

# Understanding Your Line-Item Specifications



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## **HEADING**

The heading of each page will show the job name, address, city, state & zip on the left side of the page. The right side of the page will show the job description, Lead number, revision (Rev) number, and the job number if that is known.

## **COLUMN HEADING**

The column headings consist of: Description, Unit Quantity (Qty), Unit, Trade Partner Abbreviation, Material Price, Approximate Man-Hours (MH), Labor Price, Trade Partner Cost, Other Cost, and Total Cost for that line item.

## **DESCRIPTION HEADING**

### **CATEGORY HEADING**

The first subheading under the Description Heading is the Category of Work. This a construction industry division of the different areas of work (i.e. floor framing, wall framing, plumbing, electric, etc.) Categories of work are listed in the general order that the work is typically performed.

### **GENERAL DETAILS**

After the Category of Work, are general details for a Category of Work that are not exclusive to a particular room within the project.

### **ROOM HEADING**

The second subheading under the Description Heading is the Room Heading. This heading is used to separate work specifically by rooms. This allows us to be specific about the work that will be accomplished in a room and makes it easier to delete all the items in a room if the project needs to be scaled back to stay within a pre-set budget.

### **LINE ITEM NUMBER**

Under the Room Heading you will find a number. This number is the Line Item Number that is used to identify one line from another so that any reference to a line can be specific. In addition, this numbering system is used to put line items in the order that they would typically be accomplished. [Typically the number is made up of (Room) + (Category) + (Order of Work)]

### **DESCRIPTION**

The description is either the details about; the work to be accomplished, the details about a fixture, an allowance, a note or memo. If it has not been determined if an item is to be saved or discarded you will see (Save/Discard) to allow for a choice to be made. If what you desire to happen to an item is not listed please make that known so it can be added to the description prior to the start of the job. DO NOT assume that everything you discussed with us is included in our estimate. If it is not listed it is NOT INCLUDED. We will NEVER intentionally leave items of work out of our estimate that should be included.

## **QUANTITY HEADING**

The quantity (Qty) is the quantity for the unit listed.

## **UNIT**

The unit's cell can describe a number of different types of things. Here are a list of the common units used.

<b>ALW</b> - Allowance	<b>LF</b> – Lineal Feet
<b>ASMB</b> - Assembly	<b>MEM</b> - Memo
<b>BDL</b> - Bundle	<b>MH</b> – Man Hours
<b>BID</b> – Need a bid from a supplier or sub-contractor	<b>MI</b> - Miles
<b>BX</b> - Box	<b>N/A</b> – Not Applicable
<b>CF</b> – Cubic Feet	<b>OPT</b> - Option

<b>CMF</b> – Contractor Management Fee	<b>PR</b> - Pair
<b>CY</b> – Cubic Yards	<b>SET</b> - Set
<b>EA</b> - Each	<b>SF</b> – Square Feet
<b>HO</b> – Homeowner to perform	<b>S-MH</b> – Trade Partner Man Hours
<b>INC</b> - Included	<b>UI</b> – United Inch
<b>T&amp;M</b> – Time & Material	<b>XCH</b> – Extra Charge
<b>TRD</b> - Tread	<b>YD</b> - Yards
<b>TBD</b> – To Be Determined	

**TRADE PARTNER**

This column has the abbreviation for the Trade Partner that has been selected to perform the Line Item Task or will have a placeholder such as “Sub-07, Sub-22, etc “, until a Trade Partner has been selected.

**MATERIALS**

This is the marked-up price of materials for this line item.

**MH**

This is the approximate man-hours for this line item base solely on the labor amount in the next column.

**LABOR**

This is the marked-up price of labor for this line item. The amount includes the time it take to prepare to do a task, such as getting tools or materials for that task from the truck or other locations on the job site, a general clean-up of that work area, taking materials back to the storage area, taking debris to the dumpster.

**PARTNER COST**

This is the actual cost charged by the Trade Partner for this line item.

**OTHER COST**

This is the actual cost or allowance for this line items fixture or product. This allows you to shop and compare if you would like to compare different items. If the “Description” is specific, than the “Other Cost” is the actual cost of that item. If the “Description” includes the phrase “\*\*\* Allowance \*\*\*” or if the “Unit” is “ALW” then the cost under “Other Cost” will change depending on your actual selection. The difference will be handled by a Change Order if the selection occurs after the signing of the contract.

**TOTAL**

This is the total for this line item. It is the total of Material, Labor, Trade Partner, and Other Costs.

**CATEGORY OF WORK SUB-TOTAL**

This is the sub-total for this Category of Work.

**DAILY PACK-UP OF TOOLS & EQUIPMENT**

Daily pack-up of tools & equipment at the end of the day is calculated by man-hours worked and allows for ½ hour per 8 man-hours to put away all tools and equipment and make a final clean-up so that the work site is left in a reasonably clean and safe state at the end of the day.

**CONTRACTORS MANAGEMENT FEE, OVERHEAD & PROFIT**

The contractors’ management fee, overhead & profit includes mark-up on all Trade Partners and Other Costs. In addition, it calculates state sales tax on all materials. Management fees apply to the entire project. Even if you provide some of your own labor or supply your own Sub-Contractor it is still necessary for us to manage and schedule work and inspections so that every phase of the job is done in a timely fashion and that we will be able to get our final inspection. The final inspection can not occur until all Sub-Contractor and/or Trade Partners inspections are complete and all smoke detectors are installed to code.

Management fees also include a lot of behind the scene calls to ensure that materials are ordered and delivered when they are needed. Management Fees also cover the costs of any mistakes or mis-ordered materials, omitted items from Trade Partner’s quotes that were included in the line-item specifications, increases in material costs, and other unforeseen expenses relating to the project.

In addition there a number of calls and discussions with you during the project to answer questions, deal with issues that may arise unexpectedly during the project, and get final decisions on anything not yet resolved or determined.

**TOTAL**

This is the total of all Category of Work Sub-Totals.