HVAC bid review

Plumbing, heating and air conditioning - NAICS 238220

Check each item. Record the source document, your finding and the next action.

Solicitation / buyer / work sites

Reviewed by / date

Document revision / date

Response deadline + time zone

REVIEW ITEM / WHAT TO RECORD	SOURCE / FINDING / NEXT ACTION
☐ **Equipment and drawings** Equipment quantities/capacity, drawing and specification revisions	
☐ **Design responsibility** Sizing, design submittals and interfaces with existing systems	
☐ **Access and shutdowns** Site restrictions, escorts, approved outages and temporary services	
☐ **Installation and materials** Removal/disposal, supports, lead times and related building work	
☐ **Commissioning and closeout** Testing, balancing, controls, training and handover documents	
☐ **Contract schedule** Completion period and the event that starts that period	
☐ **Response and bonding** Forms, experience, evaluation criteria and stated bond requirements	
☐ **Amendments and deadlines** Latest amendment, document access and exact response deadline	

Decision / next action

Owner / due date

Guide and worked example

https://getcontractalerts.com/guides/federal-hvac-bid-checklist

Worksheet edition: November 28, 2026