

GREEN'S ESTIMATING

BID PRICING & MARKUP INSTRUCTIONS

Complete for each project and return with the current bid documents.

1. CONTRACTOR & PROJECT INFORMATION

Contractor/company

Contact name

Project name

Project location

Phone

Email

Bid due

2. LABOR PRICING

Worker \$/hr

Supervisor \$/hr

Project manager \$/hr

Apprentice \$/hr

Helper \$/hr

Wage basis (select one):

☐ Union

☐ Prevailing wage

☐ Non-union

Worker rate includes:

☐ Payroll taxes

☐ Benefits

☐ Insurance

☐ Burden

☐ Supervision

3. CONTINGENCY, OVERHEAD & PROFIT

Contingency

☐ 0%

☐ 5%

☐ 10%

☐ 15%

☐ 20%

Other %

Overhead

☐ 0%

☐ 5%

☐ 10%

☐ 15%

☐ 20%

Other %

☐ Direct cost

Profit

☐ 0%

☐ 5%

☐ 10%

☐ 15%

☐ 20%

Other %

☐ After contingency

☐ Markup

☐ Margin

☐ After OH

4. CALCULATION ORDER (SELECT ONE)

☐ Direct cost + contingency, then overhead, then profit (compound)

☐ Apply each percentage separately to direct cost

Other instructions

5. OTHER COSTS TO INCLUDE

☐ Sales/use tax

☐ Bond

☐ Permits

☐ Escalation

☐ Overtime

☐ Freight

☐ Equipment rental

☐ Project management

☐ Supervision separately

☐ Insurance separately

Amounts, percentages, and special pricing instructions

6. EXCLUSIONS, QUALIFICATIONS & AUTHORIZATION

Known exclusions, allowances, and special bid instructions

Authorized by

Title

Date

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SITE WALK, QUESTIONS & ATTACHMENT LOG

Document site conditions and supporting information that may affect scope or price.

7. SITE WALK INFORMATION

Project name _____ Walk date _____ Performed: ☐ Yes ☐ No

Walked by _____ Contractor representative _____

Other attendees _____

8. ATTACHMENTS INCLUDED WITH BID DOCUMENTS

☐ Site photos ☐ Field notes ☐ Questions/RFIs ☐ Sketches ☐ Addenda

Photo qty _____ ☐ Vendor/sub quotes ☐ Scope sheet ☐ Existing reports

Other _____

Attachment filenames, links, or reference numbers

9. FIELD CONDITIONS & POSSIBLE ADDITIONAL COSTS

Concealed conditions, access, phasing, demolition, routes, or other cost impacts

Include possible costs: ☐ Yes ☐ No ☐ Carry allowance ☐ Pending answer

10. OPEN QUESTIONS, RFIs & CLARIFICATIONS

Questions to answer or assumptions to carry before bid submission

Pricing while awaiting answers: ☐ Exclude ☐ Carry allowance ☐ Use estimator judgment

11. PHOTO & DOCUMENT REFERENCE NOTES

Photo numbers, locations, and cost or schedule effect (attach extra pages as needed)

Submitted by _____ Date _____ Total attachments _____

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SUBCONTRACTOR SCOPE & PRICING

List each scope separately. A subcontractor name is optional if one has not been selected.

Project name

Date

12. WORK PERFORMED BY YOUR CREW OR SUBCONTRACTORS

Examples: sheet metal / ductwork, controls, insulation, testing & balancing, crane or other.

Choose a pricing method for every scope. Attach extra copies of this page if needed.

SCOPE 1

Trade / work scope

Subcontractor / company

Contact

Phone

Pricing method

Select one

Quote / allowance \$

SCOPE 2

Trade / work scope

Subcontractor / company

Contact

Phone

Pricing method

Select one

Quote / allowance \$

SCOPE 3

Trade / work scope

Subcontractor / company

Contact

Phone

Pricing method

Select one

Quote / allowance \$

SCOPE 4

Trade / work scope

Subcontractor / company

Contact

Phone

Pricing method

Select one

Quote / allowance \$

Scope boundaries / exclusions / special subcontract markup instructions

Include designated scopes in one bid. Do not add duplicate crew labor/material to a subcontract quote.

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EQUIPMENT SUPPLIERS & QUOTES

Tell us where you purchase equipment, or name a preferred supplier for pricing.

Project name

Date

13. EQUIPMENT SOURCE & PURCHASE RESPONSIBILITY

List equipment, supplier contacts and quote details. Attach quotes / schedules or extra copies.

EQUIPMENT / SUPPLIER 1

Equipment / model / quantity

Supplier / distributor

Contact

Phone

Email

Supplier address

Quote ref. / date

Quoted / budget amount \$

Price status

Select one

Purchased / furnished by

Select one

EQUIPMENT / SUPPLIER 2

Equipment / model / quantity

Supplier / distributor

Contact

Phone

Email

Supplier address

Quote ref. / date

Quoted / budget amount \$

Price status

Select one

Purchased / furnished by

Select one

EQUIPMENT / SUPPLIER 3

Equipment / model / quantity

Supplier / distributor

Contact

Phone

Email

Supplier address

Quote ref. / date

Quoted / budget amount \$

Price status

Select one

Purchased / furnished by

Select one

Freight, tax, startup, warranty, lead time and items not in supplier quotes

Quote inclusions prevent duplicate charges. GC/owner-furnished purchase cost is excluded; price assigned connections.