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| This document is designed to streamline project startup, track project expenses, and execute non—capital projects (total cost less than $35,000). Total project cost includes design and engineering, professional services, installation, construction, regulatory, and management cost. For projects at or above $35,000 use a Project Planning Document (PPD). | | | | | | |
| Final cost > $35,000 | | | | | Yes | No |
| **PROJECT ESTIMATE WORKSHEET (PEW)** | | | | | | |
| **CENTER:** |  | **PROJECT NUMBER:** | | **PROJ. MANAGER:** | | |
| **PROJECT NAME:** | | | | | | |
| **DESCRIPTION:** | | | | | | |
| **BUDGET:** | | | | | | |
| **ORIGINAL DATE:** | | | **LAST REVISION:** | | | |

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| **LABOR/ RECHARGE** (estimated or quoted) | | | |
| **UNIT / DESCRIPTION** | **HOURS** | **RATE** | **TOTAL** |
| Ex. Facilities CA & PM |  |  | $ 0,000.00 |
| Ex. Fire Marshal review |  |  | $ 0,000.00 |
| Ex. CEQA review |  |  | $ 0,000.00 |
| Ex. Engineering services |  |  | $ 0,000.00 |
| Ex. Site Survey services |  |  | $ 0,000.00 |
| **LABOR TOTAL** | | | $ 0,000.00 |

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| PURCHASES / EQUIPMENT (estimated or quoted) | | | | |
| **DESCRIPTION** | UNIT | QTY | PRICE/RATE | TOTAL |
| Ex. Materials |  |  |  | $ 0,000.00 |
| Ex. Rental equipment |  |  |  | $ 0,000.00 |
|  |  |  |  | $ 0,000.00 |
| **PURCHASES TOTAL** | | | | $ 0,000.00 |

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| **TOTAL (this page)** | $ 0,000.00 |

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

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

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| **PROJECT TOTAL** | $ 0,000.00 |

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