

Agenda Item	Contract for Janitorial Services to Pc Formerly QRF Program)	ithway Enterprises, Inc. (OregonForward -
From	Michael Morrison Ralph Sartain Rachel Dials	Operations Deputy Director Fire Chief Interim Parks Director
Contact	ralph.sartain@ashland.or.us 54	1-552-2325 11-552-2229 11-552-2260
Item Type	Requested by Council 🗌 Update 🛛	\Box Request for Approval \boxtimes Presentation \Box

SUMMARY

This request is seeking approval to award a public contract to **Pathway Enterprises, Inc.** to provide **janitorial services** for **City Facilities, Fire Station #1, Parks Recreation Facilities,** and **Parks Restrooms and Trash Services**. Pathway Enterprises, Inc. is a local qualified Oregon Forward Program contractor that is qualified to provide janitorial services for the City of Ashland. The Oregon Forward Program was formerly known as the Qualified Rehabilitation Facility (QRF) Program. The term for the new contract for Janitorial Services will begin on July 1, 2023, and end June 30, 2024.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

The following information, along with guidelines, procurement contractor lists and laws governing the Oregon Forward Program can be found online at:

https://www.oregon.gov/das/Procurement/Pages/OregonForward.aspx

The Oregon Forward Program, formerly known as the QRF Program, fulfills a state law supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified nonprofit contractors, a uniquely skilled and diverse workforce is trained and employed to provide goods and services procured by state and local government agencies.

Oregon Forward is a state-run purchasing program promoting meaningful job opportunities for adults living with disabilities. Oregon's Department of Administrative Services (DAS) oversees a network of qualified nonprofit providers, Oregon Forward Contractors or OFCs, that fulfill a variety of public agency product and service needs across the state. The Oregon Forward program supports productive lives and helps create bright futures by fulfilling the needs of state and local government agencies.

ORS 279.850 Procurement of product or service; agreements for procurement; exceptions; preferences. (1)(a) Except as provided in paragraph (b) of this subsection and subject to paragraph (c) of this subsection, a public agency that intends to procure a product or service on the procurement list that the Oregon Department of Administrative Services established under ORS 279.845 shall, in accordance with the department's rules, procure the product or service at the price the department establishes from a qualified nonprofit agency for individuals with disabilities, provided that the product or service is of the appropriate specifications and is available within the period the public agency requires.





FISCAL IMPACTS

Funds are budgeted each fiscal year for janitorial services.

Janitorial Services	FY 2024
COA Living Wage	\$18.12
City Facilities	\$185,453.52
Fire Station #1	8,732.66
Parks Recreation Facilities	30,517.32
Parks Restrooms and Trash Services	222,526.27
Tota	l Amount \$447,229.77

DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

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

REFERENCES & ATTACHMENTS

Costing Workbooks

- City Facilities
- Fire Station #1
- Parks Recreation Facilities
- Parks Restrooms and Trash Services





Communication

Teamwork

Professionalism

Office: (541) 973-2728

Opportunity

Fax: (541) 973-2729

Property Service License #40205

CCB License #218417

April 26, 2023

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

Dear Mr. Hoadley,

Pathway Enterprises is requesting a pricing adjustment for the 23-24 contract period. The reason for the changes are as follows:

- Incorporation of the updated Living Wage for the City of Ashland at \$18.12 per hour. Supervisory wages were calculated at 1.3 times that of a worker. This resulted in a supervisory rate of \$24.10 per hour.
- Updates for supply expenses, fringe expenses, and agency overhead.

In total we are requesting \$185,453.52 annually for cleaning services.

The monthly breakdown of costs is as follows:

Annual 2023 - 2024 🥚	Monthly Rates	# Weekly Services
City Hall	2,106.86	5
Community Development	2,808.21	3 Full, 2 Partial
Municipal Courts	1,738.06	3 Full, 2 Partial
Police Dept	4,009.83	7
Service Center	2,258.03	4
Street Shop	877.25	3
Floor Services	1,462.45	Twice Annual
Total	\$15,260.69	



Communication

Teamwork

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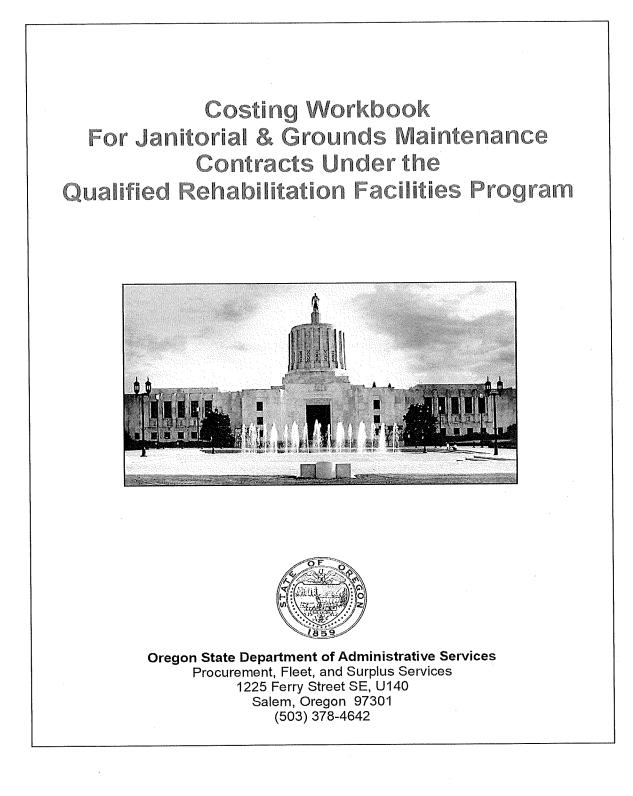
Opportunity

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

Sincerely,

Flichard Simson

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



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.

QRF Name	Pathway Enterprises, Inc.	
Project	City of Ashland Facility Floors 23-24	

Executive Director Signature:

Raw Materials Per Time Use - Supplies	(from supplies worksheet)	\$ 2,514.97
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 862.04
Labor		Subtotal 1 \$ 3,377.01
Direct Labor	(from labor daily worksheet)	\$ \$ Address 5 and 9,844.66
Overhead See Overhead Worksheet		\$ 3,274.71
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ Provident between all a strategy and
_	Total Be	fore Margin \$ 16,496.38
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,052.96
	Tota	Il Bid Yearly \$ 17,549.34 Monthly \$ 1,462.45
	Work Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Facility Floors 23-24 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

Item	I	Unit	Units Needed Per Month		Monthly Cost		Annual Cost
		Price	Per Month	•	COSL	•	COSL
1 Arsenal #10 Top Clean	\$	1.02		\$	andra a shekara a shekara a shekara A shekara a shekara shekara shekara	\$	
2 Arsenal #2 Window Clean	\$	0.91		\$		\$	· · · · · · · · · · · · · · · · · · ·
3 Arsenal #5 Restroom Cleaner	\$	1.32		\$		\$	
4 Arsenal #6 Vindicator	\$	0.86		\$		\$	
5 Barkeepers Friend Liquid	\$	5.92		\$	an dhe - Charles an An Ang ang Ang Ang Ang Ang	\$	and the second state of the second
6 Barkeepers Friend Stainless Steel Polish	\$	5.92		\$		\$	angene verseret – an orderet det state
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$		\$	가가 있는 것 같아 가지 않는 것. [1] : : : : : : : : : : : : : : : : : : :
8 Wenco Aero Glass Cleaner	\$	3.45		\$	and the state of the	\$	
9 Ziz-O Paste	\$	5.82		\$		\$	Andres and States Andres and States
0 Angler Broom	\$	5.90		\$		\$	
1 Cleaning Terry Cloth Rag	\$	0.49		\$		\$	22122222222222222222222222222222222222
2 Dust Mop 36" Frame	\$	10.48		\$		\$	· · · · · · · · · · · · · · · · · · ·
3 Dust Mop Handle	\$	8.29		\$	and said <mark>e</mark> y bhaileadh 	\$	14 8 8 1 1 2 3 2 4 3 1 2 3 1
4 Dust Mop Head 36"	\$	16.47		\$		\$	
5 Dust Pan	\$	9.60		\$	alah keci - dahabah jaj	\$	1999 - 1999 -
6 Easy Adapter hose	\$	27.76		\$		\$	<u>, 1999 - 1999 - 1999 - 19</u>
7 High Rise Duster	\$	9.08		\$		\$	
8 Melamine Erasing Sponge (24)	\$	26.70		\$	1993년 18월 1996년 1988 - 1997년 1997년 1998년 1998년 - 1998년 1	\$	Réferences de regeres d <u>e</u> po
9 Pro Guard Nitrile Gloves (400)	\$	42.50		\$		\$	- 2011년 1월 1991년 1월 1 1월 1991년 1월 1
0 Scour Sponge White (Case)	\$	38.40		\$		\$ ******	seeren gegensteren van de seeren van de s Seeren van de seeren van de
1 Toilet Brush	\$	1.87		\$ 555555	Hanning Constanting	\$	상태 영상 이 이상 것 같다.
2 Trigger Sprayer w/ Bottle	\$	2.40		\$	angangan <mark>tahangangangangangan sa</mark>	\$, , , , , , , , , , , , , , , , , , ,
3 Unger Micro Washer Sleeve	\$	1.95		\$	ggebeeke egebeel	\$	(baseline)(Particip)
4 Mop Head	\$	3.83	0.5000	\$	1.915000	\$	22.98
5 Mopster W Fluid Resevoir	\$	50.33		\$	ang ng pang pang pang pang pang pang pan	\$ 55	일만 한 것 수 있는 가 한 것 <u>.</u> 것
6 60" Handle	\$	8.75	0.1667	\$	1.458333	\$ 1000	17.50
7 Sensor Bags (10 Pack)	\$	28.51	0.0833	\$	2.375833	\$	28.5
8 Brute Caddy Bag	\$	59.35		\$	ala na L a ang S	\$	
9 Ninja T Bar	\$	21.27		\$	HARREN LANDERS	\$	2011년 1월 19 12 12 12 12 12 12 12 12 12 12 12 12 12
0 Chewing Gum Remover	\$	7.42		\$	an a	\$	9 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -
1 Deep Six Defoamer	\$	12.11	0.2500	\$	3.027500	\$	36.33
2 Take Down Fresh and Clean	\$	20.53		\$	annaiste (<u>-</u>) an iar iar	\$	feressoren i n
3 Timesaver Floor Finish	\$	26.62	3.0000	\$	79.860000	\$	958.32
4 Heavy Duty Stripper	\$	18.45	2.0000	\$	36.900000	\$	442.8
5 Arsenal Nuetralizer Packs	\$	0.45	5.0000	\$	2.250000	\$	27.00
6 Folex Carpet Spotter	\$	16.25	2.0000	\$	32.500000	\$	390.00
7 Easy Shine Reusable Pouches	\$	10.61	0.2500	\$	2.652500	\$	31.8
8 20" Black Strip Pads	\$	6.00	3.0000	\$	18.000000	\$	216.0
9 20" Brown Strip Pads	\$	6.00	2.0000	\$	12.000000	\$	144.00
0 20" Red Polish Pads	\$	5.59		\$	annan <mark>,</mark> na gan	\$	10.1991 (1991) - 199 <u>1</u> (1
1 20" White Polish Pads	\$	4.26	2.0000	\$	8.520000	\$	102.2
2 Doodle Bug Pad	\$	2.26	2.0000	\$	4.520000	\$	54.2
3 Doodle Scrub Grout Pad	\$	24.73		\$		\$	
4 3m Square Scrub Turf Pad	\$	43.22		\$	3.601667	\$	43.2
5 Square Scrub SPP Pad	\$	11.75		\$		\$	and designed of <u>C</u> A
6 Square Scrub Black Pad	\$	13.19		\$		\$	in an an Arthread <u>a</u> a
7	- <u> </u> *			\$		\$	anna an Airteanna an
18				\$		\$	denseeren.
19				Ŝ		\$	
50				\$	an an an <u>1</u> 78 an an Arthread	\$	
	l		Total	\$	209.580833	\$	2,514.9

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.

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

Carpet extractors Auto scrubbers Mop buckets and presses	14
Burnishing/Floor machines Blind cleaning machines Sweepers	11

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.

Oregon Department of Administrative Services Project Costing Worksheet

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ACTORS		Times per Year												
SUBCONTRACTORS	Cost per	Time												
		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	
Brute Rubbermaid Can / Dolly	\$100.72	36	12	33%	\$ 33.57	100%	1		\$.
Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$ 187.29	100%	69		\$	
3 Pro Team Back Pack Vacuum	\$ 428.00	36	12	33%	\$ 142.67	100%	\$ 142.67		\$	1
Cordless Backpack	\$ 1,215.00	36	12	33%	\$	100% \$	ŝ		\$	
5 Wave Break Down Press Combo Md	\$ 76.72	36	12	33%	\$ 25.57	5%	\$ 1.28	e	с Ф	3.84
Buffer Shroud	\$ 475.00	24	12	50%	es es	5%	100	-	5	11.88
7 Easy Shine Applicator Kit	\$ 376.48	12	12	100%	\$ 376.48	100% \$	1.1		\$	
Hoss 700	\$ 2,590.00	60	12	20%	\$ 518.00	5% \$		-	52	25.90
9 CRB Pro 45	\$ 2,738.00	60	12	20%	\$ 547.60	5%	\$ 27.38		\$ 27	27.38
10 Square Scrub	\$ 4,500.00	60	12	20%	es es	5%	1.1	-	\$ 45	45.00
11 Buffer 20" w/tank	\$ 2,400.00	60	12	20%	\$ 480.00	5% \$	\$ 24.00	1	\$ 24	24.00
12 Wet/Dry Vac	\$ 1,250.00	36	12	33%		5% \$	1	1	S 20	20.83
13 Cadet Carpet Extractor	\$ 2,831.94	60	12	20%	ŀ	5% \$	1	1	\$	28.32
14 Doodle Scrub	\$ 898.00	36	12	33% \$	£.	100% \$			\$	
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20%	а С.	5% \$		F	3 28	28.12
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	5	20%	\$ 760.00	100%	\$ 760.00		\$	
17 T-300 Auto Scrubber	\$7,514.00	60	12	20% \$	69	100%	5		\$	ļ.,
18 Nautilus Extractor	\$3,928.00	60	12	20%	\$ 785.60	5%	\$ 39.28	+	\$ 39	39.28
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12	14%	\$ 2,185.29	100%	100% \$2,185.29		\$	١.
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		S	
21 Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100% \$	\$ 867.35		\$	
			12							5.
23 Periodics Van	\$36,450.00	72	12	17%	\$ 6,075.00	10%	\$ 607.50	+	\$ 607	607.50
			12	ALMAN ALMAN						
			12							

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.

Work Area

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

ours

5 LABOR Direct Labor

Patrway Enterprises, Inc. City of Ashland Facility Floors 23-24	/ Floors 23-24																	
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers	Sub-	Unemploy-	Sub-	Other Banafite %	Other Benefits	Other Benefits	ts Daily/Per Item Lahor	Per Times abor Per Yr.		Annual/Total Labor	Annual Hou Labor
Description	Hours	urs Kate	ductivity	e ouo on	0.0765	18 51	10	E 51	0 43%	S 1 05	29 11%		\$ 70.4			2 \$	677.03	2:
1 City Hall Carpet	00.11	\$ 22.00	_		0.0765 6	2 37	2 60%	1 18	0.43%	S 0 19			\$ 12.81	s	61.55	2 \$	123.10	
		00 00 00 00 00 00			0.0765 \$	37.03	2 60% S 13 02	13.02	0.43%	\$ 2.10			\$ 140.89	5	677.03	2 \$	1,354.07	4
A Comm Dev Calpet	4 DD	4 nn \$ 22.00	100%	S 88 00	0.0765 \$	6.73	2.69% \$	2.37	0.43% \$				\$ 25.62	s	123.10	2 \$	246.19	~
5 Courts Camet	00.8	\$ 22 00			0.0765 \$	13.46	2.69% \$		0.43% \$	\$ 0.76	29.11%		\$ 51.23	s	246.19	4	984.78	3
6 Courts Hard Fl	2.00	2.00 \$ 22.00			0.0765 \$	3.37	2.69% \$	1.18	0.43% \$	\$ 0.19	29.11%		\$ 12.81		61.55	2 \$	123.10	
7 Dolice Camet	12 00	12 00 \$ 22 00		\$ 264.00	0.0765 \$	20.20	2.69% \$	7.10	0.43% \$	S 1.14	29.11%		\$ 76.8		369.29	2 S	738.58	2
8 Dolice Hard Fl	32.00	32.00 \$ 22.00	-	\$ 704.00	0.0765 \$	53.86	2.69% \$	18.94	0.43%	\$ 3.05	29.11%		\$ 204.9	204.93 \$ 98	984.78	2 \$	1,969.55	ê
1			-		69	-	69						· s	s		s		
10 Service Ctr Carnet	8.00	8 00 \$ 22 00	100%	\$ 176.00	0.0765 \$	13.46	2.69% \$	4.73	0.43%	\$ 0.76	29.11%		\$ 51.23	s	246.19	2 S	492.39	16
11 Service Ctr Hard Fl	20.00	20.00 \$ 22.00		\$ 440.00	0.0765 \$	33.66	2.69% \$ 11.84	11.84	0.43%	\$ 1.91	29.11%		\$ 128.08	S	615.49	2 S	1,230.97	4(
10 Straate Carnet	1 00	\$ 22 00		\$ 22.00	0.0765 \$	1.68	2.69% \$	0.59	0.43% \$	\$ 0.10			\$ 6.40	\$	30.77	2 S	61.55	
13 Streets Hard FI	10.00	10.00 \$ 22.00		\$ 220.00	0.0765 \$	16.83	2.69% \$		0.43%	\$ 0.95			\$ 64.04	s	307.74	2 S	615.49	2(
	00.01		-		U.		0						- s	\$		s		
± 4					5								•	s		s		
16 Sunervision	15.00	\$ 29.26	100%	\$ 438.90	0.0765 \$	33.58	2.69% \$	11.81	0.43%	\$ 1.89	29.11%		\$ 127.76	6	613.93	2 \$	1,227.87	3(
10000000		+-			5		03						- \$	\$	-	s		
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17					5								•	s		s		
04					U		0						•	\$		\$		
67					e u								•	s		s	-	
00													Total	\$ 4,676.14	5.14 Total	ll S	9,844.66	31

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.

0.80%

Health Insurance PTO / LEAVE

Disability 401 K

1.38%

11.92% 15.00%

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.

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

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. Other Benefits Mo. \$ =

For purposes of costing a project, it's important to distinguish between direct and 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, appendix on their time in direct labor for the contract requirements. It should be noted that working supervision, appendix on their time in direct labor for discussed later. Direct labor is that which is examined as a part of the contract requirements. It should be noted that working supervising, in that case of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, as supervising, supervising, in the indirect labor for discussed labor indiced solve, of that person's time as direct labor and capture the other 50%, as well as any other supervisiory costs, in the indirect labor portion.

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 descending of the provide the part and perhaps most critical step is to identify the work and break it down into its component tasks. The descending of the provide the part and perhaps for the start and perhaps for a start. Since and the arguing the start and the prediment as the prime arguing the work and break it down into its component tasks. The manuactor cost estimate. For example, in a custodial contract, first breakdown the work requirements into component tasks such as loading and unloading eupment, emplying trash and recycle containers, into component tasks and as "contact if the trans and recycle containers into component tasks such as loading and unloading eupment, emplying trash and recycle containers, wacking forces etc. Bear to account for time breaken is a such was required for each component tasks. Then, complet these estimates into a figure that represents the tank arguing to the set interact and the start represents the figure is the required work the component task. Then, component tasks arguing at 100% productivity for a figure is the required work the period and the other presents the task arguing at 100% productivity for 2 hs. seach (2x69-4, x2-8).

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 Maching mage. Check the contract Also, be sure to add the appropriate "Other Payroli 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 \$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 Facility Floors 23-24

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:
FILL IN ONLY ONE OF THE THREE METHODS	DETAILED BELOW!	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
1. Enter Overhead as a Percent of Total Costs	18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum		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.
OR		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
3. Overhead as a Percent of Total Direct Labor Hours		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	s -
Time required to complete contract	310
Total Assigned Overhead	\$ -

Worksh	eet			
		Total Annua	al Op	erations
INDIRECT COSTS	OR	GANIZATION	DEP	ARTMENTAL
Vanagement Salaries	1		\$	29,120.00
Vanagement Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	\$	136,791.00		
Sales & Administrative Pension Plan Expense				
Office Rent	\$	146,676.00	\$	82,078.00
Advertising and Public Education	\$	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	\$	31,566.00	\$	24,057.00
Dues & Subscriptions	\$	14,962.00	\$	1,129.00
Depreciation-office building	\$	23,569.00		
Depreciation-office equipment			\$	56,308.00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental				
Office Supplies	\$	21,283.00	\$	2,886.00
Postage & Freight	\$	1,651.00		
Rehab			\$	3,011.00
Miscellaneous Expense				
Bad Debts				
Vehicle Expenses	\$	65,322.00	\$	168,563.00
Staff Expenses	\$	47,769.00		
Professional Services	\$	65,443.00	\$	559,120.00
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.409
Total	\$			2,339,376.08

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Delivery & Reserve

Pathway Enterprises, Inc. City of Ashland Facility Floors 23-24

Oregon Department of Administrative Services Project Costing Worksheet

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			\$ -		\$ -
5		······	\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8	· .	······	\$ -		\$ _
9			\$ -		\$ -
0		A.A.F.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A	\$		\$ -
			\$ -		\$ -

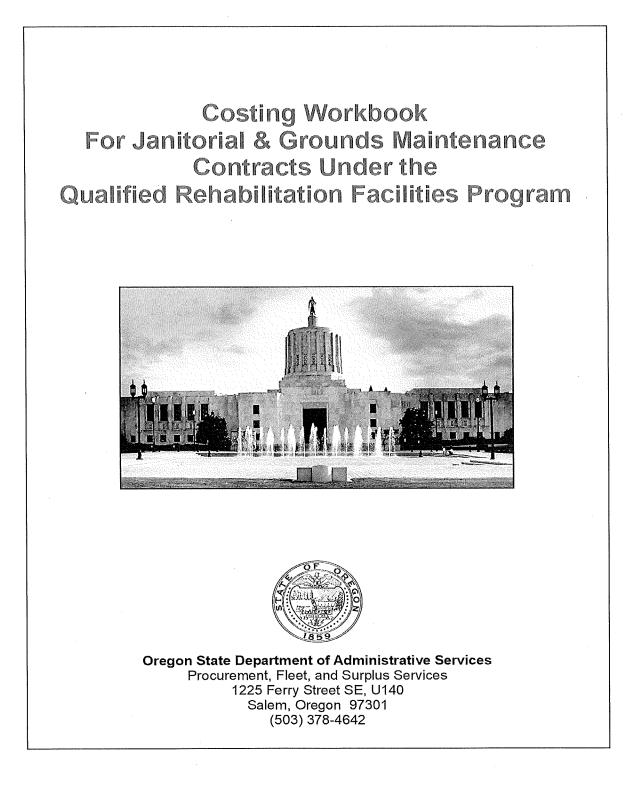
Margin

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



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.

QRF Name	Pathway Enterprises, Inc.
Project	City of Ashland Police Department Janitorial 23-24

Executive Director Signature:

Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ \$ 1,729.45
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 389.11
Labor		Subtotal 1 \$ 2,118.56
Direct Labor	(from labor daily worksheet)	\$ 34,133.55
Overhead See Overhead Worksheet		\$ 8,978.82
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$ 75 <u>555</u> 5555666666555555 <u>-</u> 61
	Total Be	fore Margin \$ 45,230.93
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$1,887.08
	Tota	l Bid Yearly \$ 48,118.01
		Monthly \$ 4,009.83
M	/ork Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Police Department Janitorial 23-24 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	T	Unit	Units Needed		Monthly	Annual
		Price	Per Month	-	Cost	Cost
1 Arsenal #10 Top Clean	\$	1.02	31.0000	\$	31.620000	\$ 379.44
2 Arsenal #2 Window Clean	\$	0.91	5.0000	\$	4.550000	\$ 54.60
3 Arsenal #5 Restroom Cleaner	\$	1.32	5.0000	\$	6.600000	\$ 79.20
4 Arsenal #6 Vindicator	\$	0.86	10.0000	\$	8,600000	\$ 103.20
5 Barkeepers Friend Liquid	\$	5.92	2.0000	\$	11.840000	\$ 142.08
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$	1.480000	\$ 17.76
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$		\$ an an hear an the second s
8 Wenco Aero Glass Cleaner	\$	3.45	1.0000	\$	3.450000	\$ 41.40
9 Ziz-O Paste	\$	5.82	0.5000	\$	2.910000	\$ 34.92
10 Angler Broom	\$	5.90	0.2500	\$	1.475000	\$ 17.70
11 Cleaning Terry Cloth Rag	\$	0.49	20.0000	\$	9.750000	\$ 117.00
12 Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.872984	\$ 10.48
13 Dust Mop Handle	\$	8.29	0.0833	\$	0.690557	\$ 8.29
14 Dust Mop Head 36"	\$	16.47	0.2500	\$	4.117500	\$ 49.41
15 Dust Pan	\$	9.60	0.2500	\$	2.400000	\$ 28.80
16 Easy Adapter hose	\$	27.76		\$	<u> Biologia anna an </u>	\$ - and the second of the second
17 High Rise Duster	\$	9.08	0.2500	\$	2.270000	\$ 27.24
18 Melamine Erasing Sponge (24)	\$	26.70	0.0833	\$	2.225000	\$ 26.70
19 Pro Guard Nitrile Gloves (400)	\$	42.50	0.6667	\$	28.333333	\$ 340.00
20 Scour Sponge White (Case)	\$	38.40	0.0833	\$	3.200000	\$ 38.40
21 Toilet Brush	\$	1.87	0.5000	\$	0.935000	\$ 11.22
22 Trigger Sprayer w/ Bottle	\$	2.40	1.0000	\$	2.400000	\$ 28.80
23 Unger Micro Washer Sleeve	\$	1.95	0.1667	\$	0.33	\$ 3.90
24 Mop Head	\$	3.83	0.2500	\$	0.957500	\$ 11.49
25 Mopster W Fluid Resevoir	\$	50.33		\$		\$ antification estable
26 60" Handle	\$	8.75		\$	AND DESCRIPTION OF	\$ Series (Series and Cost
27 Sensor Bags (10 Pack)	\$	28.51	0.1667	\$	4.751667	\$ 57.02
28 Brute Caddy Bag	\$	59.35	0.0833	\$	4.945833	\$ 59.35
29 Ninja T Bar	\$	21.27		\$	galgadadan r adaggi	\$ anna an Stan St
30 Chewing Gum Remover	\$	7.42		\$		\$ Networks and the Cold
31 Deep Six Defoamer	\$	12.11		\$	an manification a constants	\$
32 Take Down Fresh and Clean	\$	20.53	· 0.1667	\$	3.421667	\$ 41.06
33 Timesaver Floor Finish	\$	26.62		\$		\$ and the second second second second
34 Heavy Duty Stripper	\$	18.45		\$	CHREAD CHREAD	\$ New Constraints and the second se
35 Arsenal Nuetralizer Packs	\$	0.45		\$		\$
36 Folex Carpet Spotter	\$	16.25		\$		\$ anna aitheann . Si
37 Easy Shine Reusable Pouches	\$	10.61		\$		\$ a sense de grande <u>s</u> de
38 20" Black Strip Pads	\$	6.00		\$	- Andrewski (Marine)	\$
39 20" Brown Strip Pads	\$	6.00		\$		\$
40 20" Red Polish Pads	\$	5.59		\$	- Alternation of the Alternation	\$ New Constraints Statistics
41 20" White Polish Pads	\$	4.26		\$	gunning ginning	\$
42 Doodle Bug Pad	\$	2.26		\$	- 1999 and an	\$
43 Doodle Scrub Grout Pad	\$	24.73		\$		\$ Anterese anteres anteres a
44 3m Square Scrub Turf Pad	\$	43.22		\$		\$ en handeligter andere graff
45 Square Scrub SPP Pad	\$	11.75		\$		\$
46 Square Scrub Black Pad	\$	13.19		\$		\$ Antoine an
47				\$		\$
48			1	\$		\$
49	1		1	\$		\$
50			1	\$		\$
			Total	\$		\$ 1,729,45

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.

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

Carpet extractors Auto scrubbers Mop buckets and presses Burmishing/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.

Oregon Department of Administrative Services Project Costing Worksheet

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			н Ю	•	н 69	69	ч 69	•	، ج	•	•	е р	، ج	۱ دی
ACTORS		Times per Year												
SUBCONTRACTORS	Cost per	Time												
		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
Brute Rubbermaid Can / Dolly	\$100.72	36	12	33%	\$ 33.57	100%	\$ 33.57	1	\$ 33.57
2 Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$ 187.29	100%	\$ 187.29	-	\$ 187.29
3 Pro Team Back Pack Vacuum	\$ 428.00	36	12	33%	\$ 142.67	100%	\$ 142.67		\$ 142.67
4 Cordless Backpack	\$ 1,215.00	36	12	33%	\$ 405.00	100%	\$ 405.00		\$
5 Wave Break Down Press Combo Md	\$ 76.72	36	12	33%	\$	100%	\$ 25.57	-	\$ 25.57
6 Buffer Shroud	\$ 475.00	24	12	20%	\$ 237.50	100%	\$ 237.50		\$
7 Easy Shine Applicator Kit	\$ 376.48	12	12	100%	ŝ	100%	\$ 376.48		\$
8 Hoss 700	\$ 2,590.00	60	12	20%	69	100%	\$ 518.00		\$
9 CRB Pro 45	\$ 2,738.00	60	12	20%	\$ 547.60	100%	\$ 547.60		\$
10 Square Scrub	\$ 4,500.00	60	12	20%	÷	100%	\$ 900.00		S
11 Buffer 20" w/tank	\$ 2,400.00	60	12	20%	\$ 480.00	100%	\$ 480.00		S
12 Wet/Dry Vac	\$ 1,250.00	36	12	33%	\$≯	100%	\$ 416.67		\$
13 Cadet Carpet Extractor	\$ 2,831.94	60	12	20%	6)	100%	\$ 566.39		\$
14 Doodle Scrub	\$ 898.00	36	12	33%	\$ 299.33	100%	\$ 299.33		
C351 Auto Scrubber	\$ 2,812.00	60	12	20%	\$	100%	\$ 562.40		\$
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	12	20%	\$ 760.00	100%	\$ 760.00		\$
T-300 Auto Scrubber	\$7,514.00	60	12	20%	\$ 1,502.80	100%	\$1,502.80		\$
18 Nautitus Extractor	\$3,928.00	60	12	20%	\$ 785.60	100%	\$ 785.60		\$
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12	14%	\$ 2,185.29	100%	00% \$2,185.29		\$
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		\$
Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		\$
			12				122.00		
			12						
			12						
			12						

Areas in green are routinua driver. 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.

Work Area

LABOR Direct Labor

Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

Worker Description	Work Hours	Hourly Rate	% Pro- ductivity	Sub- Total 1	FICA	Sub- Total 2	Workers comp%	Sub- Total 3	Unemploy- ment %	Sub- Total 4	Other Benefits %	Other Benefits Monthly \$	Other Benefits SubTotal 5	Daily/Per Item Labor	Times / Per Yr.	Annual/Total Labor	Annual Hou Labor
lanitor Daily		\$ 18.12		\$ 63.42	0.0765			\$ 1.71	0.43%	\$ 0.27	29.11%		\$ 18.46		365 \$	32,380.54	1.277
Supervision		\$ 24.10	100%	\$ 24.10	0.0765	\$ 1.84	2.69%	\$ 0.65	0.43%	\$ 0.10	29.11%		\$ 7.02	\$ 33.71	52 \$	1,753.01	52
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				\$ -		\$ -		\$ -		\$ -			S - Total	\$ - \$ 122.43	S Total S	34,133,55	

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%).

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 = 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

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. \$ = the total control (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 costing 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 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 65% of his/mer time in direct labor functions and the other 50% supervision; 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 in the indirect labor portion of Overhead.

The label performance to be performed or known. 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 services and expressed as a study and the specifications in the contract is the place to barry or 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 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 the vork requirements into component tasks such as, barding and undorating equipment, many topola are vork ording methods. The total contract is the otal contract in the required for those set is may be required to reach component tasks. The distribution of hours per service. That is gue the required two hours. This nember will stay the same regardless of how working. For example, 8. York hours "can be accomplished by I person 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)

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

Mer you've established the direct labor cost per lime 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 \$20,000 per time, required 5 days per week and \$2 weeks per year, would give you an annual direct labor cost of \$20,600.00 per year. (b0 x 5 = 400, 400 x 52 = 20,800). For monthly cost divide the minual cost by 12 (in this case you get \$1733.31mmth).

List "Other Benefi	ts" Provided
PTO / LEAVE	11.92%
Health Insurance	15.00%
Disability	0.80%
401 K	1.38%
	2

There are many different ways organizations allocate overhead internally (e.g., Percent of t In the space provided below, indicate how your organization allocates overhead to this particular amount is (whether as a percent or exa	contract, what items go into your overhead, and what that overhead
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum OR 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 Annual Direct Labor Hours	total projected labor hours for the current year.
Total Assigned Overhead \$	

		Total Annua	al Op	perations
INDIRECT COSTS	OR	GANIZATION	DEP	ARTMENTAL
Management Salaries			\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	s	136,791.00		
Sales & Administrative Pension Plan Expense	<u> </u>			
Office Rent	\$	146,676.00	S	82,078.00
Advertising and Public Education	ŝ	52,038.00		
Background Checks & Urinalysis	F			
Professional & Accounting / Audit Fees	s	109,128.00		
Training & Worker Safety	1			
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	S	31,566.00	\$	24,057.00
Dues & Subscriptions	s	14,962.00	S	1,129.00
Depreciation-office building	Š	23,569,00		
Depreciation-office equipment	Ť	201000101	s	56,308.00
Repairs & Maintenance-office			Ţ.	
Cleaning and Maintenance				
Office Equipment Rental				
Office Supplies	\$	21,283.00	s	2,886.00
Postage & Freight	ŝ	1,651.00	Ļ,	
Rehab	1ř	1,001.00	s	3,011.00
Miscellaneous Expense			Ť	
Bad Debts				
Vehicle Expenses	\$	65,322.00	s	168,563.00
Staff Expenses	s	47,769.00	Ť	100,000.00
Professional Services	s	65,443.00	s	559,120.00
FIDIESSIDIAI DEMICES		03,440.00	<u> </u>	000,120,00
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.40
Total	\$	1.111.111.1		2,339,376.08

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Police Department Janitorial 23-24



Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services

Project Costing Worksheet

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Police Department Janitorial 23-24

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				\$		\$ -
5				\$ -		\$ 10000000 - 100
6				\$ -		\$ -
7				\$ -		\$ -
8				\$ -		\$
9			A4444.01	\$ -		\$
10				\$ -		\$
		· · · ·		\$		\$

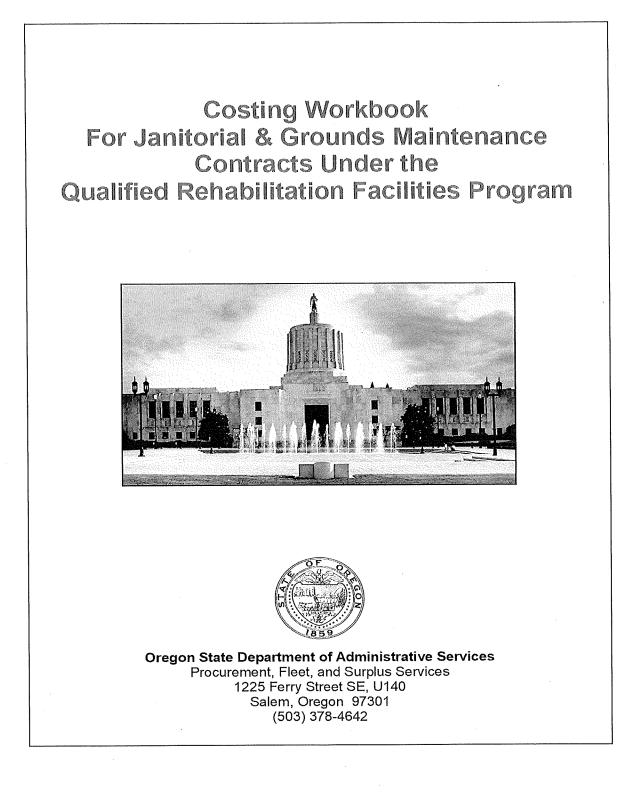
Margin

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



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.

QRF Name	Pathway Enterprises, Inc.
Project	City of Ashland City Hall Janitorial 23-24

Executive Director Signature:

Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	\$ 1,206.50 \$ 246.44 Subtotal 1 \$ 1,452.94
Labor Direct Labor	(from labor daily worksheet)	\$ 17,594.76
Overhead See Overhead Worksheet		\$ 4,717.68
Delivery Transportation	(from Trans & Reserve worksheet)	\$ souther the address and the second secon
	Total B	efore Margin \$ 23,765.39
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,516.94
	Tot	al Bid Yearly \$ 25,282.32 Monthly \$ 2,106.86
	Work Area	
		,

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland City Hall Janitorial 23-24

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	Units Needed		Monthly		Annual
		Price	Per Month		Cost	<u> </u>	Cost
Arsenal #10 Top Clean	\$	1.02	22.0000	\$	22.440000	\$	269.28
Arsenal #2 Window Clean	\$	0.91	4.0000	\$	3.640000	\$	43.68
Arsenal #5 Restroom Cleaner	\$	1.32	4.0000	\$	5.280000	\$	63.30
Arsenal #6 Vindicator	\$	0.86	8.0000	\$	6.880000	\$	82.50
Barkeepers Friend Liquid	\$	5.92	1.0000	\$	5.920000	\$	71.0
Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$	1.480000	\$	17.7
Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$		\$	
Wenco Aero Glass Cleaner	\$	3.45	1.0000	\$	3.450000	\$	41.4
Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.4
Angler Broom	\$	5.90	0.1667	\$	0.983333	\$	11.8
Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$	2.437500	\$	29.2
Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.873333	\$	10.4
Dust Mop Handle	\$	8.29	0.0833	\$	0.690833	\$	8.2
Dust Mop Head 36"	\$	16.47	0.1667	\$	2.745000	\$	32.94
Dust Pan	\$	9.60	0.2500	\$	2.400000	\$	28.80
Easy Adapter hose	\$	27.76		\$		\$	ang da Gérang Tu
High Rise Duster	\$	9.08	0.1667	\$	1.513333	\$	18.1
Melamine Erasing Sponge (24)	\$	26.70	0.0417	\$	1.112500	\$	13.3
Pro Guard Nitrile Gloves (400)	\$	42.50	0.4167	\$	17.708333	\$	212.5
Scour Sponge White (Case)	\$	38.40	0.0833	\$	3.200000	\$	38.4
Toilet Brush	\$	1.87	0.5000	\$	0.935000	\$	11.2
Trigger Sprayer w/ Bottle	\$	2.40	1.0000	\$ 1	2.400000	\$	28.8
Unger Micro Washer Sleeve	\$	1.95	0.2500	\$	0.49	\$ 0.0	5.8
Mop Head	\$	3.83	0.2500	\$	0.957500	\$	11.4
Mopster W Fluid Resevoir	\$	50.33	012000	\$	_	\$	
60" Handle	\$	8.75		\$		\$	
Sensor Bags (10 Pack)	\$	28.51	0.1667	\$	4.751667	\$	57.0
Brute Caddy Bag	\$	59.35	0.0833	\$	4.945833	\$	59.3
Ninja T Bar	\$	21.27	0.0000	\$		\$	
Chewing Gum Remover	\$	7.42	0.2500	\$	1.855000	\$	22.2
Deep Six Defoamer	\$	12.11	0.2000	\$		\$	
	\$	20.53		\$		\$	
Take Down Fresh and Clean	\$			\$	가지 이 것이 있는 것이 있는 것이 있다. 같이 같은 것이 있는 것이 있는 것이 같은 것이 같은 것이 같은 것이 같이 있는 것이 같이	\$	
Timesaver Floor Finish	⊅ \$	26.62		\$		\$	u r ten en e
Heavy Duty Stripper				\$		\$	
Arsenal Nuetralizer Packs	\$	0.45				\$	-
Folex Carpet Spotter	\$	16.25	<u> </u>	\$		<u> </u>	
Easy Shine Reusable Pouches	\$	10.61		\$		\$	
20" Black Strip Pads	\$	6.00		\$		\$	
20" Brown Strip Pads	\$	6.00		\$		\$	
20" Red Polish Pads	\$	5.59		\$	역 가장 및 것은 것이라 가 도구한 것을 것이라. 	\$	- 1999년 1993년 199 <u>3</u> 년 1999년 - 1999년 1993년 1997년 1997년 1997년 1997년 1997
20" White Polish Pads	\$	4.26		\$		\$	는 1988년 1999년 1997년 1997년 1997년 1997년 1997
Doodle Bug Pad	\$	2.26		\$	rus s Synthisis <mark>i</mark> arabahat.	\$	
Doodle Scrub Grout Pad	\$	24.73		\$		\$	
3m Square Scrub Turf Pad	\$	43.22		\$		\$	
Square Scrub SPP Pad	\$	11.75		\$	아들은 아들이 아들이 같이 많다.	\$	
Square Scrub Black Pad	\$	13.19		\$	en an aigead <u>a</u> gas air a'	\$	- 2019년 1월 18일 (1995년 1996) - 1997년 1월 19일 (1997년 1997년 19 - 1997년 1 - 1997년 1
				\$	en e	\$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
				\$	영상 : 2 : 2 : 2 : 2 : 2 : 2 : 2 : 2 : 2 :	\$	na na sangan na sangan sa sang Sangan sa sangan sa s
				\$		\$	
				\$	n a falan an a	\$	ana a ang <u>karana ang </u> r

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.

Oregon Department of Administrative Services Project Costing Worksheet

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CTORS		Times per Year												
SUBCONTRACTORS	Cost per	Time												
		Description												

Equipment	Unit	.	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Annual
Description	Price	e	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost
Brute Rubbermaid Can / Dolly	\$1(\$100.72	36	12	33%	\$ 33.57	100%	\$ 33.57	-	\$ 33.57
Sensor XP15 Upright Vacuum	\$ 5(561.88	36	12	33%	\$ 187.29	100%	\$ 187.29	*	\$ 187.29
Pro Team Back Pack Vacuum	\$ 4	428.00	36	12	33%	\$ 142.67	100%	\$ 142.67		-
4 Cordless Backpack	\$ 1,2	,215.00	36	12	33%	\$ 405.00	100%	\$ 405.00		۰ ه
5 Wave Break Down Press Combo Md	69	76.72	36	12	33%	\$ 25.57	100%	\$ 25.57	1	\$ 25.57
6 Buffer Shroud	\$	475.00	24	12	20%	\$ 237.50	100%	\$ 237.50		-
Easy Shine Applicator Kit	3.	376.48	12	12	100%	\$	100%	\$ 376.48		-
8 Hoss 700	\$ 2.59	2,590.00	60	12	20%	\$ 518.00	100%	\$ 518.00		• •
9 CRB Pro 45	\$ 2,73	2,738.00	60	12	20%	\$ 547.60	100%	\$ 547.60		-
10 Square Scrub	\$ 4,5(4,500.00	60	12	20%	\$ 900.00	100%	\$ 900.00		۱ ۲
11 Buffer 20" w/tank	\$ 2,4(2,400.00	60	12	20%	\$ 480.00	100%	\$ 480.00		-
12 Wet/Dry Vac	\$ 1,25	1,250.00	36	12	33%	\$	100%	\$ 416.67		-
13 Cadet Carpet Extractor	\$ 2,83	2,831.94	60	12	20%	\$ 566.39	100%	\$ 566.39		•
14 Doodle Scrub	\$ 85	898.00	36	12	33%	сэ сэ	100%	\$ 299.33		•
15 SC351 Auto Scrubber	\$ 2,81	2,812.00	60	12	20%	\$ 562.40	100%	\$ 562.40		1
Karcher BD 38/12 Auto Scrubber	\$ 3,8(3,800.00	60	12	20%	\$ 760.00	100%	\$ 760.00		-
17 T-300 Auto Scrubber	\$7,51	\$7,514.00	60	12	20%	\$ 1,502.80	100%	\$1,502.80		
18 Nautilus Extractor	\$3,92	\$3,928.00	60	12	20%	\$ 785.60	100%	\$ 785.60		.
19 Trailer Mounted Pressure Washer	\$15,297.00	97.00	84	12	14%	\$ 2,185.29	100%	\$2,185.29		۱ ۶
20 Cold Water Pressure Washer	98\$	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		- -
21 Carbon Fiber Water Fed Pole	\$4,33	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		• •
22				12						
				12						
				12						
				12						

Areas in green are formula driven. When we have a set in months 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.

Work Area

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

Direct Labor LABOR

Pathway Enterprises, Inc.

Annual Hours	Labor	625.0	52.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	677.0
otal	-	-	1,753.01												-				-		-								-	-		\$ 17,594.76
	Per Yr.	250 \$	52 \$	\$	8	\$	\$	\$	\$	\$	\$	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	**	S	Total S
	Item Labor	\$ 63.37	\$ 33.71	•	. \$	•	- \$	- S	S	- 5	- S	- S	- s	- \$		- s	- \$	- \$	- s		•	- \$	• \$	•	. \$		•	•	•			\$ 97.08
Other Benefits	SubTotal 5	\$ 13.19	\$ 7.02	- 5		- 5								•	•		. \$															Total
2	Monthly \$									S	S	S																				
Other	Benefits %	29.11%	29.11%																													
Sub-	Total 4	\$ 0.20	\$ 0.10																													*
Unemploy-	ment %	0.43%																														
Sub-	Total 3	6 \$ 1.22	5	•		•											•															*
Workers			1 2.69%							-																						
Sub-	Total 2	S	5	5																												
FICA		0 0765																														
	Total 1		100% \$ 2410																	9 0											9 6	
% Pro-	ductivity	100%	100%																													
Hourly	Rate			2																												
Work	Hours	2 50	1 00																						1							
Worker Work	Description	Innitor Daily	2 Supportion			1 1		0 1		0 0					2	14		10		18	BL BL	07	-7	77	27	17	07	07	17	87	52	30

Areas in green are formula driven.

Mork 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.

15.00% 11.92%

Health Insurance PTO / LEAVE

Disability 401 K

List "Other Benefits" Provided

%08.0 1.38%

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 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

Times per year multiplied by daily/per item labor 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 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. Other Benefits Mo. \$ =

For purposes of costing 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 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 (supervision. For example, as supervisor), so that percentage of their time in direct labor is the advisor. The percentage may vary depending on the project or organization. For example, a supervisor, so of his may specifically identifiable as a part of the contract requirements. It should be noted that working supervising. In that case our would include 50% of that percentage may vary depending on the project or organization. For example, a supervisor, so of his percentage and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the solver such 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 descention of work or project method in the order of hours that will be required to accomplete and that sit. Since accomplete the time that will be required to complete the accomplete that ask. Since the component tasks in the contract tabe precision of work completed that ask. The invites or cost estimate. For example, in a custodial contract, first breakdown the wirk required to complete that ask. Since that may be invited that any be invited to accomplete that activated to cost estimate. For example, in a custodial contract, first breakdown the wirk equirent into example and unloading eurphent, emphying track and are accomplete that activate the time required for each component tasks such as. laading and unloading eurphent, emphying track and are accomplete table to component tasks. Then, complete that are presents and recycle containers weeping, defined and unloading eurphent.

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. 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 fiem, 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).

There are many different ways organizations allocate overhead internally (e.g., Percent of to In the space provided below, indicate how your organization allocates overhead to this particular amount is (whether as a percent or exac	contract, what items go into your overhead, and what that overhead
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum OR 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 Annual Direct Labor Hours	total projected labor hours for the current year.
Time required to complete contract 677 Total Assigned Overhead \$	

		Total Annua	al On	erations
INDIRECT COSTS	+	GANIZATION		ARTMENTAL
Management Salaries	100	GANIZATION	\$	29,120.00
Management Payroll Tax Expense			ŝ	5,256.00
Management Medical Insurance			s	6,600,00
Management Pension Plan Expense			÷	0,000.00
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Salaries Sales & Administrative Payroll Tax Expense	s	90,906.00		
Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance	s	136,791.00		
	<u> </u> ≁	130,791.00		
Sales & Administrative Pension Plan Expense	\$	146,676.00	\$	82,078.00
Office Rent	\$	52,038.00	\$	02,070.00
Advertising and Public Education		52,038.00		
Background Checks & Urinalysis	s	109,128,00		
Professional & Accounting / Audit Fees	1-2-	109,120.00		
Training & Worker Safety				
Insurance				
Telephone	-		<u> </u>	
Utilities	F-	04 500 00	ŝ	24,057.00
Property Taxes/Licenses/Fees	\$ \$	31,566.00	\$	1,129.00
Dues & Subscriptions	s		Ş	1,129.00
Depreciation-office building	>	23,569.00	s	56,308.00
Depreciation-office equipment			\$	30,300,00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental	-	04 000 00	s	2,886,00
Office Supplies	\$	21,283.00	<u> </u>	2,886.00
Postage & Freight	12	1,651.00	s	2 044 00
Rehab			>	3,011.00
Miscellaneous Expense				
Bad Debts	-	00 000 00	1	168,563.00
Vehicle Expenses	\$	65,322.00	\$	108,503.00
Staff Expenses	S	47,769.00	-	FF0 400 00
Professional Services	\$	65,443.00	\$	559,120.00
	+	1 000 040 00	<u> </u>	020 400 00
TOTAL INDIRECT COSTS	L\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.40
Total	\$			2,339,376.08

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland City Hall Janitorial 23-24

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services Project Costing Worksheet

Delivery & Reserve

Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

City of Ashland City Hall Janitorial 23-24

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				\$ -		\$
5				\$ -		\$ -
6				\$ -	· · · · · · · · · · · · · · · · · · ·	\$ -
7				\$ -		\$ -
8				\$ -		\$
9				\$ -		\$ -
10				\$ -		\$ -
				\$ -		\$ -

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		

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.

QRF Name	Pathway Enterprises, Inc.	
Project	City of Ashland Service Center Janitorial 23-24	
Executive	Director Signature:	

Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	Subtotal 1	\$ 1,280.54 \$ 246.44 \$ 1,526.98
Labor Direct Labor	(from labor daily worksheet)	[\$ 18,887.45
Overhead See Overhead Worksheet		[\$ 5,056.19
Delivery Transportation	(from Trans & Reserve worksheet)	[\$
	Total B	efore Margin	\$ 25,470.61
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)		\$ 1,625.78
	Tot	al Bid Yearly Monthly	
	Work Area		

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Service Center Janitorial 23-24

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

Item	Ι	Unit	Units Needed	Monthly	Annual
		Price	Per Month	Cost	Cost
1 Arsenal #10 Top Clean	\$	1.02	22.0000	\$ 22.440000	\$ 269.28
2 Arsenal #2 Window Clean	\$	0.91	4.0000	\$ 3.640000	\$ 43.68
3 Arsenal #5 Restroom Cleaner	\$	1.32	4.0000	\$ 5.280000	\$ 63.36
4 Arsenal #6 Vindicator	\$	0.86	8.0000	\$ 6.880000	\$ 82.56
5 Barkeepers Friend Liquid	\$	5.92	1.0000	\$ 5.920000	\$ 71.04
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$ 1.480000	\$ 17.76
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$	\$18980 Constant States -
8 Wenco Aero Glass Cleaner	\$	3.45	1.0000	\$ 3.450000	\$ 41.40
9 Ziz-O Paste	\$	5.82	0.2500	\$ 1.455000	\$ 17.46
10 Angler Broom	\$	5.90	0.1667	\$ 0.983333	\$ 11.80
11 Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$ 2.437500	\$ 29.25
12 Dust Mop 36" Frame	\$	10.48	0.0833	\$ 0.873333	\$ 10.48
13 Dust Mop Handle	\$	8.29	0.0833	\$ 0.690833	\$ 8.29
14 Dust Mop Head 36"	\$	16.47	0.1667	\$ 2.745000	\$ 32.94
15 Dust Pan	\$	9.60	0.2500	\$ 2.400000	\$ 28.80
16 Easy Adapter hose	\$	27.76		\$ meteration	\$ - Address to the Address of Lent
17 High Rise Duster	\$	9.08	0.1667	\$ 1.513333	\$ 18.16
18 Melamine Erasing Sponge (24)	\$	26.70	0.0417	\$ 1.112500	\$ 13.35
19 Pro Guard Nitrile Gloves (400)	\$	42.50	0.5000	\$ 21.250000	\$ 255.00
20 Scour Sponge White (Case)	\$	38.40	0.0833	\$ 3.200000	\$ 38.40
21 Toilet Brush	Ś.	1.87	0.5000	\$ 0.935000	\$ 11.22
22 Trigger Sprayer w/ Bottle	\$	2.40	1.0000	\$ 2.400000	\$ 28.80
23 Unger Micro Washer Sleeve	\$	1.95	0.2500	\$ 0.49	\$ 5.85
24 Mop Head	Ŝ	3.83	0.2500	\$ 0.957500	\$ 11.49
25 Mopster W Fluid Resevoir	\$	50.33	0.2000	\$	\$
26 60" Handle	\$	8.75		φ \$	↓
27 Sensor Bags (10 Pack)	\$	28.51	0.1667	\$ 4.751667	\$
28 Brute Caddy Bag	\$	59.35	0.0833	\$ 4.945833	\$ 59.35
29 Ninja T Bar	\$	21.27	0.0833	\$ <u>1.772500</u>	\$ 21.27
30 Chewing Gum Remover	\$	7.42	0.2500	\$ 1.855000	\$ 22.26
31 Deep Six Defoamer	\$	12.11	0.2500	<u> </u>	<u>φ</u> <u>22.20</u> \$ -
32 Take Down Fresh and Clean	\$	20.53	0.0417	\$ 0.855417	\$ 10.27
33 Timesaver Floor Finish	\$	26.62	0.0417	\$ 0,000417 \$ -	\$
34 Heavy Duty Stripper	\$	18.45	- h		
35 Arsenal Nuetralizer Packs	\$	0.45		- ⊅ - consistent \$-rateristicationrateristication	Stabler er blaget for er ef 200 Stablefer for er 200
36 Folex Carpet Spotter	\$	16.25		 Section of the section of the section	
37 Easy Shine Reusable Pouches	\$				\$-1-2,2,2,2,2,2,4,4,4,2,2,2,2,2,2,2,2,2,2,2
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42 Doodle Bug Pad	\$	2.26		\$	\$
43 Doodle Scrub Grout Pad	\$	24.73		\$ 1995.441 - 200 <u>5</u> 2644	\$1000000000000000000000000000000000000
44 3m Square Scrub Turf Pad	\$	43.22		\$	\$
45 Square Scrub SPP Pad	\$	11.75		\$1999667724668936	\$
46 Square Scrub Black Pad	\$	13.19		\$1999, see all states in the second	\$0000000000000000000000000000000000000
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50				\$9662888888728886666	\$4664 <u>-</u> 16
			Total	\$ 106.711250	\$ 1,280.54

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.

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.

Oregon Department of Administrative Services Project Costing Worksheet

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ACTORS		Times per Year									
SUBCONTRACTORS	Cost per	Time									
		Description									

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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.

Work Area

Oregon Department of Administrative Services

Annual Hours Labor

	An																															-
Oregon Department of Administrative Services Project Costing Worksheet	Annual/Total Labor	\$ 17,134.44	\$ 1,753.01			•			S				- 5	. S					. 5		•		' \$				- 5			۰ ۲		\$ 18,887.45
t of Administ Project Cost	Times Per Yr.	208																														Total
n Departmen	Daily/Per Item Labor	\$ 82.38	\$ 33.71	- \$	- \$	- 5	- \$	- \$	- \$	- \$	- 5	- \$	· ·	- 5	- 5	s -	• \$	- 5	• \$	- \$	- \$	- S	- S	- S	- 5	- S	- \$	- \$	- 5	•		\$ 116.09
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Areas in green are formula driven.

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

0.0

0.80%

Health Insurance PTO / LEAVE

Disability 401 K

1.38%

11.92% 15.00%

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

This is the days or shifts worked per year Times Per Year = Times per year multiplied by daily/per item labor 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 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. Other Benefits Mo. \$ =

For purposes of costing a project, it's important to distinguish between direct abor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is espectively a spart of the contrast requirements. It should be noted that working supervisors could spart a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For example, a supervisor may spare of 50% of his/her time in direct labor functions. The percentage may vary depending on the project or organization. For the in direct labor functions and the other 50% supervising. In that case you would include 50% of that percentage may vary depending on the supect or supervisory costs, in the indirect labor function 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 "Oher Payroll Expense" (OPE) for your organization onto the wage. "Alexing Fich."

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 tiem, 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).

amount is (whether as a percent or exac	t amount)
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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 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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	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 ORGANIZATION DEPARTMENTAL INDIRECT COSTS Management Salaries Management Payroll Tax Expense 29,120.00 \$ 5,256.00 \$ Management Medical Insurance 6,600.00 S Management Pension Plan Expense Sales & Administrative Salaries Sales & Administrative Payroll Tax Expense 561,845.00 90,906.00 S Sales & Administrative Medical Insurance 136,791.00 Sales & Administrative Pension Plan Expense Office Rent 146,676.00 \$ 82,078.00 \$ Advertising and Public Education Background Checks & Urinalysis 52,038.00 s Professional & Accounting / Audit Fees Training & Worker Safety 109,128.00 s Insurance Telephone Utilities 31,566.00 \$ 24,057.00 Property Taxes/Licenses/Fees s Dues & Subscriptions 14,962.00 1,129.00 \$ Depreciation-office building 23,569.00 Depreciation-office equipment 56,308.00 Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental 21,283.00 \$ 2,886.00 Office Supplies \$ Postage & Freight 1,651.00 3,011.00 Rehab s Miscellaneous Expense Bad Debts 65,322.00 \$ 47,769.00 168,563.00 Vehicle Expenses Staff Expenses Professional Services 559,120.00 65,443.00 \$ TOTAL INDIRECT COSTS \$ 1,368,949.00 \$ 938,128.00 1.40% 1.40% CPI Factor 2,339,376.08 \$ Total

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Service Center Janitorial 23-24

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). space provided below, indicate how your organization allocates overhead to this particular contract, what items go into your overhead, and what that overhead

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Delivery & Reserve

Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

City of Ashland Service Center Janitorial 23-24

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				\$ -		\$sectores and the sectores
2				\$		\$
3				\$		\$
4				\$ -		\$1000000000000000000000000000000000000
5				\$ -		\$
6				\$ -		\$ -
7				\$ -		\$
8				\$ -		\$: 20 per telestr⊆e per
9				\$ -		\$
10			·	\$ -		\$
Reason of		·		\$ -		\$ 00000000 <u>2</u> 000

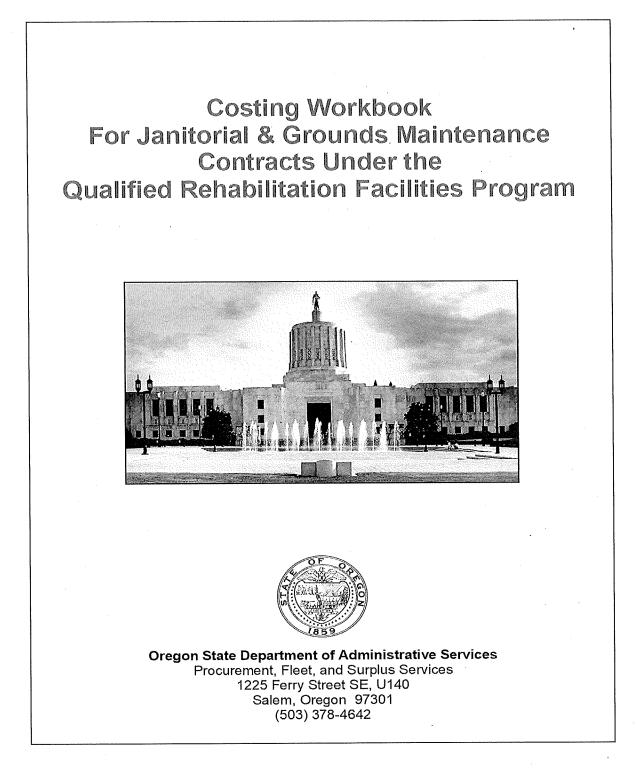
Margin

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



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.

QRF Name	Pathway Enterprises, Inc.
Project	City of Ashland Community Development Janitorial 23-24

Executive Director Signature:

Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	\$ 1,206.50 \$ 246.44 Subtotal 1 \$ 1,452.94
Labor Direct Labor	(from labor daily worksheet)	\$ 23,935.55
Overhead See Overhead Worksheet		\$ 6,288.15
Delivery Transportation	(from Trans & Reserve worksheet)	\$
	Total Bef	ore Margin \$ 31,676.64
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$33222,021.91
	Total	Bid Yearly \$ 33,698.55 Monthly \$ 2,808.21
V	Vork Area	

RAW MATERIALS

Pathway Enterprises, Inc.

City of Ashland Community Development Janitorial 23-24

Supplies

Faw 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	Units Needed		Monthly		Annual
	Price	Per Month		Cost		Cost
Arsenal #10 Top Clean	\$ 1.02	22.0000	\$	22.440000	\$	269.28
Arsenal #2 Window Clean	\$ 0.91	4.0000	\$	3.640000	\$	43.68
Arsenal #5 Restroom Cleaner	\$ 1.32	4.0000	\$	5.280000	\$ 333	63.36
Arsenal #6 Vindicator	\$ 0.86	8.0000	\$	6.880000	\$	82.56
Barkeepers Friend Liquid	\$ 5.92	1.0000	\$	5.920000	\$	71.04
Barkeepers Friend Stainless Steel Polish	\$ 5.92	0.2500	\$	1.480000	\$	17.76
Barkeepers Friend Toilet Bowl Cleaner	\$ 2.98		\$		\$	antigestationne <u>r</u> ne.
Wenco Aero Glass Cleaner	\$ 3.45	1.0000	\$	3.450000	\$	41.40
Ziz-O Paste	\$ 5.82	0.2500	\$	1.455000	\$	17.46
Angler Broom	\$ 5.90	0.1667	\$	0.983333	\$	11.80
Cleaning Terry Cloth Rag	\$ 0.49	5.0000	\$	2.437500	\$	29.25
Dust Mop 36" Frame	\$ 10.48	0.0833	\$	0.873333	\$	10.48
Dust Mop Handle	\$ 8.29	0.0833	\$	0.690833	\$ 500	8.29
Dust Mop Head 36"	\$ 16.47	0.1667	\$	2.745000	\$	32.94
Dust Pan	\$ 9.60	0.2500	\$	2.400000	\$	28.80
Easy Adapter hose	\$ 27.76		\$	and the second second second	\$	and the second
High Rise Duster	\$ 9.08	0.1667	\$	1.513333	\$	18.16
Melamine Erasing Sponge (24)	\$ 26.70	0.0417	\$	1.112500	\$	13.35
Pro Guard Nitrile Gloves (400)	\$ 42.50	0.4167	\$	17.708333	\$	212.50
Scour Sponge White (Case)	\$ 38,40	0.0833	\$	3.200000	\$	38.40
Toilet Brush	\$ 1.87	0.5000	\$	0.935000	\$	11.22
P Trigger Sprayer w/ Bottle	\$ 2.40	1.0000	\$	2.400000	\$	28.80
Unger Micro Washer Sleeve	\$ 1.95	0.2500	\$	0.49	\$	5.85
Mop Head	\$ 3.83	0.2500	\$	0.957500	\$	11.49
Mopster W Fluid Resevoir	\$ 50.33	0.2000	\$	-	\$	
60" Handle	\$ 8.75		\$		\$	
Sensor Bags (10 Pack)	\$ 28.51	0.1667	\$	4.751667	\$	57.02
Brute Caddy Bag	\$ 59.35	0.0833	\$	4.945833	\$	59.35
Ninja T Bar	\$ 21.27	0.0033	\$	7.01000	\$	
Chewing Gum Remover	\$ 7.42	0.2500	\$	1.855000	\$	22.20
Deep Six Defoamer	\$ 12.11	0.2500	\$	1.000000	\$	
2 Take Down Fresh and Clean	\$ 20.53		\$		\$	
Timesaver Floor Finish	\$ 20.03		\$		\$	an a
	\$ 18.45		\$		\$	
Heavy Duty Stripper	\$ 0.45		\$		\$	
	\$ 16.25		\$		Ψ \$	
Folex Carpet Spotter	 		\$		\$	
7 Easy Shine Reusable Pouches	\$ 10.61		\$		э S	
3 20" Black Strip Pads	\$ 6.00		\$		\$	
20" Brown Strip Pads	\$ 6.00		T		\$ \$	
20" Red Polish Pads	\$ 5.59	· .	\$		\$ \$	
1 20" White Polish Pads	\$ 4.26		\$		<u> </u>	
2 Doodle Bug Pad	\$ 2.26		\$	가지 사망 것 같은 것 같이 있는 것 - 가슴이 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가 가	\$	•
B Doodle Scrub Grout Pad	\$ 24.73		\$		\$	
3m Square Scrub Turf Pad	\$ 43.22		\$		\$	
5 Square Scrub SPP Pad	\$ 11.75		\$		\$	
3 Square Scrub Black Pad	\$ 13.19		\$		\$	
7	 		\$		\$	orenetsessesses sesses g≦s. Autorenetses orenetses ses
3	 		\$	anandanaan <mark>a</mark> siggigigi 	\$	an a san an a
9	 		\$	genegada dan dagi bir bir ada Tana di	\$	999 999 999 999 999 <u>9</u> 99 1999 999 999 999 999 999 <u>9</u> 99
)			\$		\$	

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.

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.

Oregon Department of Administrative Services Project Costing Worksheet

			•	- - 	•	, , ,	- 	۰ ب	•	• •	: • •	۱ ج	с 9	\$
ACTORS		Times per Year												
SUBCONTRACTORS	Cost per	Time												
		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
Brute Rubbermaid Can / Dolly	\$100.72	36	12	33%	\$ 33.57	100%	\$ 33.57	F	\$ 33.57
Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$ 187.29	100%	\$ 187.29	*	\$ 187.29
I Pro Team Back Pack Vacuum	\$ 428.00	36	12	33%	\$ 142.67	100%	\$ 142.67		•
 Cordless Backpack 	\$ 1,215.00	36	12	33%	\$ 405.00	100%	\$ 405.00		-
5 Wave Break Down Press Combo Md	\$ 76.72	36	12	33%	\$ 25.57	100%	\$ 25.57	-	\$ 25.57
6 Buffer Shroud	\$ 475.00	24	12	50%	\$ 237.50	100%	\$ 237.50		-
Easy Shine Applicator Kit	\$ 376.48	12	12	100%	\$ 376.48	100%	\$ 376.48		-
8 Hoss 700	\$ 2,590.00	60	12		69	100%	\$ 518.00		1
9 CRB Pro 45	\$ 2,738.00	60	12	20%	\$ 547.60	100%	\$ 547.60		-
10 Square Scrub	\$ 4,500.00	60	12	20%	\$ 900.00	100%	\$ 900.00		-
11 Buffer 20" w/tank	\$ 2,400.00	09	12	20%	\$ 480.00		\$ 480.00		•
12 Wet/Dry Vac	\$ 1,250.00	36	12	33%	\$ 416.67	100%	\$ 416.67		
13 Cadet Carpet Extractor	\$ 2,831.94	60	12	20%	\$ 566.39	100%	\$ 566.39		-
14 Doodle Scrub	\$ 898.00	36	12	33%	\$ 299.33	100%	\$ 299.33		• • • •
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20%	\$ 562.40	100%	\$ 562.40		-
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	12	20%	\$ 760.00	100%	\$ 760.00		-
17 T-300 Auto Scrubber	\$7,514.00	60	12	20%	\$ 1,502.80	100%	100% \$1,502.80		•
18 Nautilus Extractor	\$3,928.00	09	12	20%	\$ 785.60	100%	\$ 785.60		-
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12	14%	\$ 2,185.29	100%	100% \$2,185.29		•
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		-
21 Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		-
22			12						and the second
23			12				2		
24			12				Street and street and		
25			12						
								- - }	

Areas in green are formula onven. Areas in green are formula onven. 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.

Work Area

		Annual Hours	Labor	338.0	468.0	104.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
tive Services	ig Worksheet	Annual/Total	Labor	8,567.22	11,862.30	3,506.03					-								•			-										-	10
Oregon Department of Administrative Services	Project Costing Worksheet		Per Yr.	104 S	156 \$	52 \$	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	\$	S	\$	S	\$	69	S	\$
n Department		Daily/Per	εl	\$ 82.38	\$ 76.04	\$ 67.42	- S	- 5	- s	• •	- 5			5	- 5			- 5			- 5	- 5		•	- \$		•	•		•		- 5	•
Orego		5	- H	_	\$ 15.82	\$ 14.03		•	•			•																					•
		ts	Monthly \$																														
			Benefits %	29.11%	29.11%	29.11%																											
		Sub-	Total 4	\$ 0.25	\$ 0.24	\$ 0.21																			- 5							-	
		Unemploy-	ment %	0.43%	0.43% \$	0.43% \$																											
		Sub-	Total 3	2.69% \$ 1.58	2.69% \$ 1.46	\$ 1.30	. 5															-	•							-	-		
		Workers	comp%																														
		Sub-	Total 2	\$ 4.51	\$ 4.16																												
		FICA		0.0765	0.0765 \$																												
		Sub-	Total 1	\$ 58.89		\$ 48.20	1																										
	FC-56	% Pro-	ductivity	100% \$	100% \$	100% \$																											
	Initorial	Hourly	Rate	S 18.12	S 18.12																												
	Inc.	Work	Hours	3.25	3.00	2.00																											
I AROR	Direct Labor Pathway Enterprises, Inc. City of A chland Community Development Innitorial 23-24	Worker	Description	1 Janitor 2x	2 Janitor 3x	3 Supervision	P -	r u		10	~ 0		0.0			1	2	4 7	2 4		01	0	00	24 6	22	3 1	07	17	20	07	17	07	52

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.

910.0

\$ 23,935.55

Total

\$ 225.84

Total

11.92% 15.00% 0.80% 1.38%

Health Insurance PTO / LEAVE

Disability 401 K

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 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

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. **5** = 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 casting a project, it's important to distinguish between direct and 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 (supervision, for example, and solid) of the contract requirements. It should be noted that working supervisors could spend a percentage of their time in direct labor for that percentage may vary depending on the project or organization. For example, a supervisor, so of home may specifically 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, so of home may vary depending on the project or organization. For example, a supervisor so of the percentage of their time in direct labor functions. The percentage may vary depending on the register or organization. For example, and the direct labor to the for the percentage of their time in direct labor for other 50% of that percentage and the other 50% as well as any other supervisory costs, the percentage cost of the percentage of the percentage and 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 descendence of the most periper of the most step is to identify the work and break it down into its component tasks. The descendence of the most periper of the most area in the contract. The present state is for the most periper of the most area is a distribution of work and break it down into its component tasks. The descendence of the most periper of completed into a Per-Time or Per-Time or cest estimate. For example, in a custodial contract, first breakdown the wint will be required to component tasks such as loading euripment, emplying trash and recycle containers, vacuming, sweeping, dearing aforts waxing account for time between jots above post between jots above the moment area such and transfer and the adding euripment, emplying trash and recycle containers, vacuming, sweeping, dearing aforts, waxing account for time between jots above the serve to account for time between jots above the serve and the advingence of the many task into another at the accounting are avorking at 100% productivity for 2 hes. For example, in a such as of the many people are working at 100% productivity for 2 hes. and the avoid at 100% productivity for 2 hes. and the avoid at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% of the sech (2 x = 0). It could also be done by a poole working at 50% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. and the adving at 100% productivity for 2 hes. a

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 Matching FICA. Matching FICA. Workers Comp at your cost. Workers Some and 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).

Percent of Total Costs
OR
nead as a Dollar-Figure Sum

OVERHEAD

FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!

2. Enter Allocated Overl

1. Enter Overhead as a l

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	910
Total Assigned Overhead	s

V

V	0	R	K	Α	R	E	A:			
е	the	ar	ea b	elo	N to	o si	how	how	you	

Use the area below to show how you arrived at the final figure
that you show as your total Overhead
AGENCY REVENUES = \$12,534,045
AGENCY INDIRECT EXPENSES = 2,339,376
OVERHEAD % = 18 66%

Oregon Department of Administrative Services Project Costing Worksheet

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 his 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

Percent of Total Cost Method:

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)

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. 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

18.66%

Overhead Costs Pathway Enterpris City of Ashland Community Development Janitorial 23-24

Worksheet **Total Annual Operations** ORGANIZATION DEPARTMENTAL INDIRECT COSTS 29,120.00 Management Salaries s Management Payroll Tax Expense 5,256.00 Management Medical Insurance Management Pension Plan Expense 6,600.00 S Sales & Administrative Salaries ŝ 561,845.00 Sales & Administrative Payroll Tax Expense S 90,906,00 Sales & Administrative Medical Insurance 136,791.00 \$ Sales & Administrative Pension Plan Expense Office Rent 146,676.00 82,078.00 Advertising and Public Education 52.038.00 Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety 109,128.00 S Insurance Telephone Utilities Property Taxes/Licenses/Fees Dues & Subscriptions 31,566,00 \$ 24,057.00 14,962.00 1,129.00 Depreciation-office building Depreciation-office equipment 23.569.00 56,308,00 Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental 2,886.00 21,283.00 \$ Office Supplies Postage & Freight 1,651.00 3,011.00 Rehab s Miscellaneous Expense Bad Debts 65,322.00 168,563.00 Vehicle Expenses Staff Expenses Professional Services 47,769.00 559,120.00 65,443.00 TOTAL INDIRECT COSTS \$ 1,368,949.00 \$ 938,128.00 1.40% 1.40% **CPI** Factor \$ 2.339.376.08 Total

Overhead Computation Sheet

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Community Development Janitorial 23-24

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			·····	\$		\$
5	**************************************	-		\$		\$
6		-		\$10000-000		\$
7				\$		\$ -
8				\$		\$ -
9				\$ -		\$ -
10				\$		\$
_	······································	· · ·		\$ -	******	\$ 100 / 100 - 100

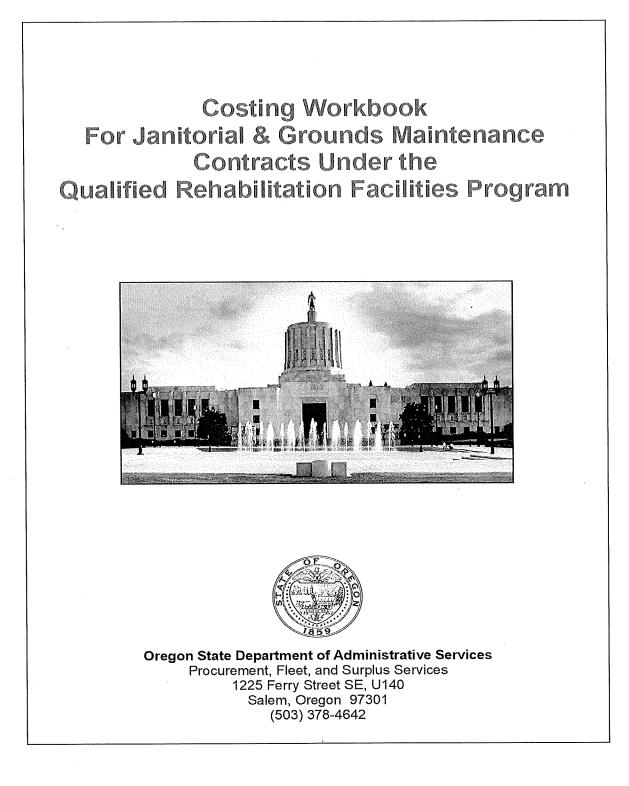
Margin

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



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.

QRF Name	Pathway Enterprises, Inc.	
Project	City of Ashland Municipal Court 23-24	

Executive Director Signature:

Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 1,206.50
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 246.44
		Subtotal 1 \$ 1,452.94
Labor		
Direct Labor	(from labor daily worksheet)	\$ 14,260.51
Overhead		
See Overhead Worksheet		\$ 3,891.86
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$
	Total Be	fore Margin \$ 19,605.32
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 1,251.40
	Tota	l Bid Yearly \$ 20,856.72
		Monthly \$ 1,738.06
	Work Area	

RAW MATERIALS

Supplies

City of Ashland Municipal Court 23-24

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	Units Needed		Monthly		Annual
		Price	Per Month		Cost		Cost
1 Arsenal #10 Top Clean	\$	1.02	22.0000	\$	22.440000	\$	269.28
2 Arsenal #2 Window Clean	\$	0.91	4.0000	\$	3.640000	\$	43.68
3 Arsenal #5 Restroom Cleaner	\$	1.32	4.0000	\$	5.280000	\$	63.36
4 Arsenal #6 Vindicator	\$	0.86	8.0000	\$	6.880000	\$	82.56
5 Barkeepers Friend Liquid	\$	5.92	1.0000	\$	5.920000	\$	71.04
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$	1.480000	\$	17.76
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$		\$	85 - 11 12 12 12 12 12 12 12 12 12 12 12 12
8 Wenco Aero Glass Cleaner	\$	3.45	1.0000	\$	3.450000	\$	41.4(
9 Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.46
0 Angler Broom	\$	5.90	0.1667	\$	0.983333	\$	11.80
1 Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$	2.437500	\$	29.2
2 Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.873333	\$	10.48
3 Dust Mop Handle	\$	8.29	0.0833	\$	0.690833	\$	8.29
4 Dust Mop Head 36"	\$	16.47	0.1667	\$	2.745000	\$	32.94
5 Dust Pan	\$	9.60	0.2500	\$	2.400000	\$	28.80
6 Easy Adapter hose	\$	27.76		\$		\$	anna a chilleanair.
7 High Rise Duster	\$	9.08	0.1667	\$	1.513333	\$	18.10
8 Melamine Erasing Sponge (24)	\$	26.70	0.0417	\$	1.112500	\$	13.3
9 Pro Guard Nitrile Gloves (400)	\$	42.50	0.4167	\$	17.708333	\$	212.50
0 Scour Sponge White (Case)	\$	38.40	0.0833	\$	3.200000	\$	38.40
1 Toilet Brush	\$	1.87	0.5000	\$		\$	11.2
2 Trigger Sprayer w/ Bottle	\$	2.40	1.0000	\$	2.400000	\$	28.80
3 Unger Micro Washer Sleeve	\$	1.95	0.2500	\$	0.49	\$	5.8
4 Mop Head	\$	3.83	0.2500	\$		\$	11.4
5 Mopster W Fluid Resevoir	\$	50.33	0.2000	\$		\$	
6 60" Handle	\$	8.75		\$		\$	<u> en </u>
7 Sensor Bags (10 Pack)	- \$	28.51	0.1667	\$		\$	57.02
8 Brute Caddy Bag	\$	59.35	0.0833	\$		\$	59.3
9 Ninja T Bar	\$	21.27	0.0000	\$		\$	
0 Chewing Gum Remover	\$	7.42	0.2500	\$		\$	22.2
1 Deep Six Defoamer	\$	12.11	0.2000	\$		\$	
2 Take Down Fresh and Clean	\$	20.53		\$		\$	n (na statistic in the
3 Timesaver Floor Finish	\$	26.62		\$		\$	energi energi energi e
4 Heavy Duty Stripper	\$	18.45		\$		\$	
5 Arsenal Nuetralizer Packs	\$	0.45		\$		\$	
	\$	16.25		\$		\$	
6 Folex Carpet Spotter 7 Easy Shine Reusable Pouches	\$	10.23		\$		\$	
	\$	6.00		\$		\$	
8 20" Black Strip Pads	\$	6.00		\$		\$	
9 20" Brown Strip Pads				\$		\$	
0 20" Red Polish Pads	\$	5.59		\$ \$		э \$	
1 20" White Polish Pads	\$	4.26		\$		\$	
2 Doodle Bug Pad	\$			\$ \$		\$	
3 Doodle Scrub Grout Pad	\$	24.73				\$	
4 3m Square Scrub Turf Pad	\$	43.22	and the second se	\$			
5 Square Scrub SPP Pad	\$	11.75		\$		\$	
6 Square Scrub Black Pad	\$	13.19		\$		\$	
				\$		\$	
				\$		\$	anggugggggggggggggggggggggggggggggggggg
.9				\$		\$	
				\$		\$	
			Total	\$	100.541667	\$	1,206.5

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.

regon Dep	artment	f S	Administ ject Cost	ative S ing Wo	Services orksheet
	regon Dep)regon Department J	Dregon Department of <i>J</i> Pro	regon Department of Administr Project Cost	Administrative iject Costing V

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		- \$	۰ ج	، چ	6	•	، ب	, \$	\$	ک	۰ ج	\$	، ج
	Times per Year												
Cost per	Time												
	Description												
	Cost per		Cost per Description Time Time Times	Cost per Time	Cost per Time	Cost per Time	Cost per Time Times per Year	Cost per Times per Year	Cost per Time per Year	Cost per Time per Year	Cost per Time per Year	Cost per Times per Year	Cost per Time per Year

Equipment	Onrt	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Annual
Description	Price	of Asset	life	Percentage	Per Year	% Use	Unit Cost	Units	Cost
Brute Rubbermaid Can / Dolly	\$100.72	36	12	33%	\$ 33.57		\$ 33.57	1	\$ 33.57
Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$ 187.29	100%	\$ 187.29	1	\$ 187.29
Pro Team Back Pack Vacuum	\$ 428.00	36	12	33% \$	\$ 142.67	100%	\$ 142.67		•
4 Cordiess Backpack	\$ 1,215.00	36	12	33%		100%	\$ 405.00		-
5 Wave Break Down Press Combo Md	\$ 76.72	36	12	33% \$	\$ 25.57	100%	\$ 25.57	1	\$ 25.57
Buffer Shroud	\$ 475.00	24	12	50% \$		100%	\$ 237.50		•
7 Easy Shine Applicator Kit	\$ 376.48	12	12	100%	\$ 376.48	100%	\$ 376.48		•
8 Hoss 700	\$ 2,590.00	60	12	20%	÷.	100%	\$ 518.00		1
9 CRB Pro 45	\$ 2,738.00	60	12	20% \$	\$ 547.60	100%	\$ 547.60		•
10 Square Scrub	\$ 4,500.00	60	12	20%		100% \$	\$ 900.00		•
11 Buffer 20" w/tank	\$ 2,400.00	09	12	20% \$	\$ 480.00	100%	\$ 480.00		
12 Wet/Dry Vac	\$ 1,250.00	36	12	33%	5	100%	\$ 416.67		•
13 Cadet Carpet Extractor	\$ 2,831.94	60	12	20% \$	\$ 566.39	100%	\$ 566.39		•
14 Doodle Scrub	\$ 898.00	36	12	33%	\$ 299.33	100%	\$ 299.33		S
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20% \$			\$ 562.40		-
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	12	20% \$	\$ 760.00	100%	\$ 760.00		•
T-300 Auto Scrubber	\$7,514.00	60	12	20% \$			\$1,502.80		-
18 Nautitus Extractor	\$3,928.00	60	12	20%	\$ 785.60	100%	\$ 785.60		1
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12	14%	\$ 2,185.29	100%	\$2,185.29		•
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		S
21 Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		- -
22			12						and the second se
23			12						
24			12						
25			12						

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.

Work Area

Page 3

Oregon Department of Administrative Services Project Costing Worksheet

ours

Direct Labor Pathway Enterprises, Inc. LABOR

Annual Hou	Labor	26	23	5																											
Annual/Total	Labor	6,582.89	5,924.60	1,753.01			-																								
	Per Yr.	104 S	156 S	52 \$	S	S	S	\$	S	\$	S	S	\$	\$	\$	\$	S	\$	\$	S	S	S	S	S	\$	S	\$	S	S	S	U
		0	8	1																				N.							
Daily/Per	Item Labor	\$ 63.30	\$ 37.98	\$ 33.71	s .	s .	s	S	' s	s .	- s	s .	s .	s .	s .	' s	s .	s .	· s	• \$	s .	s -	s .	· s	s .	s	· s	· s	' s	- s	
Other Benefits	SubTotal 5	13.17	7.90	7.02		-					1						-	· · · · · · · · · · · · · · · · · · ·					-								
ts	Monthly \$	S	S	S	S	S	S	S	S	S	S	S	S	S	S	60	\$	S	S	69	69	\$	\$	\$	\$	69	69	\$	69	\$	•
	Benefits % N	29.11%	29.11%	29.11%																											
1	Total 4 B	0.20	0.12	0.10			•		,															•							
	ř	\$	S	\$	\$	s	5	s	5	s	5	s	s	s	s	s	s	s	s	s	s	s	s	s	S	S	6	5	5	\$	
Unemploy-	ment %	0.43%	0.43%	0.43%																											
L .	Total 3	\$ 1.22	\$ 0.73											-	-			-	-	- 5	- 5		-	- 5			,			- 5	
	comp%	2.69% \$	2.69% \$	2.69% \$	\$	55	31	01			69	\$	-			-	-		S		-		*)								
	~	3.46																													
FICA		0.0765 \$	0.0765 \$	0.0765 \$	69	69	69	61	60		60	\$	5	60	6.9		5				5	\$	S	0	5	0	0	0	0	0	
Sub-	Total 1	\$ 45.25	27.15	24.10		•											•			•											
% Pro-	ductivity .	100% \$				60	69	G	63	0	0	0	0	0		0	0	0	0	0	0	S	0			U.		0		0	
Hourly		\$ 18.10	\$ 18 10	\$ 24 10		1																									
Work	Hours	0			+																										
Worker Work	Description	Janitor 2x	2 Ianitor 3v	3 Supervision																											

14,260.51

Total

134.99 s s

Total

11.92% 15.00% 0.80% 1.38%

Health Insurance PTO / LEAVE

Disability 401 K

List "Other Benefits" Provided

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%).

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 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

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. Other Benefits Mo. \$ =

For purposes of costing 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 espectivally identifiable contract requirements. It should be noted that working supervision sould spend a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For espectival, a supervision and solver the solver a percentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For espectival, a supervision and spectra and solver time solver time in direct labor functions on the project or organization. For in the indirect labor functions of the percentage and solver 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 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 descendent of the most state is the pare of component task are identified in a custofiel contract. If the treak the time that will be required to accomplete and task. Since it the pare of component tasks are identified in a custofiel contract. If the breakdown the wink will be required to accomplete and the set into the state. Since it the most state is contract and the pare of the most state into its estimate the immerstate and the set into its estimate the immerstate and the pare of the most state is the pare of the most state is a complete and the set its and the most well accomplete and the pare of the most state is the pare of the most state in the most state into antiper state is the pare of the most state is the pare of the pare of the most state is the pare of the pare of the most state is the pare of the pare of the pare of the most state is the pare of the pare of the pare of the most state is the pare of the pare of the most state is the pare of the pare of the most state is the pare of the pare of the most state is the pare of the pare of the most state is the pare of the pare of the pare of the pare of the most state is the pare of the pare of the most state is the pare of the

Dree 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 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, 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).

There are many different ways organizations allocate overhead internally (e.g., Percent of to In the space provided below, indicate how your organization allocates overhead to this particular o amount is (whether as a percent or exac	contract, what items go into your overhead, and what that overhead 📗
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	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	

Worksh	eet			
		Total Annua	al Op	perations
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries			\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	S	90,906.00		
Sales & Administrative Medical Insurance	S	136,791.00		
Sales & Administrative Pension Plan Expense	-			
Office Rent	\$	146,676.00	\$	82.078.00
Advertising and Public Education	S	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	\$	31,566,00	\$	24,057.00
Dues & Subscriptions	S	14,962.00	\$	1,129.00
Depreciation-office building	S	23,569.00		
Depreciation-office equipment			S	56.308.00
Repairs & Maintenance-office				
Cleaning and Maintenance	-			
Office Equipment Rental				
Office Supplies	\$	21,283.00	\$	2,886.00
Postage & Freight	\$	1,651.00		
Rehab			\$	3,011.00
Miscellaneous Expense				
Bad Debts				
Vehicle Expenses	\$	65,322.00	\$	168,563.00
Staff Expenses	S	47,769,00		
Professional Services	S	65,443,00	S	559,120,00
	<u> </u>			
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.409
Total	\$	ng galaka ka		2,339,376.08

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Municipal Court 23-24

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services Project Costing Worksheet

Delivery & Reserve

Pathway Enterprises, Inc. City of Ashland Municipal Court 23-24

Oregon Department of Administrative Services Project Costing Worksheet

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				\$ 12.00		\$ -
3				\$		\$
4	······································			\$ -		\$
5				\$		\$ -
6				\$ -		\$ -
7				\$	· · · · · · · · · · · · · · · · · · ·	\$
8				\$ -		\$
9				\$ -		\$
10				\$ -		\$ -
-		•		\$ -		\$ -

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

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.

QRF Name Pathway Enterprises, Inc.		
Project City of Ashland Street and Shop Janitor	ial 23-24	
Executive Director Signature:		
Raw Materials		•
Per Time Use - Supplies	(from supplies worksheet)	\$ 989.01
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 246.44
Labor	· .	Subtotal 1 \$ 1,235.45
Direct Labor	(from labor daily worksheet)	\$ 6,695.64
Overhead		
See Overhead Worksheet		\$ 1,964.35
Delivery		
Transportation	(from Trans & Reserve worksheet)	\$
· .	Total Be	efore Margin \$ 9,895.44
-		1
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 631.62
		.
	Tot	al Bid Yearly \$ 10,527.06
		Monthly \$ 877.25
	Nork Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Street and Shop Janitorial 23-24

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	Units Needed		Monthly	Annual
	<u> </u>	Price	Per Month	_	Cost	Cost
1 Arsenal #10 Top Clean	\$	1.02	18.0000	\$	18.360000	\$ 220.32
2 Arsenal #2 Window Clean	\$	0.91	3.0000	\$	2.730000	\$ 32.76
3 Arsenal #5 Restroom Cleaner	\$	1.32	3.0000	\$	3.960000	\$ 47.52
4 Arsenal #6 Vindicator	\$	0.86	6.0000	\$	5.160000	\$ 61.92
5 Barkeepers Friend Liquid	\$	5.92	0.7500	\$	4.440000	\$ 53.28
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$	1.480000	\$ 17.76
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98	4.0000	\$		\$ tota (actagggaato <u>a</u> cta
8 Wenco Aero Glass Cleaner	\$	3.45	1.0000	\$	3.450000	\$ 41.40
9 Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$ 17.46
10 Angler Broom	\$	5.90	0.1667	\$	0.983530	\$ 11.80
11 Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$	2.437500	\$ 29.25 cm
12 Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.872984	\$ 10.48
13 Dust Mop Handle	\$	8.29	0.0833	\$	0.690557	\$ 8.29
14 Dust Mop Head 36"	\$	16.47	0.1250	\$	2.058750	\$ 24.71
15 Dust Pan	\$	9.60	0.2500	\$	2.400000	\$ 28.80
16 Easy Adapter hose	\$	27.76		\$	1996년 11월 11일 - 11일 - 11일 - 11일 - 11 - 11일 - 11 - 11일 - 11	\$ nterenteta esta garratada <u>e</u> sta e
17 High Rise Duster	\$	9.08	0.1667	\$	1.513636	\$ 18.16
18 Melamine Erasing Sponge (24)	\$	26.70	0.0416	\$	1.110720	\$ 13.33
19 Pro Guard Nitrile Gloves (400)	\$	42.50	0.4167	\$	17.708333	\$ 212.50
20 Scour Sponge White (Case)	\$	38.40	0.0833	\$	3.198720	\$ 38.38
21 Toilet Brush	\$	1.87	0.5000	\$	0.935000	\$ 11.22
22 Trigger Sprayer w/ Bottle	\$	2.40	1.0000	\$	2.400000	\$ 28.80
23 Unger Micro Washer Sleeve	\$	1.95	0.2500	\$	0.49	\$ 5.85
24 Mop Head	\$	3.83	0.2500	\$	0.957500	\$ 11.49
25 Mopster W Fluid Resevoir	\$	50.33		\$	Mender protection - Electric datas	\$ an an the state of t
26 60" Handle	\$	8.75		\$	n de la persona por la porte de la port	\$ generalization a trans
27 Sensor Bags (10 Pack)	\$	28.51		\$	an tha an s aidh an 1966.	\$ na na shaka na kata na <mark>s</mark> a s
28 Brute Caddy Bag	\$	59.35		\$	aler en an <u>s</u> enser	\$ an an a
29 Ninja T Bar	\$	21.27	0.0833	\$	1.772500	\$ 21.27
30 Chewing Gum Remover	\$	7.42	0.2500	\$	1.855000	\$ 22.26
31 Deep Six Defoamer	\$	12.11		\$	사실에 가장 아파 우리는 것이 있다.	\$ ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
32 Take Down Fresh and Clean	\$	20.53		\$	alagen her der angen ander d	\$ ana dikiriyin takiri <mark>1</mark> 940.
33 Timesaver Floor Finish	\$	26.62		\$	engleerindd Ljochtor	\$ na stagen ag 🖌
34 Heavy Duty Stripper	\$	18.45		\$	an an an Alban an Alb	\$ e de la substitut de la substit
35 Arsenal Nuetralizer Packs	\$	0.45		\$	n da georgia <u>i</u> degant -	\$ enterrant (1955-1975)
36 Folex Carpet Spotter	\$	16.25		\$	anderstat de p argade	\$ server en sen server serve
37 Easy Shine Reusable Pouches	\$	10.61		\$	neredő hervez elektres.	\$ en de la compañía de prop
38 20" Black Strip Pads	\$	6.00		\$	andergeperson en <mark>g</mark> ebene staar de s	\$ ulara da da <u>a</u> dara
39 20" Brown Strip Pads	\$	6.00		\$	er for vergeler m <u>i</u> tter vergeler	\$ per me e e e e e e per per e
40 20" Red Polish Pads	\$	5.59		\$	o de la compañía de la compañía	\$ 9004-000-0 <u></u>
41 20" White Polish Pads	\$	4.26		\$		\$
42 Doodle Bug Pad	\$	2.26	·	\$	n an	\$ n Altanan ang ang tanan
43 Doodle Scrub Grout Pad	\$	24.73		\$	and the state of the second	\$
44 3m Square Scrub Turf Pad	\$	43.22		\$	and farming the second	\$
45 Square Scrub SPP Pad	\$	11.75		\$	e dessatures <u>b</u> ornelle	\$ an an a
46 Square Scrub Black Pad	\$	13.19		\$	ananan pen <u>s</u> ekeren	\$ eren angeberen in <u>i</u> ere
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49	1			\$	nalatio gogo zejene o s	\$
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· · · · · · · · · · · · · · · · · · ·	J		Total	\$	82.417230	\$ 989.01

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

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

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.

			\$ ۲ ۲	۱ ج	- \$	\$ \$	- \$	\$ \$	۔ ج	۰ \$	ч 6 7
ACTORS		Times per Year									
SUBCONTRACTORS	Cost per	Time	-								
		Description									

Equipment	Unit	Useful life	Contract	Depreciation	Units Cost		Project	# of	Annual	
Description	Price	of Asset	life	Percentage	Per Year	% Use Uni	Unit Cost	Units	Cost	
Brute Rubbermaid Can / Dollv	\$100.72	36		33%	\$ 33.57	100% \$	33.57	-	й Ф	33.57
Sensor XP15 Upright Vacuum	\$ 561.88		12	33%	\$ 187.29	100% \$	187.29	-	\$	187.29
Pro Team Back Pack Vacuum	\$ 428.00	36	12	33%	\$ 142.67	ŝ	142.67		\$	
Cordless Backback	\$ 1.215.00	36	12	33%	\$ 405.00	100% \$	405.00		\$	
5 Wave Break Down Press Combo Md	60	36	12	33%	\$ 25.57	100% \$	25.57	-	\$	25.57
6 Buffer Shroud	s	24	12	20%	\$ 237.50	ф	237.50		\$	1
Easy Shine Applicator Kit	\$ 376.48	12	12	100%	\$ 376.48	100% \$	376.48		\$	
8 Hoss 700	\$ 2,590.00	60	12	20%	69	100% \$	518.00		S	
9 CRB Pro 45	\$ 2,738.00	60	12	20%	\$ 547.60	\$	547.60		\$	
10 Square Scrub	\$ 4,500.00	60	12	20%	s	ŝ	900.006		\$	
11 Buffer 20" w/tank	\$ 2.400.00	09	12	20%	\$		480.00		S	
12 Wet/Drv Vac		36	12	33%	\$ 416.67	φ	416.67		\$	
13 Cadet Carpet Extractor	\$ 2.831.94	60	12	20%	\$ 566.39	100% \$	566.39		÷	
14 Doodle Scrub	\$ 898.00	36	12	33%	\$ 299.33	100% \$	299.33		\$	
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20%	\$ 562.40	φ	562.40		\$	
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	12	20%	\$ 760.00	100% \$	760.00		÷	
17 T-300 Auto Scrubber	\$7,514.00	60	12	20%	\$ 1,502.80	100% \$1,502.80	502.80		S	1
18 Nautilus Extractor	\$3,928.00	99	12	20%	\$ 785.60	100% \$	785.60		\$	Ţ
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -	14%	\$ 2,185.29		185.29		÷	
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100% \$	\$ 173.20		\$	
Carbon Fiber Water Fed Pole	\$4.336.76	60	12	20%	\$ 867.35	100% \$	867.35		\$	-
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And the second se			12							
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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.

Work Area

Oregon Department of Administrative Services

LABOR

Direct Labor Pathway Enterprises, Inc. City of Ashland Strect and Shop Janitorial 23-24	s, Inc. 1 and Shop Janitori.	al 23-24													Project Cos	Project Costing Worksheet	
Worker Description	Work Hours	Hourly Rate	% Pro- ductivity	Sub- Total 1	FICA	Sub- Total 2	Workers comp%	Sub- U Total 3	Unemploy- ment %	Sub- Total 4	Other Renefite %	Other Benefits Monthly S	Other Benefits	s Daily/Per	Times Der Vr	Annual/Total	Annual Hours
1 Janitor Daily	1.25	\$ 18.12	100%	\$ 22.65	0.0765	1.73	2	0.61	\$		29.11%	2 (1111211	S 659 S	31.68	156	v	195.0
2 Supervision	1.00	1.00 \$ 24.10	100% \$ 24	S 24.10	0.0765 \$	1.84	2.69% \$		0.43% \$	0.10	29.11%			Ś	52	\$ 1,753.01	52.0
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30				s .	S	-	s	•	\$	•			، ج	5		S	0.0
													Total	\$ 65.40	Total	\$ 6,695.64	247.0

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%).

0.80% 1.38%

11.92% 15.00%

Health Insurance PTO / LEAVE

Disability 401 K

List "Other Benefits" Provided

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 Cther 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

Input in this column if you calculate Other Benefits as a flat dollar amount per month. Adjust armount 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 costing 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 specifically identifiable as a part of the contract requirements. It should be noted that working supervisions could spend a precentage of their time in direct labor functions. The percentage may vary depending on the project or organization. For examines, a supervision, supervision, as supervision, and direct labor functions. The percentage may vary depending on the project or organization. For examine, a supervision supervision supervising, in the indirect labor functions. The percentage may vary depending on the project or organization. For example, a supervision supervising, in the indirect labor or organization. For example, a supervision supervision, and the inter at tases you would include 50% of that person's and the other 50%, as well as any other supervisiony costs.

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 "preventing wage. Check the contract Also, be sure to add the appropriate "Other Payroli Expense" (OPE) for your organization onto the wage. Matching PAGe.

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

After you've established the direct abor cost per line or per line. 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. To example, a service with direct abor 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 \$20,60.00 per year. (80 x 5 = 20,600). For monthy cost divide the service. Farmal cost by 12 (fin this cast of service 35.33.53.51.00.11).

In the space provided below, indicate how your organization allocates overhead to this particular amount is (whether as a percent or exa	
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	as management or administrative costs, tincularing inese costs into the overhead as 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	
Time required to complete contract 247 Total Assigned Overhead S	
Worksheet WORK AF	KEA: v to show how you arrived at the final figure

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).

	· ·	Total Annua	al Op	perations
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries	1		\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	s	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	\$	136,791.00		
Sales & Administrative Pension Plan Expense				
Office Rent	\$	146,676.00	\$	82,078.00
Advertising and Public Education	\$	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	\$	31,566.00	\$	24,057.00
Dues & Subscriptions	\$	14,962.00	\$	1,129.00
Depreciation-office building	\$	23,569.00		
Depreciation-office equipment			\$	56,308.00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental				
Office Supplies	\$	21,283.00	\$	2,886.00
Postage & Freight	\$	1,651.00		
Rehab			\$	3,011.00
Miscellaneous Expense				
Bad Debts				
Vehicle Expenses	\$	65,322.00	\$	168,563.00
Staff Expenses	\$	47,769.00		
Professional Services	\$	65,443.00	\$	559,120.00
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.409
Total	\$			2,339,376.08

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Street and Shop Janitorial 23-24

> Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services

Project Costing Worksheet

Delivery & Reserve

Pathway Enterprises, Inc.

Oregon Department of Administrative Services Project Costing Worksheet

City of Ashland Street and Shop Janitorial 23-24

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				\$		\$.c
2			· · · · · · · · · · · · · · · · · · ·	\$ -		\$
3	11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-11000-110			\$		\$
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7				\$		\$ 67.62,000 - 2000
8				\$	17.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	\$1000 (10000 / 1 0000
9				\$		\$
10	and and the second s	1		\$ 2,220 - 202		\$
				\$ 26.2.2° _ 20.7	*********	\$

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				
		and and the second s	an magnature screening of the second of the	



Communication

Teamwork

Professionalism

Opportunity

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

Property Service License #40205

CCB License #218417

June 12, 2023

Ralph Sartain Fire Chief City of Ashland 90 N. Mountain Ave. Ashland, OR 97520

Dear Mr. Sartain,

Pathway Enterprises is requesting a pricing adjustment for the 23-24 contract period. The reason for the changes are as follows:

- Incorporation of the updated Living Wage for the City of Ashland at \$18.12 per hour. Supervisory wages were calculated at 1.3 times that of a worker. This resulted in a supervisory rate of \$24.10 per hour.
- Updates for supply expenses, fringe expenses, and agency overhead.

The current cleaning service pricing is \$7,589.28, and we are requesting an increase to \$8,732.66 annually. This increases the overall cost by \$1,143.38 per year.

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

Sincerely,

Flichard Simson

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

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: 1/20/2023

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 Fire Department 23-24		
Executive [Director Signature:		
Daves Mantaut		•	
Raw Materi	ais se - Supplies	(from supplies worksheet)	\$ 545.55
	Tools & Subcontracting	(from small equipment worksheet)	\$ 212.87
		Subtotal 1	I \$ 758.42
Labor Direct Labor	-	(from labor daily worksheet)	\$,820.77
Difect Labor	1	(non labor daily worksheet)	φ 0,020.11
Overhead			
See Overhe	ad Worksheet		\$ 1,629.51
Delivery			
Transportat	ion	(from Trans & Reserve worksheet)	\$
		Total Before Margir	n \$ 8,208.70
			hainna
Reserve Marsin Liela	Lin Decentra	(from Trong & Decense worksheet)	\$ 523.96
wargin Heic	in Reserve	(from Trans & Reserve worksheet)	\$ 33.96
		Total Bid Yearly	
		Monthly	/ \$ 727.72
			1 · · ·
		Work Area	
		•	
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			4

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Fire Department 23-24 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 Arsenal #10 Top Clean	\$	1.02	10.0000	\$	10.200000	\$	122.400000
2 Arsenal #2 Window Clean	\$	0.91	2.0000	φ \$	1,820000	φ \$	21.840000
3 Arsenal #5 Restroom Cleaner	\$	1.32	2.0000	\$	2.640000	\$	31.680000
4 Arsenal #6 Vindicator	\$	0.86	4.0000		3,440000		
	\$	5.92		\$		\$	41.280000
5 Barkeepers Friend Liquid			0.5000	\$	2.960000	\$	35.520000
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.1250	\$	0.740000	\$	8.880000
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98	0.2500	\$	0.745000	\$	8.940000
8 Wenco Aero Glass Cleaner	\$	3.45	0.5000	\$	1.725000	\$	20.700000
9 Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.460000
10 Angler Broom	\$	5.90	0.0833	\$	0.491470	\$	5.897640
11 Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$	2.437500	\$	29.250000
12 Dust Mop 36" Frame	\$	10.48		\$	entre de la contra d	\$	nen konsten 1600 ben
13 Dust Mop Handle	\$	8.29		\$	erent et al 🖬 delater	\$	a an tha tha s taighteach
14 Dust Mop Head 36"	\$	16.47		\$	entre state - state a	\$	한 한 한 한 한 한 것 _ 수가 있는 것 같
15 Dust Pan	\$	9.60	0.0833	\$	0.799680	\$	9.596160
16 Easy Adapter hose	\$	27.76		\$	11 <u>-</u> 1997,23	\$	-
17 High Rise Duster	\$	9.08	0.0833	\$	0.756364	\$	9.076368
18 Melamine Erasing Sponge (24)	\$	26.70		\$		\$	
19 Pro Guard Nitrile Gloves (400)	\$	42.50	0.0833	\$	3.540250	\$	42.483000
20 Scour Sponge White (Case)	\$	38.40	0.0416	\$	1.597440	\$	19.169280
21 Toilet Brush	\$	1.87	0.1667	\$	0.311729	\$	3.740748
22 Trigger Sprayer w/ Bottle	\$	2.40	0.5000	\$ \$	1.200000		14.400000
23 Unger Micro Washer Sleeve	\$	1.95	0.1677	ф \$		\$	
	\$				0.327015	\$	3.924180
24 Mop Head 25 Mopster W Fluid Resevoir	\$	3.83	0.2500	\$	0.957500	\$	11.490000
		50.33		\$	-	\$	en l'apporten <u>J</u> ebècèque Recommendences
26 60" Handle	\$	8.75		\$	parata dalar ing tito tito.	\$	n in the second second
27 Sensor Bags (10 Pack)	\$	28.51	0.0833	\$	2.374883	\$	28.498596
28 Brute Caddy Bag	\$	59.35	0.0833	\$	4.943855	\$	59.326260
29 Ninja T Bar	\$	21.27		\$		\$	nne headaig <u>a</u> 6 8 8 an
30 Chewing Gum Remover	\$	7.42		\$	아파아아이 아이들이 물었습니다.	\$	-
31 Deep Six Defoamer	\$	12.11		\$	- 1997	\$	egen of each of the second s
32 Take Down Fresh and Clean	\$	20.53		\$	ante ante tetri - Englista de la composición de la composición de la composición de la composición de la compos	\$	in an
33 Timesaver Floor Finish	\$	26.62		\$	+ ¹ - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	\$	energia (historia) (historia) Nergia
34 Heavy Duty Stripper	\$	18.45		\$		\$	en se
35 Arsenal Nuetralizer Packs	\$	0.45		\$		\$	egalar earlin 🛓
36 Folex Carpet Spotter	\$	16.25		\$	na ang ang ang ang ang ang ang ang ang a	\$	en e
37 Easy Shine Reusable Pouches	\$	10.61		\$	an a	\$	en en anter a ser anter a ser en an En anter a ser en ante
38 20" Black Strip Pads	\$	6.00		\$	ter finnensasse <u>p</u> riveren i he	\$	in der des die gestigten.
39 20" Brown Strip Pads	\$	6.00	,	\$	ana ang pang a	\$	en e
40 20" Red Polish Pads	\$	5.59		\$		\$	e en el compositor de la factoria de
41 20" White Polish Pads	\$	4.26		\$	energeneren i L igzeben i	\$	an a
42 Doodle Bug Pad	\$	2.26		\$	enninnen gleezaar	\$	araalah tahun <mark>a</mark> magan da
43 Doodle Scrub Grout Pad	\$	24.73		\$	en en el composition de la composition A composition de la co	\$	
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		11.75				\$	
46 Square Scrub Black Pad	\$	13.19		\$	energen en e	\$	and and a stational second station of the second
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50				\$	ne reelene t abatijo -	\$	
			Total	\$	45.46	\$	545.552232

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 Fire Department 23-24

Oregon Department of Administrative Services Project Costing Worksheet

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rauway cincipites, inc.				
City of Ashland Fire Department 23-24		SUBCONTRACTORS	ACTORS	
		Cost per		
	Description	Time	Times per Year	
The following Equipment & 1 ools are examples which may be required to do the job:				, 4
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it any of this equipment is used on more than one project, be sure to include unity that polynon of				, v
the cost associated with this project.				69
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Note: Any second with dealt money is not alighte for denregiation however the				•

Note: Any seed mirchsed with grant money is not eligible for depreciation however the	EOST to Haintain the asset is allowable expense and should be listed.	

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Sector Sector<	Brute Rubbermaid Can / Dollv	w	6	36	12	33%		100%	\$ 33.57		
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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 on more than one project, be sure to include only that portion of the costs Projected Unit Cost = Calculated by multiplying the unit cost propartities 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

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LABOR	
Direct Labor	
Pathway Enterprises, Inc.	
and the second s	

Worker Description	Work Hours	Hourly Rate	Sub- Total 1	FICA		Sub- Total 2	Workers comp%		Sub- otal 3	Unemploy ment %	Sub- Total 4	Other Benefits %	Other Benefit			Daily/Per			al/Tota	
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Total \$ 52.78 Total \$ 5,820.77 227.5

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 (prevaiing 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 = 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 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

For purposes of costing a project, it's important to distinguish between direct and 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 supervisor may spend 50% of lisher time in direct labor functions and 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 as component tasks. The description of work or specifications in the contract is the place to start. Once the component tasks are identified, the mext step is to estimate the time that will be required to accomplish each task. Since this setimated time may be in minutes or even seconds, the times must be completed into a Per-time of Per-time direct labor cost estimate. For example, in a custodial contract, first breakdown the work requirements into component tasks. Since this setimate the time that will be required to accomplish each task. Since this setimated time may be in minutes or even seconds, the times must be completed into a Per-time of Per-time direct labor cost estimate. For example, in a custodial contract, first breakdown the work requirements into component tasks. Since this setimates (not example, exacuting), sweeping, cleaning sinks, waving floors, etc. (be sure to account for time belween jobs also). Next, estimate the time required for each component tasks. Then, comple those estimates into a figure that reprises the total number of hours per servamipe, a diverk. That figure that hours' total must will be task to hours' can be accomplished by i person working at 100% productivity for a 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)

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 "provailing wage". Check the contract Also, be sure to add the appropriate "Other Payroli Expense" (OPE) for your organization onto the wage. Matching FICA Workers Comp at your cost Cost of other benefuls paid by your organization (e.g. medical, dental, retirement, etc.)

PTO/LEAVE	11.92%
PT0/LEAVE	11.92%
Heath Insurance	15%
Disability	0.80%
401 K	1.38%

There are many different ways organizations allocate overhead internally (e.g., Percent of total of the space provided below, indicate how your organization allocates overhead to this particular cont amount is (whether as a percent or exact am	ract, what items go into your overhead, and what that overhead
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!	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 he here the uncertainty and the approximation of the product of the
1. Enter Overhead as a Percent of Total Costs 18.66%	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.
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	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	

OVERHEAD Overhead Costs Pathway Enterpris City of Ashland Fire Department 23-24

Management Salaries Management Payroll Tax Expense Management Medical Insurance Management Medical Insurance Sales & Administrative Salaries Sales & Administrative Payroll Tax Expense Sales & Administrative Payroll Tax Expense Sales & Administrative Payroll Tax Expense Sales & Administrative Pension Plan Expense Office Rent Salexing and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Lelephone Utilities Property Taxes/Licenses/Fees Dues & Subscriptions		Total Annua						
Management Salaries Management Payroll Tax Expense Management Persion Plan Expense Sales & Administrative Salaries Sales & Administrative Mayroll Tax Expense Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance Sales & Administrative Medical Insurance Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense Office Rent Advertising and Public Education Satornance Training & Worker Safety Insurance Training & Worker Safety Insurance Utilities Property Taxes/Licenses/Fees Ques & Subscriptions Depreciation-office building	OR	Total Annual Operations						
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Management Medical Insurance Management Pension Plan Expense Sales & Administrative Salaries Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense Office Rent Advertising and Public Education Background Checks & Uringlysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Utilities Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office building			\$	29,120.00				
Management Pension Plan Expense Sales & Administrative Salaries Sales & Administrative Apyroll Tax Expense Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense Office Rent Advertising and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Uitilities Property Taxes/Licenses/Fees Dues & Subscriptions Depreciation-office building			\$	5,256.00				
Sales & Administrative Salaries Image: Salas & Administrative Payroll Tax Expense Image: Salas & Administrative Medical Insurance Image: Salas & Advertising and Public Education Image: Salas & Advertising andvetising and Public Education I			\$	6,600.00				
Sales & Administrative Payroll Tax Expense Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense Sales & Administrative Pension Plan Expense Office Rent Sales & Administrative Pension Plan Expense Advertising and Public Education Salex & Urinalysis Professional & Accounting / Audit Fees Sales & Counting / Audit Fees Training & Worker Safety Insurance Insurance Safety Property Taxes/Licenses/Fees Subscriptions Depreciation-office building Safety								
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Sales & Administrative Pension Plan Expense Chice Rent Office Rent Sadvertising and Public Education Sadvertising and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees Satvertising a Worker Safety Training & Worker Safety Insurance Satvertising a Worker Safety Telephone Uitilities Dues & Subscriptions Dues & Subscriptions Subscription Satvertising and Public Education	\$	90,906.00						
Office Rent Advertising and Public Education Advertising and Public Education Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Utilities Property Taxes/Licenses/Fees Ques & Subscriptions Depreciation-office building Q	\$	136,791.00						
Advertising and Public Education 3 Background Checks & Urinalysis Professional & Accounting / Audit Fees 3 Training & Worker Safety Insurance 7 Telephone 1 Utilities 7 Property Taxes/Licenses/Fees 3 Dues & Subscriptions 4 Depreciation-office building 3								
Background Checks & Urinalysis Professional & Accounting / Audit Fees Training & Worker Safety Insurance Telephone Uilities Property Taxes/Licenses/Fees Subscriptions Depreciation-office building 3	\$	146,676.00	\$	82,078.00				
Professional & Accounting / Audit Fees 1 Training & Worker Safety Insurance 1 Telephone 1 Utilities 1 Property Taxes/Licenses/Fees 1 Dues & Subscriptions 2 Depreciation-office building 1	\$	52,038.00						
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	Ś	23,569.00						
			s	56,308,00				
Repairs & Maintenance-office								
Cleaning and Maintenance								
Office Equipment Rental								
	\$	21,283.00	S	2,886.00				
	Ś	1,651.00						
Rehab	· · · · ·		ŝ	3,011.00				
Miscellaneous Expense								
Bad Debts								
Vehicle Expenses	\$	65,322.00	\$	168,563.00				
	\$	47,769.00	· ·					
	š	65,443.00	s	559,120.00				
	Ť		Ť	0001/100/00				
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00				
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

Oregon Department of Administrative Services Project Costing Worksheet

Page 5

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Fire Department 23-24

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	Delivery Description	0011100		\$ -	Tour	\$ -
2				\$		\$≘
3				\$		\$1000000000000000000000000000000000000
4				\$ -	*	\$
5				\$		\$ -6266-262 - 266
6				\$ -		\$1, and a state _ area
7				\$ -		\$1000 percent
8				\$ -		\$
9				\$ -		\$ -
10				\$ -		\$ -
_				\$ -		\$

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



ommun	ication
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Teamwork



Opportunity

Office: (541) 973-2728

Fax: (541) 973-2729

Property Service License #40205

CCB License #218417

May 9, 2023

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

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:

- Incorporation of the updated Living Wage for the City of Ashland at \$18.12 per hour. Supervisory wages were calculated at 1.3 times that of a worker. This resulted in a supervisory rate of \$24.10 per hour.
- July 1, 2023 rates for special projects workers will be \$22.00 per hour.
- Updates were incorporated for supply costs, overhead expenses, and fringe expenses.

In total we are requesting \$30,517.32 annually. I have attached the State Costing Workbooks and minimum cleaning standards.

The monthly breakdown of costs are as follows:

Annual 2023 - 2024	Monthly Price	# Weekly Services
Nature Center	634.44	1
The Grove	553.89	1
Senior Center	1,354.78	5
Total	\$2,543.11	

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.

1600 Sky Park Drive Suite No. 101 Medford, OR 97504

www.pathway-inc.org info@pathway-inc.org

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.

QRF NamePathway Enterprises, Inc.ProjectCity of Ashland Nature Center Janitor	ial 23-24	
Executive Director Signature:		
Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	\$ 517.44 \$ 246.44 Subtotal 1 \$ 763.88
Labor Direct Labor	(from labor daily worksheet)	\$ 4,971.96
Overhead See Overhead Worksheet		\$ 1,420.64
Delivery Transportation	(from Trans & Reserve worksheet)	\$ vanimentingsparsens_
	Total Be	efore Margin \$ 7,156.48
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 456.80
	Tota	al Bid Yearly \$ 7,613.28 Monthly \$ 634.44
	Work Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Nature Center Janitorial 23-24

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	Units Needed		Monthly		Annual
		1	Price	Per Month		Cost		Cost
1	Arsenal #10 Top Clean	\$	1.02	5.0000	\$	5.100000	\$	61.20
2	Arsenal #2 Window Clean	\$	0.91	1.0000	\$	0.910000	\$	10.92
3	Arsenal #5 Restroom Cleaner	\$	1.32	1.0000	\$	1.320000	\$	15.84
4	Arsenal #6 Vindicator	\$	0.86	2.0000	\$	1.720000	\$	20.64
5	Barkeepers Friend Liquid	\$	5.92	1.0000	\$	5.920000	\$	71.04
6	Barkeepers Friend Stainless Steel Polish	\$	5.92	0.1250	\$	0.740000	\$	8.88
7	Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$	Alegane i Paraise	\$	gentessen der <mark>1</mark> 45
8	Wenco Aero Glass Cleaner	\$	3.45	0.2500	\$	0.862500	\$	10.35
9	Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.46
	Angler Broom	\$	5.90	0.0833	\$	0.491667	\$	5.90
11	Cleaning Terry Cloth Rag	\$	0.49	3.0000	\$	1.462500	\$	17.55
12	Dust Mop 36" Frame	\$	10.48		\$	energienen 🛓 deren	\$	l y ministradion typico <u>s</u> elet
13	Dust Mop Handle	\$	8.29		\$	es Redelighter - <u>A</u> nnaecon	\$	lingula en de la del galer
14	Dust Mop Head 36"	\$	16.47		\$	ele altri <u>a</u> trattikas	\$	n a gly state gly a state r adio
15	Dust Pan	\$	9.60	0.1667	\$	1.600000	\$	19.20
16	Easy Adapter hose	\$	27.76		\$	ne el galer 🛓 rendri 👘	\$	esta constante de la constante
17	High Rise Duster	\$	9.08	0.0833	\$	0.756667	\$	9.08
18	Melamine Erasing Sponge (24)	\$	26.70	0.0417	\$	1.112500	\$	13.35
19	Pro Guard Nitrile Gloves (400)	\$	42.50	0.0833	\$	3.541667	\$	42.50
	Scour Sponge White (Case)	\$	38.40	0.0278	\$	1.066667	\$	12.80
21	Toilet Brush	\$	1.87	0.0833	\$	0.155833	\$	1.87
22	Trigger Sprayer w/ Bottle	\$	2.40	0.2500	\$	0.600000	\$	7.20
	Unger Micro Washer Sleeve	\$	1.95		\$		\$	11.11.11.11.11.11.11.11.11.11.11.11.11.
	Mop Head	\$	3.83	0.1667	\$	0.638333	\$	7.66
	Mopster W Fluid Resevoir	\$	50.33	0.1001	\$	-	\$	
	60" Handle	\$	8,75		\$	Alagastersetti <u>o</u> tsaaaa	\$	en e
	Sensor Bags (10 Pack)	\$	28.51	0.0278	\$	0.791944	\$	9.50
	Brute Caddy Bag	\$	59.35	0.0210	\$		\$	0.00
	Ninja T Bar	\$	21.27		\$	ele al al anticipatement.	\$	n in de la companya br>El companya de la comp
	Chewing Gum Remover	\$	7.42	0.2500	\$	1.855000	\$	22.26
	Deep Six Defoamer	\$	12.11	0.0278	\$	0.336389	\$	4.04
	Take Down Fresh and Clean	\$	20.53	0.0270	\$		\$	1.07
	Timesaver Floor Finish	\$	26.62	0.1667	\$	4.436667	\$	53.24
	Heavy Duty Stripper	\$	18.45	0.0833	\$	1.537500	\$	18.45
	Arsenal Nuetralizer Packs	\$	0.45	0.5000	\$	0.225000	\$	2.70
	Folex Carpet Spotter	\$	16.25	0.0833	\$	1.354167	\$	16.25
	Easy Shine Reusable Pouches	\$	10.61	0.0833	\$	0.884167	\$	10.61
	20" Black Strip Pads	\$	6.00	0.2500	\$	1.500000	\$	18.00
	20" Brown Strip Pads	\$	6.00	0.2000	\$		\$	10.00
	20" Red Polish Pads	\$	5.59		\$	en autor de 1 993 augus	\$	en al en
	20" White Polish Pads	\$	4.26		\$	eg keerder oor <u>s</u> teendereg.	\$	n an the second seco
	Doodle Bug Pad	\$	2.26	0.3300	\$	0.745800	\$	8.95
	Doodle Scrub Grout Pad	\$	24.73	0.0000	\$	0.743000	\$	
	3m Square Scrub Turf Pad	\$	43.22		\$	ang garer a <u>p</u> arasan	φ \$	프로 특히 이다. 이 동안 모양의 이 제품은 같은 이 제품이 있
	Square Scrub SPP Pad	\$	11.75		\$	n na serie serie de la ser La serie de la s	\$	가 가 드 것이 되었다. 같은 아파
	Square Scrub Black Pad	\$	13.19		\$		\$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
47		Ψ	10.10		\$	nen	\$	n ner er e
48					\$		φ \$	- series - Produktioner - States
49					\$		\$	
50		 			ֆ \$	in the second	<u></u> \$	n an de la company de la c La company de la company de
00		I		Total	\$ \$	43.119967	<u>ֆ</u> Տ	
	Annual to an and an family to determine the			iotai	φ	43,119907	<u>ф</u>	517.44

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.

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

Carpet extractors Auto scrubbers	mob packing and brook
Burnishing/Floor machines Blind cleaning machines	Oweepers

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.

			ۍ ه	۔ ج	ı ب	ۍ ۲	۱ ب	, ч	۔ ج	\$ ۲ ج	۱ \$	۱ ج	ۍ ج
CTORS		Times per Year											
SUBCONTRACTORS	Cost per	Time											
		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
Brute Rubbermaid Can / Dollv	\$100.72	36	12	33%	\$ 33.57	100%	\$ 33.57	t-	\$ 33.57
Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$ 187.29	100%	\$ 187.29	-	\$ 187.29
Pro Team Back Pack Vacuum	\$ 428.00	36	12	33%	\$ 142.67	100%	θ		-
Cordless Backback	\$ 1,215.00		12	33%	\$ 405.00	100%	\$ 405.00		-
5 Wave Break Down Press Combo Md	s.		12	33%	\$ 25.57	100%	\$ 25.57	1	\$ 25.57
	8	24	12	20%	ŝ	100%	\$ 237.50		\$
Easy Shine Applicator Kit		12	12	100%	¢	100%	\$ 376.48		•
8 Hoss 700	\$ 2.590.00	60	12	20%	\$ 518.00	100%	\$ 518.00		\$
9 CRB Pro 45	\$ 2.738.00	60	12 A 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	20%	\$ 547.60	100%	\$ 547.60		• • • • • • • • • • • • • • • • • • •
10 Square Scrub		60	12	20% \$	\$ 900.00	100%	\$		•
11 Buffer 20" w/tank	\$ 2,400.00	09	12	20%	\$ 480.00	100%	\$ 480.00		\$
12 Wet/Drv Vac	\$ 1.250.00	36	12	33%	69	100% \$			•
Cadet Carpet Extractor		60	12	20%	\$ 566.39	100%	\$ 566.39		•
14 Doodle Scrub	\$ 898.00	36	12	33%	\$ 299.33	100%	ы		•
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20%	÷	100%	\$ 562.40		-
16 Karcher BD 38/12 Auto Scrubber	\$ 3,800.00	60	12	20%	\$ 760.00	100%	\$ 760.00		ч Ф
17 T-300 Auto Scrubber	\$7,514.00	60	12	20%	\$ 1,502.80	100%	с ,		- -
18 Nautilus Extractor	\$3,928.00	60	12	20%	\$ 785.60	100%	\$ 785.60		•
19 Trailer Mounted Pressure Washer	\$15,297,00	84	12	14%	\$ 2,185.29	100%	00% \$2,185.29		۔
	\$866.00	60	12	20%	\$ 173.20	100%	\$ 173.20		8
21 Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		\$
			12				a de la companya de l		
			12	and the second states and	and the second of the second sec				and the second of the second second second
			12						
			12						
								Total	SA6 44

Depreciation Percentage = Depreciation is calculated by dividing the contract life by the useful life. Areas in green are formula driven. 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.

Work Area

Oregon Department of Administrative Services Project Costing Worksheet

LABOR Direct Labor Pathway Enterprises, Inc. City of Ashland Nature Center Janitorial 23-24

fours	r	104.0	6.0	12.0	2.0	52.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0,0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	176.0
Annual Hours	Labor			1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -		1.																										
Annual/Total		2,636.07	152.08	369.29	61.55	1,752.98			•	1	1		1	1		•		,					1	•	•	•	•	•	• 150 million	•	1	4 971 GK
		52 S	12 \$	2 \$	2 \$	52 \$	s	w	w	w	w	s	s	\$	s	s	s	s	s	s	S	v	s	v	S	s	s	69	w	w	s	v
Times	Per Yr.																															Total
Daily/Per	Item Labor	50.69	12.67	184.65		33.71	•	ı		•		•		•	1	•	•	1	1				-		. 1		•	1. . .			•	312 50
	5	10.55 \$	2.64 \$	38.43 \$	6.40 \$	7.02 S	\$	<i>и</i> я	\$	\$	\$	\$	69	S S	S	\$	s	<i>и</i>	5	0	\$	s	s	<i>в</i>	S	\$	S	S	S	\$	S	U
Other Benefits	SubTotal 5		\$ 2	\$ 38	\$ 6	\$ 7	s	s	5	\$	s	60	S	S	S	s	s	თ	s	5	5	s	s		5	s	, , ,	\$	S	s	- 	Total
Other Benefits																																
Other	Benefits %	29.11%	29.11%	29.11%	29.11%	29.11%																										
Sub-	Total 4	0.16	0.04	0.57	0.10	0.10	,		-	•		•			•	•			•	•	•			•	-			•	•.	•	•	
Unemploy-	ment %	0.43% \$	0.43% \$	0.43% \$	0.43% \$	0.43% \$	÷	S	\$	÷	S	\$	9	S	S	8	S	\$	S	\$	9	69	\$	69	\$	S	÷	S .	Ş	\$	φ.	
Sub-	Total 3	5 0.97	\$ 0.24	\$ 3.55		5 0.65		۰ د		•	•	•	•	,			-	'		,	1	•	•	,		,	•		•	•	,	
Workers	comp%	2.69% \$ 0.97	2.69%	2.69%	2.69% \$	2.69% \$.,		.,						•,				•,	•,	3	_								
Sub-	Total 2	2.77	0.69	10.10		1.84					•			•	1		,	•					•	•		•		-	•	-		
FICA		0.0765 \$	0.0765 \$	0.0765 \$	0.0765 \$	0.0765 \$	S	s	S	S	S	S	\$	s	\$	IJ	ŝ	63	S	w	Ś	s	S	s	S	S	s	s	w	\$	S	
Sub-	Total 1	36.24	9.06	132.00		24.10			100 m 100	-		•	•	100 -	•		-	•	,					- 11	1	•	-	-	•	•	•	
% Pro-		100% \$	100% \$	100% \$ 1:	100% \$	100% \$	S	s	s	S	S	s	Ş	S	\$	w	S	S	S	S	s	S	S	S	S	S	S	S	w	S	ю	
Hourly		18.12	18.12	22.00	22.00	\$ 24.10				_											_	_										
Work I		2.00 \$ 18.12	0.50 \$	6.00 \$	1.00 \$ 22.00	1.00 \$																										
Worker	Description	Janitor Weekiy	Janitor Monthly	Carpet	4 Hard Floors	Supervisor																					•					

15.00% 11.92%

Health Insurance PTO / LEAVE

Disability 401 K

List "Other Benefits" Provided

0.80% 1.38%

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%)

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 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

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. S = 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 costing a project, it's important to distinguish between direct abor. Indirect labor (supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is specificably 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 as percentage as parts 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 hisher time in direct labor functions and the other 50% supervision, used as 60% of that percentage may vary depending on the project or organization. For example, a supervisor may spend 50%, of hisher time in direct labor functions and the other 50% supervision, used as direct labor function and capture the other 50%, as well as any other supervisory ossts, in the indirect labor profine of Downlade.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to accomplete 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 detection of work or specification in the course, the time of the activate of the component tasks are destified in a custofied contract, first breakdown the work required to accomplete attrast. Since are the interimentable and the required to accomplete attrast. Fince or event description of work completed into a Per-Time or Per-

An event of the 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 Payroli 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. The second of a service with the cost of \$50.00 per time, required 5 days per week and \$2 weeks per year, would give you an annual direct labor cost of \$20.00 per year. (90 x 52 = 20, 400 x 52 = 20, 600). For monthly cost divide the service the main direct labor cost of \$20, 500 x 52 = 20, 600. For monthly cost divide the service the annual cost by 12 minuted to \$20 you an annual direct labor cost of \$20, 500 x 52 = 20, 600. For monthly cost divide the annual cost by a service the annual cost by 12 minuted to \$20 you and a service the annual cost by 2 minuted to \$20 x 52 = 20, 600 x 52 =

There are many different ways organizations allocate overhead internally (e.g., Percent of t In the space provided below, indicate how your organization allocates overhead to this particular amount is (whether as a percent or exac	contract, what items go into your overhead, and what that overhead
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	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 176	

Total Assigned Overhead	\$

Worksh	eet	t		
		Total Annua		
INDIRECT COSTS	OR	GANIZATION	DEF	PARTMENTAL
Management Salaries			\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	\$	136,791.00		
Sales & Administrative Pension Plan Expense				
Office Rent	\$	146,676.00	\$	82,078.00
Advertising and Public Education	\$	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	\$	31,566.00	\$	24,057.00
Dues & Subscriptions	\$	14,962.00	\$	1,129.00
Depreciation-office building	\$	23,569.00		
Depreciation-office equipment			\$	56,308.00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental				
Office Supplies	\$	21,283.00	\$	2,886.00
Postage & Freight	\$	1,651.00		
Rehab			\$	3,011.00
Miscellaneous Expense				
Bad Debts				
Venicle Expenses	\$	65,322.00	\$	168,563.00
Staff Expenses	\$	47,769.00		
Professional Services	\$	65,443.00	\$	559,120.00
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.40%
Total	\$	a de la companya de l	100,0	2,339,376.08

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Nature Center Janitorial 23-24

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services

Project Costing Worksheet

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Nature Center Janitorial 23-24

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				\$		\$12 and a statistic page
2			······	\$ -		\$
3			· · · · · · · · · · · · · · · · · · ·	\$ -		\$
4			·····	\$		\$*************
5				\$		\$ 1000000000000000000000000000000000000
6			Weite for man	\$ -		\$100000000 <u>-</u> 288
7			· · · · · · · · · · · · · · · · · · ·	\$		\$ <u>-</u> 937
8				\$ -		\$100000000 <u>-</u> 289
9				\$ -		\$1234222222222222
0				\$ -		.\$ \$
_	- / // Window //			\$ -		\$

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

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.

QRF Name	Pathway Enterprises, In	C.	t fer en en ser
Project	City of Ashland facilty T	he Grove Janitorial 23-24	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.

Executive Director Signature:

Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	\$ 950.48 \$ 246.44 Subtotal 1 \$ 1,196.92
Labor Direct Labor	(from labor daily worksheet)	\$ 3,810.71
Overhead See Overhead Worksheet		\$ 1,240.27
Delivery Transportation	(from Trans & Reserve worksheet)	\$
	Total Bo	efore Margin \$6,247.90
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 398.80
	Tot	al Bid Yearly \$ 6,646.70 Monthly \$ 553.89
	Work Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland facilty The Grove Janitorial 23-24

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	Units Needed	Monthly		Annual	
		Price	Per Month		Cost		Cost
1 Arsenal #10 Top Clean	\$	1.02	6.0000	\$	6.120000	\$	73.44
2 Arsenal #2 Window Clean	\$	0.91	1.0000	\$	0.910000	\$	10.92
3 Arsenal #5 Restroom Cleaner	\$	1.32	1.0000	\$	1.320000	\$	15.84
4 Arsenal #6 Vindicator	\$	0.86	2.0000	\$	1.720000	\$	20.64
5 Barkeepers Friend Liquid	\$	5.92	0.5000	\$	2.960000	\$	35.52
6 Barkeepers Friend Stainless Steel Polish	\$	5.92		\$	사태 이 같은 그의 바람들을 수	\$	general de la serve
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$	latan (ng) <u>a</u> nan (ng) kaba	\$	2007-022200 <u>-</u> 199
8 Wenco Aero Glass Cleaner	\$	3.45	0.5000	\$	1.725000	\$	20.70
9 Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.46
10 Angler Broom	\$	5.90	0.1667	\$	0.983530	\$	11.80
11 Cleaning Terry Cloth Rag	\$	0.49	5.0000	\$	2.437500	\$	29.25
12 Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.872984	\$	10.48
13 Dust Mop Handle	\$	8.29	0.0833	\$	0.690557	\$	8.29
14 Dust Mop Head 36"	\$	16.47	0.2500	\$	4.117500	\$	49.41
15 Dust Pan	\$	9.60	0.1677	\$	1.609920	\$	19.32
16 Easy Adapter hose	\$	27.76		\$	한 아이는 그 한 아이가?	\$	glandige og st <u>a</u> nd
17 High Rise Duster	\$	9.08	0.1667	\$	1.513636	\$	18.16
18 Melamine Erasing Sponge (24)	\$	26.70	0.0833	\$	2.224110	\$	26.69
19 Pro Guard Nitrile Gloves (400)	\$	42.50	0.0833	\$	3.541667	\$	42.50
20 Scour Sponge White (Case)	\$	38.40	0.0417	\$	1.600000	\$	19.20
21 Toilet Brush	\$	1.87	0.2500	\$	0.467500	\$	5.61
22 Trigger Sprayer w/ Bottle	\$	2.40	0.5000	\$	1.200000	\$	14.40
23 Unger Micro Washer Sleeve	\$	1.95	0.2500	\$	0.49	\$	5.85
24 Mop Head	\$	3.83	0.2500	\$	0.957500	\$	11.49
25 Mopster W Fluid Resevoir	\$	50.33		\$	1999 <u>-</u> 1999 - 19	\$	<u> an </u>
26 60" Handle	\$	8.75		\$	elegent geenstelen	\$	9
27 Sensor Bags (10 Pack)	\$	28.51	0.1667	\$	4.751667	\$	57.02
28 Brute Caddy Bag	\$	59.35	0.0833	\$	4.945833	\$	59.35
29 Ninja T Bar	1 s	21.27	0.0833	\$	1.772500	\$	21.27
30 Chewing Gum Remover	\$	7.42	0.0000	\$		\$	
31 Deep Six Defoamer	ŝ	12.11	0.0833	\$	1.008763	\$	12.11
32 Take Down Fresh and Clean	Ŝ	20.53	0.1667	\$	3.421667	\$	41.06
33 Timesaver Floor Finish	\$	26.62	0.3333	\$	8.873245	\$	106.48
34 Heavy Duty Stripper	\$	18.45	0.1677	\$	3.094065	\$	37.13
35 Arsenal Nuetralizer Packs	\$	0.45	1.0000	\$	0.450000	Ψ \$	5.40
36 Folex Carpet Spotter	\$	16.25	0.2500	\$	4.062500	э \$	48.75
37 Easy Shine Reusable Pouches	\$	10.20	0.2500	\$	2.652500	Ψ \$	31.83
38 20" Black Strip Pads	\$	6.00	0.2000	\$	3.000000	\$	36.00
39 20" Brown Strip Pads	\$	6.00	0.0000	Ψ \$		φ \$	
40 20" Red Polish Pads	\$	5.59		<u>φ</u> \$		ֆ \$	
41 20" White Polish Pads	\$	4.26		\$ \$	·····································	\$ \$	가지 않는 것은 것이 물었다. 같은 것이 있는 것이 들어?
41 20 White Folish Fads 42 Doodle Bug Pad	\$	4.20	1.0000				
43 Doodle Scrub Grout Pad	\$ \$	2.20	1.0000	\$ \$	2.260000	\$	27.12
44 3m Square Scrub Turf Pad	\$ \$				2년 - 이미 = 2444,000 같은 449,001 = 446,000 - 1	\$	산산산가 중소한가 '오 오.
44 Sin Square Scrub Fun Pad 45 Square Scrub SPP Pad	\$	43.22		\$		\$	신간 1991년 1991년 1991년 1991년 1991년 - 1991년
46 Square Scrub Black Pad	\$	11.75		\$	alente en la sectorio de la sectorio Na sectorio de la sec	\$	<u>- 1999년 1998년 - 1997</u> - 1999년 - 1999년 - 1999년 - 1999년
46 Square Scrub Black Pad	+ -	13.19		\$	가가 알았는지 않는 가지 않았다. 지도는 것 같은 가지 않는 것이다.	\$	ran - san san <u>a</u> ng an an rangan ang
47				\$	2~ 2016년 1일은 1993년 2017 1997년 - 1997년 19	\$	
				\$	사람은 사람은 일을 가지 않았다. 2012년 - 1913년 br>2013년 - 1913년 -	\$	1999-1997-1992-1993
49				\$	1997))))) 1997)))	\$	
50	1			\$	Andrean Transford Br	\$	
Aroos in an on formula driver			Total	\$	79.206643	\$	950.48

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

	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.

			۰ ج	۱ ج	-	- \$	∙ ہ	، ج	\$ ı چ	۱ ج	۹ ۲	۱ \$	۰ ج
ICTORS		Times per Year											
SUBCONTRACTORS	Cost per	Time											
		Description											

Equipment	Cuit C	Useful life	Contract	Depreciation	Units Cost	Project	Project	# of	Annual
Description	Price	of Asset	lite	Percentage	P		Ē	OUID	COSt
Brute Rubbermaid Can / Dolly	\$100.72	36	12	33%	\$ 33.57	100%	\$ 33.57	-	\$ 33.57
Sensor XP15 Upright Vacuum	\$ 561.88	36	12	33%	\$	100% \$	-	1	\$ 187.29
Team Back Pack Vacuum	\$ 428.00	36	12	33%	¢	100% \$			•
4 Cordless Backpack	\$ 1,215.00	36	12	33%	\$ 405.00	100% \$	\$ 405.00		8
5 Wave Break Down Press Combo Md	69	36	12	33%	\$	100%		1	\$ 25.57
6 Buffer Shroud	\$ 475.00	24	12	20%	\$ 237.50	100% \$	\$ 237.50		\$
7 Easy Shine Applicator Kit	\$ 376.48	12	12	100%	\$	100% \$			\$
8 Hoss 700	2	60	12	20%	\$	100%	\$ 518.00		•
9 CRB Pro 45	\$ 2.738.00	60	12	20%	\$ 547.60	100% \$			-
are Scrub		60	12	20%	¢,	100% \$			\$
11 Buffer 20" w/tank	\$ 2.400.00	09	12	20%	\$ 480.00	100% \$			- S. 2000
12 Wet/Dry Vac	\$ 1,250.00	36	12	33%	εA	100% \$			•
13 Cadet Carpet Extractor		60	12	20%	\$ 566.39	100% \$	1.1		-
14 Doodle Scrub	\$ 898.00	36	12	33%	ŝ	100% \$			 S 200 m. S 200 m.<
15 SC351 Auto Scrubber	\$ 2,812.00	60	12	20%	¢	100% \$	\$ 562.40		\$
16 Karcher BD 38/12 Auto Scrubber		60	12	20%	\$	100%	100% \$ 760.00		\$
17 T-300 Auto Scrubber	\$7,514.00	60	12	20%	\$ 1,502.80	100%	00% \$1,502.80		•
18 Nautilus Extractor	\$3,928.00	99	12	20%	\$ 785.60	100%	00% \$ 785.60		\$
19 Trailer Mounted Pressure Washer	\$15,297.00	84	12	14%	\$ 2,185.29	100%	00% \$2,185.29		•
20 Cold Water Pressure Washer	\$866.00	60	12	20%	\$ 173.20	100%	00% \$ 173.20		۔
21 Carbon Fiber Water Fed Pole	\$4,336.76	60	12	20%	\$ 867.35	100%	\$ 867.35		5
			12						
			12						
			12				10 endinean		
			12						
								Total	5 746 AA

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

Projected Unit Cost = Calculated 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.

Work Area

Page 3

Oregon Department of Administrative Services

LABOR

Direct Labor														Project Costing Worksheet	Project Co	Project Costing Worksheet	set
Pathway Enterprises, Inc. City of Ashland facilty The Grove Janitorial 23-24	, Inc. The Grove Janite	orial 23-24															
Worker	Work	Hourly	% Pro-	Sub-	FICA	Sub-	Workers	Sub- 1	Unemploy-	Sub-	Other	Other Benefits	Other Benefits Daily/Per	: Daily/Per	Times	Annual/Total	al Annual F
Description	Hours	Rate	ductîvity	Total 1		Total 2			ment %		Benefits %			Item Labor	Per Yr.	Labor	
1 Janitor Daily	1.25	1.25 \$ 18.12	100%	00% \$ 22.65	0.0765 \$	1.73	2.69% \$	5 0.61	0.43% \$	0.10	29.11%		\$ 6.59	\$ 31,68	52	\$ 1.647.54	1
2 Carpets	8.00	8.00 \$ 22.00	100%	00% \$ 176.00	0.0765 \$	13.46	2.69% \$	5 4.73	0.43% \$	0.76	29.11%		\$ 51.23	s		S	39
3 Hard Floors	10.00	10.00 \$ 22.00	100%	100% \$ 220.00	0.0765 \$	16.83	2.69% \$	5.92	0.43% \$	0.95	29.11%		S 64.04	s	2	s	61
4				\$	S		S	-	w	•			، د	•			
5 Supervisor	1.00	\$ 24.10	100%	S 24.10	0.0765 \$	1,84	2.69% \$	5 0.65	43.00% S	10.36	29.11%		\$ 7.02	\$ 43.97	24 S	\$ 1,055.29	67
9				ۍ د	s	-	S	-	s	•			s	s		s	
7				s -	s	•	9	•	S				- - - -	- 5		- s	
80				•	S	•	69		S	•			۰ د	s		s	
6				۰ ب	¢,	•	S	•	s				s	s		s	
10				•	\$,	\$	•	S	. 1			S	, S		5	
11				5	S		s		\$				s -	- S		s	
12				۰ ب	\$,	S	•	\$				S	•		s	
13				•	\$	•	v.		S	•			, \$	s		• •	
14				ۍ ۲	\$		Ŵ		\$				- S	- 5		5	
15				s -	S	•	\$	1	69	•			S	s		5	
16				۔ ج	ø	•	UA I	1	\$				5	, s		s	
17				- S	S	1	S	•	\$	•			У	, 9		5	
18				\$	S	•	⁶	,	S	,			, \$	ه		۱ ه	
19				s .	s		9	1	S	1			- 5	s -		י א	
20				S	S	-	\$	-	Ś	1			ج	े । 9		' s	
21				s S	s	-	\$	-	\$,			- \$	•		, s	
22				s .	S	•	ø		\$	-			S	s S		י ג ג	1
23				•	S	•	S		S	•			' S	5		S	
24				- \$	8		ø	•	S				· s	5		' s	
25				s -	S	-	\$	-	S	•			, s	- 5		- S	
26				- S	69		9	-	ŝ	•			1	, s		s s	
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29				, , ,	S	•	\$		\$	•			۰ ب			s	
30				s .	\$		S	•	69	1			5	- - -		s	

8650 2720

0.0

3,810.71

w w Fotal

\$ 629.59

Fotal

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%).

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 5.

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

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. 5 = 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 5100, then only 550 would be allocated to this column.

			[
s" Provided	11.92%	15.00%	0.80%	1.38%			
List "Other Benefits" Provided	PTO / LEAVE	Health Insurance	Disability	401 K			

For purposes of casting 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 specifically identifiable as a part of the contract requirements. It should be mode that working supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is escentically identifiable as a part of the contract requirements. It should be mode that working supervision a percentage of their fabor functions. The percentage may vary depending on the project or organization. For example, a supervision, supervision, a supervision, and the direct labor functions and the direct labor would include 50% of that percentage the other 50%, as well as any other supervisiony costs, in the indirect labor rotom of Overhead.

Direct labor is best expressed as "work hours". That is, the total number of hours that will be required to acmplete a task or project. The first and perhaps most ortical step is to identify the work and break it down into its component tasks. The described on of work repediremton of more to repediremtion of the prace to state. Since the order state is the place to state concert concert be accordent in the order and the adminent of months are accordent to accordent the most active and the required to accomplete and task. Since the most active and the required to accomplete the active and the required to accomplete the active and the required to accomplete the accomplete the active and the required to accomplete the active active and the relation and unloading equipment, employing trash and respect contrasts into accomponent tasks. Then, complete the trans are accomplete the active active and the active active the active active active and the active activ

Once you know the total work hours per service or per fiem, 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 "presimiling wage". These the contract Also, be sure to add the appropriate "Other Payroli Expense" (OPE) for your organization onto the wage. Amething FLGA Matching FLGA Mat

Workers⁷ Comp at your cost Cost of other benefits paid by your organization (e.g. medical, dental, retirement, etc.)

After you've established the dired labor cost per litern, you can extend the litre 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. The reample, a service with the cost of \$50.00 per litre, required 5 days per week and 52 weeks per year, would give you an annual direct labor cost of \$20,000 per year. (80 x 5 = 20,800). For monthly cost of days are service to the cost of \$20,300.00 per year. (80 x 5 = 20,800). For monthly cost of days are that you will provide the service.

	Percent of Total Cost Method:
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	Percent of Total Cost Wernoa: 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 as a percentage of the total cost. 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
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.
2. Enter Allocated Overhead as a Dollar-Figure Sum	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
3. Overhead as a Percent of Total Direct Labor Hours	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 tabor hours for the contract into the total projected labor hours for the current year.
Total Annual Direct Labor Hours	

		Total Annua	al O	perations
INDIRECT COSTS	OR	GANIZATION	DE	PARTMENTAL
Management Salaries			\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	\$	136,791.00		
Sales & Administrative Pension Plan Expense				
Office Rent	\$	146,676.00	\$	82,078.00
Advertising and Public Education	\$	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
Insurance				
Telephone				
Utilities				
Property Taxes/Licenses/Fees	\$	31,566.00	\$	24,057.00
Dues & Subscriptions	\$	14,962.00	\$	1,129.00
Depreciation-office building	\$	23,569.00		
Depreciation-office equipment			\$	56,308.00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental				
Office Supplies	\$	21,283.00	\$	2,886.00
Postage & Freight	\$	1,651.00		
Rehab	_		\$	3,011.00
Miscellaneous Expense				
Bad Debts				
Vehicle Expenses	\$	65,322.00	\$	168,563.00
Staff Expenses	\$	47,769.00		
Professional Services	\$	65,443.00	\$	559,120.00
	-			
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
		1,40%		1.40
CPI Factor				

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland facility The Grove Janitorial 23-24

|--|--|

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Oregon Department of Administrative Services

Project Costing Worksheet

Page 5

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland facilty The Grove Janitorial 23-24

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			\$1100.2000		\$
2			\$	· ****	\$
3			\$ 444.44		\$
4			\$		\$
5			\$ ****** <u>_</u> >;	· · · · · · · · · · · · · · · · · · ·	\$
6			\$ -		\$
7			\$		\$
8			\$		\$
9			\$		\$
0			\$ -		\$
			\$		\$

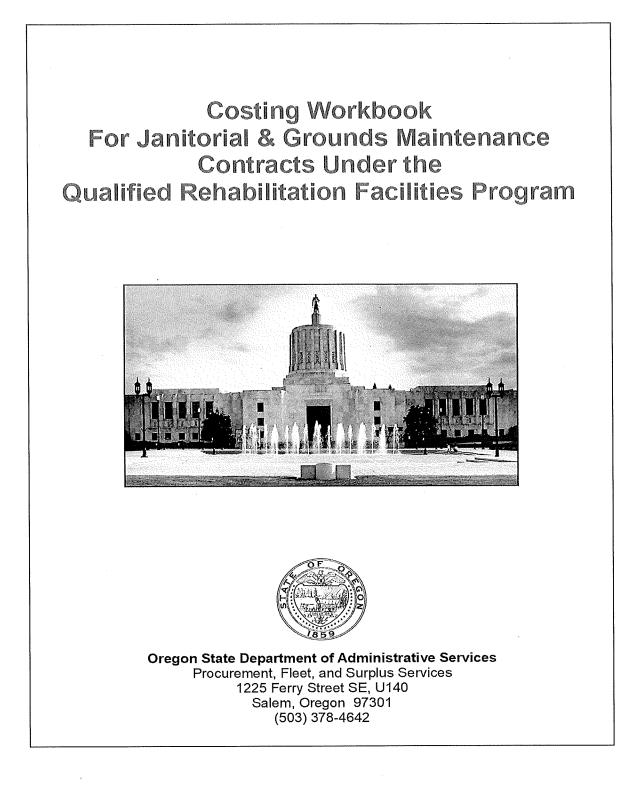
Margin

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



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.

QRF Name	Pathway Enterprises, Inc.
Project	City of Ashland Senior Center Janitorial 23-24
	· · · · · · · · · · · · · · · · · · ·

Executive Director Signature:

Raw Materials Per Time Use - Supplies Equipment, Tools & Subcontracting	(from supplies worksheet) (from small equipment worksheet)	\$ 1,376.55 \$ 246.44 Subtotal 1 \$ 1,622.99
Labor Direct Labor	(from labor daily worksheet)	\$ 10,625.33
Overhead See Overhead Worksheet		\$ 3,033.63
Delivery Transportation	(from Trans & Reserve worksheet)	\$ "constant of an and a specific and a second s
	Total Be	fore Margin \$ 15,281.95
Reserve Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 975.44
	Tota	l Bid Yearly \$ 16,257.40 Monthly \$ 1,354.78
Ŵ	/ork Area	

RAW MATERIALS

Supplies

Pathway Enterprises, Inc.

City of Ashland Senior Center Janitorial 23-24

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	Ť	Unit	Units Needed		Monthly		. Annual
		Price	Per Month		Cost		Cost
1 Arsenal #10 Top Clean	\$	1.02	22.0000	\$	22.440000	\$	269.28
2 Arsenal #2 Window Clean	\$	0.91	2.0000	\$	1.820000	\$	21.84
3 Arsenal #5 Restroom Cleaner	\$	1.32	3.0000	\$	3.960000	\$	47.52
4 Arsenal #6 Vindicator	\$	0.86	7.0000	\$	6.020000	\$	72.24
5 Barkeepers Friend Liquid	\$	5.92	1.0000	\$	5.920000	\$	71.04
6 Barkeepers Friend Stainless Steel Polish	\$	5.92	0.2500	\$	1.480000	\$	17.76
7 Barkeepers Friend Toilet Bowl Cleaner	\$	2.98		\$		\$	en an an an Arthrean a Ch
8 Wenco Aero Glass Cleaner	\$	3.45	0.5000	\$	1.725000	\$	20.70
9 Ziz-O Paste	\$	5.82	0.2500	\$	1.455000	\$	17.46
0 Angler Broom	\$	5.90	0.1667	\$	0.983530	\$	11.80
1 Cleaning Terry Cloth Rag	\$	0.49	15.0000	\$	7.312500	\$	87.75
2 Dust Mop 36" Frame	\$	10.48	0.0833	\$	0.872984	\$	10.48
3 Dust Mop Handle	\$	8.29	0.0833	\$	0.690557	\$	8.29
4 Dust Mop Head 36"	\$	16.47	0.2500	\$	4.117500	\$	49.41
5 Dust Pan	\$	9.60	0.1677	\$	1.609920	\$	19.32
6 Easy Adapter hose	\$	27.76	0.1077	\$		\$	ana ana ang ang ang ang ang ang ang ang
7 High Rise Duster	\$	9.08	0.1667	\$	1.513636	\$	18.16
8 Melamine Erasing Sponge (24)	\$	26.70	0.0833	\$	2.224110	\$	26.69
	\$	42.50	0.2500	\$	10.625000	\$	127.50
9 Pro Guard Nitrile Gloves (400)	\$	38.40	0.0833	\$	3.198720	\$	38.38
0 Scour Sponge White (Case)				φ \$	0.467500	\$	5.6
1 Toilet Brush	\$	1.87	0.2500		2.400000	3 \$	28.80
2 Trigger Sprayer w/ Bottle		2.40	1.0000	\$		э \$	5.8
3 Unger Micro Washer Sleeve	\$	1.95	0.2500	\$	0.49	<u> </u>	
4 Mop Head	\$	3.83	0.2500	\$	0.957500	\$	
5 Mopster W Fluid Resevoir	\$	50.33		\$	na na sanggan n i ang pasisan Sangan sanggan na sanggan sang	\$	
6 60" Handle	\$	8.75		\$	1999 - 1999 <mark>-</mark> 1999 - 1999	\$	
7 Sensor Bags (10 Pack)	\$	28.51		\$	+ 	\$	
8 Brute Caddy Bag	\$	59.35		\$		\$	
9 Ninja T Bar	\$	21.27	0.0833	\$	1.772500	\$	21.2
0 Chewing Gum Remover	\$	7.42	0.2500	\$	1.855000	\$	22.20
1 Deep Six Defoamer	\$	12.11	0.0833	\$	1.009167	\$	12.1
2 Take Down Fresh and Clean	\$	20.53	0.1667	\$	3.421667	\$	41.00
3 Timesaver Floor Finish	\$	26.62	0.3333	\$	8.873333	\$	106.48
4 Heavy Duty Stripper	\$	18.45	0.1667	\$	3.075000	\$	36.9
5 Arsenal Nuetralizer Packs	\$	0.45	1.0000	\$	0.450000	\$	5.40
6 Folex Carpet Spotter	\$	16.25	0.2500	\$	4.062500	\$	48.7
7 Easy Shine Reusable Pouches	\$	10.61	0.2500	\$	2,652500	\$	31.8
8 20" Black Strip Pads	\$	6.00	0.5000	\$	3.000000	\$	36.0
9 20" Brown Strip Pads	\$	6.00		\$	(11) : 20:20 : 20:20:20:20:20:20:20:20:20:20:20:20:20:2	\$	- netestelije (jedanter je
0 20" Red Polish Pads	\$	5.59		\$		\$	
1 20" White Polish Pads	\$	4.26		\$		\$	
2 Doodle Bug Pad	\$	2.26	1.0000	\$	2.260000	\$	27.1
3 Doodle Scrub Grout Pad	\$	24.73		\$	-	\$	and a state and a state of the
4 3m Square Scrub Turf Pad	\$	43.22		\$		\$	an <u>an an a</u>
5 Square Scrub SPP Pad	\$	11.75		\$		\$	
6 Square Scrub Black Pad	\$	13.19		\$		\$	
7			1	\$		\$	<u> </u>
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	l		Total	\$	114.712624	\$	1,376.5

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.

Oregon Department of Administrative Services Project Costing Worksheet

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NCTORS		Times per Year											
SUBCONTRACTORS	Cost per	Time											
		Description											

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21 Carbon Fiber Water Fed Pole \$4,336.76 60 model 2 model	20% \$ 867.35	100% \$ 867.35	S	
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25				

Areas in green are formula anven. 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.

Work Area

Oregon Department of Administrative Services Project Costing Worksheet

LABOR Direct Labor

Pathway Enterprises, Inc.

Worker Description 1 Janitor Daily 2 Janitor Monthly 3 Carpet				- 112		-ans	workers			-nnc							
Description Janitor Daily Janitor Monthly Carnet		Autorite a		- Inter					mant %	V	Renefite %	Monthly S	SubTotal 5	Item Labor	Per Yr.	Labor	Labor
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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.

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

15.00% 0.80%

Health Insurance PTO / LEAVE

Disability 401 K

1.38%

11.92%

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

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

Times per year multiplied by daily/per item labor 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 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. Other Benefits Mo. \$ =

For purposes of costing 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 specifically identifiable as a part of the contract requirements. It should be noted that working supervision, administration, inspection etc.) may be captured as Overhead, and will be discussed later. Direct labor is that which is estimated in a 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 texture may specifically according to a supervisor, advected as a vary direct labor and copure 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.

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 in the 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 complete the process the immers are alter direct planor occess test into encomplete tasks. The descention is a more complete the process the immers are alter direct planor cost estimate. For example, in a custodial contract, first breakdown the wirk will be required to complete the process that mere are been direct hebro cost estimate. For example, in a custodial contract, first breakdown the wirk will be required to complete tasks. Concerding equipment, emplying trash and recycle containers, more complete tasks and and windeding edupment, emplying trash and recycle containers. The present of the present of the area plane to the mere area the area task. Calling and unideding edupment, emplying trash and recycle containers. The and transformed equipment, emplying trash and recycle containers, the equired for each component tasks. Then, complete the transformed and the and the area task incluses the area there are be area to accomplete the working at 100% productivity for 2 hrs. Gambe present with a customer and plane task area. This number of hours per services the area tagenders of how many periods for these component task. Then, complete task to account to the plane task area task and the present and the area task area. The number of task area task area task area taget area taget area working. For example, is a work hours' can be accompleted task area and area taget or task area task area. (0x.50=4, 4x2=0)

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.)

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).

	Percent of Total Cost Method:
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW!	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
I. Enter Overhead as a Percent of Total Costs 18.66%	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
OR	Dollar-Figure Sum Method: 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.
OR	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
3. Overhead as a Percent of Total Direct Labor Hours	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 a 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	
nput Total from Worksheet on Below Dverhead per labor hour	
Time required to complete contract	

Worksheet Total Annual Operations ORGANIZATION DEPARTMENTAL INDIRECT COSTS 29,120.00 Management Salaries Management Payroll Tax Expense 5,256.00 Management Medical Insurance Management Pension Plan Expense 6,600.00 S Sales & Administrative Salaries Sales & Administrative Payroll Tax Expense 561.845.00 S 90,906.00 \$ Sales & Administrative Medical Insurance Sales & Administrative Pension Plan Expense 136,791.00 Office Rent 146,676.00 \$ 82,078.00 \$ Advertising and Public Education Background Checks & Urinalysis S 52,038.00 Professional & Accounting / Audit Fees \$ 109,128.00 Training & Worker Safety Insurance Telephone Utilities Property Taxes/Licenses/Fees 31,566.00 \$ 24,057.00 s Dues & Subscriptions Depreciation-office building 14,962.00 23,569.00 1,129.00 Depreciation-office equipment 56,308.00 Repairs & Maintenance-office Cleaning and Maintenance Office Equipment Rental Office Supplies 21,283.00 2,886.00 Postage & Freight Rehab 1,651.00 3,011.00 s Miscellaneous Expense Bad Debts Vehicle Expenses 65,322.00 168,563.00 Staff Expenses Professional Services 47.769.00 65,443.00 \$ 559,120.00 TOTAL INDIRECT COSTS \$ 1,368,949.00 \$ 938,128.00 CPI Factor 1.40% 1.40% \$ 2,339,376.08 Total

\$

Total Assigned Overhead

Use the area below to show how you arrived at the final figure	e
that you show as your total Overhead	
AGENCY REVENUES = \$12,534,045	

WORK AREA:

AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

OVER	HEAD	

Overhead Costs Pathway Enterpris City of Ashland Senior Center Janitorial 23-24

Oregon Department of Administrative Services

Project Costing Worksheet

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Senior Center Janitorial 23-24

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	-			\$		\$
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10				\$		\$
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%
Work Area	



Communication

Teamwork

Professionalism

Opportunity

Office: (541) 973-2728

Fax: (541) 973-2729

Property Service License #40205

CCB License #218417

April 26, 2023

City of Ashland 90 N. Mountain Ave. Ashland, OR 97520

In regards to Park Restroom and Trash Services:

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

The workers providing these services have been subjected to increased volatility with people occupying park restrooms. These threatening and occasional physical encounters have led workers to choose not to perform these duties. In response to this, Pathway increased training to teach people how to deescalate these events and increased support to workers. In addition, increases in compensation are needed to retain our employee base. The wage set with the City of Medford is \$19.10 per hour and this rate is proposed for Ashland as well. Supervisory wages were calculated at 1.3 times that of a worker. This resulted in a supervisory rate of \$24.83 per hour. Despite the wage increase of 12.2% Pathway was able to reduce certain aspects of overhead and fringe expenses to reduce the overall increase request.

In total we are requesting an increase from \$204,308 to \$222,526.27 annually. This equates to an additional \$18,218.27, an 8.9% increase

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

Sincerely,

Flichard Simson

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

1600 Sky Park Drive Suite No. 101 Medford, OR 97504







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.

QRF Name Pathway Enterprises, Inc. Project City of Ashland Park Restroom & Trash Services 23-24

Executive Director Signature:

Davis Mataulala

Raw Materials		
Per Time Use - Supplies	(from supplies worksheet)	\$ 11,956.26
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 6,714.29
		Subtotal 1 \$ 18,670.55
Labor Direct Labor		
Direct Labor	(from labor daily worksheet)	\$ 148,980.75
Overhead		
See Overhead Worksheet		\$ 41,523.40
		+ 11,020.10
Delivery		
Transportation	(from Trans & Reserve worksheet)	
		· · · ·
	Total Bo	fore Margin \$ 209,174.69
	Total Be	
Reserve		
Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ 13,351.58
	Tota	I Bid Yearly \$ 222,526.27
		Monthly \$ 18,543.86
	Nork Area	
are Coincidentally paid \$1.00 per hour c	053 for an increase of \$19,745, 9.6%. Pa above living wage for hazard pay. The \$1	ark workers
hour rate is the same pay rate currently	paid by the City of Medford for the same	services
	pure by the only of medicine for the same	

RAW MATERIALS

Pathway Enterprises, Inc.

City of Ashland Park Restroom & Trash Services 23-24

Raw Materials:

Raw Waterials: 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
				^		· •	
Handy Grabbers	\$	22.50	0.5000	\$	11.250000	\$	135.00
		0.50	4 0000	\$		\$	
Uniform Shirts	\$	8.52	4.0000	\$	34.080000	\$	408.96 105.00
50' Hose	\$	35.00	0.2500	\$	8.750000	\$	
Gasoline Fuel	\$	5.00	120.0000	\$	600.000000	\$	7,200.00
Pro Guard Nitrile Gloves (400)	\$	38.25	2.5000	\$	95.625000	\$	1,147.50
Scour Sponge White (Case)	\$	38.30	0.2500	\$	9.575000	\$	<u>114.90</u> 87.84
Toilet Brush	\$	1.83	4.0000	\$	7.320000	\$	115.20
Trigger Sprayer w/ Bottle	\$	2.40	4.0000	\$	9.600000	\$	
Mop Head	\$	9.35	2.0000	\$	18.700000	\$	224.40
Angler Broom	\$	5.90	1.0000	\$	5.900000	\$	70.80
Cleaning Terry Cloth Rag	\$	0.49	60.0000	\$	29.250000	\$	351.00
Dust Pan	\$	2.65	0.5000	\$	1.325000	\$	15.90
Easy Adapter hose	\$.	22.08	0.2500	\$	5.520000	\$	66.24
High Rise Duster	\$	9.32	1.0000	\$	9.320000	\$	111.84
				\$		\$ 10000	s∕lintginninn r g
Arsenal #5 Restroom Cleaner	\$	0.67	60.0000	\$	40.200000	\$	482.40
Arsenal #6 Vindicator	\$	0.95	60.0000	\$	57.000000	\$	684.00
				\$		\$	enter regelet i e
				\$		\$ 344	이야 한 것은 가슴을 <mark>가</mark> 다.
Take Down Fresh and Clean	\$	20.53	2.0000	\$	41.060000	\$	492.72
Ziz-O Paste	\$	5.94	2.0000	\$	11.880000	\$	142.56
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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.

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

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

The following Equipment & Tools are examples which may be required to do the job:		
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Burnishing/Floor machines Carpet extractors	Blind cleaning machines Auto scrubbers	And here the second sec
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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.

ses

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.

			۱ ج	+ ج	- 8	ן א	•	, 63	 - \$, Э	•	۰ \$	
ICTORS .	:	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
Nissan Vans	\$ 23,500.00	84	12	%71	ŝ	100%	100% \$3,357.14	2	\$ 6,714.29
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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

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.

Work Area

Oregon Department of Administrative Services Project Costing Worksheet

LABOR

Direct Labor Pathway Enterprises, Inc.

	Annual nours Labor	3,049.5	547.5	0.0	1,812.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,409.0
	Annual/ I otal Labor	s	\$ 19,092.88	- s	\$ 48,412.39	S	S	•	s	s .	- s	- s	. \$	- S	- 5	. \$	- \$	• \$	- \$	- \$	•	- 5	• \$	- \$	• \$		- \$	- S	• \$	- S		\$ 148,980.75
ŝ	Times Per Yr.	214	365		151																											Total
	Daily/Per Item Labor	\$ 380.73	52.31		\$ 320.61		- \$	- 4	•				•			•		•				•					•				•	\$ 753.65
- 1	Other Benefits SubTotal 5 1	79.23	10.89		66.72		-	-				-										-			-							Total
- I	Other Benefits Of Monthly \$	S	S	· ·	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	8	S	S	S	S	S	S	8	\$	S	
	Other Benefits %	29.11%	29.11%		29.11%																											
	Sub- Total 4	1.18	0.16		0.99						-														-							
	Unemploy- ment %	0.43% \$	0.43% \$	69	0.43% \$	69	\$	69	\$	S	69	69	69	69	69	60	69	5	0	S	0	0	S	0	0	69	0	0	69	60		
	Sub- 1 Total 3	10	S		\$ 6.17	•	- 5	•	•	•		•										-						•				
	Workers	2.69%	2.69%		2.69%																											
	Sub- Total 2	\$ 20.82	S 2.86			S			- 5											•												,
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stroom & Tras	Work	14.25	1 50	2011	12.00			2																								
City of Ashland Park Restroom & Trash Services 23-24	Worker	1 .lanitor Summer	Supervisor	5 Output 300	4 .lanitor Winter				- 00	0				4 6		t u			- 0	0.0	00	10	22	22	PC PC	26	20	20	00	00	00	

Areas in green are formula driven.

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

16% %9 4% 2%

List "Other Benefits" Provided

Health Insurance

Holiday PTO

Other

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 = 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

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 casting 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 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. 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 learning a supervisor, asy depending on the draft of 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 Coefficient.

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 descends the intervention of work or project into one complete and the origination of work supports the part ask. Since the provident of the most ask is in the contract, the part ask is to estimate into its expression of work support that sk. Since and preak it the part ask is completed into a the preak that will be required to complete that ask. Since the preak task is not one cost estimate. For example, in a custodial contract, first breakdown the write will be required to complete that ask. Since and the preak is determined to accomplete the preak that into its complete that the minutes or even and recycle containers who want task. Since and the preak that and the preak task is a since and the preak task is the preak task

Droe 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, 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 service and service contract number of days per year.

OVERHEAD

Overhead Costs Pathway Enterpris City of Ashland Park Restroom & Trash Services 23-24

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:
FILL IN ONLY ONE OF THE THREE METHODS DETAILED BELOW! 1. Enter Overhead as a Percent of Total Costs 18.66%	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.
OR	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 Dollar-Figure Sum Method: 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 OR 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 defiate the actual costs.) The worksheet will compute the overhead a 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	

		Total Annua	al Op	erations
INDIRECT COSTS	OR	GANIZATION	DEP	ARTMENTAL
Management Salaries			\$	29,120.00
Management Payroll Tax Expense			\$	5,256.00
Management Medical Insurance			\$	6,600.00
Management Pension Plan Expense				
Sales & Administrative Salaries	\$	561,845.00		
Sales & Administrative Payroll Tax Expense	\$	90,906.00		
Sales & Administrative Medical Insurance	\$	136,791.00		
Sales & Administrative Pension Plan Expense				
Office Rent	\$	146,676.00	\$	82,078.00
Advertising and Public Education	\$	52,038.00		
Background Checks & Urinalysis				
Professional & Accounting / Audit Fees	\$	109,128.00		
Training & Worker Safety				
insurance				
Telephone				
Utilities	-			
Property Taxes/Licenses/Fees	\$	31,566.00	\$	24,057,00
Dues & Subscriptions	\$	14,962.00	\$	1,129.00
Depreciation-office building	s	23,569,00		
Depreciation-office equipment	L.		\$	56,308.00
Repairs & Maintenance-office				
Cleaning and Maintenance				
Office Equipment Rental	-			
Office Supplies	S	21,283,00	\$	2,886,00
Postage & Freight	S	1,651.00		
Rehab	F-		s	3,011.00
Miscellaneous Expense				
Bad Debts				
Vehicle Expenses	S	65,322.00	S	168,563.00
Staff Expenses	s	47,769.00		
Professional Services	Ś	65,443.00	s	559,120,00
	Ť			
TOTAL INDIRECT COSTS	\$	1,368,949.00	\$	938,128.00
CPI Factor		1.40%		1.409
Total	s	ing a state state of		2,339,376.08

WORK AREA:

Use the area below to show how you arrived at the final figure that you show as your total Overhead AGENCY REVENUES = \$12,534,045 AGENCY INDIRECT EXPENSES = 2,339,376 OVERHEAD % = 18.66%

Delivery & Reserve

Oregon Department of Administrative Services Project Costing Worksheet

Pathway Enterprises, Inc. City of Ashland Park Restroom & Trash Services 23-24

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				\$, \$-Celeberetikaenet,⊒elee
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8				\$		\$ -
9	10 / mm// 1001			\$		\$ -
10		1		\$ -		\$
F rom		••		\$		\$ -

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			
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