



# WOODROW DEVELOPMENT INC.

COMMERCIAL CONSTRUCTION CONTRACTORS

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Date

Mr./Mrs. Johnson  
Facilities Manager  
Your Company  
1234 Main Street  
Your Town, IL 60062

RE: Construction Project to be Performed

Dear Mr./Mrs. Johnson:

We at Woodrow Development are pleased to provide to you this proposal to perform the following work for the above referenced project. We have prepared this proposal based on the drawings prepared by ABC architects and per our field observations.

## 1) Demolition

- a) Dust floor and wall protection \$
- b) Flooring removal \$
- c) Partition wall removal \$
- d) Ceiling section removal \$
- e) Dust filtration on building return air system \$
- f) Continual clean up during project \$
- g) Final clean up \$

## 2) Drywall

- a) Demising partition walls \$
- b) Interior partition walls underpinned \$
- c) Insulated partition walls \$
- d) Soffts/ceilings \$
- e) Skim coat and patch existing walls \$

## 3) Acoustical Ceiling

- a) Ceiling – 2x2 x 15/16” white T-grid system \$
- b) Ceiling tile – 2x2 reveal edge tile \$

## 4) Carpentry

- a) Fire rated in-wall blocking \$
- b) Doors, frames and hardware \$
- c) Closet shelf & rod \$
- d) Adjustable shelving \$
- e) Telephone panel \$
- f) Wood wall base reception \$
- g) Projector screen (2) \$

OFFICE RENOVATION AND BUILD OUT SPECIALISTS

5) Millwork	
a) Kitchen cabinets – base and upper cabinets (Rutland)	\$
b) Laminated counter tops	\$
c) Reception desk	\$
6) Glass/Glazing	
a) Private office sidelights – hollow metal frame with ¼” tempered glass	\$
b) Herculite entrance doors	\$
c) Reception desk transaction glass top	\$
7) Flooring	
a) Floor prep work	\$
b) Wood reception floor	\$
c) Building standard carpet	\$
d) VCT floor tile for washroom and storage	\$
e) Vinyl wall base	\$
8) Decorating	
a) Prep, prime and paint all walls	\$
b) Prep and paint door frames	\$
c) Stain and finish doors	\$
d) Stain and finish wood base	\$
9) Wallcovering	
a) Material allowance	\$
b) Installation	\$
c) Wall talker system for Conference Room	\$
10) Plumbing	
a) Coffee counter sink - water, waste and vent connections	\$
b) ADA Washroom – water, waste and vent connections	\$
c) ADA drinking fountain – water, waste and vent connections	\$
d) Water line for ice maker	\$
11) Fire Protection	
a) Provide new audio/visual devices (10)	\$
b) Add/relocate sprinkler heads to new partition layout	\$
c) Drawings prepared for Fire Department	\$
d) Hydrostatic pump test	\$
12) HVAC	
a) Supply and return diffusers to new partition layout	\$
b) Add (2) new VAV boxes to Conference Room and General Office	\$
c) Relocate thermostats	\$
d) Drawings	\$



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13) Electrical	\$
a) Demolition	
b) 25 duplex outlets	
c) 12 phone/data openings	
d) 10 thermostat openings	
e) 40 2x4x18 cell light fixture T8	
f) 2- power for projector screen	
g) 2 – water heater power	
h) 10 - A/V openings	
i) 1 – dedicated copy outlet	
j) 1 – dedicated refrigerator outlet	
k) 1 – dedicated phone outlet	
l) 1 – electrical panel with meter	
m) 8 – wall switches	
 14) Building Permit (Allowance)	 \$
 15) General Conditions	
a) Insurance	\$
b) Supervision	\$
c) Profit and overhead	\$ _____
 <b>TOTAL PROJECT</b>	 \$

Clarifications:

- 1) Overtime included
- 2) Window treatments by building management
- 3) Phone and data wiring by others
- 4) Final re-keying of locks by building management

Thank you for the opportunity to submit this proposal. If you have any questions please call me.

Sincerely,

Woodrow Development, Inc.  
Estimates