COMMERCIAL BID REQUEST CHECKLIST

What to send for an accurate fence and gate proposal

PROJECT BASICS

- [ ] Project name and general location
- [ ] Owner, general contractor or agency, and point of contact
- [ ] Bid due date and how to submit
- [ ] Anticipated start, duration and any phasing

SCOPE DOCUMENTS

- [ ] Site plan and any fence, gate or enclosure detail sheets (mark our scope)
- [ ] Fence and gate specification sections, or note design-to-standard
- [ ] Addenda that affect fencing, gates or site layout
- [ ] Gate schedule: type (swing, slide, cantilever), width, height, hardware
- [ ] Automation: operators, access control and who provides power

SITE CONDITIONS

- [ ] Who handles grading, curbs and paving at gate tracks and footings
- [ ] Known utility conflicts and private lines
- [ ] Access, staging and working-hour limits
- [ ] Existing fence to remove and haul away

REQUIREMENTS

- [ ] Insurance and bonding requirements
- [ ] Subcontractor onboarding forms, W-9, vendor registration
- [ ] Procurement or wage requirements that apply to public work
- [ ] Closeout requirements: photos, product data, warranties

KEEP IT NONSENSITIVE

- [ ] Do not send classified information, CUI, security layouts or protected government documents through our website or email. We will arrange the right channel

General guidance, not legal advice. Rules vary by city, county and HOA; confirm for your address. Reviewed November 2026.