ Print Name _____ Date _____

Comments from Owner: _____

Please list any concerns that we need to be aware of before work begins on your project.



Estimate Submittal Package

Decorative Concrete Specifications



Decorative Concrete Specifications

L.L. Geans Construction Company is an established decorative concrete installer using proven methods and techniques for coloring and imprinting concrete. The crews are trained in installation procedures to maximize the long term performance of its products.

L.L. Geans Construction Company installs concrete flatwork in accordance with the American Concrete Institute guidelines that are recognized as the industry standards. In addition, they follow the recommended practices set forth in ACI Specifications and Guidelines.

Freshly placed concrete will want to shrink and crack within the first few days. Expansion joints and saw cuts will be installed at predetermined points to help relieve the stress and minimize random cracking. Concrete reinforced with fiber mesh or wire mesh is commonly used to help minimize this shrinkage. The placement of concrete is subjected to climatic conditions. There could appear on the surface plastic shrinkage checks or cracks that occur before the concrete is set or crazing cracks that appear as a network of fine cracks. These cracks are not structural cracks and do not effect the serviceability of the slab.

Decorative concrete comes in many different patterns. Some of the straight line patterns allow saw cuts to be placed in the grout joints, hiding the cuts. Irregular patterns like the random stone and European fan do not allow the saw cuts to be place in the grout joints therefore the saw cuts are more noticeable.

L.L. Geans Construction Company makes no claim that hairline cracks will not develop but we insure that every precaution is taken to minimize the occurrence by using approved methods and quality materials.

Every step of the process from preparation, texturing, coloring and sealing are monitored so that textures and colors are as close as possible to the desired results. Differences in stamp depth and coloration occur adding a slight touch of realism. Coloring agents are translucent which highlights the unique original contours making your job one of a kind. Sealers do not cover patterns like paint.

Since the surface of the concrete will be stretched with the stamping process, minor surface cracking will occur. These non-structural surface blemishes will only enhance the natural appearance of the finish and not be detrimental to the durability and serviceability of the finished product. Remember, this installation is a reproduction of slate, stone, brick or granite done in an uncontrolled environment so some minor surface irregularities should be expected.

I, _____ understand the color and release that I have chosen is just a sample and variations may occur due to the various concrete supplies and the materials that are used. In many cases, the different lot numbers for color may also alter the results. With this understanding, I have chosen the following:

Color: _____ Release: _____

Pattern: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

1. Story from the speaker:

- a) Wrong pattern installed
- b) Also, make sure it's the right house

Estimate Submittal Package

Bid Clarifications



L.L. Geans
CONSTRUCTION CO.

1923 N. HOME ST. MISHAWAKA, INDIANA 46545-7287
PHONE:(574)255-9671 FAX:(574)255-8965 www.llgeans.com

Building your trust with solid service.

March 26, 2008

PROPOSAL:

Deb McCallister
L.L. Geans Construction Co.
1923 N. Home Street
Mishawaka, IN 46545

YES = INCLUDED IN BID
NO = NOT INCLUDED IN BID

CLARIFICATIONS / EXCLUSIONS

Removal & replacement of bad soils, debris, etc.	YES	NO
All excavation & back filling	YES	NO
Excavation of frozen soil	YES	NO
Any & all testing for concrete	YES	NO
Any and all soil testing	YES	NO
Sub grade compaction	YES	NO
Hand compaction which compacts to 3" of soils	YES	NO
Dewatering soils	YES	NO
High Early concrete	YES	NO
Heated concrete	YES	NO
Calcium for concrete	YES	NO
Furnish & install reinforcement rebar	YES	NO
Vapor barriers for interior slabs on grade	YES	NO
All tooled and sawed joints	YES	NO
All expansion joints	YES	NO
All sealers & curing compounds as required	YES	NO
All utility, mechanical & transformer pads	YES	NO
All hand fine grading	YES	NO
Rebar drawings for submittal process	YES	NO
Footing & foundation layout	YES	NO
Provide anchor bolts	YES	NO
Layout, setting of all imbedded bolts	YES	NO
Grouting & setting of leveling plates	YES	NO
Temporary protection, warning lights & barricades to protect work until cured	YES	NO
Wire mesh	YES	NO
Perimeter insulation	YES	NO
Pipe bollards (providing)	YES	NO
Pipe bollards (installation)	YES	NO
Permits	YES	NO
Union scale	YES	NO

WINTER PROTECTION

Subgrade areas directly below concrete to be placed, these area would be covered immediately after excavation	NO
Sides of any excavation	NO
Fill piles that will be moved later or used for fill	NO
Insulation blankets to protect concrete for 7 days	NO

L.L. Geans Construction Co.

L.L. Geans Construction Co.

By: _____
Deb McCallister

By: _____
Deb McCallister

Estimate Submittal Package

The Hard Facts Sheet

1. **Get customer's expectations right** at the start of every job.
2. **Be specific** about how your company will perform each job:
 1. Prompt response
 2. Evaluation of needs
 3. Typed, readable estimate
 4. Competitive pricing
 5. Excellent craftsmanship
 6. Respect for property
 7. Clean-up
 8. Follow ups on work

It's a hard fact:

With concrete you don't get a second chance.

Do it right the first time with L. L. Geans.

Since 1959, L. L. Geans Construction Company has provided the Michiana community with a wide range of residential concrete contracting services including:

- Decorative concrete
- Retaining walls
- Foundations
- Patios, drives, walks
- Trench drains
- Repair of basement walls
- Storm water runoff control
- Residential drywells
- Curbs
- Steel piling

Decorative concrete for patios, steps, driveways and more

Residential concrete work including steps, walks, and driveways

Seawalls

L. L. Geans Construction Company has built a solid reputation, not only through our services, but because of the respect and appreciation we have for our clients. You can expect from L. L. Geans Construction Company:

- A prompt response to your inquiry
- A complete evaluation of your needs
- A typed, easy-to-read estimate
- Competitive pricing
- Excellent craftsmanship
- Respect for your property & thorough clean-up
- Follow-up after the project to make sure you're satisfied

No job is too small, too large, or too difficult for L. L. Geans!

For more information or if we can answer any questions, please call us at:

255-9671 *We also provide commercial/industrial services.*
1923 N. Home Street • Mishawaka, Indiana 46545

L. L. Geans
CONSTRUCTION CO.


Member of the American Concrete Institute

Estimate Submittal Package

Add Project Profiles to the Package





1. Add any of the marketing materials, such as project profiles, that are appropriate for the type of job that you're bidding.

2. Implementation



L.L. Geans
CONSTRUCTION CO.
Building your trust with solid service.

Concrete Work



1999
City of South Bend
South Bend, Indiana

Project Description
Architectural pre-cast concrete, custom lighting, all exterior flatwork, pre-cast awnings and curbs.

Project Highlights
This project was under a tight schedule and L. L. Geans finished ahead of schedule. Architectural pre-cast concrete was manufactured by Wasau Tile.

1923 N. HOME STREET • MISHAWAKA, IN 46545-7287 • PHONE (574)-255-9671 • FAX (574)-255-8965 • LLGEANS.COM