

Bid Cost Breakdown Form - Instructions for Completion

GENERAL

The purpose of this form is for Lessors to provide detailed costs of improvements to State leased space, and to calculate the costs to be borne by the tenant Agency.

Cells that are pre-populated or contain formulas are locked to prevent errors, and are color-coded (see Legend). To unprotect the sheets in this workbook, select the "unprotect worksheet" button under the "Review" tab and enter the password, "123456". By unprotecting the sheet, rows can be added or deleted as necessary.

STEP 1: PROVIDE QUANTITIES AND COSTS ON BCB WORKSHEET

Complete the name, phone number, rentable area, and date/revised cells at the top of the form.



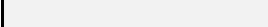
Enter the total quantity and unit cost for each item in the columns provided on the left.

Enter the percentage of cost attribution under the "Cost to Lessor" and "Cost to Agency" columns on the right; the cost allocation will automatically calculate.

STEP 2: FINALIZE AND SUBMIT BCB FORM

Enter a value for Lessor's mark-up (not to exceed 15%) and sales tax. Submit a signed copy of the Bid Cost Breakdown to the RES Design Professional.

LEGEND

	Locked cell
	Enter Value
	Calculated/Locked Cell

