

SUMMARIZING THE ESTIMATE

Job Name: _____

Estimate Date: _____

Job Location: _____

Date: _____

Bid Date and Time: _____

Bid Depository No.: _____

Estimated By: _____

Sheet No. _____ of _____

Checked By: _____

Approved By: _____

- ①

Special Materials: A separate column has been provided for special materials if it is desired to segregate these items from standard materials for application of overhead or other purposes.
- ②

Job Factor: Note the job factor details for labor hour determination.
- ③

Non-Productive Labor: Note the non-productive labor details for labor hour determination. “Normal” time for non-productive labor is a component part of the NECA Labor Unit. Job conditions or your experience may require an increase or decrease in labor man hours.
- ④

Labor Productivity Factor: When actual cost analysis and job experience indicates that the standard labor units you use are either too low or too high, the productivity factor should reflect the variance from standard.
- ⑤

Labor Adder: The labor adder could be accounted for as a direct job expense and must be computed accurately in order to be a component part of Prime Cost.
- ⑥

General Supervision: This cost includes the services of a Field Superintendent, Project Manager, Estimator, Engineer or other such salaried person whose cost could be charged as a part of the prime cost of the job rather than be included in the general overhead.
- ⑦

Temporary Facilities: This cost can include clean up, temporary power charge, security, sanitary facilities or other items included in the special conditions of the specifications.
- ⑧

Overhead: Calculate overhead as one item based on a percentage of prime cost OR as two items based on a percentage of standard materials, labor and direct job expense plus a different percentage on special materials. **Do not use both methods.**

Bid submitted to:	Amount:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Summary comments by the electrical contractor:

Alternates: _____

Addendum #s and Dates: _____

Scope Information: _____

Pricing Sheet Nos.	Phase of the Job	Code	Standard Materials Cost	Special Materials ①	Labor Man Hours Non-Factored	Job Factor			Non-Prod. Labor Factor			Productivity Factor			Net Labor Hour Adjustments			Labor Man Hours Factored			Estimating Comments Relative to Construction Phases
						+ or —	MH or % ②		+ or —	MH or % ③		+ or —	MH or % ④		+ or —						
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Miscellaneous Material																					
Totals		\$		\$																	

DIRECT JOB EXPENSES:	DOLLARS	LABOR ADDER % ANALYSIS ⑤	%	Estimator's Evaluation of Job, Non-Prod. & Prod. Factors		ESTIMATE SUMMARY	DOLLARS
Insurance Add'l For This Job		N.E.I. Fund		Job Factor Defined	Non.-Prod. Labor Factor Defined	Standard Materials at Cost	
Insurance—Other		NECA Service Charge		1. Type of Building	1. Craft Coordination	Special Materials at Cost	
Submittals		Social Security		2. Working Conditions	2. Study Time	Labor Man Hours Factored _____	
Permit and Inspection Fees		N.E.B.F.		3. General Contractor	3. Material Handling	Average Rate Per man/hr. \$ _____	
General Supervision ⑥		Unemployment Insurance		4. Electrical Contractor	4. Lost Time	Total Dollar Cost—Direct Labor (Lab. MH Factored x Avg. Rate)	
Job Site Engineering and Drafting		Workmen's Comp Ins.		Notes by Estimator:		Total Direct Job Expenses	
Storage & Job Shed		P.L. & P.D.					
Safety		Local Health & Welfare				PRIME COST:	
On Job Truck Expense		Annuities				Overhead (Based on Prime Cost) ⑧	
Jobsite Communications		Local Pension				_____ % X \$ _____ Prime Cost	
Temporary Facilities ⑦		Total Labor Adder %				OR	
On Job Tool & Equipment Costs		Labor Adder Calculation:				O.H. (Std. Mat., Labor and DJE) ⑧	
Travel Expense		Total Labor Dollar Cost \$				_____ % X \$ _____	
Subsistence		Labor Adder %	x			PLUS	
Sub Contract		Labor Adder Dollars \$				O.H. (Spec. Mat.)	
Labor Adder Dollars →		(Insert as a Direct Job Expense)	←			_____ % X \$ _____	
Equipment Rental						TOTAL JOB COST	
Other DJE						Net Profit Based on _____ % of Total Job Cost	
Other DJE						SUB-TOTAL OR SELLING PRICE	
Other DJE						*Sales and/or Excise Taxes	
Other DJE						**Payment & Performance Bond	
Total Direct Job Expenses \$						**Interest or Financing	
						TOTAL SELLING PRICE	

CALCULATE TO THE NEAREST DOLLAR AND WHOLE MAN HOUR.

*Can be included in Material Cost **Can be included in Direct Job Expenses