

Compare the same work. Not just the total.

A five-page homeowner record for extracting, normalizing, and clarifying two remodeling proposals.

THE METHOD

- 1. Lock one shared scope.
- 2. Extract only what is written.
- 3. Normalize known dollar differences.
- 4. Keep unresolved work in a question column.
- 5. Compare revised proposals as a whole.

Project and property

Prepared by / date

Shared project outcome

Approximate size or quantity

Non-negotiable scope items

Known existing-condition questions

Boundary: This worksheet organizes homeowner-entered information. It does not verify contractors, estimate missing work, interpret a contract, or replace a building official or professional adviser.

Proposal extraction - Bid A

Copy what the written proposal says. If it is not stated, write 'not stated' instead of guessing.

Contractor / proposal date / version _____
Quoted total and expiration date _____
Scope explicitly included _____
Products, models, quantities, and quality level _____
Allowances: amount, quantity, labor, markup, and credit rule _____
Exclusions and owner-supplied items _____
Schedule and access assumptions _____
Payment stages and objective triggers _____
Permit and inspection responsibility _____
Written change-order process _____
Warranty, cleanup, and final records _____
Questions requiring a revised written proposal _____

Proposal extraction - Bid B

Copy what the written proposal says. If it is not stated, write 'not stated' instead of guessing.

Contractor / proposal date / version

Quoted total and expiration date

Scope explicitly included

Products, models, quantities, and quality level

Allowances: amount, quantity, labor, markup, and credit rule

Exclusions and owner-supplied items

Schedule and access assumptions

Payment stages and objective triggers

Permit and inspection responsibility

Written change-order process

Warranty, cleanup, and final records

Questions requiring a revised written proposal

Normalize known differences

Add only written option prices or allowance differences needed to align the proposals. Do not assign prices to unknown work.

Line to compare	Shared scope / target	Bid A	Bid B	Adjustment or question
Quoted total				
Demolition / disposal				
Products / materials				
Allowances				
Trade work				
Permits / inspections				
Protection / cleanup				
Schedule				
Payment stages				
Change-order rule				
Warranty / closeout				
Known comparable subtotal				

Comparable subtotal formula

Bid A quoted total + written adjustments =

Bid B quoted total + written adjustments =

Difference after known adjustments =

Resolve uncertainty and record the decision

Send the same questions to both finalists. Ask for one revised proposal rather than answers scattered across texts, calls, or side notes.

Unresolved item	Question sent to both bidders	Bid A revised answer	Bid B revised answer

Revised Bid A total / date

Revised Bid B total / date

Remaining material differences

Decision or next action

People who reviewed this record

Record revised date

Keep with the shared scope, complete proposals, verification records, signed agreement, approved changes, payments, permits, inspections, warranties, and final approvals.