

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.

The Minimum Requirements Worksheet and related columns on the Bid Cost Breakdown Form may not apply to alteration projects conducted in existing State leased facilities. Refer to Sections A and B of the Leased Space Requirements (LSR).

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: COMPLETE MINIMUM REQUIREMENTS WORKSHEET

Complete this worksheet first for new space projects by entering the rentable area at the top of the Minimum Requirements Worksheet. The quantities required will automatically calculate based on the area, and will transfer to the BCB Worksheet in their respective order.

STEP 2: 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. The cost allocation will automatically calculate under Lessor and Tenant columns on the right.



Itemize the remaining construction costs including Agency-specific requests in the rows below. After entering each item, quantity, and unit costs, enter a percentage value under the Lessor and Agency columns to complete the assignment of cost.

Alterations to existing leased space: where the Minimum Requirements Worksheet does not apply, enter the costs in the blank rows below the Minimum Space Requirement lines on the BCB. When assignment of costs is not required, the Lessor may enter a lump sum on the BCB and attach a schedule of values such as the AIA G703 form.

STEP 3: 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

DEFINITIONS

SF	Square Feet
LF	Linear Feet
EA	Each

MINIMUM REQUIREMENTS QUANTITY WORKSHEET FOR TENANT IMPROVEMENTS

Costs associated with the quantities defined herein are the sole responsibility of the Lessor per Part B of the Leased Space Requirements. Refer to Part C for specifications and performance requirements.

Total Rentable Area of Leased Space SF**02 41 00 Demolition (See A2.5)****Amount of Demolition Required** LF

Provide 10 lineal feet of complete wall demolition for every 1,000 square feet of leased space.

06 41 00 Architectural Woodwork & 22 30 00 Plumbing Equipment (See A2.6)**Coffee Bars Required** QTY

1 per leased space up to 10,000 square feet. Provide 1 additional for spaces over 10,000 square feet per floor.

08 10 00 Doors and Frames & 08 71 00 Door Hardware (See A2.7)**Quantity of Doors Required** QTY

Provide 1 door with basic hardware set for every 400 square feet of leased space (see standard door hardware set definition in Section 08 71 00).

08 50 00 Relites (See A2.8)**Quantity of Relites Required** SF

Provide 20 square feet of new relites for every 1,000 square feet of leased space. Refer to drawings for configuration and location.

08 80 00 Glazing (See A2.9)**Quantity of Exterior Glazing Required** SF

Provide a minimum of 6% of the floor area of a leased space in exterior glazing.

09 21 00 Plaster and Gypsum Board & 09 81 00 Acoustic Insulation (See A2.10)**Quantity of Walls Required** LF

Provide 75 lineal feet of full height, sound-attenuated wall for every 1,000 square feet of leased space.

10 20 00 Interior Specialties & 22 40 00 Plumbing Fixtures (See A2.16)**Quantity of ADA Compliant Showers Required** QTY

Provide 2 ADA compliant accessible showers (one men's and one women's) for any leased space exceeding 20,000 square feet.

22 40 00 Plumbing Fixtures (See B2.16)**Quantity of Bottle Filling Drinking Fountains Required** QTY

Provide 1 bottle filling drinking fountain in every leased space and 1 additional bottle filling fountain for spaces exceeding 5,000 square feet. Drinking fountains shall be provided per IBC requirements.

23 00 00 HVAC E.M.S and DDC Components (See A3.2)**Requirement to provide EMS/DDC system.** QTY

Provide a Direct Digital Control(DDC) E.M.S. with a computer-based front end with graphical interface on all new leased space over 25,000 square feet.

26 00 00 Electrical & 26 05 33 Raceway and Boxes for Electrical Systems (See A3.5)**Quantity of Electrical Receptacles Required** QTY

Provide 1 standard power duplex receptacle for every 75 square feet of leased space. Up to 10% of required outlets may count as dedicated 20-amp receptacles at the discretion of the lessee.

27 00 00 Communications & 26 05 33 Raceway and Boxes for Electrical Systems (See A3.10)**Quantity of Voice/ Data Receptacles Required** QTY

Provide 1, combined-use, rough-in outlet with 1" conduit for every 150 square feet of new leased space.

Bid Cost Breakdown Form

Project #		Address		RES Design Professional				
SR&L #		City		RES Lease Agent				
Agency		Rentable Area (SF)		Agency Facility Planner				
Lessor & Phone #				Date				
Contractor & Phone #				Revised				
Item	Total Units	Units Type	Unit Cost	Total Cost	Cost to Lessor		Cost to Agency	
					% or #	\$ Cost	% or #	\$ Cost
Demolition (A2.5)		lf		\$0.00		\$0.00	0	\$0.00
Coffee Bars (A2.6)		ea		\$0.00	1	\$0.00	0	\$0.00
Interior doors /hardware (A2.7)		ea		\$0.00		\$0.00	0	\$0.00
Relites (A2.8)		sf		\$0.00		\$0.00	0	\$0.00
Exterior glazing (A2.9)		sf		\$0.00		\$0.00	0	\$0.00
Interior walls (A2.10)		lf		\$0.00		\$0.00	0	\$0.00
Showers (A2.16)		ea		\$0.00	0	\$0.00	0	\$0.00
Drinking Fountains (A2.16)		ea		\$0.00	1	\$0.00	0	\$0.00
EMS/DDC for HVAC (B3.2)		ea		\$0.00	0	\$0.00	0	\$0.00
Std duplex receptacles (B3.5)		ea		\$0.00		\$0.00	0	\$0.00
Voice/Data rough-ins (B3.10)		ea		\$0.00		\$0.00	0	\$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%	\$0.00		\$0.00		\$0.00
State Sales Tax			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!
Method of Payment: Cash upon project completion, unless agreed otherwise. Up to 80% payable at substantial completion.								
Approvals								
Lessor		Agency Facility Planner		RES Lease Agent		RES Design Professional		
Date:		Date:		Date:		Date:		