

# Estimating Check List

Job:

**PROJECT NAME --**

---

- 1 When does CONCRETE start? \_\_\_\_\_
- 2 **Get information distributed for rebar pricing.**
- 3 Call for bidders list? Ask suppliers who they bid. **Who is our competition?**
- 4 Complete specification take-off / review.
- 5 Get concrete prices for spec mixes.
- 6 Supplier's pricing unusual items? (Get price and product data)
- 7 What is tax rate?(change on ALL summary sheets & ALTS)\_\_\_\_\_
- 8 Check for business license, permit, or other fees.
- 9 Review labor units on all crew sheets.
- 10 Review labor burden for local / out of town / unusual circumstances.
- 11 What is crane capacity needed? **HEAVIEST PANEL** \_\_\_\_\_ # \_\_\_\_\_
- 12 Will panels fit on floor without stacking or casting beds?\_\_\_\_\_ Plug panel required? \_\_\_\_\_
- 13 Can we lift from floor (off of panels)?\_\_\_\_\_ Do we have room to lift from outside? \_\_\_\_\_
- 14 Check General Conditions - compare to similar job.
- 15 Include General Conditions lines on all alternates.
- 16 Are spread sheets clean of old information?
- 17 Have you scrutinized concrete quotes? (any exceptions?, price increases?, fees?)
- 18 Have you scrutinized rebar quotes? (any exceptions?, tonnage range acceptable between suppliers?)
- 19 Entered correct finishing prices? **OUT OF TOWN / TRAVEL COVERED?**
- 20 Add line for Laser Screed (\$0.03 to \$0.05 in sub) for SOG, Apron, Etc.
- 21 Entered correct TILT SYSTEM prices? Brace delivery / pick-up costs covered?
- 22 Martin & rental equipment cost addressed? (Backfill, Finegrade, Laser Screed, Fork Lifts, backhoe, lights etc.)
- 23 Review crane cost and fuel.
- 24 Address overtime on crew sheets
- 25 Does the crew sheet compare adequately with the schedule, if provided?
- 26 Have you thought thru construction process? (Is it buildable as priced?) **ACCESS**
- 27 Address Heavy Slab / Elevated Slab needs (use screed?, strip pour?, pump? chair?)
- 28 Rod-busters, wall patch sub, pumping, demo sub, coring, etc. addressed?
- 29 Pumping addressed in letter? (by others or spec'd as part of our scope)
- 30 Make sure all sheets are accurately transferred to summary pages.
- OTHER ITEMS:**

- 31 Does the job provide a sample contract or other special provisions?
- 32 Give Alan / Rick an opportunity to read sample contracts or other special provisions.
- 33 Are **LIQUIDATED DAMAGES** addressed?
- 34 Is a construction schedule provided?
- 35 What is the rate of damages?
- 36 What constitutes a work day?
- 37 What constitutes an extension of time?
- 38 How is weather addressed?
- 39 Is a payment and performance **BOND** required?
- 40 Calculate job specific bond rate and discuss what we want to provide.
- 41 What are the **INSURANCE REQUIREMENTS**?
- 42 What are the **MRI / PMI** rating requirements?
- 43 Read question and answer form from PRE-BID CONFERENCE?
- 44 Read question and answer form from RFIs and Addendums?

Notes: \_\_\_\_\_

