



PROFESSIONAL PLANNING BRIEF

Request comparable roofing bids

Use one copy for one Indiana residential asphalt-shingle project. Give every bidder the same questions before proposals arrive. Keep the base price and alternates separate.

Set the comparison frame

Use an internal label. Do not write a street address, client name, phone number, email address, claim information, or contractor identity on this worksheet.

Internal project label
Residential asphalt-shingle project confirmed
Buildings or roof areas in the base request
Areas or options to price separately as alternates
Occupied-property, access, staging, or phasing facts

Ask every bidder for the same written answer

ASK EVERY BIDDER	REQUESTED WRITTEN ANSWER	NOTES
1. Project quantity and basis What quantity, layers, and project basis does each bid state?	Quantity, roof areas, layers, and basis for the price	
2. Tear-off What tear-off work and number of layers are written into the scope?	Included work and number of existing layers assumed	
3. Disposal Does each bid include debris removal and disposal?	Included, excluded, or separately priced responsibility	
4. Cleanup method What cleanup work or method is written into each bid?	Written cleanup work or method	
5. Decking included in base price How many decking sheets, if any, are included in the base price?	Number of sheets or other base-price allowance	
6. Added decking unit price What written unit price or allowance applies to added decking?	Per-sheet unit price or other written allowance	

SHARED WRITTEN QUESTIONS

Scope and uncertain-cost controls

A blank answer remains unanswered. Do not infer that a category is included or excluded.

ASK EVERY BIDDER	REQUESTED WRITTEN ANSWER	NOTES
7. Exact roof-covering product What exact roof-covering product is named?	Named product and written coverage	
8. Exact underlayment product What exact underlayment product is named?	Named product and written coverage	
9. Ice protection Which ice-protection materials or roof areas are written into the scope?	Named material and roof areas covered	
10. Flashing Which flashing items are replaced, reused, or excluded?	Items replaced, reused, excluded, or separately priced	
11. Ventilation What ventilation work is included or excluded?	Included, excluded, or separately priced work	
12. Permits Who handles permits and their costs?	Responsible party and whether costs are included	
13. Property protection What property-protection work is written into the bid?	Written access, staging, protection, and cleanup plan	

Keep the pricing structure visible

- Ask for the base price and alternates separately.
- Ask for a building or phase breakdown when more than one roof area is involved.
- Ask the bidder to state its access, staging, property-protection, and occupied-property plan.
- Keep one brief per property; do not infer that one property's scope applies to another.

SHARED WRITTEN QUESTIONS

Terms, exclusions, and timing

Keep the bidder's own written wording. This worksheet does not prescribe products, construction methods, payment percentages, warranties, or code requirements.

ASK EVERY BIDDER	REQUESTED WRITTEN ANSWER	NOTES
14. Change-order approval What must happen before an added charge or change order is approved?	Trigger, written approval step, and pricing method	_____
15. Payment schedule How do the written payment milestones and conditions compare?	Deposit, milestones, and payment conditions	_____
16. Workmanship warranty term How do the written workmanship lengths and terms compare?	Written term and coverage	_____
17. Warranty exclusions and eligibility What exclusions and manufacturer eligibility conditions are stated?	Eligibility conditions, exclusions, and transfer terms	_____
18. Other exclusions What other work, materials, or conditions are explicitly excluded?	Every stated exclusion or owner responsibility	_____
19. Start window What start window and conditions are written?	Date range and conditions that may change it	_____
20. Project duration What project duration and timing conditions are written?	Expected duration and timing conditions	_____



When two to four written bids arrive

Compare the same 20 categories in your browser. Nothing is uploaded or saved.

<https://trybidhound.com/roofing-bid-comparison-tool>

[Property-manager guide](#) | [Inquiry page](#)

Limits

Planning and comparison worksheet only. This is not a contract, formal RFP, roofing specification, inspection, code determination, or legal, insurance, or engineering advice. BidHound does not verify, rank, or recommend contractors.

No account, upload, saved worksheet data, order, reservation, payment, document submission, delivery promise, or subscription. Do not send bids, attachments, street addresses, client names, or payment information.