Council Business Meeting

June 16, 2020

Agenda Item	Award of Contract to Pathway Ente	rprises, Inc. for Janitorial Services
From	Michael Morrison Michael Black Rachel Dials David Shepherd	Public Works Superintendent Parks Director Recreation Superintendent Fire Chief
Contact	michael.morrison@ashland.or.us; (michael.black@ashland.or.us; (541 rachel.dials@ashland.or.us; (541) 5 david.shepherd@ashland.or.us; (54) 552-2251 552-2260

SUMMARY

This request is for approval to award a public contract to Pathway Enterprises, Inc. to provide janitorial services for the City, Parks, and Fire facilities. Pathway Enterprises, Inc. is a local Qualified Rehabilitation Facility (QRF) that provides janitorial services. The term for the janitorial service contract will begin on July 1, 2020 and end on June 30, 2021.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals

- C. Utilize City resources as leverage to develop and/or enhance prioritized Value Services.
- D. Develop current and long-term budgetary resiliency.
- E. During the 2019-2021 Biennium analyze various departments/programs with the goal efficiencies, reducing costs, and improving City services.

PREVIOUS COUNCIL ACTION

The public contracts previously awarded to Pathway Enterprises, Inc. were approved by the City Council on July 16, 2019 for a term beginning on July 1, 2019 and ending on June 30, 2020.

BACKGROUND AND ADDITIONAL INFORMATION

In accordance with ORS 279.850, public agencies are required by law to contract with a QRF, if the QRF can provide the product or service as specified and required by the public agency. Additional information: How to do business with a QRF: <u>https://www.oregon.gov/das/Procurement/Pages/QRFhow.aspx</u>

Costing workbooks are prepared by Pathway Enterprises, Inc. after the COA Living Wage is reviewed and updated in June every year. Request for Price Approval forms have been submitted with costing workbooks to State of Oregon, Department of Administrative Services (DAS) for pricing approval.

FISCAL IMPACTS

City, Parks and Fire budget each fiscal year for janitorial services. The proposed fiscal year 2021 costs for janitorial services are as follows:

Janitorial Services	Total Amount
City Facilities	\$139,649.52
Parks Recreation Facilities	\$53,761.47
Parks Restrooms and Trash	167,503.54
Fire Station #1	\$6,594.83



STAFF RECOMMENDATION

Staff recommends the public contract for janitorial services be awarded to Pathway Enterprises, Inc.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the award of the public contract for janitorial services to Pathway Enterprises, Inc.

ATTACHMENTS

Attachment 1: Goods & Services Agreement for Janitorial Services

Attachment 2: City Facilities – Costing Workbooks

Attachment 3: Parks Recreation Facilities - Costing Workbooks

Attachment 4: Parks Trash and Restrooms – Costing Workbook

Attachment 5: Fire Station #1 - Costing Workbook



GOODS & SERVICES AGREEMENT

	PROVIDER: Pathway Enterprises, Inc.
ASHLAND	PROVIDER'S CONTACT: Richard Simpson
20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-5587	ADDRESS: 1600 Sky Park Drive, Suite No. 101 Medford, Oregon 97504
Fax: 541/488-6006	PHONE: 541-973-2728 EMAIL: rpspei@gmail.com

This Goods and Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and **Pathway Enterprises, Inc.**, a domestic business corporation ("hereinafter "Provider"), for **Janitorial Services**.

1. PROVIDER'S OBLIGATIONS

- 1.1 Provide janitorial services for City facilities, including facilities for the Parks Department and the Fire Department, as set forth in the "SUPPORTING DOCUMENTS" which are attached hereto and, by this reference, incorporated herein. Provider expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. The goods and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be collectively referred to as "Work."
- 1.2 Provider shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work received hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury and Property Damage.
 - 1.2.1 The insurance required in this Article shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage; and
 - Automobile Liability.
 - Workers' Compensation
 - 1.2.2 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:
 - Name as additional insured "the City of Ashland, Oregon, its officers, agents and employees" with respect to claims arising out of the provision of Work under this Agreement;
 - Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
 - Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
 - Provider shall immediately notify the City of any change in insurance coverage;

- Provider shall supply an endorsement naming the City, its officers, employees and agents as additional insureds by the Effective Date of this Agreement; and
- Be evidenced by a certificate or certificates of such insurance approved by the City.
- 1.3 All subject employers working under this Agreement are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. As evidence of the insurance required by this Agreement, the Provider shall furnish an acceptable insurance certificate prior to commencing any Work under this Agreement.
- 1.4 Provider agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of this Agreement when employed by Provider. Provider agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Provider agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.
- 1.5 In all solicitations either by competitive bidding or negotiation made by Provider for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Providers of the Provider's obligations under this Agreement and Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination laws.
- 1.6 Living Wage Requirements: If the amount of this Agreement is \$21,507.75 or more, Provider is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Provider is also required to post the notice attached hereto as "Exhibit A" predominantly in areas where it will be seen by all employees.

2. CITY'S OBLIGATIONS

- 2.1 City shall pay Provider the sums as specified in the SUPPORTING DOCUMENTS (Costing Workbooks) as full compensation for the Work to be performed pursuant to this Agreement.
- 2.2 In no event shall Provider's total of all compensation and reimbursement under this Agreement exceed the sums of: \$139,649.52 (one hundred and thirty-nine thousand six hundred and forty-nine dollars and fifty-two cents) for City facilities; \$53,761.47 (fifty-three thousand seven hundred and sixty-one dollars and forty-seven cents) for Parks facilities; \$167,503.54 (one hundred and sixty-seven thousand five hundred and three dollars and fifty-four cents) for Parks trash and restrooms; and \$6,594.83 (six thousand five hundred and ninety-four dollars and eighty-three cents) for Fire facilities without the express, written approval from the City official whose signature appears below, or such official's successor in office. Provider expressly acknowledges that no other person has authority to order or authorize additional Work which would cause this maximum sum to be exceeded and that any authorization from the responsible official must be in writing. Provider further acknowledges that any Work delivered or expenses incurred without authorization as provided herein is done at Provider's own risk and as a volunteer without expectation of compensation or reimbursement.

3. GENERAL PROVISIONS

- 3.1 This is a non-exclusive Agreement. City is not obligated to procure any specific amount of Work from Provider and is free to procure similar types of goods and services from other providers in its sole discretion.
- 3.2 Provider is an independent contractor and not an employee or agent of the City for any purpose.
- 3.3 Provider is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.
- 3.4 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.
- 3.5 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 3.6 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
- 3.7 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.8 Provider shall defend, save, hold harmless and indemnify the City and its officers, employees and agents from and against any and all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or relating to the activities of Provider or its officers, employees, contractors, or agents under this Agreement.
- 3.9 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.
- 3.10 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Provider and the City set forth in this Agreement.
- 3.11 Deliveries will be F.O.B destination. Provider shall pay all transportation and handling charges for the Goods. Provider is responsible and liable for loss or damage until final inspection and acceptance of the Goods by the City. Provider remains liable for latent defects, fraud, and warranties.
- 3.12 The City may inspect and test the Goods. The City may reject non-conforming Goods and require Provider to correct them without charge or deliver them at a reduced price, as negotiated. If Provider does not cure any defects within a reasonable time, the City may reject the Goods and cancel this

Page 3 of 6: Agreement between the City of Ashland and Pathway Enterprises, Inc.

Agreement in whole or in part. This paragraph does not affect or limit the City's rights, including its rights under the Uniform Commercial Code, ORS Chapter 72 (UCC).

3.13 Provider represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with SUPPORTING DOCUMENTS and be free from defects in labor, material and manufacture. Provider shall transfer all warranties to the City.

4. SUPPORTING DOCUMENTS

The following documents are, by this reference, expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"

- Costing Workbook for Janitorial Services/QRF Program CITY facilities: \$139,649.52
- Costing Workbook for Janitorial Services/QRF Program PARKS facilities: \$53,761.47
- Costing Workbook for Janitorial Services/QRF Program PARKS trash/restrooms: \$167,503.54
- Costing Workbook for Janitorial Services/QRF Program FIRE facilities: \$6,594.83

5. REMEDIES

- 5.1 In the event Provider is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: 5.1.1 Termination of this Agreement;
 - 5.1.2 Withholding all monies due for the Work that Provider has failed to deliver within any scheduled completion dates or any Work that have been delivered inadequately or defectively;
 - 5.1.3 Initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
 - 5.1.4 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
- 5.2 In no event shall City be liable to Provider for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Provider exceed the amount due, Provider shall pay immediately any excess to City upon written demand provided.

6. TERM AND TERMINATION

6.1 Term

This Agreement shall be effective **July 1, 2020** (the "Effective Date") and shall continue in full force and effect until **June 30, 2021**, unless sooner terminated as provided in Subsection 6.2.

6.2 Termination

- 6.2.1 The City and Provider may terminate this Agreement by mutual agreement at any time.
- 6.2.2 The City may, upon not less than thirty (30) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.
- 6.2.3 Either party may terminate this Agreement, with cause, by not less than fourteen (14) days' prior written notice if the cause is not cured within that fourteen (14) day period after written notice. Such termination is in addition to and not in lieu of any other remedy at law or equity.

7. NOTICE

Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, return receipt requested, postage prepaid, to the address set forth below:

If to the City:

City of Ashland
Attention: Wes Hoadley, Facilities Maintenance Supervisor (City)
Attention: Rachel Dials, Recreation Superintendent (Parks)
Attention: David Shepherd, Fire Chief (Fire)
20 E. Main Street
Ashland, Oregon 97520
Phone: (541) 488-5354

With a copy to:

City of Ashland – Legal Department 20 E. Main Street Ashland, Oregon 97520 Phone: (541) 488-5350

If to Provider:

Pathway Enterprises, Inc. Attn: Richard Simpson 1600 Sky Park Drive, Suite No. 101 Medford, Oregon 97504 Phone: (541) 973-2827

8. WAIVER OF BREACH

One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

9. PROVIDER'S COMPLIANCE WITH TAX LAWS

9.1 Provider represents and warrants to the City that:

9.1.1 Provider shall, throughout the term of this Agreement, including any extensions hereof, comply with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.1.2 Provider, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and

Page 5 of 6: Agreement between the City of Ashland and Pathway Enterprises, Inc.

- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.
- 9.2 Provider's failure to comply with the tax laws of the State of Oregon and all applicable tax laws of any political subdivision of the State of Oregon shall constitute a material breach of this Agreement. Further, any violation of Provider's warranty, as set forth in this Article 9, shall constitute a material breach of this Agreement. Any material breach of this Agreement shall entitle the City to terminate this Agreement and to seek damages and any other relief available under this Agreement, at law, or in equity.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF ASHLAND:	PATHWAY ENTERPRISES, INC. (PROV
Ву:	By:
City Administrator	By: Signature
Printed Name	Printed Name
Date	Title
	Date
Purchase Order No.	($\underline{W-9}$ is to be submitted with this signed agreement.)

Assistant City Attorney

une 1, 2020

CITY OF ASHLAND. OREGON

City of Ashland LIVING

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.

WAGL

A

\$15.74 per hour, effective June 30, 2020.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.

Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds \$22,002.43 or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or

portion of business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland in excess of \$22,002.43.

- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage, employers may add the value of health care, retirement,

401K and IRS eligible cafeteria plans (including childcare) benefits to the amount of wages received by the employee.

Note: For temporary and part-time employees, the Living Wage does <u>not</u> apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

For additional information:

Call the Ashland City Administrator's office at 541-488-6002 or write to the City Administrator, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at <u>www.ashland.or.us</u>.

Notice to Employers: This notice must be posted predominantly in areas where it can be seen by all employees.

ASHLAND



Communication

Teamwork

Professionalism

Opportunity

Office: (541) 973-2728

(541) 973-2728 Fax: (541) 973-2729

Property Service License #40205

CCB License #218417

May 26, 2020

Wes Hoadley Maintenance and Safety Supervisor City of Ashland 90 N. Mountain Ave. Ashland, OR 97520

City Facilities

Dear Mr. Hoadley,

Pathway Enterprises is requesting a pricing adjustment for services for the City of Ashland. The reason for the changes are as follows:

• We have incorporated the Living Wage for the City of Ashland at \$15.74 per hour.

In total we are requesting an increase from \$137,665.84 to \$139,649.52 annually. This equates to an additional \$1,993.68 for a 1.45% increase. I have attached the minimum cleaning standards that are in effect for this contract.

The breakdown of this increase is as follows:

Annual	2019 - 2020	2020 - 2021
City Hall	18,517.92	18,841.56
Community Development	28,686.60	29,181.72
Municipal Court	17,918.04	17,730.36
Police Department	26,695.44	27,205.08
Police Sub Station	2,078.28	2,110.44
Service Center	21,982.80	22,415.16
Street and Shop	8,137.80	8,250.12
Carpet and Hard Floors	13,638.96	<u>13,915</u> .08
Total	137,655.84	139,649.52
Increase Amount		1,993.68
Increase %		1.45%





Communication

Teamwork

Office: (541) 973-2728

Professionalism

Fax: (541) 973-2729

Opportunity

I appreciate your consideration and look forward to another year serving the City of Ashland.

Sincerely,

Flichard Simpson

Richard Simpson Commercial Contracts Director Pathway Enterprises, Inc. Cell 541-601-4550 Office 541-973-2728

City Hall

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project City of Ashland 2020-2021		
Executive Director Signature:		
Raw Materials Per Time Use - Supplies	(from supplies worksheet)	\$ 1,008.28
Equipment, Tools & Subcontracting	(from small equipment worksheet) Subtotal 1	\$ 235.75 \$ 1,244.03
Labor Direct Labor	(from labor daily worksheet)	\$ 12,887.17
Overhead		φ 12,001.11
See Overhead Worksheet		\$ 3,579.90
Delivery Transportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margin	\$ 17,711.10
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,130.50
	Total Bid Yearly Monthly	

Oregon Department of Administrative Services Project Costing Worksheet

Direct Labor Pathway Enterprises, Inc. LABOR

City of Ashland 2020-2021 City Hall	-2021 City Hall																
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers		Unemploy-	Sub-	Other	Other Benefits	0	Daily/Per	Times	Annual/Total	Annual Hours
Description	Hours	Rate	ductivity	Total 1		Total 2	comp%	Total 3	ment %	Total 4	Benefits %	Monthly \$	SubTotal 5	Item Labor	Per Yr.	Labor	Labor
1 Janitor	2.50	2.50 \$ 15.74	100%	100% \$ 39.35	0.0765	\$ 3.01	2.60%	2.60% \$ 1.02	1.42% \$	0.56	27.67%		\$ 10.89	\$ 54.83	208 \$	\$ 11,404.70	520.00
2 Supervisor	1.00	1.00 \$ 20.46	100%	100% \$ 20.46	0.0765	\$ 1.57	2.60% \$	\$ 0.53	1.42% \$	0.29	27.67%		\$ 5.66	\$ 28.51	52 \$	\$ 1,482.47	52.00
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				•		- 5		•	69				•	•		- 5	0.00
0				•		- 5			69				•	•		- 5	0.00
10				' '		- 5		•	69	10-200			•	•		- \$	0.00
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15				•		•		•	69	-			•	•			0.00
													Tatal	00 01	Total	71 788 71 2	572 00

50

Total

83.34

S

Fotal

27.67%

1.64%

List "Other Benefits" Provided 9.60% 16.43%

PTO + HOLIDAY HEALTH+LIFE 401 K

Areas in green are formula driven.

Nork Hours =

iork Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity.

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Other Benefits % = Input in this column if you calculate other Benefits by a percentage.

Other Benefits No. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract. (e.g. Employee works 50% of their time

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervision supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is expectically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may specificate labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor functions and the other 50% supervisory costs, line the indirect labor functions and the other 50% supervisory costs.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The expression of work or speciations in the northant is the place to start. Once the component task are identify, the max tye in that will be required to accomptish aed hats. Since this are internet by in minutes or even a seconds, the times the time werk for the may be in minutes or even allowed the expression and excert accomption to the complexit and perhaps most critical step is to estimate the time may be in minutes or even allowed the times must be interments into a component tasks such as a leading and unloading equipment, emptying trash and nexcile containers, we are place to start and the negative of loss are postimate. For example, in a custodial contract, first breakdown the work required to accomponent tasks usual and unloading equipment, emptying trash and recycle containers, we are place to show for a second for a for the second for the text expression and recycle containers, we are the place task for the time required for each component task. Then, complexed the text expression to the required for each component task that are allowed work hours. "This muber will say the same regardes of how many people are working. For example, 8 "work hours" can be each work hours. "This muber will say the same regardes of how many people are working. For example, 8 "work hours" can be accomplicated to the second for the second for the target and tack tables. The for all all to the second for the second

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevaiing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$30,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year. That you will provide the service annual cost by 12 (in this case you get \$1733.33/month).

Supplies Pathway Enterprises, Inc. City of Ashland 2020-2021 City Hall

Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

1 SCRAPER W/S RAZOR BLADES 10/BX 3.24 0.0833 \$ 0.27 \$ 3.24 H10 QM HEPASTAT 256 4 GL/CS 21.72 0.2500 \$ 5.63 \$ 65.16 WAFRES HOOD RE LIM LEMON 4 GL/CS 20.50 \$ 2.66 \$ 30.75 H63 LT DUTY SCRUB SPONGE 20/CS 0.72 1.0000 \$ 0.72 \$ 6.64 SUSTAINABLE FARTH #66 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 132.00 SUSTAINABLE FARTH #766 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 142.18 \$ 146.16 9 SCIEANER POLISH 12-15 0Z/CS 6.01 0.0833 \$ 0.61 0.1 \$ 2.41 \$ 17.04 1 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.11 \$ 13.32 17 TOTHBRUSH W/NYL BRST 12/CS 1.000 \$ 2.70 \$ 3.240 16 GLAVBSWOOL DUSTER SET 32/C B 2.70 1.0000 \$<		ltem	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
3 VIAFRESH ODOR ELIM LEMON 4 GL/CS 20.50 0.1250 \$ 2.56 \$ 30.75 4 #63 LT DUTY SCUUB ISPONGE 20/CS 0.88 1.0000 \$ 0.72 \$ 8.64 5 #98 LT DUTY SCUURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 8.64 6 SUSTAINABLE EARTH #60 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 2.412 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 12 70 TOTHBRUSH W/NVL BRST 12/CS 1.42 1.000 \$ 2.70 \$ 32.40 \$ 13 ANGLE BROOM FLAGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 2.200 \$ </td <td>1</td> <td>SCRAPER W/5 RAZOR BLADES 10/BX</td> <td>3.24</td> <td>0.0833</td> <td>\$ 0.27</td> <td>\$ 3.24</td>	1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$ 0.27	\$ 3.24
4 #63 LT DUTY SCRUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 10.66 6 BB LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 8.64 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #60 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SCIEANER POLISH 12-15 02/CS 6.01 0.0033 \$ 0.60 \$ 1.01 \$ 13.32 10 GLEME GLASS CLEANER 12-19 02/CS 2.01 1.0000 \$ 1.41 \$ 13.32 12 TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.04 \$ 12.00 13 ABGLE BARNE HUM POR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 14 TIGKS FRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.59 \$ 31.60 <td>2</td> <td>#10 QM HEPASTAT 256 4 GL/CS</td> <td>21.72</td> <td>0.2500</td> <td>\$ 5.43</td> <td>\$ 65.16</td>	2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$ 5.43	\$ 65.16
5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 8.64 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 5.30 \$ 6.300 7 SUSTAINABLE EARTH #66 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.501 \$ 24.12 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1260 \$ 1.11 \$ 13.32 2 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PURDIS GP XLR GL 7.99 1.0000 \$ 2.70 \$ 32.41 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.14 \$ 5.08 1.14 </td <td>3</td> <td>VIAFRESH ODOR ELIM LEMON 4 GL/CS</td> <td>20.50</td> <td>0.1250</td> <td>\$ 2.56</td> <td>\$ 30.75</td>	3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$ 2.56	\$ 30.75
6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 6.30 \$ 63.60 7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1260 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.60 \$ 2.412 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 1.41 \$ 13.32 12 TOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 13 ANGLE BROOM FLAGED END W/ HDL 5.99 0.1670 \$ 1.200 \$ 1.200 14 THIGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 7.20 \$ 3.240 \$ 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 1.23 \$ 1.479 14 TABSWOOL DUSTER Z3'32FH 4.93 0.2500 \$ 1.23 \$ 1.61	4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$ 0.88	\$ 10.56
7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRIS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER RELENBLE 33-58" OV 10.36 0.2500 \$ 2.13 \$ 14.79 17 LAMBSWOOL DUSTER RIELPURDSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 <td< td=""><td>5</td><td>#98 LT DUTY SCOURING PAD 20/CS</td><td>0.72</td><td>1.0000</td><td>\$ 0.72</td><td>\$ 8.64</td></td<>	5	#98 LT DUTY SCOURING PAD 20/CS	0.72	1.0000	\$ 0.72	\$ 8.64
8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 2.11 \$ 2.11 \$ 2.11 \$ 2.11 \$ 2.12 7 TOOTHBRUSH W/NYL BAST 12/CS 1.42 \$ 1.000 \$ 1.42 \$ 1.001 \$ 2.00 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 2.70 \$ 32.40 \$ 14 HABSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 \$ 31.08 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 1.43 \$	6	SUSTAINABLE EARTH #66 DISINFECTANT	42.40	0.1250	\$ 5.30	\$ 63.60
9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 14 ABEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 2 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 3 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.000 \$ 2.70 \$ 32.40 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 2.11 \$ 25.26 17 LAMBSWOOL DUSTER 1EXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.41 \$ 1.71.8 236" JUMBO DUST MOP FRAME	7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.1250	\$ 11.00	\$ 132.00
10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 12 7"TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 13 ANGLE BROOM FLAGGED END W/HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.770 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 2.79 \$ 95.88 16 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 256.08 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 256.09 10 RUCSED FOR CLEANING" HANGING SIGN 25.10 0.0833 2.09 \$ 25.09 10 RUSH POLY 12/CS BN 5.47 0.2500 \$ 1.43 \$ 17.18 26	8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.1250	\$ 12.18	\$ 146.16
11 A-BEN-A-QUI VANDALISM PASTE 12-20 0 8.88 0.1250 \$ 1.11 \$ 13.32 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER RIEXIBLE 33-58" OV 10.36 0.2500 \$ 2.51 \$ \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.43 \$ 17.64 20" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.54	9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$ 0.50	\$ 6.01
12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 1 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 1.43 \$ 17.14 21 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 2.06 \$ 24.66 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 53.73 26 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 <t< td=""><td>10</td><td>GLEME GLASS CLEANER 12-19 OZ/CS</td><td>2.01</td><td>1.0000</td><td>\$ 2.01</td><td>\$ 24.12</td></t<>	10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$ 2.01	\$ 24.12
13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 1.37 \$ 16.41 20 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.26500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 1.43 \$ 17.18 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 4.46 \$ 52.98 <t< td=""><td>11</td><td>A-BEN-A-QUI VANDALISM PASTE 12-20 O</td><td>8.88</td><td>0.1250</td><td>\$ 1.11</td><td>\$ 13.32</td></t<>	11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$ 1.11	\$ 13.32
14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 0"CLOSE FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 136" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 236" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.448 \$ \$ 52.88 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.448 \$ \$ 5.73 3 <td< td=""><td>12</td><td>7" TOOTHBRUSH W/NYL BRST 12/CS</td><td>1.42</td><td>1.0000</td><td>\$ 1.42</td><td>\$ 17.04</td></td<>	12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$ 1.42	\$ 17.04
15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 22 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.46 \$ 11.54 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.46 \$ 2.98 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 1.25 \$ 15.00 \$	13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$ 1.00	\$ 12.00
16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 22 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 60" FBRGIS INVADER MOP HOL SIDE GAT 16.44 0.1250 \$ 2.466 \$ 4 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.48 \$ 53.73 26 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2600 \$ 4.48 \$ 53.73 24	14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$ 2.70	\$ 32.40
17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 22 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 0.96 \$ 11.54 23 60" FBRGIS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.466 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 24.66 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 1.25 \$ 15.00 <	15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$ 7.99	\$ 95.88
18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 6" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.466 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 1.25 \$ 15.00 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 1.50 \$	16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$ 1.23	\$ 14.79
19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 24 02 BREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 4 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - \$ - \$ - 4	17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$ 2.59	\$ 31.08
20 "CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 22 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.06 \$ 24.66 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 21.92 \$ 1.994 29 2.65 \$ 31.80 27 24 OZ BTL 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - \$ - \$	18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$ 2.11	\$ 25.26
21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 22 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.06 \$ 24.66 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ - \$<	19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$ 1.37	\$ 16.41
22 36" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.06 \$ 24.66 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ - \$ - \$ - 32 \$ - \$ - \$ </td <td>20</td> <td>"CLOSED FOR CLEANING" HANGING SIGN</td> <td>25.10</td> <td>0.0833</td> <td>\$ 2.09</td> <td>\$ 25.09</td>	20	"CLOSED FOR CLEANING" HANGING SIGN	25.10	0.0833	\$ 2.09	\$ 25.09
23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 2.06 \$ 24.66 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ - \$ - \$ - 32 \$ - \$ - \$ - 33 \$ - \$ - \$ - 34 \$ - \$ - \$ - 35 \$ - \$ - \$ - 36 <	21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$ 1.43	\$ 17.18
24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.42 \$ 52.98 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 2002 BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ - \$ - \$ - 32 \$ - \$ - \$ - 34 \$ - \$ - \$ - 34 \$ - \$ - \$ - 36 \$ - \$ - \$ - 37 \$ - \$ - 38 \$ - \$ - \$ - 39	22	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$ 0.96	\$ 11.54
25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 \$ 2.65 \$ 31.80 27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ -	23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$ 2.06	\$ 24.66
26 BARKEEPERS FRIEND 200Z BTL 2.65 1.0000 2.65 31.80 27 24 OZ BTL 1.25 1.0000 1.25 \$15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$1.66 \$19.94 29 DUSTPAN 2.65 0.2500 \$0.66 \$7.95 30 \$ - \$ - 31 \$ - \$ - 32 \$ - \$ - 33 \$ - \$ - 34 \$ - \$ - \$ - 35 \$ - \$ - \$ - 3 - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -<	24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$ 4.42	\$ 52.98
27 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31 \$ - \$ \$	25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$ 4.48	\$ 53.73
28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$ 19.94 29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - \$ 31 \$ \$ \$ - \$ - \$ 32 \$ \$ \$ \$ \$ - \$ - 33 \$ \$ \$ \$ \$ \$ - \$ - 34 \$ \$ \$ \$ \$ \$ - </td <td>26</td> <td>BARKEEPERS FRIEND 200Z BTL</td> <td>2.65</td> <td>1.0000</td> <td>\$ 2.65</td> <td>\$ 31.80</td>	26	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$ 2.65	\$ 31.80
29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31	27	24 OZ BTL	1.25	1.0000	\$ 1.25	\$ 15.00
29 DUSTPAN 2.65 0.2500 \$ 0.66 \$ 7.95 30 \$ - \$ - \$ - 31	28	CLEANING TOWELS (60)	19.95	0.0833	\$ 1.66	\$ 19.94
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38						
39 \$ - \$ - 40 \$ - \$ -						\$ -
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	40	- N		Total	\$ - 84.02	\$ - 1,008.28

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Equipment, Tools & Subcontractors City of Ashland 2020-2021 City Hall Pathway Enterprises, Inc. **RAW MATERIALS**

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

n Department of Administrative Services	Project Costing Worksheet
Oregon	

			•	•	•	- \$	•
DRS	Times per	Year					
SUBCONTRACTORS		Cost per Time					
SUI		Description					

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Project	% Use	100%	100% \$	100% \$													
Units Cost	Per Year	\$ 183.82	\$ 25.57	\$ 26.36											State of the state	たちないのというない	
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Useful life	of Asset	36	36	36													
Unit	Price	551.46	76.72	79.07													
		εs	69	¢													
Equipment	Description	1 Sensor Vacuum	2 Wave Break Busket & Press	3 Brute 44 Gal w Apron	4	5	9	2	8	o	10	11	12	13	14	15	

Areas in green are formula driven.

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life. Useful Life of Assets = What is the estimated useful life of the equipment in months

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation. Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

associated with this project. (note: 100% would be an item used only for this contract.) Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Page 3

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland 2020-20	Oregon Department of Administrative Services Project Costing Worksheet 021 City Hall
In the space provided below, indicate how your organization alloca	ead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). ates overhead to this particular contract, what items go into your overhead, and what that overhead is (whether as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS D	ETAILED BELOW!
1. Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide th figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If inancial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the cost of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMENTAL Management Salaries \$ 44,500.00 \$ 44,500.00 \$ 11,440.95 <t< td=""><td>WORK AREA: Use the area below to show how you arrived at the final figure that you show as your total Overhead</td></t<>	WORK AREA: Use the area below to show how you arrived at the final figure that you show as your total Overhead
Management Medical Insurance \$ 10,920.00 Management Pension Plan Expense \$ 4,150.00	AGENCY REVENUES = 5,675,312

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

\$ 415,594.00

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15,061.00 14,893.00 22,744.00 21,346.00 7,886.00 19,033.00

25,023.00

12,999.00

-18,981.00 20,021.00 15,807.00

897,848.00 \$

\$ 1,123,553.66

1.65%

136,457.00

207,467.95

1.65%

Sales & Administrative Salaries

Advertising and Public Education Background Checks & Urinalysis

Vilities Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office building Depreciation-office equipment

Repairs & Maintenance-office Cleaning and Maintenance

Office Equipment Rental Office Supplies Postage & Freight Rehab

Miscellaneous Expense

Bad Debts INTEREST EXPENSE EMPLOYEE ACTIVITIES

AUTO REPAIRS MANAGEMENT CONTRACT TOTAL INDIRECT COSTS

CPI Factor from BLS (see link below)

http://www.bls.gov/ro9/mostrequ.htm Total

Office Rent

Insurance Telephone

Sales & Administrative Payroll Tax Expense

Sales & Administrative Pension Plan Expense

Sales & Administrative Medical Insurance

Professional & Accounting / Audit Fees Training & Worker Safety

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland 2020-2021 City Hall

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan	2		\$ -		\$ -
2	_ (\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
	5			\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

6.0%
0.070

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program

Community Suralog ment (PN + Eng)





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project City of Ashland 2020-2021	nunity Development	
Executive Director Signature:	2	
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 1,008.28
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 235.75
	,	Subtotal 1 \$ 1,244.03
Labor		
Direct Labor	(from labor daily worksheet)	\$ 20,642.22
	(+ ====
Overhead		
See Overhead Worksheet		\$ 5,544.52
		¢ OJOT HOL
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
		Ŷ
	Total Bef	ore Margin \$ 27,430.77
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,750.90
		÷ 1,700.00
	Total	Bid Yearly \$ 29,181.67
	Total	Monthly \$ 2,431.81
		wontiny φ 2,431.01

RAW MATERIALS

Oregon Department of Administrative Services Project Costing Worksheet

Supplies Pathway Enterprises, Inc.

City of Ashland 2020-2021 Community Development

Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	Item	Unit Price	Units Needed Per Month		Monthly Cost		Annual Cost
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$	5.43	\$	65.16
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$	2.56	\$	30.75
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$	0.88	\$	10.56
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.1250	\$	12.18	\$	146.16
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$	6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$	2.01	\$	24.12
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$	1.11	\$	13.32
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$	17.04
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$	12.00
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$	2.70	\$	32.40
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$	7.99	\$	95.88
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$. 1.23	\$	14.79
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$	2.59	\$	31.08
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$	2.11	\$	25.26
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$	1.37	\$	16.41
20	"CLOSED FOR CLEANING" HANGING SIGN	25.10	0.0833	\$	2.09	\$	25.09
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$	1.43	\$	17.18
22	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$	0.96	\$	11.54
23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$	2.06	\$	24.66
24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$	4.42	\$	52.98
25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$	4.48	\$	53.73
26	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$	2.65	\$	31.80
27	24 OZ BTL	1.25	1.0000	\$	1.25	\$	15.00
28	CLEANING TOWELS (60)	19.95	0.0833	\$	1.66	\$	19.94
29	DUSTPAN	2.65	0.2500	\$	0.66	\$	7.95
30		<i>e</i>		\$	-	\$	
31				\$	-	\$	
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40		l	Total	\$ \$	- 84.02	\$	- 1,008.28

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Pathway Enterprises, Inc. City of Ashland 2020-2021 Community Development Equipment, Tools & Subcontractors **RAW MATERIALS**

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

Oregon Department of Administrative Services	Project Costing Worksheet
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Useful Life of Assets = What is the estimated useful life of the equipment in months Areas in green are formula driven.

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.
 # of Units = Multiply by units needed to complete the contract/service.
 Annual Cost = Computed by project unit cost times the number of units.

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Oregon De

Direct Labor Pathway Enterprises, Inc. ריאי איד A shland 2020-2021 (LABOR

Annual Hours	Labor	338.00	468.00	104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	010 00
otal	Labor	7,413.06	10,264.23	2,964.93													00 010 00
	Per Yr.	104 \$	156 \$	52 \$	\$	\$	S	69	\$	69	\$	\$	\$	\$	69	69	Tatal
Daily/Per	tem Labor	\$ 71.28	\$ 65.80	\$ 57.02	•	•	•	•	-	•	•	•	•	•	•	• \$	00101 0
Other Benefits Other Benefits Daily/Per	SubTotal 5 Item Labor	\$ 14.15 \$	\$ 13.07 \$	\$ 11.32 \$	•	•	•	•	•	•	•	•	•	•		•	>
Other Benefits	Monthly \$,				
Other	Benefits %	27.67%	27.67%	27.67%													
Sub-	Total 4	\$ 0.73	\$ 0.67	\$ 0.58	•			•	•			•	•	•	•	•	
Unemploy-	ment %	1.42% \$	1.42% \$	1.42% \$													
Sub-	Total 3	2.60% \$ 1.33	2.60% \$ 1.23	2.60% \$ 1.06													
Workers	comp%	2.60%	2.60%	2.60%													
Sub-	Total 2	3.91	3.61	3.13													
FICA		0.0765 \$	0.0765 \$	0.0765 \$	63	69	69	69	69	65	69	69	69	69	69	69	
Sub-	Total 1	100% \$ 51.16	100% \$ 47.22	100% \$ 40.92							,						
% Pro-	ductivity	100%	100%	100%													
Hourly	Rate	3.25 \$ 15.74	3.00 \$ 15.74	2.00 \$ 20.46													
Work	Hours	3.25	3.00	2.00													
Worker	Description	1 .lanitor 2x	2 Janitor 3x	3 Supervisor	4				. 00	σ	, ,			100	14		

27.67%

16.43% 1.64

PTO + HOLIDAY LIFE + HEALTH INSURANCE 401 K

List "Other Benefits" Provided

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Work Hours =

subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits %= Input in this columm if you calculate Other Benefits by a percentage. Other Benefits Mo. \$= Input in this columm if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g, Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time on a different contract.

subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervision supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifiedly identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For acan pervisor as part of the approxed of their theory of that person's time as direct labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and copture the other 50%, as well as any other supervisory costs, line the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and copture the other 50%, as well as any other supervisory costs.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The est expressed as "work or specifications in the neutred to correct is the place to be the component task are identifyed, the next step is to estimate the immer aby in immutes or even tasks. The immutes or even the exception of vor correct is the place to secont place the component tasks. The immutes or even the event work or specifications in the a Per-Imm or Per-Imm or Settimate the immutes the immet the firm that will be required to accomptish aach task. Since this estimated timmutes are eventing, the immet aby firm the travent the event of a component tasks such as i placing and unloading equipment, emptying trash and recycle containers, vacuuming, wereping, cleaning force, the task task as also. Next, statimate the time required to component task. Then, complete the task task as a second to the externate the transfer task are required to accomponent task. Then, complete the task task as the task into the second task in the task as the task and the task are advected for a each component task. Then, complete the task task as the task task task as the task task task as the task task as the task task as the task task as the task task task as the task tas the task as the task task task as the task tas

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. Matching FICA

Comp at your cost

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

	OVERHEAD		Oregon Department of Administrative Services
	Overhead Costs Pathway Enterpris City of Ashland 2020-	2021 Community	Project Costing Worksheet Development
There are many different In the space provided below, inc	dicate how your organization allo	cates overhea	y (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). d to this particular contract, what items go into your overhead, and what that overhead as a percent or exact amount)
	3		
FILL IN ONLY ONE OF T	HE THREE METHODS	DETAILE	D BELOW!
			Percent of Total Cost Method:
1. Enter Overhead as a Percent of To	otal Costs	19.00%	For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the
OF			figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Do	llar-Figure Sum		
OF			Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Dir	ect Labor Hours	To identify of the entir please incl inflation or entire orga which can deflate the	t of Total Direct Labor Method: overhead costs, you need the financial records for your organization or division for the past year. Input all the costs e entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; jude a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your inization for the same period. These figures should be found on the year end payroll report. Do not include hours be classified as management or administrative costs. (Including these costs into the direct labor hour total will actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor he contract into the total projected labor hours for the current year.
		То	tal Annual Direct Labor Hours
			put Total from Worksheet on Below verhead per labor hour \$-
			me required to complete contract 910
		То	otal Assigned Overhead \$ -
		5	
Worksh	Total Annual Operations		WORK AREA: se the area below to show how you arrived at the final figure
INDIRECT COSTS	ORGANIZATION DEPARTMENTAL		at you show as your total Overhead
Management Salaries Management Payroll Tax Expense	\$ 44,500.00 \$ 11,440.95		
Management Medical Insurance Management Pension Plan Expense	\$ 10,920.00 \$ 4,150.00		SENCY REVENUES = 5,675,312 SENCY INDIRECT EXPENSES = 1,105,315.95
Sales & Administrative Salaries	\$ 415,594.00		/ERHEAD % = 19%
Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance	\$ 64,354.00 \$ 40,055.00		
Sales & Administrative Pension Plan Expense Office Rent	\$ 10,200.00		· · ·
Advertising and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees	\$ 14,855.00 \$ 3,189.00 \$ 81,708.00		
Training & Worker Safety Insurance	\$ 38,192.00		
Telephone Utilities	\$ 7,185.00 \$ 20,452.00		
Property Taxes/Licenses/Fees Dues & Subscriptions	\$ 8,270.00		
Depreciation-office building Depreciation-office equipment	\$ 15,061.00 \$ 14,893.00		
Repairs & Maintenance-office Cleaning and Maintenance	\$ 22,744.00 \$ 21,346.00		
Office Equipment Rental Office Supplies	\$ 7,886.00 \$ 19,033.00		
Postage & Freight	\$ -		
Rehab Miscellaneous Expense	\$ 25,023.00 \$ 12,999.00		
Bad Debts INTEREST EXPENSE	\$ - \$ 18,981.00		
EMPLOYEE ACTIVITIES AUTO REPAIRS	\$ 20,021.00 \$ 15,807.00	2	
MANAGEMENT CONTRACT TOTAL INDIRECT COSTS	\$ 136,457.00 \$ 897,848.00 \$ 207,467.95		

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CPI Factor from BLS (see link below) http://www.bls.gov/ro9/mostrequ.htm Total

\$ 1,123,553.66

1.65%

1.65%

Overhead Computation Sheet

Delivery & Reserve Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

City of Ashland 2020-2021 Community Development

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan			\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ · -
4	-			\$ -		\$ -
	1			\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

6.0%

Municipal Court

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

rt	
(from supplies worksheet)	\$ 1,008.28
(from small equipment worksheet)	\$ 235.75
Subtotal 1	\$ 1,244.03
(from labor daily, worksheet)	\$ 12,053.75
(nonnabol daily worksheet)	φ 12,000.10
	\$ 3,368.77
(from Trans & Reserve worksheet)	\$ -
	Ŷ
	3
Total Before Margin	\$ 16,666.55
(from Trans & Reserve worksheet)	\$ 1,063.82
	.,
Total Bid Yearly	
Monthly	\$ 1,477.53
	(from supplies worksheet) (from small equipment worksheet) Subtotal 1 (from labor daily worksheet) (from Trans & Reserve worksheet) Total Before Margin (from Trans & Reserve worksheet)

RAW MATERIALS

Supplies

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland 2020-2021 Municipal Court

Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

1 SCRAPER W/S RAZOR BLADES 10/BX 3.24 0.0833 \$ 0.27 \$ 2 #10 QM HEPASTAT 256 4 GL/CS 21.72 0.2500 \$ 5.43 \$ 3 VIAFRESH ODOR ELIM LEMON 4 GL/CS 20.50 0.1250 \$ 2.56 \$ 4 #63 LT DUTY SCRUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 7 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 2.70 \$ 14 ARIGEE SPRAYER	3.24 65.16 30.75 10.56 8.64 63.60 132.00 146.16 6.01 24.12 13.32
3 VIAFRESH ODOR ELIM LEMON 4 GL/CS 20.50 0.1250 \$ 2.56 \$ 4 #63 LT DUTY SCRUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 2 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 2.70 \$ 14 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B <	30.75 10.56 8.64 63.60 132.00 146.16 6.01 24.12
4 #63 LT DUTY SCRUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 5.30 \$ 7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 11 A-BEN-A-QUI VANDALISM PASTE 12/CS 1.42 1.0000 \$ 1.42 \$ 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 7.99 \$ 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 17 LAMBSWO	10.56 8.64 63.60 132.00 146.16 6.01 24.12
5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 5.30 \$ 7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.41 \$ 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 \$ 1.23 \$ \$ 14	8.64 63.60 132.00 146.16 6.01 24.12
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7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 2.70 \$ 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.000 \$ 7.99 \$ 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 2.59 \$ 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 19 <	132.00 146.16 6.01 24.12
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	31.80
	15.00
28 CLEANING TOWELS (60) 19.95 0.0833 \$ 1.66 \$	19.94
29 DUSTPAN 2.65 0.2500 \$ 0.66 \$	7.95
30 \$ - \$	- 10 - A
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34 35 35 35 35 35 35 35 35	
36 \$ - \$	10.20
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38 \$ - \$	-
39 \$ - \$	
40 \$ - \$ Total \$ 84.02 \$	

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

RAW MATERIALS

Equipment, Tools & Subcontractors Pathway Enterprises, Inc. City of Ashland 2020-2021 Municipal Court

The following Equipment & Tools are examples which may be required to do the job:

Carpet extractors Burnishing/Floor machines Blind cleaning machines Sweepers

Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

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Oregon Department of Administrative Services Project Costing Worksheet

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ORS	Times per	Year					
SUBCONTRACTORS	x	Cost per Time					
INS		Description					

Equipment	Unit	Useful life	Contract	Depreciation			Project	# of	Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost
Sensor Vacuum	\$ 551.46	36	12	33%	33% \$ 183.82	100%	100% \$ 183.82	+	\$ 183.82
Wave Break Busket & Press	\$ 76.72	36	12	33% \$	\$ 25.57	100%	100% \$ 25.57	-	\$ 25.57
Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$	\$ 26.36	100% \$	\$ 26.36	+	\$ 26.36
			12	North Martin					
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								Total	\$ 235.75

Areas in green are formula driven. Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Page 3

on Department of Administrative Service	Project Costing Workshe
Orego	

es

Pathway Enterprises, Inc. Direct Labor LABOR

City of Ashland 2020-2	City of Ashland 2020-2021 Municipal Court	ourt															
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers	Sub-	Unemploy-	Sub-	Other	Other Benefits	Other Benefits Other Benefits Daily/Per	Daily/Per	Times	Annual/Total	Annual Hours
Description	Hours	Rate	ductivity Total 1	Total 1		Total 2	comp%	Total 3	ment %	Total 4	Benefits %	Monthly \$	SubTotal 5	Item Labor	Per Yr.	Labor	Labor
Janitor 2x	2.00	2.00 \$ 15.74		100% \$ 31.48	0.0765	\$ 2.41	2.60% \$ 0.82	5 0.82	1.42% \$	\$ 0.45	27.67%		\$ 8.71	8.71 \$ 43.86	104 \$	\$ 4,561.88	208.00
.lanitor 3x	1 00	1 00 \$ 15 74		100% \$ 15.74	0.0765	\$ 1.20	2.60% \$ 0.41	5 0.41	1.42% \$	\$ 0.22	27.67%		\$ 4.36 \$	\$ 21.93	156 \$	\$ 3,421.41	156.00
3 Supervisor	1.00	1.00 \$ 20.46		100% \$ 20.46			2.60% \$ 0.53	5 0.53	1.42% \$	\$ 0.29	27.67%		\$ 5.66 \$	\$ 28.51	52 \$	\$ 1,482.47	52.00
Add Carnet	7.00	7.00 \$ 15.74		100% \$ 110.18		\$ 8.43	2.60% \$	2.60% \$ 2.86	1.42% \$	\$ 1.56	27.67%		\$ 30.49 \$	\$ 153.52	2 \$	\$ 307.05	14.00
5 Office Additions	0.50	0.50 \$ 15.74	100%	100% \$ 7.87	0.0765	\$ 0.60	2.60% \$ 0.20	5 0.20	1.42% \$	\$ 0.11	27.67%	-	\$ 2.18 \$	\$ 10.97	208 \$	\$ 2,280.94	104.00
					-		0							•		•	00.00
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							03						•	•		- 5	0.00
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										•			•	s -		•	0.00
							0)	-		•			•	• •		- \$	0.00
				,									Total	\$ 258.80	Total	\$ 12,053.75	534.00

27.67%

1.64%

16.43%

List "Other Benefits" Provided

PTO + HOLIDAY LIFE + HEALTH INSURANCE

401 K

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. Subtotal 1 =

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %. subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits %= Input in this column if you calculate Other Benefits by a percentage. Other Benefits Mo. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g, Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time on a different contract.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor. Indirect labor (supervision, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisions could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of hist-retime in direct labor functions and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of hist-percentage may vary depending on the project or organization. For inter intervising the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs, in the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The seconds of work or specializations in the notiration is the place to the theoremonent task are leadingful, the most task piece task and break it down into its component tasks. The seconds, the times must be immuned to accomplish and hask. Since this expirated the most task task be according to the place to seconds in the required to accomplish and hask such as a setimated time may be immunes or even a seconds. The first breakdown the work required to accomplish and hask such as placing and unbading equipment, emphyring trash and recycle containers, vacuuming, sweeping, cleaning place work hours. "This number will be travely the time required to accomponent task such as placing and unbading equipment, emphyring trash and recycle containers, vacuuming, sweeping, cleaning place work hours." This number will stay the same required for each component task. Then, complete the tast represents the tast muned are the required to accomplication for a second to the same tast and the required for each component task. Then, complete the there required for each component task and a figure that represents the tast more place of hours park in the same buse. "This number will stay the same regardles of how many people are working. For each component task. Then, complete how for at 100% productivity for the same base label." The number will stay the same regardles of how many people are working. For example, 8 "work hours" can be accomplicated by 1 person working at 100% productivity for the same tage. Then, accomplicate by 1 person working at 100% productivity for the same tage and under the same tage and the same tage and the same tage and tage. The same tage and the same tage and tage and tage and tage and tage and tage and tage at 100% productive tage. The same tage and tage and t

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Alaching FICA"

Workers Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year (40 × 52 = 20,800). For monthly cost divide the service annual cost by 12 (in this case you get \$1733.33/month).

19.00% worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide t figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percent of the total cost. If financial records are not available estimated expenses as best you can, estimate of the total cost. If financial records are not available estimated expenses as best you can, estimated by the figure for the same formula to get a percentage. 2. Enter Allocated Overhead as a Dollar-Figure Sum Dollar-Figure Sum Method: Vocan enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead ins to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs. 3. Overhead as a Percent of Total Direct Labor Method:		
Project Costing Worksheid Project Cost Project		
There are many different ways organizations allocate overhead in thernally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount) FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! For every dolar speel providing a faul product, or providing a service, a certain percentage of that dollar is for every dolar speel providing a faul product, or providing a service, a certain percentage of that dollar is for every dolar speel prove to the stam petcents. Development of the cost of state of the cost and state of the overhead cost (see organization that go back syster or more. Add together the expenditures that make up the overhead cost (see organization that go back syster or more. Add together the expenditures that make up the overhead cost. Devel of the total cost. If financial records are not available stimule the overhead expenses as beet you can, estimulate resting as a bollar-Figure Sum OR C. Enter Allocated Overhead as a Dollar-Figure Sum OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct Labor Hours OR C. Overhead as a Percent of Total Direct L	Overhead Costs	Project Costing Worksheet
Image: Second	There are many different ways organizations allocate over In the space provided below, indicate how your organization alloc	head internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). cates overhead to this particular contract, what items go into your overhead, and what that overhead
Enter Overhead as a Percent of Total Costs In all product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is bot have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below), Now add this figure to the Raw materials. Direct labor and Delivery for a total cost. Divide the figure for total costs. The result is a percent that represents overhead as a percent of the total cost. The result is a percent that represents overhead as a percentage of the total cost. The result is a percent that represents overhead as a percentage of the total cost. The result is a percent that represents overhead as a percentage. Enter Allocated Overhead as a Dollar-Figure Sum Dollar-Figure Sum Method: OR You can enter the dollar amounty ou are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to file entiry our cost. Overhead as a Percent of Total Direct Labor Hours To identify our cost. Overhead as a Percent of Total Direct Labor Hours To identify our cost. Overhead as a Percent of Total Direct Labor Hours To identify our cost. Overhead as a Percent of Total Direct Labor Hours To identify our cost. To identify overhead cost, you need the financial records for your organization or division for the past year. Input all the cost of the entire entity as delived bolow. Line items which are not dealed below should be input into the cells marked" Other", plass include a description. What	ILL IN ONLY ONE OF THE THREE METHODS I	DETAILED BELOW!
OR of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage. Enter Allocated Overhead as a Dollar-Figure Sum Dollar-Figure Sum Method: You can enter the dolar amount you are allocating to overhead in the box if you are confident that you can allocate overhead litems to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs. Overhead as a Percent of Total Direct Labor Hours Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization for the past year. Input all the cost of the entire entity as datailed below. What you are trying to determine is a percentage, therefore, do not gross up the expenses for the entire entity as datailed below. These include financial records for your organization for the past year. Input all the cost of the count year budget. Next, financial records for your organization to division for the past year. Input all the cost of the entire entity as datailed below. These figures should be found on the year end payroll preport. On on include hours paid out the cost in the direct labor hours into the direct labor hours paid out they cost. Inducting these costs in the direct labor hours paid out by our entire organization for the courter year. Total Annual Direct Labor Hours Input Total projected labor hours Input Total for Worksheet on Below S <	Enter Overhead as a Percent of Total Costs	For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the
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Overhead as a Percent of Total Direct Labor Hours Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the cost of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the total direct, do not prose up the expenses for which can be classified as management or administrative costs. (Including these costs into the direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year. Total Annual Direct Labor Hours	Enter Allocated Overhead as a Dollar-Figure Sum	You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed)
To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the cos of the entire entity as detailed below. Line items which are not detailed below should be input into the goes up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payoil report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hours paid out by your entire organization for the contract into the total projected labor hours for the current year. Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract	OR	to identify your costs.
Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract 534	Overhead as a Percent of Total Direct Labor Hours	To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor
		Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract
Worksheet WORK AREA:	Worksheet	WORK AREA:

		Total Annua		
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	\$	10,200.00		
Office Rent				
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE.ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
		4.054		1.050
CPI Factor from BLS (see link below) http://www.bls.gov/ro9/mostregu.htm		1.65%		1.65%

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland 2020-2021 Municipal Court

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annua Trans C	
1	caravan			\$ -		\$	-
2				\$ -		\$	-
3				\$ -		\$	-
4				\$ -		\$	-
				\$ -		\$	-

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

Prace

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project City of Ashland 2020-2021 Ashland Police	Department	
Executive Director Signature:		
Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet) Subtota	\$ 1,008.28 \$ 235.75 al 1 \$ 1,244.03
Labor Direct Labor	(from labor daily worksheet)	\$ 19,159.75
Overhead See Overhead Worksheet		\$ 5,168.96
Delivery Transportation	(from Trans & Reserve worksheet)	\$ -
Reserve Margin Held in Reserve	Total Before Mar (from Trans & Reserve worksheet) Total Bid Yea	gin \$ 25,572.74
		hly \$ 2,267.09

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland 2020-2021 Ashland Police Department

Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	ltem	Unit Price	Units Needed Per Month	IV	lonthly Cost	Annual Cost		
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24	
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$	5.43	\$	65.16	
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$	2.56	\$	30.75	
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$	0.88	\$	10.56	
5	#98 LT DUTY SCOURING PAD 20/CS	0.72	1.0000	\$	0.72	\$	8.64	
6	SUSTAINABLE EARTH #66 DISINFECTANT	42.40	0.1250	\$	5.30	\$	63.60	
7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.1250	\$	11.00	\$	132.00	
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.1250	\$	12.18	\$	146.16	
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$	6.01	
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$	2.01	\$	24.12	
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$	1.11	\$	13.32	
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$	17.04	
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$	12.00	
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$	2.70	\$	32.40	
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$	7.99	\$	95.88	
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$	1.23	\$	14.79	
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$	2.59	\$	31.08	
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$	2.11	\$	25.26	
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$	1.37	\$	16.41	
20	"CLOSED FOR CLEANING" HANGING SIGN	25.10	0.0833	\$	2.09	\$	25.09	
	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$	1.43	\$	17.18	
22	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$	0.96	\$	11.54	
23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$	2.06	\$	24.66	
24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$	4.42	\$	52.98	
25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$	4.48	\$	53.73	
	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$	2.65	\$	31.80	
	24 OZ BTL	1.25	1.0000	\$	1.25	\$	15.00	
28	CLEANING TOWELS (60)	19.95	0.0833	\$	1.66	\$	19.94	
29	DUSTPAN	2.65	0.2500	\$	0.66	\$	7.95	
30				\$		\$	944 - P	
31				\$	- 11	\$	- 40	
32				\$	- 1	\$	-	
33				\$	-	\$	-	
34 35				\$	-	\$	-	
36				φ \$	-	\$	-	
37				\$	- 20	\$	-	
38				\$	-	\$		
39				\$		\$	- 20	
4(Total	\$	-	\$	-	
	An an in an an family defined	\$	84.02	\$	1,008.28			

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months.

RAW MATERIALS

Equipment, Tooms & Subcontractors Pathway Enterprises, Inc. City of Ashland 2020-2021 Ashland Police Department The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

	-					_
			- 1	•	-	
			69	69	\$ \$	69
ORS	Times per	Year				
SUBCONTRACTORS		Cost per Time				
SUE		Description				

Annual	Cost	183.82	25.57	26.36					N 10 10							
		69	69	69												
# of	Units	1	-	-												
Project	Unit Cost	100% \$ 183.82	100% \$ 25.57	\$ 26.36												
Project		100%	100%	100% \$												
Units Cost	Per Year	33% \$ 183.82	25.57	26.36						The second	the second		State Parts			
Depreciation	Percentage	33% \$	33% \$	33% \$	and a strange					Contraction of the second	the stand best and					
Contract	life	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
Useful life	of Asset	36	36	36												
Unit	Price	551.46	76.72	79.07												
_		ь	ь	ь												
Equipment	Description	Sensor Vacuum	Wave Break Busket & Press	Brute 44 Gal w Apron												8

Useful Life of Assets = What is the estimated useful life of the equipment in months Areas in green are formula driven.

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

DAS Form #12 J Revision 10-03

Oregon Department of Administrative Services Project Costing Worksheet Annual Hours

Pathway Enterprises, Inc. Direct Labor LABOR

15,966.58 Annual/Total 208 \$ Times Per Yr. Daily/Per Item Labor 5.24 \$ Other Benefits SubTotal 5 Other Benefits Monthly \$ Benefits % Other 0.78 Total 4 Sub-.42% \$ Unemploy ment % 1.43 Sub-Total 3 60% \$ Workers Sub-Total 2 0.0765 FICA Sub-Total 1 % Productivity Hourly Rate 2020-2021 Ashland Police Departi Work Hours Description Worker r of Ashland **Janitor 4x**

728.00	52.00	78.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	858.00
208 \$ 15,966.58	52 \$ 1,482.47	52 \$ 1,710.71		- \$		- \$	- \$	- \$	- \$				- \$	- \$	Total \$ 19,159.75
\$ 15.24 \$ 76.76	\$ 5.66 \$ 28.51	\$ 6.53 \$ 32.90	· · ·	· · · ·			- 00 - 00			- 00 - 00					Total \$ 138.17
1.42% \$ 0.78 27.67%	1.42% \$ 0.29 27.67%	1.42% \$ 0.34 27.67%	•				•	•	•	•			•	•	
2.60% \$ 1.43		2.60% \$ 0.61		•	•	•	•	1 69	•	сэ	•	•	۰ درب	• • • •	-
0.0765 \$ 4.21	35 \$	0.0765 \$ 1.81		· ·	•				· •			' 9	· ·	· ·	-
100% \$ 55.09	100% \$ 20.46	100% \$ 23.61		, 	, 			, ,		, , ,	' '	, ,	, ю	, ,	-
3.50 \$ 15.74	1.00 \$ 20.46	1.50 \$ 15.74													
1 Janitor 4x	2 Supervisor	1	4	5	9			0	10	11	12	13	14	15	

27.67%

1.64%

16.43%

PTO + HOLIDAY HEALTH + LIFE INSURANCE 401 K

List "Other Benefits" Provided Y 9.60%

Areas in green are formula driven.

Work Hours =

lork Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity.

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits %= Input in this columm if you calculate Other Benefits by a percentage. Other Benefits Mo. \$= Input in this columm if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g., Employee works 50% of their time

on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year Times Per Year = This is the days or shifts worked per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervision ad percentage of their time in direct labor fundions. The percentage may vary depending on the project or organization. For example, a supervision as pear of the contract requirements. It should be noted that working supervising of their time in direct labor fundions. The percentage may vary depending on the project or organization. For example, a supervision as pear of 50% of high the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor rand capture the other 50%, as well as any other supervisory costs, line the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor functions and the other 50% supervising.

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay Matching FICA Matching FICA

Workers' Comp at your cost

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

Sales & Administrative Salaries

Office Rent Advertising and Public Education

Training & Worker Safety

Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office building

Depreciation-office equipment Repairs & Maintenance-office

Cleaning and Maintenance Office Equipment Rental

Insurance

Telephone Utilities

Sales & Administrative Payroll Tax Expense

Sales & Administrative Pension Plan Expense

Sales & Administrative Medical Insurance

Background Checks & Urinalysis Professional & Accounting / Audit Fees

OVERHEAD

Overhead Costs
Pathway Enterpris City of Ashland 2020-2021 Ashland Police Department

Oregon Department of Administrative Services Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!

415.594.00

64,354.00

40.055.00

10,200.00

14,855.00

3,189.00

81,708.00

38,192.00

7,185.00 20,452.00 8,270.00

15,061.00

14,893.00 22,744.00

21,346.00 7,886.00

136,457.00

207,467.95

1.65%

S

\$

S

\$

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1. Enter Overhead as a Percent of Total Costs OR	19,00%	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum		Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	To identify of the entiry please incl inflation or entire orgat which can deflate the	t of Total Direct Labor Method: overhead costs, you need the financial records for your organization or division for the past year. Input all the costs e entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; ude a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your nization for the same period. These figures should be found on the year end payroll report. Do not include hours be classified as management or administrative costs. (Including these costs into the direct labor hour total will actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor he contract into the total projected labor hours for the current year.
	Inp Ov Tin	tal Annual Direct Labor Hours ut Total from Worksheet on Below erhead per labor hour ne required to complete contract tal Assigned Overhead S -
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMEN Management Salaries \$ 44,500 Management Payroll Tax Expense \$ 11,444 Management Pension Plan Expense \$ 10,920 Management Pension Plan Expense \$ 4,150	s Us TAL th 0.00 0.95 0.00	VORK AREA: se the area below to show how you arrived at the final figure at you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

City of Ashland 2020-2021 Ashland Police Department

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
-		•		\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

6.0%

Palice Sub-Station

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project City of Ashland Police Sub Station 20-21		
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 271.29
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ -
Equipment, roots a cubcontracting	(nom official equipment worksheet)	Subtotal 1 \$ 271.29
Labor		
Direct Labor	(from labor daily worksheet)	\$ 1,311.52
	(nonnabor daily nontoneoty	φ 1,011.02
Overhead		
See Overhead Worksheet		\$ 400.98
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	, ,	
	Total Be	efore Margin \$ 1,983.80
		°
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 126.63
	Antonio and a second a second a second as a second se	
	Tota	al Bid Yearly \$ 2,110.42
		Monthly \$ 175.87

RAW MATERIALS

Pathway Enterprises, Inc.

City of Ashland Police Sub Station 20-21

Raw Materials:

Supplies

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	Item	Unit Price	Units Needed Per Month		onthly Cost	A	nnual Cost
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.0833	\$	1.81	\$	21.71
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.0833	\$	1.71	\$	20.49
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	0.0833	\$	0.07	\$	0.88
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	- ,	\$	-	\$	324 - 37
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$	6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	0.0833	\$	0.17	\$	2.01
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.0833	\$	0.74	\$	8.88
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	0.0833	\$	0.12	\$	1.42
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.0833	\$	0.50	\$	5.99
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	0.0833	\$	0.22	\$	2.70
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	0.0833	\$	0.67	\$	7.99
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.0833	\$	0.41	\$	4.93
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.0833	\$	0.86	\$	10.36
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.0833	\$	0.70	\$	8.42
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.0833	\$	0.46	\$	5.47
20	CLOSED FOR CLEANING HANGING SIGN	25.10	-	\$	-	\$	-
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	-	\$	-	\$	-
22	36" JUMBO DUST MOP FRAME	7.69	-	\$		\$	-
23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	-	\$	-	\$	-
24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	-	\$	10-10	\$	
25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.0833	\$	1.49	\$	17.90
26	BARKEEPERS FRIEND 200Z BTL	2.65	0.2500	\$	0.66	\$	7.95
27	24 OZ BTL	1.25	0.0833	\$	0.10	\$	1.25
28	CLEANING TOWELS (60)	19.95	-	\$	-	\$	- A.
29	DUSTPAN	2.65	0.0833	\$	0.22	\$	2.65
30				\$		\$	
31				\$	-	\$	-
32				\$	-	\$	-
33 34				э \$	-	э \$	-
35				\$	_	\$	-
36		1		\$		\$	-
37				\$	-	\$	-
38				\$		\$	-
39				\$	-	\$	-
40			Total	\$ \$	- 22.61	\$	- 271.29

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months.

RAW MATERIALS

The following Equipment & Tools are examples which may be required to do the job: Equipment, Tools & Subcontractors Pathway Enterprises, Inc. City of Ashland Police Sub Station 20-21

Carpet extractors

Burnishing/Floor machines Blind cleaning machines Sweepers

Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

-						
		,	•	•	-	
		\$	\$	69	s	\$
IRS	Times per Year					
SUBCONTRACTORS	Cost per Time					
SUI	Description					

	_	_	_	_	_	_	_	_	_	_	_	_		_	_	_
Annual Cost				10000												•
# of I Inits																Total
Project																
Project % IIse																
Units Cost Per Year										Carlow Conto						
Depreciation Units Cost	D	T.S. Landard							1 and a company		de la la la la			and a start of the second		
Contract life	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	1
Useful life																
Unit Price																
Equipment Descrintion						8										

Useful Life of Assets = What is the estimated useful life of the equipment in months Areas in green are formula driven.

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use. # of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Oregon Department of Administrative Services Project Costing Worksheet

> Direct Labor Pathwav Enterprises. Inc. LABOR

Involution Other Poince and Support Involution Work Hourly Description Work Rate 1 Janitor 1.00 5.15.74 2 Supervisor 0.56 5.00.46 4 1.00 5.20.46	Hourly															
iption Hou	inoui y	" Dro-	Sub.	FICA	Sub-	Workers	Sub-	Unemplov-	Sub-	Other	Other Benefits	Other Benefits Other Benefits Daily/Per	Daily/Per	Times	Annual/Total	Annual Hours
	Rate		Total 1	0	Total 2			ment %	Total 4	Benefits %		SubTotal 5	SubTotal 5 Item Labor	Per Yr.	Labor	Labor
	\$ 15 74	100%	100% \$ 15.74	0.0765	\$ 1.20	2.60% \$ 0.41	5 0.41	1.42% \$	\$ 0.22	27.67%		\$ 4.36 \$	\$ 21.93	52 \$	\$ 1,140.47	52.00
	\$ 20.46	100%	100% \$ 10.23			2.60% \$ 0.27	\$ 0.27	1.42% \$	\$ 0.15	27.67%		\$ 2.83 \$	\$ 14.25	12	\$ 171.05	6.00
				-			-		•			•	•		•	0.00
								4					•		•	0.00
						0		. 03					•		•	0.00
						0		. 03					•		•	0.00
					-			0)				•	•			00.00
								0				•	•		- \$	0.00
								0)	-			•	•		- \$	0.00
								0				•	•		• \$	00.00
								0)				•	•		۰ ۲	0.00
								0	-			•	•		۰ ۲	0.00
					•							•	• •		- S	0.00
					•				-			•	• \$		' s	0.00
						-			-			•	•		S	0.00
												Total	\$ 36.19	Total	\$ 1,311.52	58.00

27.67%

1.64% 16.43%

List "Other Benefits" Provided Y 9.60%

PTO + HOLIDAY HEALTH + LIFE INSURANCE 401 K

Areas in green are formula driven.

Nork Hours =

lork Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity.

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage. Other Benefits Mo. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Times Per Year = This is the days or shifts worked per year Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Annual Total Labor = Times per year multiplied by daily/per item labor

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supenvision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor functions and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the project or organization. For inter indirect labor functions of the project and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the sould send the other supervisory costs, into indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract, is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even as economic, the times or even work or specifications in the contract, is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even accomplication or even the estimated time and be intered to accomplish each task. Since this estimate the importance are avainable, in a custodat provided, first branck will be required to accomplish each task. Since this estimate the importance are avainable, in a custodation are contract, first branck required to accomplish each task. Since this estimate the importance are accomplished to accomplish each task. Since this estimate and the may be place the intervent of a cust on component tasks and modeling equipment, emptying trash the required for each component task. Then, complie those estimates into a figure that represents the total mores. That figure is the required "work hours" "This number will say the same regarders of how many people are working, For example, is a required "work hours" the total mode of the start and the task. Then, complete the task models the total models of hours per service. That figure is the required "work hours" the task. Then, complete task are regarders of hours the start and the task and the task and the start and the task and the start and the task and task. The task and task and the task and task and task and task and ta

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. Matching FICA Matching FICA

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$30,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

In the space provided below, indicate how your organization alloca	ad internall tes overhea	Oregon Department of Administrative Services Project Costing Worksheet 21 by (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). Id to this particular contract, what items go into your overhead, and what that overhead as a percent or exact amount)				
FILL IN ONLY ONE OF THE THREE METHODS D	ETAILEI	D BELOW!				
1. Enter Overhead as a Percent of Total Costs	19.00%	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.				
2. Enter Allocated Overhead as a Dollar-Figure Sum	e e	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.				
3. Overhead as a Percent of Total Direct Labor Hours	To identify of the entir please incl inflation or entire orga which can deflate the	nt of Total Direct Labor Method: y overhead costs, you need the financial records for your organization or division for the past year. Input all the costs ire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; clude a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for r to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your anization for the same period. These figures should be found on the year end payroll report. Do not include hours to be classified as management or administrative costs. (Including these costs into the direct labor hour total will e actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor the contract into the total projected labor hours for the current year.				
	lnr Ov Tir	Ital Annual Direct Labor Hours Dut Total from Worksheet on Below Perhead per labor hour Re required to complete contract S tal Assigned Overhead S -				
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMENTAL Management Salaries \$ 44,500,00 \$ 44,500,00	Us	WORK AREA: se the area below to show how you arrived at the final figure at you show as your total Overhead				

	Total Annua	al Operations
INDIRECT COSTS	ORGANIZATION	DEPARTMENTAL
Management Salaries		\$ 44,500.00
Management Payroll Tax Expense		\$ 11,440.95
Management Medical Insurance		\$ 10,920.00
Management Pension Plan Expense		\$ 4,150.00
Sales & Administrative Salaries	\$ 415,594.00	
Sales & Administrative Payroll Tax Expense	\$ 64,354.00	
Sales & Administrative Medical Insurance	\$ 40,055.00	
Sales & Administrative Pension Plan Expense	\$ 10,200.00	
Office Rent		
Advertising and Public Education	\$ 14,855.00	
Background Checks & Urinalysis	\$ 3,189.00	
Professional & Accounting / Audit Fees	\$ 81,708,00	
Training & Worker Safety		
Insurance	\$ 38,192.00	
Telephone	\$ 7,185.00	
Utilities	\$ 20,452.00	
Property Taxes/Licenses/Fees	\$ 8,270.00	
Dues & Subscriptions		
Depreciation-office building	\$ 15,061.00	
Depreciation-office equipment	\$ 14,893.00	
Repairs & Maintenance-office	\$ 22,744.00	
Cleaning and Maintenance	\$ 21,346.00	
Office Equipment Rental	\$ 7,886.00	
Office Supplies	\$ 19,033.00	
Postage & Freight	\$ -	
Rehab	\$ 25,023.00	
Miscellaneous Expense	\$ 12,999.00	
Bad Debts	\$ -	
INTEREST EXPENSE	\$ 18,981.00	
EMPLOYEE ACTIVITIES	\$ 20,021.00	
AUTO REPAIRS	\$ 15,807.00	
MANAGEMENT CONTRACT		\$ 136,457.00
TOTAL INDIRECT COSTS	\$ 897,848.00	\$ 207,467.95
ODI Easter from DLS (non Enk halow)		
CPI Factor from BLS (see link below) http://www.bls.gov/ro9/mostregu.htm	1.65%	1.65%
Total	\$ 1,123,553.66	
i otai	\$ 1,120,000,00	

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Police Sub Station 20-21

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan			\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

Sievuice Cuntur

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project Ashland Service Center 2020-2021		
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 1,008.28
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 235.75
	Subtotal	1 \$ 1,244.03
Labor		
Direct Labor	(from labor daily worksheet)	\$ 15,567.34
	, i i	
Overhead		
See Overhead Worksheet		\$ 4,258.88
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margi	n \$ 21,070.26
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,344.91
	Total Bid Year	y \$ 22,415.17
	Month	y \$ 1,867.93
	-	

RAW MATERIALS

Pathway Enterprises, Inc. Ashland Service Center 2020-2021

Raw Materials:

Supplies

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	ltem	Unit Price	Units Needed Per Month		Monthly Cost		Annual Cost
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$	5.43	\$	65.16
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$	2.56	\$	30.75
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$	0.88	\$	10.56
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.1250	\$	12.18	\$	146.16
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$	6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$	2.01	\$	24.12
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$	1.11	\$	13.32
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$	17.04
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$	12.00
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$	2.70	\$	32.40
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$	7.99	\$	95.88
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$	1.23	\$	14.79
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$	2.59	\$	31.08
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$	2.11	\$	25.26
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$	1.37	\$	16.41
20	"CLOSED FOR CLEANING" HANGING SIGN	25.10	0.0833	\$	2.09	\$	25.09
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$	1.43	\$	17.18
22	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$	0.96	\$	11.54
23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$	2.06	\$	24.66
24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$	4.42	\$	52.98
25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$	4.48	\$	53.73
26	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$	2.65	\$	31.80
27	24 OZ BTL	1.25	1.0000	\$	1.25	\$	15.00
28	CLEANING TOWELS (60)	19.95	0.0833	\$	1.66	\$	19.94
29	DUSTPAN	2.65	0.2500	\$	0.66	\$	7.95
30				\$	-	\$	-
31				\$	-	\$	-
32 33				\$	-	\$	-
33 34				\$ \$	-	э \$	-
35				\$, _	\$	
36				\$	1.00 C- (0)	\$	-
37				\$	- 1 B	\$	-
38				\$	-	\$	-
39 40				\$	-	\$	-
40			Total	\$	- 84.02	\$	- 1.008.28

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. **Annual Cost =** Annual cost is computed by monthly cost times 12 months.

Equipment, Tools & Subcontractors Pathway Enterprises, Inc. Ashland Service Center 2020-2021 **RAW MATERIALS**

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

Department of Administrative Services	Project Costing Worksheet
Oregon	

SUB	3CONTRACTORS	JRS Trace and	_	
Description	Cost per Time	Tear Year		
			\$	1
			\$	
			\$	
			\$	-
			\$	-

Equipment	Unit	Useful life	Contract	Useful life Contract Depreciation Units Cost	Units Cost	Project	Project	to #	Annual
Description	Price	of Asset	life	Percentage Per Year	Per Year	% Use	Unit Cost	Units	Cost
1 Sensor Vacuum	\$ 551.46	36	12	33%	33% \$ 183.82	100%	100% \$ 183.82	1	\$ 183.82
2 Wave Break Busket & Press	\$ 76.72	36	12	33% \$	\$ 25.57	100%	100% \$ 25.57	-	\$ 25.57
3 Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$	\$ 26.36	100% \$	\$ 26.36	-	\$ 26.36
4			12				N N		
5			12						No and No
0		~	12	11-11-14					
7			12	And the start			Part of the other		
8			12	A Start Start					
o			12	1 22-1071 Arts I	221 1 1 2 10				
10			12	Contraction of the					
11			12						
12			12						
13			12	A State of the local state of th					
14			12						
15			12	ALCONTRACTOR					
								Total	\$ 235.75

Areas in green are formula driven. Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service. Annual Cost = Computed by project unit cost times the number of units.

DAS Form #12 J Revision 10-03

Pathway Enterprises, Inc. Direct Labor LABOR

Annual Hours	Labor	676.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	00.00	0.00	0.00	0.00	00.00
Annual/Total	-	14,	741.23	-		-			-	-	-	-			-	
Times	Per Yr.	208 \$	52 \$	S	\$	07			07	07		07	07	07	07	0,
Daily/Per	Item Labor	\$ 71.28	\$ 14.25	•	•	•	•	•	•	•	•	•	•	- 5	•	•
Other Benefits Daily/Per	SubTotal 5	\$ 14.15	\$ 2.83	•		•			•						•	
ţs	Monthly \$															
Other	Benefits %	27.67%	27.67%													
Sub-	Total 4	\$ 0.73	\$ 0.15	•	•											
Unemploy-	ment %	1.42% \$	1.42% \$													
Sub-	Total 3	2.60% \$ 1.33	\$ 0.27	•	•	•		-			•		•			
Workers	comp%	2.60%	2.60% \$													
Sub-	Total 2	\$ 3.91	\$ 0.78					-								
FICA		0.0765	0.0765													
Sub-	Total 1	100% \$ 51.16	100% \$ 10.23		•									•		
% Pro-	ductivity	100%	100%													
Hourly	Rate	3.25 \$ 15.74	0.50 \$ 20.46													
Work	Hours	3.25	0.50													
Worker	Description	Janitor	Supervisor													

27.67%

16.43% 1.64%

PTO + HOLIDAY HEALTH + LIFE INSURANCE 401 K

List "Other Benefits" Provided Y
9.60%

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%). Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor to the soft. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor that percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor to that percentage may vary depending on the project or organization. in the indirect labor portion of Overhead

Direct labor is best expressed as 'work hours'. That is, the total number of hours that will be required to complete a task or project. The first and perhaps most ortifical step is to identify the work and break it down into its component tasks. The description of 'work or specifications in the contract is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even as ecorptications or first break are or per-lem first and perhaps most be required to accomplish each task. Since this estimated time may be in minutes or even as economic starts and into a Per-liment approxements. For example, in a custodial contract, first breakdown the work requirement tasks that and undoading equipment, emptying trash the number of the intervention success, the time required to accomplish each task. Since this estimated time may be in minutes or even as economic quark and undoading equipment, emptying trash the total number. For example, in a custodial contract, first breakdown the required to accomplish the scient task. Then, compile entitient after territories the set estimate and of the start represents into component task. Then, compile those estimates into affore that represents the total number of hours per required "work hours" "This number will stay the same regardless of how many people are working. For example, is a required "work hours" the required to accomplished by I person working at 100% productivity for 1x8=8), or 2 people working at 100% productivity for 4 hrs. each (2x4=8), It could also be done by 8 people working at 50% productivity for 2 hrs. each. (8x50=4, 4x2=8)

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "And the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "And the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage."

Workers' Comp at your cost Compare to the construction (e.g. medical, dental, retirement, etc.) Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris Ashland Service Center	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization alloca	ead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). Ites overhead to this particular contract, what items go into your overhead, and what that overhead s (whether as a percent or exact amount)
ILL IN ONLY ONE OF THE THREE METHODS D	ETAILED BELOW!
Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method:
OR	You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
Overhead as a Percent of Total Direct Labor Hours	Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract 702 Total Assigned Overhead
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMENTAL nagement Salaries \$ 44,500.00 11,440.95 nagement Payroll Tax Expense \$ 11,440.95 \$ 11,440.95	WORK AREA: Use the area below to show how you arrived at the final figure that you show as your total Overhead
anagement Medical Insurance \$ 10,920.00 anagement Pension Plan Expense \$ 4,150.00	AGENCY REVENUES = 5,675,312

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

136,457.00

207,467.95

1.65%

\$

\$

\$

\$

\$ \$

\$

S

\$

\$

S

s

\$

415,594.00

64,354.00

40,055.00 10,200.00

14,855.00

3,189.00

81,708.00

38,192.00 7,185.00 20,452.00 8,270.00

15,061.00

13,061.00 14,893.00 22,744.00 21,346.00 7,886.00 19,033.00

25,023.00

12,999.00

18,981.00

20,021.00

15,807.00

1.65%

\$ 897,848.00 \$

INTEREST EXPENSE EMPLOYEE ACTIVITIES AUTO REPAIRS MANAGEMENT CONTRACT TOTAL INDIRECT COSTS CPI Factor from BLS (see link below) http://www.bis.gov/ro9/mostrequ.htm Total

Sales & Administrative Salaries

Training & Worker Safety

Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office building

Depreciation-office equipment Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental

Office Supplies Postage & Freight Rehab

Miscellaneous Expense

Bad Debts

Insurance

Telephone

Sales & Administrative Payroll Tax Expense

Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense

Sales & Administrative Pension Plan Ex Office Rent Advertising and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees

\$ 1,123,553.66

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. Ashland Service Center 2020-2021

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan		_	\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

6.0%

Streat & Shop

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc.		
Project City of Ashland 2020-2021 Street and		
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 402.78
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 25.57
	Subtotal 1	\$ 428.36
Labor		· · · · · · · · · · · · · · · · · · ·
Direct Labor	(from labor daily worksheet)	\$ 5,759.23
Overhead		
See Overhead Worksheet		\$ 1,567.52
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	,	
	Total Before Margin	\$ 7,755.11
		φ 7,755.11
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 495.01
	Total Bid Yearly	
	Monthly	\$ 687.51

RAW MATERIALS Supplies

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland 2020-2021 Street and Shop Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

1 SCRAPER W/S RAZOR BLADES 10/BX 3.24 0.0833 \$ 0.27 \$ 3.24 H10 QM HEPASTAT 256 4 GL/CS 21.72 0.0833 \$ 1.171 \$ 2.047 WAFRESH DODR ELIM LEMON 4 GL/CS 20.50 0.0833 \$ 0.06 \$ 0.072 H63 LT DUTY SCRUB SPONGE 20/CS 0.72 0.0833 \$ 3.53 \$ 4.38 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.0833 \$ 7.33 \$ 8.79 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.0833 \$ 0.74 \$ 8.88 9 SC LEANER POLISH 12-15 02/CS 0.01 0.0833 \$ 0.74 \$ 8.88 1 -*BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.0833 \$ 0.74 \$ 8.88 1 -*BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.0833 \$ 0.74 \$ 8.88 1 TOTOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.72 \$		Item	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
3 VIAFRESH ODOR ELIM LEMON 4 GL/CS 20.50 0.0833 \$ 1.71 \$ 20.49 4 #63 LT DUTY SCUB SPONGE 20/CS 0.88 0.0033 \$ 0.07 \$ 0.88 5 #98 LT DUTY SCUB IRO PAD 20/CS 0.72 0.0833 \$ 0.06 \$ 0.72 6 SUSTAINABLE EARTH #60 DISINFECTANT 42.40 0.0033 \$ 3.53 \$ 42.38 7 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.00833 \$ 0.71 \$ 2.01 9 SC LEANER POLISH 12-15 OZ/CS 0.01 0.00833 \$ 0.17 \$ 2.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 0.00833 \$ 0.17 \$ 2.01 11 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.0833 \$ 0.17 \$ 2.01 14 ABGLE BROOM FLAGGED END W/HDL 5.99 0.0833 \$ 0.22 \$ 2.70 15 GLOVE DISP NITRILE PWORIS GP XLR GL 7.99 0.0833 \$ 0.41 \$ 4.93 16 <td>1</td> <td>SCRAPER W/5 RAZOR BLADES 10/BX</td> <td>3.24</td> <td>0.0833</td> <td>\$ 0.27</td> <td>\$ 3.24</td>	1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$ 0.27	\$ 3.24
4 #63 LT DUTY SCRUB SPONGE 20/CS 0.88 0.0833 \$ 0.07 \$ 0.88 6 B9 LT DUTY SCOURING PAD 20/CS 0.72 0.0833 \$ 0.06 \$ 0.72 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.0833 \$ 7.33 \$ 87.96 7 SUSTAINABLE EARTH #60 NUETRAL CLEANER 88.00 0.0833 \$ 8.12 \$ 97.40 9 SS CLEANER POLISH 12-15 02/CS 6.01 0.0833 \$ 0.74 \$ 8.688 10 GLEME GLASS CLEANER 12-19 02/CS 2.01 0.0833 \$ 0.74 \$ 8.688 11 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.0633 \$ 0.74 \$ 8.688 12 TOOTHBRUSH W/NL BRST 12/CS 1.42 0.0833 \$ 0.67 \$ 7.99 14 THGGER SPARYER HEAD HD FOR 32 OZ B 2.70 0.0633 \$ 0.67 \$ 7.99 15 GLOVE DISP NITRILE PWDRIS GP XLR GL 7.99 0.0833 \$ 0.67 \$ 7.99 16 <td>2</td> <td>#10 QM HEPASTAT 256 4 GL/CS</td> <td>21.72</td> <td>0.0833</td> <td>\$ 1.81</td> <td>\$ 21.71</td>	2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.0833	\$ 1.81	\$ 21.71
5 #98 LT DUTY SCOURING PAD 20/CS 0.72 0.0833 \$ 0.06 \$ 0.72 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.0833 \$ 3.53 \$ 42.38 7 SUSTAINABLE EARTH #70 WASHROOM CLEANE 88.00 0.0833 \$ 7.33 \$ 87.96 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.0833 \$ 0.17 \$ 2.01 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.74 \$ 8.88 10 GLEME GLASS CLEANER 12-19 OZ/CS 1.42 0.0833 \$ 0.74 \$ 8.88 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.0833 \$ 0.12 \$ 1.42 12 T'TOOTHBRUSH W/INVL BRST 12/CS 1.42 0.0833 \$ 0.12 \$ 1.42 13 ANGLE BROM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.67 \$ 7.99 14 TRIGGER SPRAVER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 <t< td=""><td>3</td><td>VIAFRESH ODOR ELIM LEMON 4 GL/CS</td><td>20.50</td><td>0.0833</td><td>\$ 1.71</td><td>\$ 20.49</td></t<>	3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.0833	\$ 1.71	\$ 20.49
6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.0833 \$ 3.53 \$ 42.38 7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.0833 \$ 7.33 \$ 87.96 8 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.0833 \$ 0.733 \$ 87.96 9 SCLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.60 \$ 0.601 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 0.0833 \$ 0.74 \$ 8.88 12 "TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.74 \$ 8.88 14 TABEN-A-QUI VANDALISM PASTE 12/20 O 8.88 0.0833 \$ 0.74 \$ 8.88 14 TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.601 \$ 5.99 14 TAIGE BROOM FLAGED END W/ HDL 5.99 0.0833 \$ 0.66 \$ 7.99 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.41 \$ 4.93 14 THAMSWOOL DUSTER 7 LEXIBLE 33-58" OV 10.36 0.0833 \$ 0.70 \$ 8.42 16 LAMBSWOOL DUSTER REX ALL PURPOSE 6 8.42 0.0833 \$ 0.70	4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	0.0833	\$ 0.07	\$ 0.88
7 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.0833 \$7.33 \$87.96 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.0833 \$8.12 \$97.40 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$0.00 \$6.01 10 GLEME GLASS CLEANRE 12-19 OZ/CS 2.01 0.0833 \$0.74 \$8.88 11 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.0833 \$0.74 \$8.88 12 7' TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$0.12 \$1.42 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$0.67 \$7.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$0.67 \$7.99 16 GLOVE DISP NITRILE PWDRIS GP XLR GL 7.99 0.0833 \$0.41 \$4.93 17 LAMBSWOOL DUSTER R HEAD HD FOR 32 OZ B 5.70 0.0833 \$0.46 \$1.42 18 MR CLEAN MAGIC ERASER ALL PURDES 6 8.42 0.0833 \$0.70 \$8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 0.46 \$5.47 </td <td>5</td> <td>#98 LT DUTY SCOURING PAD 20/CS</td> <td>0.72</td> <td>0.0833</td> <td>\$ 0.06</td> <td>\$ 0.72</td>	5	#98 LT DUTY SCOURING PAD 20/CS	0.72	0.0833	\$ 0.06	\$ 0.72
8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.0833 \$ 8.12 \$ 97.40 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 0.0833 \$ 0.17 \$ 2.01 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.0833 \$ 0.12 \$ 1.42 21 TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.50 \$ 5.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.66 \$ 10.36 16 LAMBSWOOL DUSTER REX'BL 33-58" OV 10.36 0.0833 \$ 0.66 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 23 GUIMBO DUST MOP FRAME 7.69 - \$ - \$ - <td< td=""><td>6</td><td>SUSTAINABLE EARTH #66 DISINFECTANT</td><td>42.40</td><td>0.0833</td><td>\$ 3.53</td><td>\$ 42.38</td></td<>	6	SUSTAINABLE EARTH #66 DISINFECTANT	42.40	0.0833	\$ 3.53	\$ 42.38
9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 0.0833 \$ 0.17 \$ 2.01 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.0833 \$ 0.17 \$ 2.01 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.50 \$ 5.99 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.67 \$ 7.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 15 GLOVE DISP NITRILE PWDRIS GP XLR GL 7.99 0.0833 \$ 0.66 \$ 10.36 14 MABWOOL DUSTER 28" 312FH 4.93 0.0833 \$ 0.66 \$ 1.93 1 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.70 \$ 8.42 9 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.	7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.0833	\$ 7.33	\$ 87.96
10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 0.0833 \$ 0.17 \$ 2.01 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.0833 \$ 0.74 \$ 8.88 12 7' TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.12 \$ 1.42 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.50 \$ 5.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 16 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.41 \$ 4.93 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.41 \$ 4.93 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.46 \$ 5.47 10 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - </td <td>8</td> <td>SUSTAINABLE EARTH #70 WASHROOM CLEANE</td> <td>97.44</td> <td>0.0833</td> <td>\$ 8.12</td> <td>\$ 97.40</td>	8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.0833	\$ 8.12	\$ 97.40
11 A-BEN-A-QUI VANDALISM PASTE 12-20 0 8.88 0.0833 \$ 0.74 \$ 8.88 12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.12 \$ 1.42 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.60 \$ 5.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 7.99 0.0833 \$ 0.67 \$ 7.99 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.67 \$ 7.99 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.0633 \$ 0.661 \$ 10.36 16 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 17 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.466 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 G0" FBRGLS INVADER MOP HOL SIDE GAT 16.44 0.0833 \$ 1.47 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47	9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$ 0.50	\$ 6.01
12 7" TOOTHBRUSH W/NYL BRST 12/CS 1.42 0.0833 \$ 0.12 \$ 1.42 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.50 \$ 5.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.67 \$ 7.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 7.09 0.0833 \$ 0.67 \$ 7.99 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.61 \$ 4.93 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.0833 \$ 0.66 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.70 \$ 8.42 20 GLOSE D FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 36" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.47 \$ 17.65 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 </td <td>10</td> <td>GLEME GLASS CLEANER 12-19 OZ/CS</td> <td>2.01</td> <td>0.0833</td> <td>\$ 0.17</td> <td>\$ 2.01</td>	10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	0.0833	\$ 0.17	\$ 2.01
13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.0833 \$ 0.50 \$ 5.99 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.22 \$ 2.70 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.67 \$ 7.99 16 LAMBSWOOL DUSTER 28'' 312FH 4.93 0.0833 \$ 0.41 \$ 4.93 17 LAMBSWOOL DUSTER 7E'' 312FH 4.93 0.0833 \$ 0.66 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.46 \$ 5.47 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.42 10 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - 2 36"'' JUMBO DUST MOP FRAME 7.69 - \$ - 2 3 16.43 2 PREMIUM LOOP END MOP HDL SIDE GAT 16.44 0.0833 \$ 1.47 \$ 17.65 26 PAPER FILTER (10) SENSOR VAC FITS S 17.91	11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.0833	\$ 0.74	\$ 8.88
14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 0.0833 \$ 0.22 \$ 2.70 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.67 \$ 7.99 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.0833 \$ 0.41 \$ 4.93 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.46 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.46 \$ 5.47 0 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 23 G" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	0.0833	\$ 0.12	\$ 1.42
15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 0.0833 \$ 0.67 \$ 7.99 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.0833 \$ 0.41 \$ 4.93 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.46 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.46 \$ 5.47 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ <	13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.0833	\$ 0.50	\$ 5.99
16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.0833 \$ 0.41 \$ 4.93 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.86 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 23 60" FBRGLS INVADER MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 4 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN	14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	0.0833	\$ 0.22	\$ 2.70
17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.0833 \$ 0.86 \$ 10.36 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 2 2 2.65 20 DUSTPAN 2.65 0.0833 \$ 0.22 \$.65	15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	0.0833	\$ 0.67	\$ 7.99
18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.0833 \$ 0.70 \$ 8.42 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 22 36" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.47 \$ 17.65 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 2 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - \$ - \$ - \$ - \$ <t< td=""><td>16</td><td>LAMBSWOOL DUSTER 28" 312FH</td><td>4.93</td><td>0.0833</td><td>\$ 0.41</td><td>\$ 4.93</td></t<>	16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.0833	\$ 0.41	\$ 4.93
19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.0833 \$ 0.46 \$ 5.47 20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - \$ - 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 22 36" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2600 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833	17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.0833	\$ 0.86	\$ 10.36
20 CLOSED FOR CLEANING HANGING SIGN 25.10 - \$ - 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - 23 6" JUMBO DUST MOP FRAME 7.69 - \$ - 23 6" JUMBO DUST MOP FRAME 7.69 - \$ - 23 6" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - \$ 20 DUSTPAN 2.65 0.0833 0.22 \$ 2.65 30 - \$ - \$	18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.0833	\$ 0.70	\$ 8.42
21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 - \$ - \$ - 22 36" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 - \$ - \$ - \$ - \$ 20 DUSTPAN 2.65 0.0833 0.22 \$ 2.	19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.0833	\$ 0.46	\$ 5.47
22 36" JUMBO DUST MOP FRAME 7.69 - \$ - \$ - 23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	20	CLOSED FOR CLEANING HANGING SIGN	25.10	-	\$ -	\$ -
23 60" FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.0833 \$ 1.37 \$ 16.43 24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 \$ - \$ - \$ - \$ - 31 \$ - \$ - \$ - 32 \$ - \$ - \$ - 33 \$ - \$ - \$ - 34 \$ - \$ - \$ - 35 \$ - \$ - \$ - 36 \$ - \$ - \$ -	21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	-	\$ -	\$ -
24 PREMIUM LOOP END MOP LGR GN 12/CS 17.66 0.0833 \$ 1.47 \$ 17.65 25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 \$ - \$ - \$ - \$ - 31 \$ - \$ - \$ - 32 \$ - \$ - \$ - 33 \$ - \$ - 34 \$ - \$ - 35 \$ - \$ - 36 \$ - \$ - \$ - 37 \$ - \$ - 36 \$ -	22	36" JUMBO DUST MOP FRAME	7.69	-	\$ -	\$ -
25 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.0833 \$ 1.49 \$ 17.90 26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 - \$ - \$ - \$ - 21 - \$ - \$ - \$ - 30 - \$ - \$ - \$ - 31 - \$ - \$ - \$ - - 32 - \$ - \$ - \$ - \$ - - 34 - \$ - \$ - \$ - - - - - - - -	23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.0833	\$ 1.37	\$ 16.43
26 BARKEEPERS FRIEND 200Z BTL 2.65 0.2500 \$ 0.66 \$ 7.95 27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 - \$ - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 - \$<	24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.0833	\$ 1.47	\$ 17.65
27 24 OZ BTL 1.25 0.0833 \$ 0.10 \$ 1.25 28 CLEANING TOWELS (60) 19.95 - \$ - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 - \$ - \$ - \$ - 31 - \$ - \$ - \$ - 32 - \$ - \$ - \$ - 33 - \$ - \$ - \$ - 34 - \$ - \$ - \$ - 36 - \$ - \$ - \$ - 37 - - \$ - \$ - - \$ - 38 - - \$ - \$ - \$ - - 39 - - \$ - \$ - \$ - -	25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.0833	\$ 1.49	\$ 17.90
28 CLEANING TOWELS (60) 19.95 - \$ - 29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 \$ - \$ - \$ - \$ - 31 \$ \$ - \$ \$ - \$ \$ - \$ - \$ \$ - \$ \$ - \$ \$ - \$ \$ - \$ \$ - \$	26	BARKEEPERS FRIEND 200Z BTL	2.65	0.2500	\$ 0.66	\$ 7.95
29 DUSTPAN 2.65 0.0833 \$ 0.22 \$ 2.65 30 \$ - \$ - \$ - 31	27	24 OZ BTL	1.25	0.0833	\$ 0.10	\$ 1.25
30 \$ - \$ - 31	28	CLEANING TOWELS (60)	19.95	-	\$ -	\$ -
31	29	DUSTPAN	2.65	0.0833	\$ 0.22	\$ 2.65
32	30				\$ -	\$ -
33						
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35 \$\$ - \$\$ - 36 \$\$ - \$\$ - 37 \$\$ - \$\$ - 38 \$\$ - \$\$ - 39 \$\$ - \$\$ - 40 \$\$ - \$\$ -						
36 \$\$ - \$\$ - 37 \$\$ - \$\$ - 38 \$\$ - \$\$ - 39 \$\$ - \$\$ - 40 \$\$ - \$\$ -						
37 \$\$ - \$\$ - 38 \$\$ - \$\$ - 39 \$\$ - \$\$ - 40 \$\$ - \$\$ -				A.		
39 \$ - \$ - 40 \$ - \$ -	37					
40 \$ - \$ -						
T T						
	40			Total	\$ - \$ 33.57	\$ - \$ 402.78

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months. **Oregon Department of Administrative Services Project Costing Worksheet**

The following Equipment & Tools are examples which may be required to do the job: City of Ashland 2020-2021 Street and Shop Equipment, Tools & Subcontractors Pathway Enterprises, Inc. **RAW MATERIALS**

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, he sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

			-	-	-	-	
			\$ \$	\$	s	\$	
22	Times per	Year					
SUDCUNINACIUNS		Cost per Time					
ne		Description					

Areas in green are formula driven. Useful Life of Assets = VVhat is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service. Annual Cost = Computed by project unit cost times the number of units.

DAS Form #12 J Revision 10-03

Oregon Department of Administrative Services **Project Costing Worksheet**

Direct Labor LABOR

Pathway Enterprises, Inc.

City of Ashland 2020-2021 S	treet and S	do															
Worker	Work	Hourly		Sub-	FICA	Sub-	Workers		Unemploy-	Sub-	Other	Other Benefits	0	Daily/Per	Times	otal	Annual Hours
Description		Rate		Total 1		Total 2	comp%	Total 3	ment %	Total 4	Benefits %	Monthly \$	SubTotal 5 Item Labor	Item Labor	Per Yr.	-1	Labor
	1.25	1.25 \$ 15.74	100%	100% \$ 19.68	0.0765	\$ 1.51	2.60% \$ 0.51	3 0.51	1.42% \$	5 0.28	27.67%		S 5.44 S	\$ 27.42	156 \$	\$ 4,276.76	195.00
Supervisor	1.00	1.00 \$ 20.46	100%	100% \$ 20.46	1.0	\$ 1.57	2.60% \$	0.53	1.42% \$	s 0.29	27.67%		\$ 5.66 \$	\$ 28.51	52 \$	\$ 1,482.47	52.00
							69		0,				•	•		. \$	0.00
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							\$	-	0				•	- \$		- \$	0.00
							09	-	0,				•	•		- \$	0.00
							0	1	0,	-			•	•		- 5	0.00
							0	-	0,				•	•		- s	0.00
							63	-	0,	•				' 9		- \$	0.00
				,									Total	\$ 55.92	Total	\$ 5,759.23	247.00

29.60%

9.60% 16.43% 1.64%

PTO + HOLIDAY HEALTH + LIFE INSURANCE 401 K

List "Other Benefits" Provided

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column. Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$. Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor. Indirect labor, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisors percentage are percentage and value of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor approxempt, a super

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The seconds of the most state will be required to accomplish each task. Since this estimated firm may be in induces or even according to the intext state to accomplish each task. Since this estimated firm may be in induces or even accords of the times must be required to accomplish each task. Since this estimated firm may be in mutues or even accords the times must be into a for-event asks. Induces the constraint is the test will be required to accomplish each task. Since this estimated firm may be in mutues or even accords the times must be into accomplement tasks such as clienting equipment, emplying tash and recycle containers, vacuuming, sweeping, cleaning sinks, waxing floors, etc. (be sure to account for time between jobs also). Next, estimate the time required to component task. Then, complete the required vacuuming, sweeping, cleaning sinks, waxing floors, etc. (be sure to account for time be more required to reach component task. Then, complete the required vacuuming, sweeping, cleaning sinks, under the same account for time between jobs also). Next, estimate the time required for each component task. Then, complete the required vacuuming, sweeping, active to account for time be ware places of hour seconds on the working at 100% production for each component task. Then, complete the tast represents that it takes mutues accompleted to the same task. This under supersents the sample. B "work hours" for the sach forware, the sach forware the sach forware, the sach forware task. Such shows hours. This mutues will say the same regardles of hour many people are working at 100% production to the sach forware. The termesent account for the sach seconds the sach second to the sach forware task. The sach (Sach seconds the second task) for the sach second task to the sach

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "An on the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "An one contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 × 5 = 400, 400 × 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland 2020-202	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization alloca	nead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). ates overhead to this particular contract, what items go into your overhead, and what that overhead is (whether as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS D	DETAILED BELOW!
1. Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract 247 Total Assigned Overhead S
Worksheet	WORK AREA:

	_			
		Total Annua	al Op	erations
INDIRECT COSTS		GANIZATION		ARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	\$	10,200.00		
Office Rent				
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
CPI Factor from BLS (see link below)		1.65%		1.65%
http://www.bls.gov/ro9/mostregu.htm		1.05%		1.057

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland 2020-2021 Street and Shop

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan			\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

6.0%

City Facility Floors

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services **Project Costing Worksheet**

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises Inc.		
Project City of Ashland Facility Floors 20-21		
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 1,409.47
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,416.51
	Subtotal 1	\$ 2,825.98
Labor		
Direct Labor	(from labor daily worksheet)	\$ 7,610.36
Overhead		
See Overhead Worksheet		\$ 2,643.87
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margin	\$ 13,080.21
	Total Defore margin	¢ 10,000.21
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 834.91
	Total Bid Yearly	
	Monthly	\$ 1,159.59

Pathway Enterprises Inc.

City of Ashland Facility Floors 20-21 Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	Item	Unit Price	Units Needed Per Month	N	lonthly Cost	Annual Cost
1	20" BL 5300 FLOOR PAD 5/CS	4.64	1	\$	4.64	\$ 55.68
2	20" BN 7100 FLOOR PAD 5/CS	6.36	1	\$	6.36	\$ 76.32
3	20" RE 5100 FLOOR PAD 5/CS	4.64	0	\$	-	\$ -
4	20" WH 4100 FLOOR PAD 5/CS	4.64	0.5	\$	2.32	\$ 27.84
5	DOODLEBUG PAD BN 20/CS	1.31	1	\$	1.31	\$ 15.72
6	SCOTCH BRITE SURF PREP PAD 14X20 10	12.36	0	\$	- 1	\$ -
7	SCOTCH BRITE SURF PREP PAD 20" 10/C	8.69	0	\$	210-13	\$ -
8	SCOTCH BRITE SPP 4-5/8"X10" 20/CS	2.12	0	\$	- 11 II	\$ -
9	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	. 0.5	\$	1.62	\$ 19.44
10	DEFOAM IT PREM DEFOAMER 4 GL/CS	16.02	0.25	\$	4.01	\$ 48.06
11	DIAMOND FLOOR FINISH 5 GL	52.10	0.5	\$	26.05	\$ 312.60
12	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.125	\$	2.56	\$ 30.75
13	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	0.125	\$	1.00	\$ 11.99
14	TANNIN STAIN REMOVER 6 QTS/CS	16.49	0.25	\$	4.12	\$ 49.47
15	DIBS NEUTRALIZER ODOR COUNTER 2-90T	51.73	0.0625	\$	3.23	\$ 38.80
16	BRAVO POWER FOAM STRIPPER 12-23 OZ/	7.71	0	\$	- 10	\$
17	PRO STRIP HVY DTY STRIPPER 5 GL	81.04	0.25	\$	20.26	\$ 243.12
18	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.33	\$	5.43	\$ 65.10
	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	1	\$	17.66	\$ 211.92
	DOODLE SCRUB TILE & GROUT PAD (BLUE	7.17	1	\$	7.17	\$ 86.04
21	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.0834	\$	1.49	\$ 17.92
22	FOLEX GALLON	16.45	0.5	\$	8.23	\$ 98.70
23				\$	-	\$ -
24				\$	-	\$ -
25				\$	-	\$ -
26				\$	-	\$ -
27 28				\$ \$	-	\$ -
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46	()			\$		\$ -
47				\$	-	\$ -
48				\$	-	\$
49 50				\$	-	\$ -
50			Total	\$	117.46	\$ 1,409.47

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months.

Oregon Department of Administrative Services **Project Costing Worksheet**

The following Equipment & Tools are examples which may be required to do the job: Equipment, Tools & Subcontractors Pathway Enterprises Inc. City of Ashland Facility Floors 20-21 **RAW MATERIALS**

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

		•			-		
		ŝ	69	69	ŝ	s	
DRS	Times per Year						
SUBCONTRACTORS	Cost per Time	-					
SUE	Description						

Descrintion			CONTRACT	Depreciation	Units Cost	Project	Project	10 #	AIIIUAI	lal
	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost	st
	\$ 76.72	36	12	33% \$	\$ 25.57	20%	\$ 5.11	.,	3 \$	15.34
	\$ 561.88	36	12	33% \$	\$ 187.29	20% \$	\$ 37.46		\$	37.46
	\$ 1,250.00	24	12	50% \$	\$ 625.00	20% \$	\$ 125.00		\$ 1	125.00
	\$ 1,850.00	36	12	33% \$	\$ 616.67	20% \$			\$ 1	123.33
	\$2,812.00	48	12	25% \$	\$ 703.00	20% \$	\$ 140.60		\$	140.60
	\$3,928.00	48	12	25% \$	\$ 982.00	20% \$	\$ 196.40		\$	196.40
	\$2,590.00	48	12	25% \$	\$ 647.50	20% \$	\$ 129.50		\$	129.50
	\$2,738.00	48	12	25% \$	\$ 684.50	20%	\$ 136.90		\$	136.90
E FAN	\$ 225.00	36	12	33% \$	\$ 75.00	20% \$	\$ 15.00		\$	30.00
	\$ 4,116.31	48	12	25% \$	\$ 1,029.08	20% \$	\$ 205.82		\$ 2	205.82
	\$ 674.10	24	12	50% \$	\$ 337.05	20% \$	\$ 67.41		\$	67.41
	\$4,175.00	48	12	25% \$	\$ 1,043.75	20%	\$ 208.75		\$ 2	208.75
			12							
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Areas in green are formula driven.

Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.
 # of Units = Multiply by units needed to complete the contract/service.
 Annual Cost = Computed by project unit cost times the number of units.

Oregon Department of Administrative Services Project Costing Worksheet

Annual Hours

Annual/Total

Labor

Labor

Direct Labor -ABOR

Fimes Per Yr 263.19 701.83 21.93 175.46 438.64 43.86 482.51 87.73 175.46 43.86 219.32 43.86 Daily/Per Item Labor 175.46 8.71 \$ 52.26 \$ 139.37 \$ 4.36 \$ 34.84 \$ 87.11 \$ 84.92 \$ 95.82 \$ 17.42 \$ 34.84 \$ 4.36 \$ 43.55 \$ 34.84 Benefits SubTotal 5 Other Benefits Monthly \$ Other I 27.67% 27.67% 27.67% Other Benefits ? 0.45 4.92 0.89 1.79 0.45 0.45 0.45 0.45 0.22 1.79 4.47 4.47 0.22 0.22 0.22 1.79 .45 Sub-Total 4 1.42% 1.42% 1.42% 1.42% 1.42% 1.42% 1.42% 1.42% 1.42% 1.42% Unemploy mont
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 Hourly Rate of Ashland Facility Floors 20-21 Work Hours Pathway Enterprises Inc. 1 City Hall Carpet 2 City Hall Hard FL 3 Comm Dev Carpet 4 Comm Dev Hard FL
 10
 Service Ctr Carpet

 11
 Service Ctr Hard FL

 12
 Streets Carpet

 13
 Streets Hard FL

 14
 Grove Hard FL

 15
 Grove Hard FL

 16
 Grove Hard FL

 16
 Supervision
 5 Courts Carpet 6 Courts Hard FL 7 Police Carpet 8 Police Hard FL 9 Police High Speed Description Worker 2 19 20 29 17

44.00 8.00 8.00 4.00 74.00 74.00 74.00 74.00 40.00

965.01 175.46 350.91 87.73 526.37 1,403.66

526.37 350.91 877.28 43.86 438.64 350.91 87.73

855.27

0.00

7.610.36

Total

\$ 3,563.93

Total

27.67%

9.60% 16.43% 1.64%

PTO + HOLIDAY 401K + LIFE + HEALTH 401 K

List "Other Benefits" Provided

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Work Hours =

Subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract. (e.g. Employee works 50% of their time vorticed; and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of this/her time in direct labor functions and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the project or organization. in the indirect labor portion of Overhead. Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even accomplicant into a Per-Item finate and the catabor or contract, first breakdown the work requirement tasks such as, leading equipment, emptying trash accords, the times must be or excerning, sweeping, cleaning sinks, waxing floors, etc. (be sterime tasks into be backdown the work requirement tasks. Then, compile those estimates into a floure that represents into component tasks. Then, compile those estimates that represents the total number of work hours". This number will share a socioust for the requirement and the accomponent tasks tasks into a floure that represents the total number of hours. This number will share a social next, withing tash the total number will share aver a social provided that represents the total number of hours is the required hours of nours of the total number of hours are a social of the total number of hours are avered to accomponent task. Then, compile those estimates into a floure that represents the total number of hours per service. That figure is the required work hours" can be accomplicated to accomponent task. Then, compile those estimates for the required to take the total number of hours are averable. Accomponent task is the same tagates into a floure task and the task and the task and total number of hours are and task. Then, compile those estimates that there are the task and total number of hours are task and the averable and task and the task and tas

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "previating wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. " Matching FICA

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$30,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year. (#0 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland Facility	Floors 20-21	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization alloc	ates overhea	y (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). d to this particular contract, what items go into your overhead, and what that overhead as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS I	DETAILE	D BELOW!
1. Enter Overhead as a Percent of Total Costs	19.00%	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate
OR		other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum		Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	To identify of the entir please incl inflation or entire orga which can deflate the	t of Total Direct Labor Method: overhead costs, you need the financial records for your organization or division for the past year. Input all the costs e entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; ude a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your nization for the same period. These figures should be found on the year end payroll report. Do not include hours be classified as management or administrative costs. (Including these costs into the direct labor hour total will actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor he contract into the total projected labor hours for the current year.
	Ing Ov Tir	Ital Annual Direct Labor Hours but Total from Worksheet on Below verhead per labor hour me required to complete contract tal Assigned Overhead S -
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMENTAL Wanagement Salaries \$ 44,500.00 \$ 44,500.00 Wanagement Medical Insurance \$ 11,440.95 \$ 11,440.95 Wanagement Pension Plan Expense \$ 4,150.00 \$ 4,150.00	U: th	WORK AREA: se the area below to show how you arrived at the final figure at you show as your total Overhead
Sales & Administrative Salaries \$ 415,594.00 Sales & Administrative Payroll Tax Expense \$ 64,354.00 Sales & Administrative Medical Insurance \$ 0.055.00		SENCY INDIRECT EXPENSES = 1,105,315.95 /ERHEAD % = 19%

INDIRECT COSTS	GANIZATION	DLI	ARTIVIENTAL
Management Salaries		\$	44,500.00
Management Payroll Tax Expense		\$	11,440.95
Management Medical Insurance		\$	10,920.00
Management Pension Plan Expense		\$	4,150.00
Sales & Administrative Salaries	\$ 415,594.00		
Sales & Administrative Payroll Tax Expense	\$ 64,354.00		
Sales & Administrative Medical Insurance	\$ 40,055.00		
Sales & Administrative Pension Plan Expense	\$ 10,200.00		
Office Rent			
Advertising and Public Education	\$ 14,855.00		
Background Checks & Urinalysis	\$ 3,189.00		
Professional & Accounting / Audit Fees	\$ 81,708.00		
Training & Worker Safety			
Insurance	\$ 38,192.00		
Telephone	\$ 7,185.00		
Utilities	\$ 20,452.00		
Property Taxes/Licenses/Fees	\$ 8,270.00		
Dues & Subscriptions			
Depreciation-office building	\$ 15,061.00		
Depreciation-office equipment	\$ 14,893.00		
Repairs & Maintenance-office	\$ 22,744.00		
Cleaning and Maintenance	\$ 21,346.00		
Office Equipment Rental	\$ 7,886.00		
Office Supplies	\$ 19,033.00		
Postage & Freight	\$ -		
Rehab	\$ 25,023.00		
Miscellaneous Expense	\$ 12,999.00		
Bad Debts	\$ -		
INTEREST EXPENSE	\$ 18,981.00		
EMPLOYEE ACTIVITIES	\$ 20,021.00		
AUTO REPAIRS	\$ 15,807.00		
MANAGEMENT CONTRACT		\$	136,457.00
TOTAL INDIRECT COSTS	\$ 897,848.00	\$	207,467.95
CPI Factor from BLS (see link below)	3.15%		3,15%
http://www.bls.gov/ro9/mostregu.htm	3.15%		3,137
Total	\$		1,140,133.40

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises Inc. City of Ashland Facility Floors 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile. The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations:

(a) Transporting the individuals who will perform the service to the location where the service will be provided.(b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4		<u> </u>		\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

C 00/
6.0%



Communication

Teamwork

Professionalism

Office: (541) 973-2728

Opportunity

Fax: (541) 973-2729

Property Service License #40205

CCB License #218417

May 29, 2020

Rachel Dials Recreation Superintendent City of Ashland 340 S. Pioneer Street Ashland, OR 97520

Parks Rucruetion Facilitius

Dear Ms. Dials,

Pathway Enterprises is requesting a pricing adjustment for services for the City of Ashland Parks Department. The reason for the changes are as follows:

• We have incorporated the Living Wage for the City of Ashland at \$15.74 per hour.

In total we are requesting an decrease from \$55,635.65 to \$53,761.47 annually. I have attached the State Costing Workbooks and minimum cleaning standards.

The breakdown of this decrease is as follows:

Annual	2019 - 2020 2020 - 202			
Pioneer Hall	17,744.04	18,088.08		
The Grove	8,524.92	8,653.56		
Nature Center	5,597.52	<mark>5,665.6</mark> 8		
Senior Center	17,345.64	17,642.64		
Oak Knoll Pro Shop	2,575.92	-		
Carpet and Hard Floors	3,847.56	3,711.51		
Total	55,635.60	53,761.47		
Price Change Difference		(1,874.13)		
Change Percentage		-3.37%		

The Breakdown of the "Carpet and Hard Floors" cleaning costs are as follows:

Location	Hours	Freq	TTL	% Price	Cost
Community Ctr	4	2	8	13.79%	511.93
Nature Center	7	2	14	24.14%	895.88
Senior Ctr	18	2	36	62.07%	2,303.70
		c	58	100.00%	\$ 3,711.51





Communication

Teamwork

Office: (541) 973-2728 Fax: (

Professionalism

Fax: (541) 973-2729

Opportunity

I appreciate your consideration and look forward to another year serving the City of Ashland Parks Department.

Sincerely,

Flichard Simson

Richard Simpson Commercial Contracts Director Pathway Enterprises, Inc.

Pioneuer Hall

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

Executive Director Signature: Raw Materials Per Time Use - Supplies (from supplies worksheet) \$ 740.25 Equipment, Tools & Subcontracting (from small equipment worksheet) \$ 235.75 Labor Subtotal 1 \$ 976.00 Direct Labor (from labor daily worksheet) \$ 12,590.06 Overhead \$ 3,436.73 See Overhead Worksheet \$ 3,436.73 Delivery Transportation (from Trans & Reserve worksheet) \$ - Total Before Margin \$ 10,002.79 Reserve (from Trans & Reserve worksheet) \$ 1,085.28 Total Bid Yearly \$ 18,088.08				
Executive Director Signature: Raw Materials Per Time Use - Supplies (from supplies worksheet) \$ 740.25 Equipment, Tools & Subcontracting (from small equipment worksheet) \$ 235.75 Labor Subtotal 1 \$ 976.00 Direct Labor (from labor daily worksheet) \$ 12,590.06 Overhead \$ 3,436.73 See Overhead Worksheet \$ 3,436.73 Delivery Transportation (from Trans & Reserve worksheet) \$ - Total Before Margin \$ 10,002.79 Reserve (from Trans & Reserve worksheet) \$ 1,085.28 Total Bid Yearly \$ 18,088.08	QRF Name Pathway Ent	erprises Inc.		
Raw Materials Per Time Use - Supplies (from supplies worksheet) \$ 740.25 Equipment, Tools & Subcontracting (from small equipment worksheet) \$ 235.75 Labor Subtotal 1 \$ 976.00 Direct Labor (from labor daily worksheet) \$ 12,590.06 Overhead \$ 3,436.73 Delivery \$ 3,436.73 Transportation (from Trans & Reserve worksheet) \$ - Total Before Margin \$ 1,085.28 Margin Held in Reserve (from Trans & Reserve worksheet) \$ 1,085.28	Project Parks and R	ecreation Pioneer Hall Only 2	0-21	
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Labor Subtotal 1 976.00 Direct Labor (from labor daily worksheet) \$ 12,590.06 Overhead \$ 3,436.73 Delivery (from Trans & Reserve worksheet) \$ - Transportation (from Trans & Reserve worksheet) \$ 17,002.79 Reserve Margin Held in Reserve (from Trans & Reserve worksheet) \$ 1,085.28 Total Bid Yearly \$ 18,088.08	Per Time Use - Supplies		(from supplies worksheet)	\$ 740.25
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Margin Held in Reserve (from Trans & Reserve worksheet) \$ 1,085.28 Total Bid Yearly \$ 18,088.08				
Total Bid Yearly \$ 18,088.08				
	Margin Held in Reserve		(from Trans & Reserve worksheet)	\$ 1,085.28
			Total Bid Ve	arly \$ 18,088,08

RAW MATERIALS Supplies

Pathway Enterprises Inc. Parks and Recreation Pioneer Hall Only 20-21

Raw Materials:

Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	ltem	Unit Price	Units Needed Per Month	Monthly Cost		Annual Cost	
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24
	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.1667	\$	3.62	\$	43.44
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$	2.56	\$	30.75
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$	0.88	\$	10.56
5	#98 LT DUTY SCOURING PAD 20/CS	0.72	1.0000	\$	0.72	\$	8.64
6	SUSTAINABLE EARTH #66 DISINFECTANT	42.40	0.1250	\$	5.30	\$	63.60
7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.0600	\$	5.28	\$	63.36
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.0600	\$	5.85	\$	70.16
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$	6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$	2.01	\$	24.12
	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$	1.11	\$	13.32
	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$	17.04
	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$	12.00
	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$	2.70	\$	32.40
	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	0.5000	\$	4.00	\$	47.94
	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$	1.23	\$	14.79
	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$	2.59	\$	31.08
	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$	2.11	\$	25.26
19		5.47	0.2500	\$	1.37	\$	16.41
20		25.10	0.0833	\$	2.09	\$	25.09
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$	1.43	\$	17.18
	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$	0.96	\$	11.54
	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$	2.06	\$	24.66
24		17.66	0.2500	\$	4.42	\$	52.98
25		17.00	-	\$	-	\$	-
	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$	2.65	\$	31.80
27	24 OZ BTL	1.25	1.0000	\$	1.25	\$	15.00
28		19.95	0.0833	\$	1.66	\$	19.94
29	DUSTPAN	2.65	0.2500	\$	0.66	\$	7.95
30	DOSTRAN	2.00	0.2300	\$	-	\$	-
31				\$	-	\$	
32				\$	-	\$	1511 - 19
33			1	\$	- 12	\$	
34				\$	-	\$	-
35 36				\$		\$	
30				э \$		\$	
38				\$		\$	-
39				\$	-	\$	-
40				\$	-	\$	-
41				\$	191 - 16	\$	-
42				\$	-	\$	-
43 44				\$	-	\$	-
44				\$	-	\$	
46				\$	-	\$	
47				\$		\$	- T
48				\$		\$	
49				\$	-	\$	-
50			Total	\$	- 61.69	\$	- 740.25

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Project Costing Worksheet **Oregon Department of Administrative Services**

The following Equipment & Tools are examples which may be required to do the job: Equipment, Tools & Subcontractors Pathway Enterprises Inc. Parks and Recreation Pioneer Hall Only 20-21 **RAW MATERIALS**

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

	•	•	•	- \$	۰ ج
Times per Year					
Cost per Time					
Description					

SUBCONTRACTORS

Equipment	Unit	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of		Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	_	Cost
1 Sensor Vacuum	\$ 551.46	36	12	33% \$	\$ 183.82	100%	\$ 183.82	-	69	183.82
2 Wave Break Busket & Press	\$ 76.72	36	12	33% \$	\$ 25.57	100%	100% \$ 25.57	1	69	25.57
3 Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$		100% \$	\$ 26.36	-	69	26.36
4			12							
5			12							
0			12							
2			. 12				,			
8			12							
6			12		NUMBER OF					
10			12							
11			12							
12			12				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
13			12							
14			12							
15			12	Property and the second second						
16			12							
17			12							
18			12	ANCIE AND			No. No. No. No.			
19			12							
20			12							
								Total	\$	235.75

Areas in green are formula driven.

Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service. Annual Cost = Computed by project unit cost times the number of units.

DAS Form #12 J Revision 10-03

Page 3

Project Costing Worksheet Oregon Department of Administrative Services

Annual Hours

Labor

Labor

1,052.74 789.56

Direct Labor LABOR

Annual/Total 7220 Per Yr. 27.42 14.25 87.73 32.90 Labor Daily/Pei Item 69 Other Benefits SubTotal 5 2.83 17.42 6.53 44.0 Other Benefits Monthly \$ Other Benefits % 27.67% 27.67% 27.67% 0.15 0.34 Sub-Total 4 1.42% 1.42% 1.42% Unemploy-ment % 1.64 Sub-Total 3 0.61 2.60% 2.60% 2.60% Workers 0.78 4.82 1.81 Sub-Total 2 0.0765 FICA \$ 10.23
\$ 62.96
\$ 23.61 Sub-Total 1 100% 100% 100% % Pro-ductivity
 1.25
 \$ 15.74

 0.50
 \$ 20.46

 4.00
 \$ 15.74

 1.50
 \$ 15.74
 Hourly Rate Pathway Enterprises Inc. Parks and Recreation Pioneer Hall Only 20-21 Work Hours Janitor 1 Monthly High Speed Burnish Description Worke pervisor

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

0.00

12.590.06

Total

62.30

otal

27.67%

List "Other Benefits" Provided DAY 9.60% TH INSURANCE 16.43% 1.64%

PTO + HOLIDAY LIFE + HEALTH INSURANCE 401 K

Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity Subtotal 1 =

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % [as of July 2002 7,65%]. Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Subtotal 3 =

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g, Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column. Subtotal 5 = This column may be a combination of both Other Benefits Monthly S.

The sum of subtotals 1,2,3, 4, and 5 Daily Per Item Labor =

Times per year multiplied by daily/per item labor Times Per Year = This is the days or shifts worked per year Annual Total Labor =

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of hist percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of hist percentage that working supervising. In that case you would include 50% of that person's time as direct labor and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs, in the indirect labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs, in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract, is the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even according the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even accordens, the times must be new requirement tasks and more and oncent constract, first breakdown the work requirement tasks and and undeading eduipment, emptying trash and ecycle constract, strate there accordens the time tasks. Then, compile during equipment, emptying trash the received to accomplish each task. Since this estimates find endines, waccuming, sweeping, cleaning plots, etc. (est estimate for example, in a custodial society of the time required free for examples. The many period and undeader processes the time required for accomplish task. Then, compile those estimates into affaure that represents the total number of hours per service. That figure is the required how finds for example, is a work hours" "This number will say the same regardless of how many people are working, For example, is a forgenent working at 100% productivity for 1 ks. 31.05.0-4, 4X2=8), or 2 people working at 100% productivity for 4 hrs. each (2x4=8), it could also be done by 8 people working at 50% productivity for 2 hrs. each. (8x:50-4, 4X2=8)

One you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "pervaling wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.

Workers' Comp at your cost

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$80.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris Parks and Recreation F	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization alloc	ead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). ates overhead to this particular contract, what items go into your overhead, and what that overhead is (whether as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS D	ETAILED BELOW!
1. Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide th figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract 566 Total Assigned Overhead
Worksheet Total Annual Operations INDIRECT COSTS ORGANIZATION DEPARTMENTAL Management Salaries \$ 44,500.00 \$ 11,440.95 Management Parkoll Tax Expense \$ 11,440.95 \$ 11,440.95	WORK AREA: Use the area below to show how you arrived at the final figure that you show as your total Overhead

		i otai / iiiiiai		Jerations
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	\$	10,200.00		
Office Rent				
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		1
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		1
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
CPI Factor from BLS (see link below) http://www.bls.gov/ro9/mostregu.htm		3.15%		3.15%
Total	\$			1,140,133.40

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises Inc. Parks and Recreation Pioneer Hall Only 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile. The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations:

(a) Transporting the individuals who will perform the service to the location where the service will be provided. (b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2			2	\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
		<u> </u>		\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

0.00/
h (1%)
0.070

The Grove

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises, Inc. Project City of Ashland Parks The Grove 2020-20)21	
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 1,008.28
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 235.75
	Subtotal 1	\$ 1,244.03 ⁻
Labor		
Direct Labor	(from labor daily worksheet)	\$ 5,246.10
Overhead		
See Overhead Worksheet		\$ 1,644.17
		ψ 1,044.17
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margin	\$ 8,134.29
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 519.21
		φ 519.21
	Total Bid Yearly	\$ 8,653.50
	Monthly	

RAW MATERIALS

Oregon Department of Administrative Services Project Costing Worksheet

Supplies Pathway Enterprises, Inc.

City of Ashland Parks The Grove 2020-2021

Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	ltem	Unit Price	Units Needed Per Month	Monthly Cost	Annual Cost
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$ 0.27	\$ 3.24
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$ 5.43	\$ 65.16
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$ 2.56	\$ 30.75
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$ 0.88	\$ 10.56
8	SUSTAINABLE EARTH #70 WASHROOM CLEANE	97.44	0.1250	\$ 12.18	\$ 146.16
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$ 0.50	\$ 6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$ 2.01	\$ 24.12
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$ 1.11	\$ 13.32
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$ 1.42	\$ 17.04
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$ 1.00	\$ 12.00
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$ 2.70	\$ 32.40
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$ 7.99	\$ 95.88
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$ 1.23	\$ 14.79
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$ 2.59	\$ 31.08
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$ 2.11	\$ 25.26
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$ 1.37	\$ 16.41
20	"CLOSED FOR CLEANING" HANGING SIGN	25.10	0.0833	\$ 2.09	\$ 25.09
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	0.1250	\$ 1.43	\$ 17.18
22	36" JUMBO DUST MOP FRAME	7.69	0.1250	\$ 0.96	\$ 11.54
23	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.1250	\$ 2.06	\$ 24.66
24	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$ 4.42	\$ 52.98
25	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$ 4.48	\$ 53.73
26	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$ 2.65	\$ 31.80
27	24 OZ BTL	1.25	1.0000	\$ 1.25	\$ 15.00
28	CLEANING TOWELS (60)	19.95	0.0833	\$ 1.66	\$ 19.94
29	DUSTPAN	2.65	0.2500	\$ 0.66	\$ 7.95
30				\$ 	\$
31				\$ 	\$ -
32 33				\$ -	\$ -
33				\$	\$ -
35				\$ -	\$ -
36				\$ -	\$ -
37				\$	\$ 210-
38				\$ -	\$ -
39 40				\$ -	\$ -
40	·[Total	\$ 84.02	\$ 1.008.28

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

RAW MATERIALS

Equipment, Tools & Subcontractors Pathway Enterprises, Inc. City of Ashland Parks The Grove 2020-2021

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

Project Costing Worksheet Oregon Department of Administrative Services

		'	1	•	•	'
		69	\$	69	\$	69
ORS	Times per Year					
SUBCONTRACTORS	Cost per Time					
SUI	Description					

Equipment	Unit	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Ā	Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Ű	Cost
1 Sensor Vacuum	\$ 551.46	36	12	33% \$	\$ 183.82	100%	100% \$ 183.82	F	69	183.82
2 Wave Break Busket & Press	\$ 76.72	36	12	33% \$	\$ 25.57	\$ %001	\$ 25.57	-	÷	25.57
3 Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$	\$ 26.36	\$ %001	\$ 26.36	-	÷	26.36
4			12							
5			12							N. C. K.
6			12							
2			12							
8			12							
0			12		Trans and the second				No. 1	
10			12							
11			12							
12			12							
13			12							
14			12							
15			12							

Useful Life of Assets = What is the estimated useful life of the equipment in months Areas in green are formula driven.

235.75

\$

Total

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.
 # of Units = Multiply by units needed to complete the contract/service.
 Annual Cost = Computed by project unit cost times the number of units.

DAS Form #12 J Revision 10-03

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

Direct Labor LABOR

Pathway Enterprises, Inc.

City of Ashland Parks The Grove 2020-2021	The Grove 2020-2	2021															
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers	Sub-	Unemploy-	Sub-	Other	Other Benefits	Other Benefits Other Benefits Daily/Per	Daily/Per	Times	Annual/Total	Annual Hours
Description	Hours	Rate	ductivity	Total 1		Total 2	comp%	Total 3	ment %	Total 4	Benefits %	Monthly \$	SubTotal 5	SubTotal 5 Item Labor	Per Yr.	-1	Lap
1 Ianitor	4 00	4 00 \$ 15 74		100% \$ 62.96	0.0765	\$ 4.82	2.60% \$	2.60% \$ 1.64	1.42% \$	\$ 0.89	27.67%		\$ 17.42 \$	\$ 87.73	52 \$	4	
2 Supervisor	1 00	1 00 \$ 20 46		100% \$ 20.46		\$ 1.57	2.60% \$	\$ 0.53	1.42% \$	\$ 0.29	27.67%		\$ 5.66	\$ 28.51	24 \$	\$ 684.22	24.00
	20-1	21.04					0						•	•			0.00
							0.						•	•		•	0.00
1							0.						•	•		•	0.00
0.0					T									•		•	0.00
1 0														· ·		•	0.00
0													•	•		•	0.00
0 0					T									•			0.00
D 0													•	•		•	0.00
													•	- \$		•	0.00
													•	•		•	0.00
2 2													•	•		•	0.00
2 1													•	•		•	0.00
t u													•	•		•	0.00
0				•									Total	\$ 116.24	Total	\$ 5.246.10	232.00

116.24

Total

27.67%

16.43% 1.64%

List "Other Benefits" Provided Y 9.60%

PTO + HOLIDAY LIFE + HEALTH INSURANCE

401 K

Areas in green are formula driven.

Nork Hours =

lock Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. **Subtotal 1** = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. **Subtotal 2** = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%). **Subtotal 3** = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. \$ = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract. (e.g. Employee works 50% of their time **Subtotal 5** = This column may be a combination of both Other Benefits % and Other Benefits Monthly **S**. Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor, may spend 50% of this/her time in direct labor functions and spending on the project or organization. For example, a supervisor may spend 50% of this/her time in direct labor functions and the other 50%, as well as any other supervisory costs, in the indirect labor portion of Overhead.

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Once you know the total work hours per service or per itern, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Alaching FICA

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$30,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland Parks The	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization allocate	ad internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). tes overhead to this particular contract, what items go into your overhead, and what that overhead s (whether as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS DE	ETAILED BELOW!
1. Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditives that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
3. Overhead as a Percent of Total Direct Labor Hours	Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entify a detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract 232 Total Assigned Overhead \$ -
Worksheet	WORK AREA:

		Total Annua	al Op	erations
INDIRECT COSTS	OR	GANIZATION	DEP.	ARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	\$	10,200.00		
Office Rent				
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		×
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
CPI Factor from BLS (see link below)		1.65%		1.050
http://www.bis.gov/ro9/mostregu.htm		1.65%		1.65%
Total	\$	1,123,553,66		
		.,,		

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Parks The Grove 2020-2021

This category covers any costs associated with delivering your product or service to the buyer. A service contract, for example, will likely include the costs associated with getting the individuals who will perform the service to the place where the service will be performed. Gas, oil, vehicle maintenance and repair are all part of Delivery costs. Most often these costs can be recovered by charging a certain amount per mile. The State of Oregon reimburses 36 cents per mile for its employees who use their own vehicles on State business. That's not to say your costs may be less or more. The labor required (the driver and the workers if they are on the clock), should be captured in Direct Labor. If your costs are greater than the state allowed cost, please provide a detailed schedule on how you arrived at your cost per mile.

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	caravan			\$ -	1	\$ -
2	,			\$ -		\$ -
3				\$ -	-	\$ -
4			1	\$ -		\$ -
		<u>.</u>		\$ -		\$ -

Margin

The law allows a "margin held in reserve" This is usually added as a percentage after all other costs have been calculated. The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of "Total Before Margin"

Cientur Cientur

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name	Pathway Enterprises Inc.		
Project	City of Ashland Parks and Recreation Na	ure Center 20-21	
Executive D	irector Signature:		
Raw Materia Per Time Us	e - Supplies	(from supplies worksheet)	
Equipment,	Fools & Subcontracting	(from small equipment worksheet)	Subtota
Labor Direct Labor		(from labor daily worksheet)	Subiola

\$ \$

Total Before Margin \$

(from Trans & Reserve worksheet)

Reserve Margin Held in Reserve

See Overhead Worksheet

Overhead

Delivery Transportation

(from Trans & Reserve worksheet)

339.94 \$

728.15

235.75 963.90

3,285.36

1,076.48

-

5,325.73

Total Bid Yearly \$ 5,665.67 Monthly \$ 472.14

\$

RAW MATERIALS

City of Ashland Parks and Recreation Nature Center 20-21

Raw Materials:

This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	Item	Unit Price	Units Needed Per Month	IV	lonthly Cost	nnual Cost
1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$ 3.24
2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.1250	\$	2.72	\$ 32.58
3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	. 20.50	0.0625	\$	1.28	\$ 15.38
4	#63 LT DUTY SCRUB SPONGE 20/CS	0.88	1.0000	\$	0.88	\$ 10.56
5	#98 LT DUTY SCOURING PAD 20/CS	0.72	1.0000	\$	0.72	\$ 8.64
6	SUSTAINABLE EARTH #66 DISINFECTANT	42.40	0.0625	\$	2.65	\$ 31.80
7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.0625	\$	5.50	\$ 66.00
8	SUSTAINABLE EARTH #70 WASHROOM CLEANEI	97.44	0.0625	\$	6.09	\$ 73.08
9	SS CLEANER POLISH 12-15 OZ/CS	6.01	0.0833	\$	0.50	\$ 6.01
10	GLEME GLASS CLEANER 12-19 OZ/CS	2.01	1.0000	\$	2.01	\$ 24.12
11	A-BEN-A-QUI VANDALISM PASTE 12-20 O	8.88	0.1250	\$	1.11	\$ 13.32
12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$ 17.04
13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$ 12.00
14	TRIGGER SPRAYER HEAD HD FOR 32 OZ B	2.70	1.0000	\$	2.70	\$ 32.40
15	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	1.0000	\$	7.99	\$ 95.88
16	LAMBSWOOL DUSTER 28" 312FH	4.93	0.2500	\$	1.23	\$ 14.79
17	LAMBSWOOL DUSTER FLEXIBLE 33-58" OV	10.36	0.2500	\$	2.59	\$ 31.08
18	MR CLEAN MAGIC ERASER ALL PURPOSE 6	8.42	0.2500	\$	2.11	\$ 25.26
19	TURKS HEAD BOWL BRUSH POLY 12/CS BN	5.47	0.2500	\$	1.37	\$ 16.41
20		25.10	-	\$	121	\$ 100
21	36" STD LAUNDERABLE DUST MOP GN 12/	11.45	-	\$		\$
	36" JUMBO DUST MOP FRAME	7.69	-	\$	-	\$ -
23		16.44	0.1250	\$	2.06	\$ 24.66
	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.2500	\$	4.42	\$ 52.98
	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.2500	\$	4.48	\$ 53.73
	BARKEEPERS FRIEND 200Z BTL	2.65	1.0000	\$	2.65	\$ 31.80
27	24 OZ BTL	1.25	0.5000	\$	0.63	\$ 7.50
28	CLEANING TOWELS (60)	19.95	0.0833	\$	1.66	\$ 19.94
	DUSTPAN	2.65	0.2500	\$	0.66	\$ 7.95
30				\$		\$ -
31				\$	-	\$ -
32				\$	A. 1-1	\$ -
33				\$	-	\$ -
34 35				\$	-	\$ -
36				\$		\$ -
37				\$	-	\$ -
38			20	\$	-	\$
39			3	\$	-	\$ -
40				\$		\$
41				\$	-	\$
42				\$	-	\$
44				\$	-	\$
45				\$		\$
46				\$	55.25-04	\$
47				\$		\$
48				\$	-	\$ -
49 50				\$	-	\$ -
50	1		Total	\$	60.68	\$ 728.15

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Oregon Department of Administrative Services Project Costing Worksheet

Equipment, Tools & Subcontractors Pathway Enterprises Inc. City of Ashland Parks and Recreation Nature Center 20-21 The following Equipment & Tools are examples which may be required to do the job: **RAW MATERIALS**

Burmishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

					•	-	-
			69	69	69	\$	\$
DRS	Times per	Year					
SUBCONTRACTORS		Cost per Time					
SUI		Description					

Equipment	Unit	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost
1 Sensor Vacuum	\$ 551.46	36	12	33% \$	\$ 183.82	100%	100% \$ 183.82	-	\$ 183.82
2 Wave Break Busket & Press	\$ 76.72	36	12	33% \$		100% \$	\$ 25.57	-	\$ 25.57
3 Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$	\$ 26.36	100% \$	\$ 26.36	-	\$ 26.36
4			12						
5			12						
6			12						
L			12						
8			12						
6			12	and a second sec					
10			12						
11			12						
2			12	and the second s					
13			12						
14			12						
15			12						
16			12		and the second s				
17			12						
18			12						
19			12						
20			12						
								Total	\$ 235.75

Areas in green are formula driven.

Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service. **Annual Cost** = Computed by project unit cost times the number of units.

Oregon Department of Administrative Services Project Costing Worksheet

Annual Hours

tal

Direct Labor LABOR

City of Ashland Parks and R	City of Ashland Parks and Recreation Nature Center 20-21	ture Center 2	20-21													
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers	Sub-	Unemploy-	-duS	- Other	Other Benefits	Other Benefits Daily/Per	: Daily/Per	Times	Annual/Tota
Description	Hours	Rate	ductivity	Total 1		Total 2	comp%	Total 3	ment %	Total 4	4 Benefits %	6 Monthly \$	SubTotal 5	Item	Per Yr.	-1
.lanitor 1 Daily	2.00	2.00 \$ 15.74	100%	100% \$ 31.48	0.0765 \$	2.41	2.60%	2.60% \$ 0.82	1.42% \$		0.45 27.67%	%	\$ 8.71	8.71 \$ 43.86	52 \$	\$ 2,280.9
Supervisor	0.50	0.50 \$ 20.46	100%	100% \$ 10.23	0.0765 \$	0.78	2.60%	2.60% \$ 0.27	1.42% \$		0.15 27.67%	%		\$	52 \$	\$
Janitor 1 Monthly	1.00	\$ 15.74	100%	\$ 15.74	0.0765 \$	1.20	2.60% \$	\$ 0.41	1.42%	\$	0.22 27.67%	%	\$ 4.36 \$	\$ 21.93	12	\$
				•	01			•		\$			۰ ۲	•		S
					0					69			•	•		s
										69	- 11		•	- \$		s
					0					69	- 21		•	- \$		s
				-						69			•	•		s
					03				-	69	- 20		•	۰ د		s
					0			•		69			•	' \$		\$
										5	- 2010		•	- \$		\$
										69	-10-		•	•		\$
								•		5			•	۰ ۶		\$
										5			•	• \$		\$
				•						5	- 11		•	' \$		\$
				•						\$	-		•	•		\$
		-		•	63	•		- 5		\$	- Ann		•	•		\$
		•		•	0			•		69	- 10		•	•		\$
																e.

Areas in green are formula driven.

8 20

2 б Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Work Hours =

0.00

3,285.36

9 69 **Fotal**

80.05

SS

Total

6

27.67%

9.60% 16.43% 1.64%

PTO + HOLIDAY LIFE + HEALTH INSURANCE 401 K

List "Other Benefits" Provided

Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity Subtotal 1 =

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Computed by multiplying subtotal 1 by your organization's Workers Comp %. Subtotal 3 =

Subtotal 4 =

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits No. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract, and 50% of their time on a different contract.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5 Times Per Year = This is the days or shifts worked per year

Times per year multiplied by daily/per item labor Annual Total Labor =

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor, may spending on the project or organization. For example, a supervisor may spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of this percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of this percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of this percentage may vary depending on the supervisory costs, example, a supervisor may spend 50% of this percentage may vary depending on the supervisory costs, example, a supervisor may spend 50% of this percentage may vary depending and the other 50% supervising. In that case you would include 50% of that percentage the other 50%, as well as any other supervisory costs, example, a supervisor percentage of the spectra of the s in the indirect labor portion of Overhead.

One you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage.

Workers' Comp at your cost

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

Ater you've established the direct labor cost per titem, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$50,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800,00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland Parks a	and Recreation Nature Center 20-21	Oregon Department of Administrative Services Project Costing Worksheet
There are many different ways organizations allocate over In the space provided below, indicate how your organization alloc amount	nead internally (e.g., Percent of total cos ates overhead to this particular contrac is (whether as a percent or exact amoun	t, what items go into your overhead, and what that overhead
FILL IN ONLY ONE OF THE THREE METHODS I	DETAILED BELOW!	1
Enter Overhead as a Percent of Total Costs	required for overhead. To calcu organization that go back a year worksheet below). Now add this figure for overhead by the figure of the total cost. If financial reco	Method: a final product, or providing a service, a certain percentage of that dollar is late the overhead percentage, it is best to have financial records for your or more. Add together the expenditures that make up the overhead cost (see figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the for total costs. The result is a percent that represents overhead as a percentage rds are not available estimate the overhead expenses as best you can, estimate use the same formula to get a percentage.
Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Me You can enter the dollar amoun allocate overhead items to this p to identify your costs.	ethod: you are allocating to overhead in the box if you are confident that you can particular project. You can use the Worksheet as a tool (if needed)
. Overhead as a Percent of Total Direct Labor Hours	of the entire entity as detailed below. Line iter please include a description. What you are try inflation or to conform to the current year bud entire organization for the same period. Thesy which can be classified as management or ac	ncial records for your organization or division for the past year. Input all the costs ns which are not detailed below should be input into the cells marked "other"; ing to determine is a percentage, therefore, do not gross up the expenses for get. Next, input into the cell below the total direct labor hours paid out by your a figures should be found on the year end payroll report. Do not include hours ministrative costs. (Including these costs into the direct labor hour total will ompute the overhead as a line item cost by dividing the total projected labor
	Total Annual Direct Labor Hours Input Total from Worksheet on Below Overhead per labor hour Time required to complete contract Total Assigned Overhead	\$ - 142 \$
Worksheet	WORK AREA:	
Total Annual Operations		now you arrived at the final figure

		Total Annu	al O	perations
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	\$	10,200.00		
Office Rent				
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Jtilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
NTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
FOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
		0.4504		0.454
CPI Factor from BLS (see link below)		3.15%		3.159
Total	\$			1,140,133.40

as your total Overhead y

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises Inc. City of Ashland Parks and Recreation Nature Center 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations: (a) Transporting the individuals who will perform the service to the location where the service will be provided.

(b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

Γ	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
L				\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

6.0%

Scenior Crenter

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Pathway Enterprises Inc.		
Project City of Ashland Parks and Recreation	Senior Center 20-21	
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$
Labor Direct Labor		Subtotal 1 \$
Direct Labor	(from labor daily worksheet)	\$
Overhead See Overhead Worksheet		\$
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$
	Total Be	efore Margin \$

Reserve Margin Held in Reserve

(from Trans & Reserve worksheet)

\$	1,058.56	
early \$	17,642.64	

1,008.28

235.75 1,244.03

11,987.95

3,352.10

-

16,584.08

 Total Bid Yearly
 17,642.64

 Monthly
 1,470.22

-

RAW MATERIALS Supplies

Pathway Enterprises Inc.

City of Ashland Parks and Recreation Senior Center 20-21

Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

32		ltem	Unit Price	Units Needed Per Month		nthly ost		Annual Cost
3 VIAFRESH ODOR ELIM LEMON 4 GL/CS 20.50 0.1250 \$ 2.56 \$ 30.75 4 #63 LT DUTY SCRUB SPONCE 20/CS 0.72 1.0000 \$ 0.88 10.56 5 #98 LT DUTY SCRUB SPONCE 20/CS 0.72 \$ 8.64 5 USTAINABLE EARTH #06 DISINFECTANT 42.40 0.1250 \$ 5.30 \$ 63.60 5 USTAINABLE EARTH #04 MUSTRAL CLEANER 88.00 0.1250 \$ 1.000 \$ 1.218 \$ 146.16 5 SLISTAINABLE EARTH #04 MUSTRAL CLEANER 80.00 0.1250 \$ 1.011 \$ 13.20 5 SLISTAINABLE EARTH #04 MUSTRAL CLEANER 80.00 1.250 \$ 1.11 \$ 13.32 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 1.010 \$ 2.01 1.020 \$ 2.04 11 HGSE SPARYER HEAD HO PAST2 0.20 8.88 0.2500 \$ 1.11 \$ 13.24 17.04 \$ 0.250<	1	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.0833	\$	0.27	\$	3.24
4 #63 LT DUTY SCUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 10.56 5 #98 LT DUTY SCUBINGE PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 8.64 5 USTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 5 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 11.01 \$ 132.00 5 SCLEANER POLISH 12-15 02/CS 6.011 10.0000 \$ 2.01 \$ 24.12 14 ABEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.11 \$ 1.32.20 2 7'100THRUSH W/MV LMST 12/CS 1.42 \$ 1.704 \$ 1.00 \$ 2.70 \$ 3.240 6 GLOVE DISP NITRLE FWAINS MAYL MERST 12/CS 1.42 \$ 1.70 \$ 3.240 6 GLOVE DISP NITRLE FWAINS MAYL MERST 12/CS 1.42 \$ 1.000 \$ 2.70 \$ 3.240	2	#10 QM HEPASTAT 256 4 GL/CS	21.72	0.2500	\$	5.43	\$	65.16
4 #63 LT DUTY SCUB SPONGE 20/CS 0.88 1.0000 \$ 0.88 \$ 10.56 5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.0000 \$ 0.72 \$ 8.64 5 USTAINABLE EARTH #61 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 8 USTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 11.01 \$ 148.16 9 SCLEANER POLISH 12-15 02/CS 6.011 10.000 \$ 2.01 \$ 24.12 11 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.11 \$ 1.32 12 TOOTHRUSH W/NV RST 12/CS 1.42 \$ 1.704 \$ 1.00 \$ 2.41 \$ 2.40 14 GLOVE DISP NITRLE FWARSH V/NV RST 12/CS 1.42 \$ 1.70 \$ 3.2.40 15 GLOVE DISP NITRLE FWARSH V/NV RST 12/CS 1.42 \$ 1.08 \$ 1.08 \$ 2.40 \$ 2.50<	3	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.1250	\$	2.56	\$	30.75
5 #98 LT DUTY SCOURING PAD 20/CS 0.72 1.000 \$ 0.72 \$ 8.63.60 6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #64 NUETRAL CLEANER 88.00 0.1250 \$ 11.00 \$ 132.00 8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 0.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER L1-19 OZ/CS 1.01 \$ 1.42 \$ 7.41 ANCLE BROW HAGED END W/ HDL 5.99 0.1600 \$ 1.20 \$ 1.20 14 ANGLE BROUN LDUSTE RY 3'12FH 4.93 0.2500 \$ 2.59 \$ 3.10.8 14 MAGE CRANDE NDUY 12/C SIN 7.44 4.93 0.2500 \$ 2.59 \$ 3.10.8 14 MAGE CRASER ALL PURPOSE 6 8.42 0.2500 <			0.88	1.0000	\$	0.88	\$	10.56
6 SUSTAINABLE EARTH #66 DISINFECTANT 42.40 0.1250 \$ 5.30 \$ 63.60 7 SUSTAINABLE EARTH #70 WASHROOM CLEANE 88.00 0.1250 \$ 11.00 \$ 132.00 9 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 446.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER 12-30 OZ/CS 2.01 1.0000 \$ 2.11 \$ 13.32 11 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 27 TOOTHBRUSH W/NYL BRST 12/CS 1.42 \$ 1.00 \$ 14.20 \$ 17.04 10 ADGEE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 10 GLOYE DISP NITRILE PWORIS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 96.88 10.AMBSWOOL DUSTER 78" 312/H 4.93 0.2500 \$ 2.11 \$ 25.26 10 MBM CLEAN MAGIC ENASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 2.56 10	5		0.72	1.0000	\$	0.72	\$	8.64
8 SUSTAINABLE EARTH #70 WASHROOM CLEANE 97.44 0.1250 \$ 12.18 \$ 146.16 9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.50 \$ 6.01 10 GLEME GLASS CLEANER TAL: 19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 1 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.11 \$ 1.32 2" TOOTHBRUSH W/INYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 1 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.14 \$ 1.30 \$ 12.00 1 A-BEN-A-QUI VANDALISM PASTE 12-20 8.88 0.1250 \$ 1.42 \$ 17.04 1 AIGGED END W/HDL 5.99 0.1670 \$ 1.00 \$ 12.20 1 TRIGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 7.99 \$ 95.88 6 LAMBSWOOL DUSTER ZENTER 13.58" OV 10.36 0.2500 \$ 2.13 \$ 1.47.9 1 LAMBSWOOL DUSTER ALL PURPOSE 6 8.42 0.2500 \$ 2.14 \$ 25.26			42.40	0.1250	\$	5.30	\$	63.60
9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.60 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 \$ 2.01 \$ 24.12 1 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 27 TOTOTHBRUSH W/NVL BRST 12/CS 1.42 1.000 \$ 4.20 \$ 1.20 41 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 41 RIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 \$ 32.40 \$ 1.70 \$ 32.40 5 GLOYE DISP NITRLE PWORLS GP XLG L 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 10 TURKS HEAD BOWL MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 1.43 \$ 17.18 20'S'DIABODUS MOP FRAME 7.69 0.2500	7	SUSTAINABLE EARTH #64 NUETRAL CLEANER	88.00	0.1250	\$	11.00	\$	132.00
9 SS CLEANER POLISH 12-15 OZ/CS 6.01 0.0833 \$ 0.60 \$ 6.01 10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 1 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 27 TOTOTHBRUSH W/NVL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.00 14 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 15 GLOVE DISP NITRLE PWINS FOR XLG L 7.99 9.95.88 16 1.0000 \$ 7.99 \$ 95.88 16 GLOVE DISP NITRLE PWINS GP XLR GL 7.99 1.0000 \$ 2.59 \$ 31.08 17 LAMBSWOOL DUSTER FLEXIBLE 33-S8" OV 10.36 0.2500 \$ 2.11 \$ 25.26 10 TLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 1.43 \$ 11.64 10 TLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.09 136" JUNBOD DUST MOP FRAME 7.69 0.1250 \$ 0.966 \$ 1.154	8	SUSTAINABLE EARTH #70 WASHROOM CLEANEI	97.44	0.1250	\$	12.18	\$	146.16
10 GLEME GLASS CLEANER 12-19 OZ/CS 2.01 1.0000 \$ 2.01 \$ 24.12 14 A-BEN-A-QUI VANDALISM PASTE 12-20 O 8.88 0.1250 \$ 1.11 \$ 13.32 2 T'TOOTHBRUSH W/NYL BST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.04 3 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.000 \$ 7.99 \$ 95.88 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 7.99 \$ 95.88 14 MOLE DISP ITRILE PWORLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 14 MOLE DISTER Z8" 312FH 4.93 0.2500 \$ 1.13 \$ 14.78 10 MOLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 1.13 \$ 17.18 10 TUAKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.43 \$ 17.18 236" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 1.142			6.01	0.0833	\$	0.50	\$	6.01
11 A-BEN-A-QUI VANDALISM PASTE 12-20 0 8.88 0.1250 \$ 1.11 \$ 13.32 27 TOOTHBRUSH W/NYL BRST 12/CS 1.42 1.0000 \$ 1.42 \$ 17.00 13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 2.70 \$ 32.40 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.79 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER Z8' 312FH 4.93 0.2500 \$ 2.59 \$ 31.08 17 LAMBSWOOL DUSTER REXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.43 \$ 17.18 20° CLOSED FOR CLEANING'' HANGING SIGN 25.10 0.0833 2.09 \$ 25.09 216° TDI ALUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.42 \$ 5.78 20' GTERGLS INVADER MOP HOL SIDE GA			2.01	1.0000	\$	2.01	\$	24.12
13 ANGLE BROOM FLAGGED END W/ HDL 5.99 0.1670 \$ 1.00 \$ 12.00 14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$			8.88	0.1250	\$	1.11	\$	13.32
14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 1 AMBSWOOL DUSTER 71EXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.43 \$ 17.81 20"CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.06 \$ 24.66 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 0.46 \$ 1.154 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 4.48 \$ 5.73 24 PAPER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 5.73 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 24 OZ BTL 1.25 1.0000 \$ 1.25 \$ 15.00 24 OZ BTL 1.25 0.2500	12	7" TOOTHBRUSH W/NYL BRST 12/CS	1.42	1.0000	\$	1.42	\$	17.04
14 TRIGGER SPRAYER HEAD HD FOR 32 OZ B 2.70 1.0000 \$ 2.70 \$ 32.40 15 GLOVE DISP NITRILE PWORLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 1.AMBSWOOL DUSTER 1EXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 9 TURXS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2600 \$ 1.43 \$ 17.18 20 GLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.06 \$ 24.66 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 0.46 \$ 1.71.8 23 6" STD LAUNDERABLE OUST MOP GN 12/CS 17.66 0.2500 \$ 4.48 \$ 5.73 36" STD LAUNDERABLE DUST MOP GN 12/CS 17.66 0.2500 \$ 4.48 \$ 5.73 36 BARKEPERS FRIEND 2002 BTL 2.65 1.0000 \$ 1.25 \$ 1.000 24 OZ BTL 1.25 1.0000 \$ 1.26 \$ 15.00 24 OZ BTL 2.65 0.2500 \$ 0.66 <td>13</td> <td>ANGLE BROOM FLAGGED END W/ HDL</td> <td>5.99</td> <td>0.1670</td> <td>\$</td> <td>1.00</td> <td>\$</td> <td>12.00</td>	13	ANGLE BROOM FLAGGED END W/ HDL	5.99	0.1670	\$	1.00	\$	12.00
15 GLOVE DISP NITRILE PWDRLS GP XLR GL 7.99 1.0000 \$ 7.99 \$ 95.88 16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 17 UAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.26 18 MR CLEAN MAGIC ERASER ALL PURPOSE 6 8.42 0.2500 \$ 2.11 \$ 25.26 17 UAMDE BOWL BRUSH POLY 12/CS BN 5.47 0.02500 \$ 1.43 \$ 17.18 20 STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 0.96 \$ 11.54 23 6" JUMBO DUST MOP FRAME 7.69 0.1250 \$ 0.42 \$ 52.98 24 60° FBRGLS INVADER MOP HDL SIDE GAT 16.44 0.1250 \$ 4.42 \$ 52.98 24 02 BTL 1.25 1.0000 \$ 1.65 \$ 31.80 24 02 BTL 1.25 1.0000 \$ 1.66 \$ 7.95 30 CLEANING TOWELS (60) 19.95			2.70	1.0000	\$	2.70	\$	32.40
16 LAMBSWOOL DUSTER 28" 312FH 4.93 0.2500 \$ 1.23 \$ 14.79 14 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.59 \$ 31.08 17 LAMBSWOOL DUSTER FLEXIBLE 33-58" OV 10.36 0.2500 \$ 2.11 \$ 25.29 19 TURKS HEAD BOWL BRUSH POLY 12/CS BN 5.47 0.2500 \$ 1.37 \$ 16.41 0"CLOSED FOR CLEANING" HANGING SIGN 25.10 0.0833 \$ 2.09 \$ 25.99 21 36" STD LAUNDERABLE DUST MOP GN 12/ 11.45 0.1250 \$ 1.43 \$ 17.18 236" STD LAUNDERABLE DUST MOP FRAME 7.69 0.1250 \$ 0.96 \$ 11.54 236" STD LAUNDER MOP HDL SIDE GAT 16.44 0.1250 \$ 4.42 \$ 52.98 24 PREMIUN LOOP END MOP LGR GN 12/CS 17.66 0.2500 \$ 4.48 \$ 53.73 26 PRER FILTER (10) SENSOR VAC FITS S 17.91 0.2500 \$ 4.48 \$ 53.73 26 BARKEEPERS FRIEND 2002 BTL 2.65 10.000 \$ 2.65 \$ 31.80 27 4 02 BTL 1.25 1.0000 \$ 2.65 \$ 31.80 27 4 02 BTL<								
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Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months.

Oregon Department of Administrative Services Project Costing Worksheet

RAW MATERIALS Equipment, Tools & Subcontractors Pathway Enterprises Inc. City of Ashland Parks and Recreation Senior Center 20-21 The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

	1	1	-	-	-	
	\$	ŝ	69	69	\$	
limes per Year						
Cost per Time						
Description						
						212

BCON

ร

	Unit	Useful life	Contract	-	Units Cost	Project	Project	# of	Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost
1 Sensor Vacuum	\$ 551.46	36	12	33% \$	\$ 183.82	100%	100% \$ 183.82	+	\$ 183.82
2 Wave Break Busket & Press	\$ 76.72	36	12	33% \$		100% \$	\$ 25.57	1	\$ 25.57
3 Brute 44 Gal w Apron	\$ 79.07	36	12	33% \$	\$ 26.36	100% \$	\$ 26.36	1	\$ 26.36
4			12		21 44 C. 21 12 12				
5			12						
6			12	- Martin Martin					
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6			12	al al al al al al al	all and the second		the last of the last		
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15			12	the second second					
16			12		and the second s				
7			12						and the local
18			12	No. of Lot of the lot					
19			12						
20			12						
								Total	\$ 235.75

Areas in green are formula driven.

Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service. **Annual Cost** = Computed by project unit cost times the number of units.

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

Direct Labor LABOR

Pathway Enterprises Inc.

City of Ashland Parks and Recreation School Center 20-21	and Kecreation Schi	IOT Center 2	0- Dro-	Sub.	EICA	Sub-	Workers	Sub-	Unemplov-	Sub-	Other	Other Benefits	Other Benefits Daily/Per	fits Dai	ly/Per	Times	Annual/Total	Annual Hours
Decription	Hours	Rate		Total 1		Total 2			ment %	Total 4	Benefits %	Monthly \$	SubTotal 5	5 Item		Per Yr.	Labor	Labor
	4 76	4 75 C 45 74	1000	1000/ \$ 27 55	0 0765 \$		5 %	0 72	1 42% \$	\$ 0.39	27.67%		\$ 7.	7.62 \$	38.38	260	\$ 9,979.11	455.00
	C/-1	10.00 0	1000	37 00 3 70001	0.0765		2 60% \$		1 42%		27.67%		\$ 5.	5.66 \$	28.51	52 \$	\$ 1,482.47	52.00
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5 Janitor Burnish	00.1	4/0.10	%.OOI		3				2/4				67	60				0.00
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0 1							· 4						5	\$			- 5	00.00
					T		e e						5	5				0.00
81.							÷ 4.						69	5			- \$	00.00
8		T					G.						5	\$. \$	0.00
20													Total	v	88.87	Total	S 11 987 95	531.00

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

11,987.95

9 69 Total

88.82

60 60

Total

27.67%

1.64%

List "Other Benefits" Provided Y 9.60% H INSURANCE 16.43%

PTO + HOLIDAY LIFE + HEALTH INSURANCE 401 K

Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity. Subtotal 1 =

Computed by multiplying subtotal 1 by your organization's Workers Comp %. Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%) Subtotal 2 =

subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Subtotal 3 =

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column. Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly 8.

Daily Per Item Labor =

Per Item Labor = The sum of subtotals 1,2,3, 4, and 5 Times Per Year = This is the days or shifts worked per year

Times per year multiplied by daily/per item labor Annual Total Labor =

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spend 50% of his/her time in direct labor functions and the other 50% supervising. In that case you would include 50% of that person's time as direct labor and capture the other 50%, as well as any other supervisory costs. in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most ortifical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract, its the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be in minutes or even accounds, the times must be compiled not a Per-Item for the class contract, first breakdown the work required to accomplish each task. Since this estimated time may be in minutes or even accessions, such complex not a Per-Item for the class of the schedure of the class of the schedure of the class of the schedure store task schedure and undeaded the may be in minutes or even accessing such and placelup clasming equipment, emplying trash accessing is large. For seconds, the times there expresses the schedure store work hours presents into component tasks. Then, compile due and undeaded grune that represents the total number of hours per service. That figure is the required "work hours" This number will stay the same regardeds of the aver component task. Then, compile those estimates into affigure that represents the tatal momers. The schedure sched work hours are required to accomplished by 1 person working at 100% productivity for 8 hrs. (1x8=8), or 2 people working at 100% productivity for 100% productivity for 2 hrs. each. (8x.50=4, 4x2=8).

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay, a "prevailing wage." Check the contract Aiso, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Matching FICA Matching FICA

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.) Workers' Comp at your cost

After you've established the direct labor cost per time, or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service contract multiply the daily cost by the number of tays per year that you will provide the service. The example, a service contract multiply the daily cost of \$30,00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland Parks an	d Recreation Se	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization allocate	tes overhead	(e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). I to this particular contract, what items go into your overhead, and what that overhead a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS D	ETAILED	BELOW!
. Enter Overhead as a Percent of Total Costs	19.00%	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the
OR		figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
Enter Allocated Overhead as a Dollar-Figure Sum		Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
. Overhead as a Percent of Total Direct Labor Hours	To identify o of the entire please inclu inflation or to entire organ which can b deflate the a	of Total Direct Labor Method: verhead costs, you need the financial records for your organization or division for the past year. Input all the costs entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; de a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your ization for the same period. These figures should be found on the year end payroll report. Do not include hours e classified as management or administrative costs. (Including these costs into the direct labor hour total will ctual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor e contract into the total projected labor hours for the current year.
	Inpu Ove Tim	al Annual Direct Labor Hours It Total from Worksheet on Below rhead per labor hour s e required to complete contract al Assigned Overhead S -

Worksh	eet			
		Total Annua	al Op	erations
INDIRECT COSTS	OR	GANIZATION	DEP	ARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense			\$	11,440.95
Management Medical Insurance			\$	10,920.00
Management Pension Plan Expense			\$	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	ŝ	10,200.00		
Office Rent	Ť	10,200.00		
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety	<u> </u>			
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions				
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893.00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$			
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-		
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
CPI Factor from BLS (see link below)		3.15%		3.159
http://www.bls.gov/ro9/mostrequ.htm				
Total	\$	The second second		1,140,133.40

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises Inc. City of Ashland Parks and Recreation Senior Center 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations:

(a) Transporting the individuals who will perform the service to the location where the service will be provided. (b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1				\$ -		\$ -
2				\$ -		\$ -
3			5	\$ -		\$ -
4				\$ -	-	\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

	6.0%
--	------

parks Floors

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

ORF Name Pathway Enterprises Inc. Project City of Ashland Parks Dept. Facility Floors	s 20-21	
Executive Director Signature:		
Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 742.18
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 541.32
	Subtotal 1	
_abor		
Direct Labor	(from labor daily worksheet)	\$ 1,631.73
Dverhead See Overhead Worksheet		\$ 738.52
Delivery Fransportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margin	\$ 3,653.75
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 233.22
	Total Bid Yearly	
	Monthly	\$ 323.91

RAW MATERIALS Supplies

Pathway Enterprises Inc.

City of Ashland Parks Dept. Facility Floors 20-21

Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

	ltem	Unit Price	Units Needed Per Month	ſ	Monthly Cost	nnual Cost
1	20" BL 5300 FLOOR PAD 5/CS	4.64	0.5	\$	2.32	\$ 27.84
2	20" BN 7100 FLOOR PAD 5/CS	6.36	0.5	\$	3.18	\$ 38.16
3	20" RE 5100 FLOOR PAD 5/CS	4.64	0	\$	-	\$ -
4	20" WH 4100 FLOOR PAD 5/CS	4.64	0.25	\$	1.16	\$ 13.92
5	DOODLEBUG PAD BN 20/CS	1.31	0.5	\$	0.66	\$ 7.86
6	SCOTCH BRITE SURF PREP PAD 14X20 10	12.36	0	\$	-	\$ -
7	SCOTCH BRITE SURF PREP PAD 20" 10/C	8.69	0	\$	-	\$ -
8	SCOTCH BRITE SPP 4-5/8"X10" 20/CS	2.12	0	\$	-	\$ -
9	SCRAPER W/5 RAZOR BLADES 10/BX	3.24	0.25	\$	0.81	\$ 9.72
0	DEFOAM IT PREM DEFOAMER 4 GL/CS	16.02	0.125	\$	2.00	\$ 24.03
11	DIAMOND FLOOR FINISH 5 GL	52.10	0.25	\$	13.03	\$ 156.30
12	VIAFRESH ODOR ELIM LEMON 4 GL/CS	20.50	0.125	\$	2.56	\$ 30.75
	GLOVE DISP NITRILE PWDRLS GP XLR GL	7.99	0.125	\$	1.00	\$ 11.99
14	TANNIN STAIN REMOVER 6 QTS/CS	16.49	0.125	\$	2.06	\$ 24.74
	DIBS NEUTRALIZER ODOR COUNTER 2-90T	51.73	0.0625	\$	3.23	\$ 38.80
	BRAVO POWER FOAM STRIPPER 12-23 OZ/	7.71	0	\$	- 15	\$
	PRO STRIP HVY DTY STRIPPER 5 GL	81.04	0.125	\$	10.13	\$ 121.56
	60" FBRGLS INVADER MOP HDL SIDE GAT	16.44	0.15	\$	2.47	\$ 29.59
	PREMIUM LOOP END MOP LGR GN 12/CS	17.66	0.5	\$	8.83	\$ 105.96
	DOODLE SCRUB TILE & GROUT PAD (BLUE	7.17	0.5	\$	3.59	\$ 43.02
21	PAPER FILTER (10) SENSOR VAC FITS S	17.91	0.04	\$	0.72	\$ 8.60
	FOLEX GALLON	16.45	0.25	\$	4.11	\$ 49.35
23				\$	-	\$ -
24			1	\$	-	\$ -
25				\$	-	\$ -
26				\$	-	\$ -
27				\$	-	\$ -
28 29				\$	-	\$
30				\$	-	\$ -
31				\$	-	\$ -
32				\$	4	\$ -
33				\$	-	\$ -
34				\$	-	\$ -
35 36				\$		\$ -
37				\$	- 1	\$ -
38				\$	-	\$ - C
39				\$		\$
10				\$	- 00 - V	\$ -
11				\$	-	\$ -
42 43				э \$	-	\$ -
44				\$	-	\$ -
45				\$	-	\$ -
46			/	\$		\$ -
47				\$	245 A.	\$ -
48				\$	-	\$ -
49 50				\$	-	\$ -
JU			Total	\$	61.85	\$ 742.18

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Project Costing Worksheet Oregon Department of Administrative Services

City of Ashland Parks Dept. Facility Floors 20-21 Equipment, Tools & Subcontractors Pathway Enterprises Inc. **RAW MATERIALS**

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines Sweepers

Carpet extractors Auto scrubbers Mop buckets and presses

If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project. Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

_	-	_	_	_		
	-		-	-	-	
	÷	Ф	\$	ф	θ	
Year						
Cost per Time						
Description						

Times ner

Description Price of Asset life Percentage Per Yaar WAVE BREAK PRESS \$ 70.10 3 \$ 75.57 33% \$ 25.57 WINDSOR SENSOR \$ 780.1046 \$ 780.104 \$ 300.02 3 \$ 25.57 WINDSOR SENSOR \$ 780.1046 \$ 1617.30 36 12 33% \$ 539.100 WET DRY AGUUM \$ 1,617.30 36 12 33% \$ 539.100 SC351 SCRUBBER \$ 1,617.30 36 12 23% \$ 5475.00 MOSTILUS EXTRACTOR \$ 2,3912.00 48 12 25% \$ 570.00 NAUTILID EXTRACTOR \$ 2,738.00 48 12 25% \$ 647.50 NOSTILUS EXTRACTOR \$ 2,738.00 48 12 25% \$ 743.00 CRB PRO 45 \$ 2,738.00 48 12 25% \$ 740.00 DOST CRD ESCUUB \$ 4,116.31 24 12 25% \$ 1,043.75 DODE ES CRUB \$ 4,116.30 28 3,175.00 25% \$ 1,043.75 </th <th>Equipment</th> <th>Unit</th> <th>Useful life</th> <th>Contract</th> <th>Depreciation</th> <th>Units Cost</th> <th>Project</th> <th>Project</th> <th># of</th> <th>Annual</th> <th>lal</th>	Equipment	Unit	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Annual	lal
WAVE BREAK PRESS 5 76.72 36 12 33% 5 WINDSOR SENSOR VAC 5 551.46 36 12 33% 5 WINDSOR SENSOR VAC 5 551.46 36 12 33% 5 WINDSOR SENSOR VACUM 5 1617.30 36 12 33% 5 PACESETTER BUFFER 5 51.810 48 12 33% 5 Scast SCRUBBER \$2.817.00 48 12 25% 5 7 MAUTLUS EXTRACTOR \$3.2580.00 48 12 25% 5 7 MAUTLUS EXTRACTOR \$2.358.00 36 12 25% 5 7 MAUTLUS EXTRACTOR \$2.328.00 48 12 25% 5 7 MAUTLUS EXTRACTOR \$2.328.00 36 12 25% 5 7 MAUTLUS EXTRACTOR \$2.328.00 36 12 33% 5 12 MOSTRES 700 \$4.165.31 <td< td=""><td>Description</td><td>Price</td><td>of Asset</td><td>life</td><td>Percentage</td><td>Per Year</td><td>% Use</td><td>Unit Cost</td><td>Units</td><td>Cost</td><td>it .</td></td<>	Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost	it .
WINDSOR SENSOR VAC \$ 551.46 36 12 33% \$ WET DRY VACUUM \$ 780.00 24 12 50% \$ WET DRY VACUUM \$ 780.00 24 12 50% \$ WET DRY VACUUM \$ \$ 780.00 48 12 50% \$ ScastSCRUBBER \$ \$ \$ \$ \$ 25% \$ \$ NAUTILUS EXTRACTOR \$ \$ \$ \$ \$ \$ 25% \$ <t< td=""><td>1 WAVE BREAK PRESS</td><td></td><td></td><td>12</td><td>33%</td><td></td><td>8% \$</td><td>\$ 2.05</td><td>n</td><td>\$</td><td>6.14</td></t<>	1 WAVE BREAK PRESS			12	33%		8% \$	\$ 2.05	n	\$	6.14
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PACESETTER BUFFER \$ 1,617.30 36 12 33% \$ SC351 SORUBBER \$2,812.00 48 12 25% \$ \$ NAUTISEXTRACTOR \$2,812.00 48 12 25% \$ \$ NAUTISEXTRACTOR \$2,590.00 48 12 25% \$ \$ HOSS 700 \$2,590.00 48 12 25% \$ <t< td=""><td>3 WET DRY VACUUM</td><td></td><td></td><td>12</td><td>20%</td><td></td><td>8% \$</td><td>\$ 31.20</td><td>-</td><td>69</td><td>31.20</td></t<>	3 WET DRY VACUUM			12	20%		8% \$	\$ 31.20	-	69	31.20
R \$2,812.00 48 12 25% \$\$ 7 ACTOR \$3,328.00 48 12 25% \$\$ \$\$ ACTOR \$3,328.00 48 12 25% \$\$ \$\$ \$2,736.00 48 12 25% \$\$ \$\$ \$\$ \$2,738.00 48 12 25% \$\$ \$\$ \$\$ \$\$ \$2,750.00 36 12 25% \$\$	4 PACESETTER BUFFER			12	33%		8% \$	\$ 43.13	-	\$	43.13
MAUTILUS EXTRACTOR \$3,928,00 48 12 25% \$ \$ \$ 6 HOSS 700 \$2,590,00 48 12 25% \$ \$ 6 12 25% \$ \$ 6 12 25% \$ \$ 6 12 25% \$ \$ 6 12 25% \$ \$ 6 1 25% \$ \$ 6 1 25% \$ \$ \$ 6 1 25% \$ \$ \$ 6 1 25% \$ \$ \$ \$ 6 1 25% \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5 SC351 SCRUBBER	\$2,812.00		12	25%		8% \$	\$ 56.24	-	69	56.24
HOSS 700 \$2,590.00 48 12 25% \$ CRB PRO 45 \$2,738.00 48 12 25% \$ \$ HIGH PRO 70 \$3,738.00 48 12 25% \$ \$ CLIPPE RD 0 \$3 \$12 25% \$ \$ \$ CLIPPE RD 0 \$4 12 25% \$ \$ \$ DOODLE SCRUB \$5 \$674.10 24 12 25% \$ \$ SQUARE SCRUB \$4,175.00 48 12 25% \$ \$ CODDLE SCRUB \$4,175.00 48 12 25% \$ \$ SQUARE SCRUB \$4,175.00 48 12 25% \$ \$ CODDLE SCRUB \$4,175.00 48 12 25% \$ \$ SQUARE SCRUB \$4,175.00 48 12 25% \$ \$ Interview \$ \$ 12 25% \$ \$ Interview \$ \$ 12 12 25% \$ Interview \$ \$ 12 12 12 10 Interview \$ \$ \$ 12 12	6 NAUTILUS EXTRACTOR	\$3,928.00		12	25%		8% \$	\$ 78.56	1	\$ 7	78.56
CRB PRO 45 \$2.738.00 48 12 25% \$ 6 HIGH PERFORMANCE FAN \$ 225.00 36 12 23% \$ 1 CLIPPERFORMANCE FAN \$ 225.00 36 12 23% \$ 1 CLIPPERFORMANCE FAN \$ 674.10 24 12 25% \$ 1 DODDLE SCUB \$ \$4,175.00 48 12 25% \$ 1 SQUARE SCRUB \$ \$4,175.00 48 12 25% \$ 1 Charle SCRUB \$ \$4,175.00 48 12 25% \$ 1 Charle SCRUB \$ \$ 12 12 25% \$ 1 1 Charle SCRUB \$ \$ 12 12 25% \$ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <t< td=""><td>7 HOSS 700</td><td>\$2,590.00</td><td></td><td>12</td><td>25%</td><td></td><td>8% \$</td><td>\$ 51.80</td><td>1</td><td>69</td><td>51.80</td></t<>	7 HOSS 700	\$2,590.00		12	25%		8% \$	\$ 51.80	1	69	51.80
HIGH PERFORMANCE FAN \$ 225.00 36 12 33% \$ CLIPPER DUO \$ 4.116.31 48 12 25% \$ 10 CLIPPER DUO \$ 674.10 24 12 25% \$ 10 DOODLE SCRUB \$ 674.10 24 12 25% \$ 10 SQUARE SCRUB \$ \$4,175.00 48 12 25% \$ 10 SQUARE SCRUB \$ \$4,175.00 48 12 25% \$ 10 SQUARE SCRUB \$ \$ 12 12 25% \$ 10 VICUARE SCRUB \$ 12	8 CRB PRO 45	\$2,738.00		12	25%		8% \$	\$ 54.76	1	\$	54.76
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DOODLE SCRUB \$ 674.10 24 12 50% \$ SQUARE SCRUB \$4,175.00 48 12 25% \$ 1 SQUARE SCRUB \$4,175.00 48 12 25% \$ 1 Image: Square SCRUB \$4,175.00 48 12 25% \$ 1 Image: Square SCRUB \$ \$ 12 12 1				12	25%		8% \$	\$ 82.33	1	\$	82.33
SQUARE SCRUB \$4,175,00 48 12 26% \$ A 12	1 DOODLE SCRUB			12	50%		8% \$		1	\$	26.96
	2 SQUARE SCRUB	\$4,175.00		12	25%		8% \$	\$ 83.50	-	\$	83.50
	3			12							
	4			12	Test whether						
	5			12	The second se						
	6			12				Martin C			
	7			12							
	8			12							
	6	1		12							
	0			12							
									Total	\$ 54	541.32

Areas in green are formula driven. Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation. Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use.

of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Oregon Department of Administrative Services **Project Costing Worksheet**

Pathway Enterprises Inc. City of Achimal Parts Dont Facility Floors 20-21 Direct Labor LABOR

	otal Ann	Labo	\$ 175.46 8.00	\$ 263.19 12.00	\$ 43.86 2.00	\$ 350.91 16.00	\$ 438.64 20.00	\$ 131.59 6.00	\$ 228.07 8.00	S - 0.00	S - 0.00	S - 0.00	S - 0.00	s - 0.00	s - 0.00	s - 0.00	s - 0.00	\$ - 0.00	s - 0.00	s - 0.00	s - 0.00	s - 0.00	00 0L 0L 100 1 4
3	Times	Per Yr.	2	2	2	2	2	2	2														
	Daily/Per	Item Labor	\$ 87.73	\$ 131.59	\$ 21.93	\$ 175.46	\$ 219.32			•				•			•	•	•				
	Other Benefits Daily/Per	SubTotal 5	\$ 17.42	\$ 26.13 \$	\$ 4.36 \$	\$ 34.84 \$	\$ 43.55 \$																
1	ts	Monthly \$																					
	Other	Benefits %	27.67%	27.67%	27.67%	27.67%	27.67%	27.67%	27 67%														
	Sub-	Total 4	\$ 0.89	5 1.34																			
	Unemploy-	ment %	1.42%	1 42% \$	1 42% \$	5 %27 1	1 47%	1 42%	\$ 70CV F	2.41.1													
	Sub-	Total 3	6 S 1.64								9 6	9 6											
	Workers	comp%	2.60% \$																				
	Sub-	Total 2	765 \$ 4.82	8 4	8 4 4				9 6				9 6		9 6	9 6	9 4			9 6	9 6	9 6	
	- FICA	t	00							0.0													
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1	-IV % Pro-	0																+					
ity Floors 20-2	rk Hourly			1.00 0 15.74	10.00 ÷ 10.14		0.00 0 10./4	10.00 \$ 15.74	3.00 \$ 13./4	4.00 \$ 20.40													
rks Dept. Facili	Work							-													+		
City of Ashland Parks Lept. Facility Floors 20-21	Worker	Description			Nature Carpet		Senior Cir Carpet	5 Senior Ctr Hard FL	Dak Knoll KK FL	Supervisor	80	5	10	11	12	13	14	61	0	11	8	19	20

Areas in green are formula driven.

Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item. Nork Hours =

subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity

27.67%

16.43% 1.64%

PTO + HOLIDAY LIFE + HEALTH INSURANCE 401 K

List "Other Benefits" Provided

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%)

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract. (e.g. Employee works 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this contract.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor

Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor. Indirect labor, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisors may spend 50% of his/her time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisors may spend 50% of his/her time in direct labor functions and the other 50% supervisors and the other S0% supervisors and the other S0% supervisor. in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The description of work or specifications in the contract, its the place to start. Once the component tasks are identified, the next step is to estimate the time that will be required to accomplish each task. Since this estimated time may be inner uses even a trecevile complete this the place to soft soft inter abore to contract, first break will be required to accomplish each task. Since this estimated time may be inner uses the means be inner ways being and unloading equipment, emptying trash are received to accomplish each task. Since this estimate the empty end to account the two suming, weeping, cleaning place tupor cost estimate. For somple, in a custodiat provide the the inner required to accomplish each task. Since this estimate the inner and be indexplote contract, first breach soft, each task. Since this estimate the inner expertence in a custodia contract, first breach the inner endance in a custodia guide that entresents into component tasks and place that contract, emptying tash the total number of hours per service. The figure is the required work hours" This number will say the same regardless of how many people are working. For example, in a required to tash component task. Then, compile those estimates into a figure that represents the total number of hours per service. That figure is the required work hours" this number of hours per service. The work hours is the required work hours" with a transfer the soft of the soft of

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "prevailing wage." Check the contract Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. Matching FICA Matching FICA

Workers' Comp at your cost

Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time, or per item, you can extend the time to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$50.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the service annual cost by 12 (in this case you get \$1733.33/month).

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Overhead Costs Pathway Enterpris City of Ashland Parks Dept. Facility Floors 20-21

Oregon Department of Administrative Services Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!

1. Enter Overhead as a Percent of Total Costs	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the
OR	figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
To identi of the er please in inflation entire or which ca deflate U	Int of Total Direct Labor Method: fy overhead costs, you need the financial records for your organization or division for the past year. Input all the costs trive entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; helude a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your ganization for the same period. These figures should be found on the year end payroll report. Do not include hours in be classified as management or administrative costs. (Including these costs into the direct labor hour total will the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor the contract into the total projected labor hours for the current year.

Total Annual Direct Labor Hours	
Input Total from Worksheet on Below Overhead per labor hour	\$ -
Time required to complete contract	72
Total Assigned Overhead	s -

WORK AREA:

Т

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,105,315.95 OVERHEAD % = 19%

		Total Annua	al Op	Total Annual Operations				
INDIRECT COSTS	OR	GANIZATION	DEP	ARTMENTAL				
Aanagement Salaries			\$	44,500.00				
lanagement Payroll Tax Expense			\$	11,440.95				
Aanagement Medical Insurance			\$	10,920.00				
lanagement Pension Plan Expense			\$	4,150.00				
Sales & Administrative Salaries	\$	415,594.00						
Sales & Administrative Payroll Tax Expense	\$	64,354.00						
Sales & Administrative Medical Insurance	\$	40,055.00						
Sales & Administrative Pension Plan Expense	\$	10,200.00						
Office Rent								
dvertising and Public Education	\$	14,855.00						
Background Checks & Urinalysis	\$	3,189.00						
Professional & Accounting / Audit Fees	\$	81,708.00						
raining & Worker Safety								
nsurance	\$	38,192.00						
elephone	\$	7,185.00						
Jtilities	\$	20,452.00						
Property Taxes/Licenses/Fees	\$	8,270.00						
Dues & Subscriptions								
Depreciation-office building	\$	15,061.00						
Depreciation-office equipment	\$	14,893.00		1				
Repairs & Maintenance-office	\$	22,744.00						
Cleaning and Maintenance	\$	21,346.00						
Office Equipment Rental	\$	7,886.00						
Office Supplies	\$	19,033.00						
Postage & Freight	\$	-						
Rehab	\$	25,023.00						
Aiscellaneous Expense Bad Debts	\$	12,999.00	_					
NTEREST EXPENSE	\$ \$	-						
MPLOYEE ACTIVITIES	\$	18,981.00 20,021.00						
UTO REPAIRS	\$ \$	15,807.00	_					
MANAGEMENT CONTRACT	- P	15,607.00	•	126 467 00				
OTAL INDIRECT COSTS	ŝ	897,848.00	\$	136,457.00 207,467.95				
	Ŷ	097,040.00	φ	207,407.95				
PI Factor from BLS (see link below)		3.15%		3,15%				
tp://www.bls.gov/ro9/mostregu.htm								
Total	\$			1,140,133.40				

DAS Form #12 J Revision 10-03

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises Inc. City of Ashland Parks Dept. Facility Floors 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile. The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations: (a) Transporting the individuals who will perform the service to the location where the service will be provided. (b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1	~			\$ -		\$ -
2				\$ -		\$ -
3				\$ -		\$ -
4				\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

	6.0%
--	------

parts Rustrooms/grashs

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS revised: 4/5/2011

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

	Pathway Enterprises, Inc.	
Project	City of Ashland Park Restroom & Trash Services	
		'
Executive D	irector Signature:	

Raw Materials	_	
Per Time Use - Supplies	(from supplies worksheet)	
Equipment, Tools & Subcontracting	(from small equipment worksheet) Subtotal 1	
Labor		p 13,104.37
Direct Labor	(from labor daily worksheet)	\$ 112,443.08
Overhead		
See Overhead Worksheet	4	\$ 31,825.67
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$-
	Total Before Margin	\$ 157,453.33
	_	
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 10,050.21
Margin Held in Reserve		¢ 10,050.21
	Total Bid Yearly	\$ 167,503.54
	Monthly	
N N	/ork Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Park Restroom & Trash Services Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

1 Handy Grabb 2		\$	Price 22.50	Per Month		Cost		
2 3 Uniform Shirt 4 50' Hose 5 Gasoline Fue 6 Pro Guard Ni 7 Scour Spong 8 Toilet Brush 9 Trigger Spray 10 Mop Head 11 Angler Broom 12 Cleaning Terr 13 Dust Pan 14 Easy Adapte 15 High Rise Du 16 Arsenal #5 R 17 Arsenal #5 R 18 Arsenal #6 V 19 20 21 Take Down F 22 Ziz-O Paste 23 24 24 25 25 Vehicle Leas 26 29 30 31 32 33 33 34 34 35 36 39 40 41		Ψ		0.5000	\$	11.250000	\$	Cost 135.00
3 Uniform Shirt 4 50' Hose 5 Gasoline Fue 6 Pro Guard Ni 7 Scour Spong 8 Toilet Brush 9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapter 5 High Rise Du 6	rts		22.00	0.0000	\$	11.250000	\$	100.00
4 50' Hose 5 Gasoline Fue 6 Pro Guard Ni 7 Scour Spong 8 Toilet Brush 9 Trigger Spray 10 Mop Head 11 Angler Broom 12 Cleaning Terr 13 Dust Pan 14 Easy Adapter 15 High Rise Du 16		\$	8.52	4.0000	\$	34.080000	\$	408.96
5 Gasoline Fue 6 Pro Guard Ni 7 Scour Spong 8 Toilet Brush 9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapter 5 High Rise Du 6		\$	35.00	0.2500	\$	8.750000	\$	105.00
6 Pro Guard Ni 7 Scour Spong 8 Toilet Brush 9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Ter 3 Dust Pan 4 Easy Adapted 5 High Rise Du 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9	el	\$	3.00	40.0000	\$	120.000000	\$	1,440.00
7 Scour Spong 8 Toilet Brush 9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapted 5 High Rise Dut 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9	Nitrile Gloves (1000)	\$	45.29	1.0000	\$	45.290000	\$	543.48
8 Toilet Brush 9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Ter 3 Dust Pan 4 Easy Adapted 5 High Rise Dut 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9		\$	38.30	0.2500	\$	9.575000	\$	114.90
9 Trigger Spray 0 Mop Head 1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapte 15 High Rise Du 16		\$	1.83	4.0000	\$	7.320000	\$	87.84
0 Mop Head 1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapte 5 High Rise Du 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9 20 20 2 21 Take Down F 22 Ziz-O Paste 23 2 24 Vehicle Leas 26 Vehicle Leas 27 2 28 2 29 33 34 33 35 33 36 38 37 38 38 39 41 42		\$	2.40	4.0000	\$	9.600000	\$	115.20
1 Angler Broom 2 Cleaning Terr 3 Dust Pan 4 Easy Adapte 5 High Rise Du 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9 20 20 2 21 Take Down F 22 Ziz-O Paste 23 2 24 2 25 Vehicle Leas 26 2 27 2 28 33 33 34 34 35 35 36 36 38 38 39 40 41 42 2		\$	9.35	2.0000	\$	18.700000	\$	224.40
2 Cleaning Terr 3 Dust Pan 4 Easy Adapter 5 High Rise Du 6		\$	5.90	1.0000	\$	5.900000	\$	70.80
3 Dust Pan 4 Easy Adapted 5 High Rise Du 6 7 7 Arsenal #5 R 8 Arsenal #6 V 9 9 20 20 21 Take Down F 22 Ziz-O Paste 23 23 24 24 25 Vehicle Leas 26 23 23 33 34 33 35 36 36 37 38 39 40 41 42 24		\$	0.49	60.0000	\$	29.250000	\$	351.00
14 Easy Adapte 15 High Rise Du 16	ing cloth reag	\$	2.65	0.5000	\$	1.325000	\$	15.90
15 High Rise Du 16	orboso	\$	22.08	0.2500	\$	5.520000	\$	66.24
16	Justor	·\$	9.32	1.0000	\$	9.320000	\$	111.84
7 Arsenal #5 R 8 Arsenal #6 V 9	uster	φ	9.52	1.0000	\$	9.320000	ф \$	111.04
18 Arsenal #6 V 19	Restroom Cleaner	\$	0.67	60.0000	\$	40.200000	\$	482.40
19 20 21 Take Down F 22 Ziz-O Paste 23 24 25 Vehicle Leas 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42		\$	0.95	60.0000	\$	57.000000	\$	684.00
20 21 Take Down F 22 Ziz-O Paste 23 24 25 Vehicle Leas 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	Vindicator	Ψ	0.00	00.0000	\$	-	\$	-
21 Take Down F 22 Ziz-O Paste 23		· ·			\$	-	\$	
22 Ziz-O Paste 23 24 25 Vehicle Leas 26 27 28 29 30 31 33 32 33 34 35 36 37 38 39 40 41 42	Fresh and Clean	\$	20.53	2.0000	\$	41.060000	\$	492.72
23 24 25 Vehicle Leas 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42		\$	5.94	2.0000	\$	11.880000	\$	142.56
24 25 Vehicle Leas 26	·	Ψ	0.04	2.0000	\$	-	\$	-
25 Vehicle Leas 26					\$		э \$	
226 227 228 229 300 311 322 333 34 355 366 377 388 399 440 441 442		\$	567.00	1.0000	\$	567.000000	9 \$	6,804.00
27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	5C	φ	507.00	1.0000	\$		9 \$	0,004.00
228 229 30 31 32 33 34 35 36 37 38 39 40 41 42					\$		э \$	
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30 31 32 33 34 35 36 37 38 39 40 41 42					\$	-	φ \$	
31 32 33 34 35 36 37 38 39 40 41 42	· · · · ·				\$		φ \$	
32 33 34 35 36 37 38 39 40 41 42					\$		\$	1.1.2.
33 34 35 36 37 38 39 40 41 42		-			\$		\$	
34 35 36 37 38 39 40 41 41		-			\$		\$	
335 336 337 338 339 40 41 42					\$		\$	
36 37 38 39 40 41 42					\$		\$	
37 38 39 40 41 42					\$		\$	
38 39 40 41 42					\$	17.1	\$	
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40 41 42					\$		\$	
41 42					\$		\$	
12					\$		\$	
					\$	-	\$	
					\$		\$	
14		+			ф \$	-	\$	-
45		+			э \$		\$	
46		+			э \$	-	\$	
47		+			э \$	-	\$	
18		-			э \$		\$	
		-) -			\$ \$	-	\$	
19								<u> </u>
50				Total	\$	- 1,033.020000	\$	- 12,396.24

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month.

Annual Cost = Annual cost is computed by monthly cost times 12 months.

Equipment, Tools & Subcontractors Pathway Enterprises, Inc. **RAW MATERIALS**

The following Equipment & Tools are examples which may be required to do the job:

Carpet extractors Auto scrubbers Mop buckets and presses Burnishing/Floor machines Blind cleaning machines Sweepers If any of this equipment is used on more than one project, be sure to include only that portion of the cost associated with this project.

Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

Project Costing Worksheet Oregon Department of Administrative Services

			•	•	•	•	•	۰ جه	•	•	•	۰ دی	1 69	
CTORS	3	Times per Year												
SUBCONTRACTORS	Cost per	Time												
		Description												

Equipment Description	Unit Price	Useful life of Asset	Contract life	Depreciation Percentage	Units Cost Per Year	Project % Use	Project Unit Cost	# of Units	Annual Cost	
Cordless Backpack	\$ 1,215.00	36	12	33%		100%	\$ 405.00	1	69	405.00
2 Pressure Washer		36	12	33% \$	\$ 383.33	100% \$:	\$ 383.33	+		383.33
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Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs

Projected Unit Cost = Calculated with this project. (note: 100% would be an item used only for this contract.) # of Unit Cost = Calculated by multiplying the unit cost per year times the project use. # of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Work Area

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

LABOR Direct Labor Pathway Enter City of Ashland

^{athway} Enterprises, Inc.	Inc.		
City of Ashland Park Restroom & Trash Scrvices	sstroom & Trash	1 Services	
Worker	Work	Hourly	% Pro-
Description	Hours	Rate	ductivity
anitor Summer	14.00	14.00 \$ 15.74	100%
Supervisor	6.00	6.00 \$ 20.46	100%

ork Hourly % Pro- Sut urs Rate ductivity Tota 14.00 \$ 15.74 100% \$ 220 6.00 \$ 20.46 100% \$ 122
\$
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Areas in green are formula driven.

Work Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item.

5.76 3.84 1.64 18.2

Health Ins.

Holiday 401 K

PTO

List "Other Benefits" Provided

subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %.

Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5

Times per year multiplied by daily/per item labor Times Per Year = This is the days or shifts worked per year Annual Total Labor =

Annual Labor Hours = Work hours multiplied by times per year

Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated Other Benefits Mo. \$= time to this contract. (e.g, Employee works 50% of their time on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

For purposes of ossing a project, it's important to distinguish between direct and indirect labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specified provident is the sourcest requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may specificat and 50% of hish retime in direct labor functions and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the project or organization. For the indirect labor profine of Overhead.

Drect labor is best expressed as 'work hours'. That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break it down into its component tasks. The descention of work or project into most or the most of the most step is the outpact of the most step is to estimate the time that will be required to complete the startmate. The descends, the times on the outpact is the place to start and concert labor cost estimate. For example, in a custodial contract, first breakdown the work requirements as, loading and unleading eurphorent. emphyting trask in a custodial contract, first breakdown the write will be required to component tasks such as. Jacording and unleading eurphorent. emphyting trask are to even according to a track synchronent task such as, loading and unleading eurphorent. Emphyting trask are to a transmost contract, first breakdown the write entitients into component tasks such as. Jacording and unleading eurphorent. Emphyting trask are to a transmost, component task such as. Jacording and unleading eurphorent. Emphyting trask are task and an an entit of the task stop as task are taken and the advertise the entitient of the most stop and the advertise entitient entitient and the advertise at the advertise the entitient of the advertise the entitient of the advertise the entitient entitient of the advertises into a figure that represents the task and advertises into a figure that represents and task. Then, complet these estimates from advective to entitient of the advectises the entitient of the advective task and task. Then, complet task advective task advective task and task and the advective task advecting the task advecting task advective

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay wage. "Check the contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Including those on which you pay workers sub-minimum wages based on productivity, require you to pay ware." The sub-minimum wages based on productivity, require you to pay workers sub-minimum wages based on productivity, require you to pay workers contract! Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. Wares' context the contract Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. "Check the contract Also, be sure to add the appropriate "Other Payroll Expense" (OPE) for your organization onto the wage. Context for a pay workers sub-minimum wages based on productivity, require you to pay workers' corner at the context and the appropriate "Other Payroll Expense" (OPE) for your organization (e.g., medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the amual requirement. On a service contract multiply the daily cost by the number of dars per year that you will provide the service. For example, a service as the four cost of \$50,00 per time, required 5 days per week and 52 weeks per year, would give you an amual direct labor cost of \$20,800,00 per year, \$60,00 per year, \$60,00

OVERHEAD
Overhead Cost

Pathway Enterpris City of Ashland Park Restroom & Trash Services

Oregon Department of Administrative Services Project Costing Worksheet

There are many different ways organizations allocate overhead internally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). In the space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead amount is (whether as a percent or exact amount)

Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a 1. Enter Overhead as a Percent of Total Costs 19.00% **Dollar-Figure Sum Method:** OR You can enter the dollar amount you are allocating to overhead in the box if you ar confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs. 2. Enter Allocated Overhead as a Dollar-Figure Sum Percent of Total Direct Labor Method: Percent of Total Direct Labor Method: To identify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs of the entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; please include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for inflation or to conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your entire organization for the same period. These figures should be found on the year end payroll report. Do not include hours which can be classified as management or administrative costs. (Including these costs into the direct labor hour total will deflate the actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor hours for the contract into the total projected labor hours for the current year. OR 3. Overhead as a Percent of Total Direct Labor Hours

Total Annual Direct Labor Hours		
Input Total from Worksheet on Below Overhead per labor hour	\$ -	
Time required to complete contract	4,96	ç
Total Assigned Overhead	\$ -	

Management Salaries Ontowner Herein Management Payroll Tax Expense	Worksh	eet	
INDIRECT COSTS ORGANIZATION DEPARTMENTAL Management Salaries		Total Annua	al Operations
Management Payroll Tax Expense	INDIRECT COSTS		DEPARTMENTAL
Management Medical Insurance	Management Salaries		
Management Pension Plan Expense	Management Payroll Tax Expense		
Sales & Administrative Salarie's	Management Medical Insurance		
Sales & Administrative Payroll Tax Expense	Management Pension Plan Expense		
Sales & Administrative Medical Insurance	Sales & Administrative Salaries		
Sales & Administrative Pension Plan Expense	Sales & Administrative Payroll Tax Expense		
Office Rent	Sales & Administrative Medical Insurance	37	
Advertising and Public Education	Sales & Administrative Pension Plan Expense		
Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Uilities Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office equipment Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental Office Supplies Office Supplies Costage & Freight Rehab Miscellaneous Expense Bad Debts Other: * Ot	Office Rent		
Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Uililities Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office equipment Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental Office Supplies Cleaning and Maintenance Office Cleaning and Cleaning Clea	Advertising and Public Education		
Training & Worker Safety	Background Checks & Urinalysis		
Insurance Telephone Teleph	Professional & Accounting / Audit Fees		
Telephone	Training & Worker Safety		
Utilities	Insurance		
Property Taxes/Licenses/Fees	Telephone		
Dues & Subscriptions	Utilities		
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CPI Factor 1.40% 1.40%	TOTAL INDIRECT COSTS	\$ -	\$ -
	CPI Factor	1.40%	1.40%
Total \$ -			

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Park Restroom & Trash Services

The State of Oregon reimburses employee use of their own vehicles on State business by the mile . The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations:

(a) Transporting the individuals who will perform the service to the location where the service will be provided. (b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

		Miles Per	Rate Per	Daily	Services per	Annu	
	Delivery Description	Service	Mile	Cost	Year	Trans (Cost
1				\$ -		\$	-
2				\$ -		\$	-
3				\$ -	~	\$	-
4				\$ -		\$	-
5				\$ -		\$	-
6				\$ -		\$	-
7			*	\$ -		\$	-
8				\$ -		\$	-
9				\$ -		\$	-
10				\$ -		\$	-
	4			\$ -		\$	-

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

6.0%

Work Area						
1				÷		

Station #1

Costing Workbook For Janitorial & Grounds Maintenance Contracts Under the Qualified Rehabilitation Facilities Program





Oregon State Department of Administrative Services Procurement, Fleet, and Surplus Services 1225 Ferry Street SE, U140 Salem, Oregon 97301 (503) 378-4642

SUMMARY OF ANNUAL COSTS 07302007

Oregon Department of Administrative Services Project Costing Worksheet

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF NamePathway Enterprises, Inc.ProjectAshland Fire Department 20-21

Executive Director Signature:

Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 158.16
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 53.28
	Subtotal 1	\$ 211.44
Labor		
Direct Labor	(from labor daily worksheet)	\$ 4,932.52
Overhead		
See Overhead Worksheet		\$ 1,253.02
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ -
	Total Before Margin	\$ 6,396.98
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 197.84
	Total Bid Yearly	\$ 6,594.83
	Monthly	

RAW MATERIALS

Ashland Fire Department 20-21 Raw Materials:

Raw Materials: This category is often spelled out in the Request for Offer (RFO). Language such as "Items to be provided by Contractor" will usually reflect Supplies or Raw Materials. In the case of a Service Contract this will likely include not only supplies required to perform the service each month, but also Equipment & Tools. In the case of a commodity contract the Raw Materials will be figured on a Per Item Manufactured basis.

A custodial contract, for example, may require the following for month - Supplies:

Paper products and soap Cleaning chemicals or products Spray bottles

Broom and dustpan Floor Wax Scrub brushes or scouring pads

Per Use/Per Item Manufactured - Supplies

1 SCRUBBING SPONGES \$ 1.36 0.5000 \$ 0.81 \$ 9.75 2 A - \$ - \$ - \$ - 4 - \$ - \$ - \$ - \$ - 5 - \$ -	ltem	~	Unit Price	Units Needed Per Month	onthly Cost		nnual Cost
3	1 SCRUBBING SPONGES	\$	1.36	0.5000	\$ 0.68	\$	8.16
4 5 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 7 UTILITY BRUSH \$ 2.74 0.0833 \$ 0.23 \$ 2.74 ANGLER BROOM \$ 6.27 0.0833 \$ 0.23 \$ 2.74 TUTILTY BRUSH \$ 4.35 0.0833 \$ 0.43 \$ 4.35 10 VINYL GLOVES LARGE \$ 9.80 0.0667 \$ 1.65 \$ 19.76 11 LAMESWOOL DUSTER \$ 9.90 0.0833 \$ 0.43 \$ 19.96 12 DLSTPAN \$ 2.52 0.0833 \$ 1.63 \$ 19.56 13 GLASS CLEANER \$ 19.60 0.0833 \$ 1.63 \$ 19.60 14 MOP HANDLE \$ 6.29 0.0833 0.623 \$ 6.29	2 BARKEEPERS FRIEND LIQUID	\$	3.25	0.2500	\$ 0.81	\$	9.75
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18 MOP HANDLE \$ 6.29 0.0833 \$ 0.52 \$ 6.29 10 LARGE MOP HEADS \$ 5.20 0.1667 \$ 0.87 \$ 10.40 20 - \$ - \$ - \$ - \$ - 21 - \$ - \$ - \$ - \$ - 22 - - \$ -	16 RESTROOM CLEANER		19.60	0.0833	\$ 1.63	\$	19.60
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20 \$ \$ \$ \$ - \$ - 21	18 MOP HANDLE	\$	6.29	0.0833	\$ 0.52	\$	6.29
21 \$ \$ \$ \$ - \$ - 22	19 LARGE MOP HEADS	\$	5.20	0.1667	\$ 0.87	\$	10.40
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31 $$$ <td< td=""><td>29</td><td></td><td></td><td></td><td>\$ -</td><td>\$</td><td>-</td></td<>	29				\$ -	\$	-
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					-		
		I		Total	\$ 13.18	\$	158.16

Areas in green are formula driven.

Monthly Cost = Monthly cost is computed by multiplying the total unit cost by the units needed per month. Annual Cost = Annual cost is computed by monthly cost times 12 months. Oregon Department of Administrative Services Project Costing Worksheet

Times per Year

Equipment, Tools & Subcontractors Ashland Fire Department 20-21 Pathway Enterprises, Inc. RAW MATERIALS

The following Equipment & Tools are examples which may be required to do the job:

Burnishing/Floor machines Blind cleaning machines

Mop buckets and presses Carpet extractors Auto scrubbers

Sweepers

If any of this equipment is used on more than one project, he sure to include only that portion of the cost associated w Do not include any vehicle or transportation costs in this schedule. Note: Any asset purchased with grant money is not eligible for depreciation, however, the cost to maintain the asset is an allowable expense and should be listed.

	Description	Cost per Time	Үеа
100 million 100			
with this project.			

	_	ŝ	_	_		_	_	_	_	_			_	_	_	_	_		_	_	_	_
Annual	Cost				\$ 27.04	\$ 26.24		Property of the second second														\$ 53.28
# of	Units				1	1																Total
Project	Unit Cost				\$ 27.04	\$ 26.24										and the second second						
Project	% Use	X			100%	10%																
Units Cost	Per Year	The second second			27.04	262.41		Contraction of the		all and a state of the							N TANKIN AN			Cherry Strength		
Depreciation	Percentage				50% \$	50% \$									Course Science		The second second					
Contract	life	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	
Useful life	of Asset				24	24																
Unit	Price				54.08	4,										~						
Equipment	Description		5		I MOP BUCKETS AND PRESSES		9	2	8	6	10	1	12	13	14	15	16	17	18	19	20	

Areas in green are formula driven. Useful Life of Assets = What is the estimated useful life of the equipment in months

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life.

Unit Cost Per Year = Computed by multiplying the total unit cost by the depreciation.

Projected % Use = Enter project use percentage. If any of the equipment is used on more than one project, be sure to include only that portion of the costs associated with this project. (note: 100% would be an item used only for this contract.)

Projected Unit Cost = Calculated by multiplying the unit cost per year times the project use. # of Units = Multiply by units needed to complete the contract/service.

Annual Cost = Computed by project unit cost times the number of units.

Oregon Department of Administrative Services Project Costing Worksheet

Direct Labor LABOR

Pathway Enterprises, Inc. Ashland Firc Department 20-21

Annual Hours	Labor	130.00	52.00	26.00	13.00	3.00	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	224.00
Annual/Total	Labor	2,851.18	1,140.47	570.24	285.12	85.53	-				-				····	· · · · · · · · · · · · · · · · · · ·						4,932.52
Times	Per Yr.	260 \$	104 \$	52 \$	52 \$	12 \$	S	S	69	69	\$	\$	S	69	S	S	S	\$	\$	69	69	Total \$
Daily/Per	Item Labor	\$ 10.97	\$ 10.97	\$ 10.97	\$ 5.48	\$ 7.13	•	- \$	•	•	• \$	•	•	•		•	• •	• \$	- \$	•	•	\$ 45.51
ier Benefits	SubTotal 5	2.18 \$	2.18	2.18	1.09	1.42	-	-			-	-					-	-	-	-		Total
Other Benefits Other Benefits Daily/Per	Monthly \$ S	S	S	S	S	\$	S	S	S	S	S	s	\$	S	S	S	S	s	S	S	5	
Other	Benefits %	27.67%	27.67%	27.67%	27.67%	27.67%																
Sub-	Total 4	0.11	6 0.11	5 0.11	0.06	\$ 0.07		•	•	•	•	•	•			•	•		•	•	•	
Unemploy-	ment %	1.42% \$	1.42% \$	1.42% \$	1.42% \$	1.42% \$	0,		0,		0,	07	0,			0,		07			0,	
Sub-	Total 3	\$ 0.20	\$ 0.20	\$ 0.20	\$ 0.10	\$ 0.13	9	•	•	•	, 9	, ч	۰ ب	, 9	•	, 9	, 9	•	•	, 9	۰ ب	
Workers	comp%	2.60% \$	2.60% \$	2.60% \$	2.60% \$	2.60% \$					•											
Sub-	Total 2	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.30	\$ 0.39	•	•	•	•	•	•		•	•	•	•	•	• •	•	. 8	
FICA		0.0765	0.0765	0.0765	0.0765	0.0765																
Sub-	Total 1	100% \$ 7.87	100% \$ 7.87	\$ 7.87	\$ 3.94	\$ 5.12	•	•	, 9	•	1 69	۰ ب	•	"	•	•	1 69	9	9	, 9	•	
% Pro-	ductivity	100%	100%	100% \$	100% \$	100% \$														1		
Hourly	Rate	0.50 \$ 15.74	0.50 \$ 15.74	0.50 \$ 15.74	0.25 \$ 15.74	0.25 \$ 20.46																
Work	Hours	0.50	0.50	0.50	0.25	0.25																
Worker	Description	1 Main Restrooms	2 Vacuuming	3 Lobby	4 Training Room	5 Supervision	9	7	8	o	10	11	12	13	14	15	16	17	18	19	20	

Areas in green are formula driven.

Work Hours = Breakdown total "work hours" (see Overview) into hours or partial hours required per time or per item.

subtotal 1 = Computed by multiplying hours in work hours by hourly rate (prevailing wage if required) and then multiply by % productivity.

Subtotal 2 = Computed by multiplying subtotal 1 by FICA % (as of July 2002 7.65%).

27.67%

16.43% 1.64%

LIFE + HEALTH INSURANCE 401 K

PTO + HOLIDAY

List "Other Benefits" Provided Y 9.60%

Subtotal 3 = Computed by multiplying subtotal 1 by your organization's Workers Comp %.

Subtotal 4 = Computed by multiplying subtotal 1 by your organization's Unemployment Insurance %. Other Benefits % = Input in this column if you calculate Other Benefits by a percentage.

Other Benefits Mo. 5 = Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust amount to reflect this employees' allocated time to this contract. (e.g, Employee works 50% of their time

on this contract, and 50% of their time on a different contract. If their monthly benefit is \$100, then only \$50 would be allocated to this column.

Subtotal 5 = This column may be a combination of both Other Benefits % and Other Benefits Monthly \$.

Daily Per Item Labor = The sum of subtotals 1,2,3, 4, and 5 Times Per Year = This is the days or shifts worked per year

Annual Total Labor = Times per year multiplied by daily/per item labor Annual Labor Hours = Work hours multiplied by times per year

For purposes of costing a project, it's important to distinguish between direct labor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specifically identifiable as a part of the contract requirements. It should be noted that working supervision, administration in direct labor functions. The percentage at 90% of higher transmiss are provided as a part of the contract requirements. It should be noted that working supervision approximate of their time in direct labor functions. The percentage may speed 50% of higher time in direct labor functions and the other 50%, as well as any other supervision, sorts, in the indirect labor portion of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to complete a task or project. The first and perhaps most critical step is to identify the work and break if down into its component tasks. The description of the may be in minutes or expressed as "work hours". That is, the total number of hours that will be required to component tasks are identified, the marks the immerized in minutes or even seconds, the times must be inframed the intervent or accomplete and tasks. Since that here may be in minutes or even seconds, the times must be inframed to the may be inframed to infrate the trans that will be required to accomplete and the second task. Since that mere yeah mere and the mark be in minutes or even seconds, the times must be infrated that a Peri-time or Peri-time or Peri-time or Peri-time or Peri-time or Peri-time or the minutes or the total number of non-task. Then, tasks such as, loading and unloading equipment, emphying trash and recycle containers, weaking floors, etc. (be sure to account for fine extimate the inter required for each component task. Then, complet that the transmost and recycle containers, weaking floors, etc. (be sure to account for immers the immer event merice and the extinue of the that number of hours. Then, complet the transmost and the total number of hours end to active that the set (26-50-4, 47-50) work hours. This number will say the same regardless of how many people are working. For example, 8 "Work hours" and be actived to active task. Then, complet be the active task and the total number of hours are tagented. The same regardles of the will at 50% productivity for the same regardles of the working of 2 for (26-50-4, 42-50).

Once you know the total work hours per service or per item, it's simply a matter of assigning the appropriate wage to the hours. Some contracts, including those on which you pay workers sub-minimum wages based on productivity, require you to pay a "previne wage." Check the contract! Also, be sure to add the appropriate "Cher Payroll Expense" (OPE) for your organization onto the wage.

Workers' Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the direct labor cost per time or per item, you can extend the time frame to come up with the annual requirement. On a service contract multiply the daily cost by the number of days per year that you will provide the service. For example, a service with direct labor cost of \$60.00 per time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year time, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,800.00 per year. (80 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the annual cost by 12 (in this case you get \$1733.33/month).

DAS Form #12 J Revision 10-03

OVERHEAD Overhead Costs Pathway Enterpris Ashland Fire Department 20-21	Oregon Department of Administrative Services Project Costing Worksheet
In the space provided below, indicate how your organization allocates over	nally (e.g., Percent of total costs, dollar figure sum, as a percent of direct labor, etc). head to this particular contract, what items go into your overhead, and what that overhead er as a percent or exact amount)
FILL IN ONLY ONE OF THE THREE METHODS DETAIL	ED BELOW!
1. Enter Overhead as a Percent of Total Costs 19.00%	Percent of Total Cost Method: For every dollar spent producing a final product, or providing a service, a certain percentage of that dollar is required for overhead. To calculate the overhead percentage, it is best to have financial records for your organization that go back a year or more. Add together the expenditures that make up the overhead cost (see worksheet below). Now add this figure to the Raw materials, Direct labor and Delivery for a total cost. Divide the figure for overhead by the figure for total costs. The result is a percent that represents overhead as a percentage of the total cost. If financial records are not available estimate the overhead expenses as best you can, estimate other costs as best you can, and use the same formula to get a percentage.
2. Enter Allocated Overhead as a Dollar-Figure Sum OR	Dollar-Figure Sum Method: You can enter the dollar amount you are allocating to overhead in the box if you are confident that you can allocate overhead items to this particular project. You can use the Worksheet as a tool (if needed) to identify your costs.
To ide of the please inflatio entire which deflate	cent of Total Direct Labor Method: nify overhead costs, you need the financial records for your organization or division for the past year. Input all the costs entire entity as detailed below. Line items which are not detailed below should be input into the cells marked "other"; include a description. What you are trying to determine is a percentage, therefore, do not gross up the expenses for no rto conform to the current year budget. Next, input into the cell below the total direct labor hours paid out by your organization for the same period. These figures should be found on the year end payroll report. Do not include hours can be classified as management or administrative costs. (Including these costs into the direct labor hour total will be actual costs.) The worksheet will compute the overhead as a line item cost by dividing the total projected labor for the contract into the total projected labor hours for the current year.
	Total Annual Direct Labor Hours

Worksh	eet			
		Total Annua	al Op	erations
INDIRECT COSTS		GANIZATION		ARTMENTAL
Management Salaries			\$	44,500.00
Management Payroll Tax Expense	-		\$	11,440.95
Management Medical Insurance	-		ŝ	10,920.00
Management Pension Plan Expense			S	4,150.00
Sales & Administrative Salaries	\$	415,594.00		
Sales & Administrative Payroll Tax Expense	\$	64,354.00		
Sales & Administrative Medical Insurance	\$	40,055.00		
Sales & Administrative Pension Plan Expense	S	10,200,00		
Office Rent	<u> </u>			
Advertising and Public Education	\$	14,855.00		
Background Checks & Urinalysis	\$	3,189.00		
Professional & Accounting / Audit Fees	\$	81,708.00		
Training & Worker Safety				
Insurance	\$	38,192.00		
Telephone	\$	7,185.00		
Utilities	\$	20,452.00		
Property Taxes/Licenses/Fees	\$	8,270.00		
Dues & Subscriptions	<u> </u>			
Depreciation-office building	\$	15,061.00		
Depreciation-office equipment	\$	14,893,00		
Repairs & Maintenance-office	\$	22,744.00		
Cleaning and Maintenance	\$	21,346.00		
Office Equipment Rental	\$	7,886.00		
Office Supplies	\$	19,033.00		
Postage & Freight	\$	-		
Rehab	\$	25,023.00		
Miscellaneous Expense	\$	12,999.00		
Bad Debts	\$	-	1040	
INTEREST EXPENSE	\$	18,981.00		
EMPLOYEE ACTIVITIES	\$	20,021.00		
AUTO REPAIRS	\$	15,807.00		
MANAGEMENT CONTRACT			\$	136,457.00
TOTAL INDIRECT COSTS	\$	897,848.00	\$	207,467.95
CPI Factor from BLS (see link below)		3,15%		3.15%
http://www.bls.gov/ro9/mostregu.htm		0.1070		0.107
Total	\$			1,140,133.40
	Ŧ			.,,

WORK AREA:

٦

Use the area below to show how you arrived at the final figure that you show as your total Overhead

AGENCY REVENUES = 5,675,312 AGENCY INDIRECT EXPENSES = 1,120,789.41 OVERHEAD % = 19%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. Ashland Fire Department 20-21

The State of Oregon reimburses employee use of their own vehicles on State business by the mile. The amount reimbursed per mile is based on a federal guideline which can be retrieved by following the link below to the GSA web site. This standard reimbursement is the standard for QRF cost calculation. Gas, oil, vehicle maintenance and repair are considered part of Delivery costs. The labor required (the driver and the workers if they are on the clock), should be captured in the Direct Labor worksheet. Vehicle costs may only be captured in the "Equipment, Tools & Subcontracts" spreadsheet or "Trans & Reserve" spreadsheet within this workbook. It is not permissable to capture costs in both spreadsheets.

It is permisible to use this spreadsheet to capture vehicle costs for the following situations:

(a) Transporting the individuals who will perform the service to the location where the service will be provided. (b) Services dependent on vehicle in the provision of that service.

GSA - Privately Owned Vehicle (POV) Mileage Reimbursement Rates

Services Contract

ſ	Delivery Description	Miles Per Service	Rate Per Mile	Daily Cost	Services per Year	Annual Trans Cost
1			1	\$ -	· .	\$ -
2	÷			\$ -		\$ -
3		J.		\$ -		\$ -
4			<i>2</i> .	\$ -		\$ -
				\$ -		\$ -

Margin

The law allows a "margin held in reserve". The margin % can vary depending on the product or service being offered and organizational, contractual and market variables specific to the project. Some research will likely be required to come up with a percentage that not only allows for inventory and equipment replacement, but is in alignment with industry standards and fair market value. Any percentage higher than six percent (6%) will have to be justified to DAS.

Enter as a % of total cost of contract

2 00/
5.070