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

Bid Cost Breakdown Form

Project #		Address	Address			RES Design Professional			
SR&L#			City		RES Lease Agent				
Agency		Rentab	Rentable Area (SF)		Agency Facility Planner				
Lessor & Phone #					Date				
Contractor & Phone #					Revised				
Item Total Units		al Units		Total Cost		ost to Lessor Cost to Agency		ost to Agency	
			Unit Cost		% or #	\$ Cost	% or #	\$ Cost	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
				\$0.00		0.00		0.00	
Project Cost Subtotal			\$0.00		\$0.00		\$0.00		
Total Project Mark-Up (15% max) per LSR section 3.8		\$0.00		\$0.00		\$0.00			
State Sales Tax 0%		0%	\$0.00		\$0.00	\$0.00			
TOTAL PROJECT COST		\$0.00		\$0.00		\$0.00			
COST PER SQUARE FOOT		#DIV/0!		#DIV/0! #DIV/0!		#DIV/0!			
Method of Payment:	Cash upo	n project co	mpletion, unless	agreed otherwise.	Jp to 80%	payable at substar	ntial comp	oletion.	
			Approvals						
Lessor	Agen	Agency Facility Planner		RES Lease Agent		RES Design Professional			
Date:	Date:			Date:		Date:			