

This document is designed to streamline project startup, track project expenses, and execute non—capital projects (total cost less than \$35,000). Total project cost includes design and engineering, professional services, installation, construction, regulatory, and management cost. For projects at or above \$35,000 use a Project Planning Document (PPD).

Final cost > \$35,000

Yes

No

PROJECT ESTIMATE WORKSHEET (PEW)

CENTER:

PROJECT NUMBER:

PROJ. MANAGER:

PROJECT NAME:

DESCRIPTION:

BUDGET:

ORIGINAL DATE:

LAST REVISION:

LABOR/ RECHARGE (estimated or quoted)

| UNIT / DESCRIPTION | HOURS | RATE | TOTAL |
|--------------------------|-------|------|-------------|
| Ex. Facilities CA & PM | | | \$ 0,000.00 |
| Ex. Fire Marshal review | | | \$ 0,000.00 |
| Ex. CEQA review | | | \$ 0,000.00 |
| Ex. Engineering services | | | \$ 0,000.00 |
| Ex. Site Survey services | | | \$ 0,000.00 |
| LABOR TOTAL | | | \$ 0,000.00 |

PURCHASES / EQUIPMENT (estimated or quoted)

| DESCRIPTION | UNIT | QTY | PRICE/RATE | TOTAL |
|------------------------|------|-----|------------|-------------|
| Ex. Materials | | | | \$ 0,000.00 |
| Ex. Rental equipment | | | | \$ 0,000.00 |
| | | | | \$ 0,000.00 |
| PURCHASES TOTAL | | | | \$ 0,000.00 |

TOTAL (this page)

\$ 0,000.00

| CONTRACTOR INFORMATION (estimated or quoted) | | | | | | |
|--|--------------------------|-------------------------------|--------------------------|--------------------|-------------|--------------------------|
| NAME: | | | | | | |
| ADDRESS: | | | | | | |
| DESCRIPTION OF WORK: | | | | | | |
| LICENSE NO. | | | Phone / Fax: | | | |
| Payment Bond (over \$25K) | <input type="checkbox"/> | Performance Bond (over \$50K) | <input type="checkbox"/> | Prevailing wages? | | <input type="checkbox"/> |
| Certificate of Insurance? | <input type="checkbox"/> | DIR Registration? | <input type="checkbox"/> | W-9? (new vendors) | | <input type="checkbox"/> |
| CONTRACT TOTAL | | | | | \$ 0,000.00 | |

| CONTRACTOR INFORMATION (estimated or quoted) | | | | | | |
|--|--------------------------|-------------------------------|--------------------------|--------------------|-------------|--------------------------|
| NAME: | | | | | | |
| ADDRESS: | | | | | | |
| DESCRIPTION OF WORK: | | | | | | |
| LICENSE NO. | | | Phone / Fax: | | | |
| Payment Bond (over \$25K) | <input type="checkbox"/> | Performance Bond (over \$50K) | <input type="checkbox"/> | Prevailing wages? | | <input type="checkbox"/> |
| Certificate of Insurance? | <input type="checkbox"/> | DIR Registration? | <input type="checkbox"/> | W-9? (new vendors) | | <input type="checkbox"/> |
| CONTRACT TOTAL | | | | | \$ 0,000.00 | |

| | | | | | |
|----------------------|--|--|--|--|-------------|
| PROJECT TOTAL | | | | | \$ 0,000.00 |
|----------------------|--|--|--|--|-------------|

| FACILITIES PLANNING & MANAGEMENT IS AUTHORIZED TO PROCEED WITH THIS WORK TO THE LIMITS SHOWN ABOVE | | | |
|--|--|-----------|--|
| ACCOUNT NO: | | SUB-ACCT: | |
| FUNDING APPROVAL: | | DATE: | |
| ACCOUNT NO: | | SUB-ACCT: | |
| FUNDING APPROVAL: | | DATE: | |
| ACCOUNT NO: | | SUB-ACCT: | |
| FUNDING APPROVAL: | | DATE: | |