

BID SUMMARY

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: Adjustments to normal productive labor hours due to specific job conditions.
- ③

Non-Productive Labor: Adjustments to normal nonproductive labor hours due to specific job conditions. “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 this portion of labor 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: These amounts will vary based on legal requirements and agreement language but it is critical that these costs be included when calculating total labor costs.
- 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: This is a critical cost which should be a component of every estimate and can be applied as a percentage of prime cost.

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: _____

[illegible]

	Direct Job Expenses	Dollars	Labor Adder % Analysis ⑤		Labor Category	Labor/Hour w/Adder	Factored Man-Hours	Labor Cost	Estimate Summary	
	Insurance		N.E.I. Fund		Foreman				Standard Material Cost	
	Jobsite Staff		NECA Service Charge		Journeyman				Special Material Cost	
	Submittals		N.E.B.F.		Apprentice				Sales Tax on Material	
	Permit and Inspection Fees		Unemployment Insurance		Apprentice				Total Dollar Cost Direct Labor	
	General Supervision ⑥		Workmen's Comp Insurance		Apprentice				Total Direct Job Expenses	
	Job Site Engineering		P.L. & P.D.		Apprentice					
	Jobsite Storage & Office		Local Health & Welfare		Apprentice				PRIME COST	
	Safety		Annuity		Apprentice				Overhead ⑧	
	Jobsite Truck Expense		Pension		Other				_____ % X Prime Cost =	
	Jobsite Communications									
	Temporary Facilities ⑦				Total Hours Allocated				TOTAL JOB COST	
	Jobsite Tool & Equipment		Total Labor Adder %		Total Direct Labor Cost				Net Profit on Job Cost	
	Travel Expenses								_____ % X Job Cost =	
	Subsistence				Notes:				SUB-TOTAL OR SELLING PRICE	
	Equipment Rental									
	Subcontract								Payment & Performance Bond	
	Other DJE								Interest on Financing	
	Other DJE									
	Total Direct Job Expenses								TOTAL SELLING PRICE	

CALCULATE TO THE NEAREST DOLLAR AND WHOLE MAN HOUR.