



## BIDDER'S BUDGET AND JUSTIFICATION SPREADSHEET

DATE:	[INSERT DATE]
TO:	AURA / CAS BRITTANY OCHS, CONTRACTS OFFICER CONTRACTS OFFICE 950 N. CHERRY AVENUE P. O. BOX 26732 TUCSON, AZ 85726-6732
FROM:	[INSERT LEGAL NAME OF CORPORATION, FIRM, OR INDIVIDUAL BIDDING] [INSERT BUSINESS ADDRESS]

Please break the Bids / Proposals down into the following line items:

- **OVERALL ENGINEERING DESIGN COST ESTIMATE:** Any costs and/or fees associated with engineering design and development.
- **LABOR COSTS:** Detailed listing of labor costs required for the project.
- **CHANGE ORDER COSTS:** Any costs and/or fees associated with implementing a change order.
- **ADMINISTRATIVE COSTS:** Any overhead costs and administrative fees associated with the project.
- **TIMELINE:** Proposed timeline for the project, including any phases or milestones.
- **PAYMENT SCHEDULE:** The proposed milestone payment schedule, outlining when and how payments will be made throughout the project.

TIME AND MATERIALS BREAKDOWN	
RAW MATERIALS LIST:	[LIST RAW MATERIALS]
RAW MATERIALS PRICES:	[ITEMIZE RAW MATERIAL PRICING]
LABOR / ACTIVITIES:	[LIST LABOR / ACTIVITIES & COMPLETION TIME BY ACTIVITY]
LABOR / ACTIVITIES RATE:	[PROVIDE LABOR / ACTIVITIES RATES]
JUSTIFICATION	[JUSTIFY MATERIAL COSTS AND LABOR RATES]

Bids / Proposals will be assessed using the following tool / template, "HBF-X HVAC Bid Proposal Comparison Template."

Bid Proposal				
REQ NO :		USD		SHEET NO : 1 OF 1
DESCRIPTION OF SOW: HBF-X Cooling System Replacement Engineering Design Services				
<b>BIDDER</b>				
Quote Date		USD	USD	USD
BID Currency				
Item	Description	Total Cost	Total Cost	Total Cost
1	Project Management and Project Administration			
2	Conceptual Design			
3	Schematic Design			
4	Design Development			
5	Construction Documents			
6	Permit Solicitation			
7	Construction Phase			
8	Project Expenses and Fees			
9	Overhead and Profit			
10	Professional Cost Estimate Subconsultant			
11	Structural Subconsultant			
12	Electrician - Subconsultant			
14	Bid Quaranty Cost			
15	Performance Bond Cost			
16	Payment Bond			
17	Taxes			
<b>TOTAL QUOTED COSTS</b>				
Total Hours				
Estimated Duration of ED and Construction (days)				
<b>BUDGET VALUE (FROM REQUISITION)</b>				
Link to Proposal				