Oregon Forward Program
Janitorial Costing Tool Directions

Table of Contents

Use of this Costing Tool (General *information about this Costing Workbook***)** **2**

Contract Information (*Translating Contract Information for Proposal Development***)** **2**

The "kt info" tab (*Including Information about the contract and service site***)** **2**

Periodical Services (*Incorporating Periodics required by contract***)** **4**

Subcontractor Service (*Including the cost of approved subcontractors***)** **5**

Pay & Benefits tab (*Wages and benefits for all services required by the contract***)** **5**

Overhead and Margin tab (*Overhead and the Margin for contracted services***)** **7**

Supplies tab (*All supplies required to fulfill the contract***)** **7**

Equipment List tab (Equipment *costs to fulfill the contract in the proposal***)** **8**

Subcontractors tab (*Including the cost of approved subcontractors***)** **8**

Transportation tab (*Vehicle costs for delivering personnel and materials to site***)** **9**

Service Components (*Developing prices for janitorial services***)** **10**

Monthly Janitorial tab (*Development of a price for regular janitorial services***)** **10**

Periodical Services tab(*Developing prices for Periodical Services***)** **13**

Except,Emer&Day Porter tab (*Hourly rates for services***)** **15**

Summary Pricing (*Compiling the prices***)** **17**

Price Approval Form (*Using the Price Approval Form embedded in the workbook***)** **18**

Presentation of Proposal (*Submitting the proposal***)** **18**

Use of this Costing Tool (General *information about this Costing Workbook)*

This Costing Workbook should be used to develop prices for janitorial service proposals that include one building, or for situations in which several buildings will be serviced for one price and are in one location.

General Notes about this Costing Workbook

Oregon Forward Contractors should download the newest costing workbook from the DAS website whenever preparing a proposal. Except for the "Price Approval Form", all cells of the various worksheets for which entry is allowed are blue. The cells that contain formulas are green and are locked from editing. Each of the tabs is locked by a password. The DAS Oregon Forward Program is required by statute to approve / determine the price for all Oregon Forward Program Contracts, and the form is locked to assure that DAS personnel can rely on the accuracy and content included in all calculations contained in this tool. As such, the tool **should not** be duplicated or modified in any way. If the preparer needs a modification to the tool for any reason, they should contact DAS to discuss their needs.

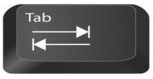
Contract Information (*Translating Contract Information for Proposal Development*)

The first step of developing any proposal for janitorial services is to read the proposed contract, and especially the Statement of Work (SOW), taking note of the services to be provided, the size and location of the facility to be cleaned and any other details that will dictate price. The SOW describes the work desired by the customer. The SOW should allow the preparer to enter the information required to develop a proposal. However, a site visit is often a necessary part of developing a proposal. New contracts will frequently require a walk-through of the facility to review the Public Agency's requirements, area size for carpets and other periodical services desired.

The "kt info" tab

The "**kt info**" tab contains several sections in which information is required in order to develop the proposal. Each section should be completed as fully as possible with the various pieces of information from the SOW and from knowledge of the facility to be cleaned. Information about each aspect of the service required by the contract should be entered in this section. It may be necessary to measure, or at least estimate the area of the facility in square feet that requires certain types of the janitorial service, especially some periodical services. It is always a good idea to discuss with the Pulic Agency customer periodical service areas that should be included while developing the proposal.

"**Oregon Forward Contractor**" should be filled in with the name of the Oregon Forward Contractor (OFC). This information should be entered in cell C3. The OFC staff person preparing the proposal should enter their name in cell H3. This information will facilitate resolving any questions as may arise, either by the public agency or by the DAS Oregon Forward Program. The "**Project/Contract #**" should be entered in cell C5. If there has not been



Entry Tip: After entering the information required in each cell, the preparer may use the tab key to move the cursor to the next cell in which information may be entered in most situations.

a contract number assigned, the address of the facility should be entered. The name of the "**Public Agency**" should be entered into cell C7. The **Oregon Forward Contractor**, **the Project/Contract #**, and the **Public Agency,** as entered into this worksheet, will populate in various sections of the Costing Workbook.

The "**Service Components Required by Contract and Plan to Fulfill the Contract**" section of the "kt Info" tab requires information about the Contract's requirements, the size and type of facility, etc. Some of this information is available in most contracts, but there are sections that will require some knowledge of the facility for which the proposal is being developed.

The preparer should identify the components of the service required by the contract. The **"Monthly Janitorial"** section in row 13 of the spreadsheet must be completed, identifying the size of the facility area being cleaned entered in cell E13. Service Frequency per year should be entered in cell G13.

Periodical Services information should be identified from the Contract and entered in the various sections of this spreadsheet. Some periodical services are not typical, and the preparer will be able to identify those services in cells B41, B43, B45, B47, B49, B51, B53, B55, B57 and B59 by selecting the cell to the right of the title "Enter Periodical Service 1, 2, 3, 4, 5, 6, 7, 8, 9, 10" and typing in the title of the service not listed otherwise in the "kt info" tab. In each case, it is necessary to fill enter the information about the service required, including whether the price should be part of the monthly price, the service area in square feet and the service frequency.

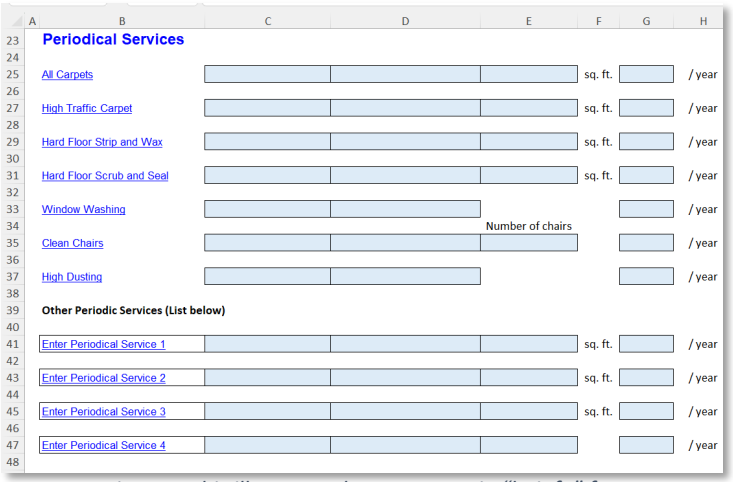


Figure 1 This illustrates the entry area in "kt info" for Periodical Services. Periodical Services prices can be part of the monthly charge for janitorial services or the service may be arranged for and invoiced separately.

- The typical Periodical Services included in a Janitorial Contract are listed in Column B. Each of the cells in which the service is listed is a link to the appropriate section of the "Periodics" tab to facilitate easy access.
- Not every contract requires periodical services, or includes every service listed. Column C allows the preparer to indicate whether that periodical service is required, by selecting from the drop-down menu either "Yes," or "No."

- Some contracts include periodical services in the monthly price. This should be identified in column D in the row for each of the periodical services identified utilizing the drop-down menu either as "Yes" or "No." If "Yes" is entered, that service price will be included in the Monthly price as indicated by the contract.
- The Service Area for the Periodical Service should be entered in column E. In some cases, the preparer may need to estimate that area for some services, such as "High

Traffic Carpet" cleaning. It is always a good idea for the OFC and the Public Agency customer to come to agreement about the areas to be included. Some periodical services would not have an "Area to be Serviced" and that option is not included in the row for that service. (Window washing is an example of such a service.)

- The Service Frequency called out by the Contract for each service should be entered into column G. If the service is provided as requested, the preparer should indicate a "Service Frequency of 1 (one).

Periodical Services (*Incorporating Periodics required by contract*)

"**All Carpets**" refers to cleaning all carpets in the building area being serviced. Carpet Cleaning is sometimes referred to as "shampooing," "extraction," and "Professionally clean and shampoo" to name a few more common terms used. Enter contract and building information for this service in row 25.

"High Traffic Carpet" is typically the cleaning of common area carpets and aisleways. It will be necessary to estimate the "Area to be Serviced" for this sort of service as should be entered in column E for that row. It may be a good idea to come to some agreement with the customer about the areas that should be considered "High Traffic" and the number of square feet that should be considered while developing the proposal. Contract and facility information is entered in row 27.

"Hard Floor Strip and Wax" refers to a process of using chemicals and machines to strip the existing wax surface to the actual flooring surface, removing the liquid produced by this process and applying layers of wax when the previous layer of wax is dry. Frequently the preparer will need to measure or estimate the service area for this service if the contract does not call out the size of the area to which this service will be provided. The floor may be burnished with a high-speed floor machine to bring a mirror-like shine to the floor. Contract and facility information is entered in row 29.

"Hard Floor Scrub and Seal" is a process for floors that uses chemicals and machines to strip the top, or dirty layers of the floor wax or coating. After removal of the liquid used to remove this top layers of coating, several layers of wax or sealant are applied, as each prior layer dries. After each level has dried, the floor may be burnished with high-speed floor machine to bring a shine to the floor. Contract and facility information is entered in row 31.

"Window Washing" can include inside, and/or outside window surfaces. Many Oregon Forward Contractors subcontract window washing in taller buildings. Be sure to list that subcontractor in the subcontractor tab and assure DAS and Public Agency customer approval for that subcontractor. Window Washing is usually a stand-alone periodic price, but sometimes it might be included in the monthly price. Contract and facility information is entered in row 33.

"**Clean Chairs"** Many contract require price for shampooing and otherwise cleaning fabric-upholstered chairs. Information about these requirements is entered in row 35.

"High Dusting" is often considered dusting above a specific height and is frequently a separately priced periodical service. Contract requirements are entered in row 37.

"Other Periodic Services" is an option for periodical services that aren't included in the above-supplied list of services. This costing tool allows for four additional previously unlisted services. By selecting the cell that displays the words, "Enter Periodic Service 1,2,3, …10, and not clicking on the words in the cell, the preparer is able to name the service. This will automatically repopulate the title of the service in the various locations utilized to compute the price to be proposed. The preparer should also include information about the service, including "Requirement Yes/No," "Included in Monthly Charge Yes/No" in column C, and "Area to be

Serviced" in column E an "Frequency" in column G. This information is entered in rows 41, 43, 45, 47, 49, 51, 53, 55, 57, and 59 respectively.

Hourly Service Pricing (*Exceptional, Emergency and Day Porter Services*)

Contracts for janitorial services will often include a need for prices that would be charged on an hourly basis. These hourly rates are often utilized when the Public Agency needs to purchase services that aren't included in the SOW but are related to the janitorial services provided.

"Exceptional-Additional Services" are nearly always a required service component for Janitorial service contracts. These services are utilized for service needs not anticipated by the contract. These additional activities are accomplished typically during the regular cleaning time. The price required is always per person per hour.

"Emergency Services" are also nearly always included in Janitorial service contracts. Emergency services are typically urgent and need to be completed outside the time when services are typically delivered. The price is always per person per hour. The billing rate for this service would incorporate the overtime rate of the highest paid worker on the crew, often a supervisor or lead worker who can drive or otherwise get to and enter the site independently. The price required is always per person per hour and should be for the time required to travel to the site, perform the work and travel back to the spot they started from when responding to the call.

"**Day Porter"** is a requirement for some larger and/or high use buildings. The duties of this position may include many discrete duties for keeping the facility clean during the day. Often this price is included in the monthly janitorial price. The preparer should indicate whether it is a requirement in cell C21, whether the price should be included in the monthly charge in cell D21, the number of hours per day in cell E21, and the frequency of the service in days per year in cell G21.

Subcontractor Service (*Including the cost of approved subcontractors*)

"**Subcontractors will be utilized"** is a simple yes or no answer, but the link activated when clicking on the words in cell B19 links to a tab in which the contractor's information and price should be entered.

The information entered in the kt info tab is utilized throughout the costing workbook. This step of preparing the proposal is critical to adequately costing the work required by the contract and should be as accurate as possible. Public Agencies do not always provide this information in the SOW, especially the sized of high traffic" areas, so some care is needed to assure an accurate calculation of the cost. It is often a good idea to share with the customer the size of "high traffic" areas considered while developing a proposal.

Pay & Benefits tab (*Including wages in the proposal for all services required by the contract*)

After filling in the Contract Information in "kt information" tab, the preparer should enter wage and benefit information for all categories of workers that will be employed performing direct labor to fulfill the contract in the "Pay & Benefits" tab.

The cost of **Worker's Compensation** Insurance and **Unemployment** Insurance should be entered in this tab. **Worker's Compensation** costs should be entered in cell C10 and expressed as a percentage of wages. The Costing Workbook will apply the entered figure to all direct labor for the proposal.

Oregon Forward Program Janitorial Services Direct Labor Matrix

10	Worker's Compensation	2.50%						Equipment		
11	Unemployment	3.50%						Price Approval		
12								Subcontractors		
13	**Benefits Matrix**		**List "Other Benefits" Provided**							
14										
15	**Emp type 1**		**Emp type 2**		**Emp type 3**		**Emp type 4**		**Emp type 5**	
16	*Janitor 1*		*Janitorial Lead*		*Janitor (shift differential)*		*Carpet Technician*		*Periodics Supervisor*	
17	Wage	$ 15.00	Wage	$ 18.00	Wage	$ 15.50	Wage	$ 21.00	Wage	$ 25.00
18	Benefits	% of wage	Benefits	% of wage	Benefits	% of wage	Benefits	% of wage	Benefits	% of wage
19	Sick Leave Oregon	3.33%	Sick Leave Oregon	3.33%	Sick Leave Oregon	3.33%	Sick Leave Oregon	3.33%	Sick Leave Oregon	3.33%
20	Paid Leave Oregon	0.40%	Paid Leave Oregon	0.40%	Paid Leave Oregon	0.40%	Paid Leave Oregon	0.40%	Paid Leave Oregon	0.40%
21	Long-term disability	2.00%	Health Insurance	15.00%	Long-term disability	2.00%	Health Insurance	15.00%	Health Insurance	15.0%
22	Helath Insurance	15.00%	Retirement	4.0%	Helath Insurance	15.0%	Retirement	4.0%	Retirement	4.0%
23	Dental Insurance	4.00%	Aflac	2.0%	Dental Insurance	4.0%	Aflac	2.0%	Dental Insurance	4.0%
24	Retirement	2.00%	Holiday	4.0%	Retirement	2.0%	Holiday	4.0%	Holiday	4.0%
25	Holiday	4.00%			Holiday	4.0%	Dental Insurance	4.0%		
26										
27										
28										

Figure 2 Direct Labor example from "Pay and Benefits" tab

Unemployment Insurance should be entered in cell C11 and expressed as a percentage of wages. The Costing Workbook will apply the entered figure to all direct labor for the proposal.

The preparer should identify the title of each type of worker that will be employed to fulfill every service required by the contract, and the hourly wage earned by the workers in that worker classification. This spreadsheet has room for 15 positions. If there is a need for more, the OFC should contact DAS. It is important to include all worker types that will be required to fulfill the contract, including their wages and benefits in this information. If there may be overtime included in the proposal price, a separate worker title should be entered complete with the overtime rate and applicable benefits.

State law requires that all workers be provided paid sick leave. (ORS 653.601-653.661) Workers must be provided 1 hour of paid sick leave for every 30 worked during the year. This costing tool includes 3.33% of wages to cover this cost. The 3.33% multiplier automatically populates in this worksheet when a worker title is entered.

“Paid Leave Oregon” is also a 1% mandatory “tax” that must be paid the Oregon Employment Department. (ORS 657B.340) The employer is required to contribute 0.4% of wages, with the employee picking up the remainder of the cost. The cost to the employer is included in this spreadsheet and automatically populates the 0.4% multiplier for each worker entered in the “Pay and Benefits” tab.

Other types of benefits provided to each worker classification should be itemized and expressed as a percentage of wages. In many companies, benefits paid vary with the type of position. Some levels of workers earn different benefits, and this spreadsheet allows for that variation. If the preparer anticipates the need to pay a “shift differential” for any worker for any reason, it is necessary to use a worker title that identifies that pay variation with a separate worker title. In Figure 2, the shift differential is included in the worker title in parenthesis.

The costing tool will allow the preparer to choose from the entered positions to populate the direct labor for the various service components using drop down menus. The preparer will need to enter information about hours and number of visits in the worksheet for each specific service component.

Overhead and Margin tab (*Overhead and the Margin for contracted services*)

Overhead and Margin are entered in the worksheet named “OH & Margin.” These components of the price are best expressed as a percentage of the total price. This tool will only allow a percentage for the purpose of price calculation.

Overhead must be entered as a percentage of the total price and should be entered in cell D10 of the OH & Margin tab. It is permissible to enter 20% or less without any supporting documentation. However, it is recommended that the organization calculate overhead for the service being provided to assure adequate cost recovery and to avoid excessive pricing.

There is a table provided, starting in cell C17 of the Overhead & Margin tab, that may be used to figure out how much should be charged as part of the proposal. OFCs may prefer to use another method to develop the calculation of overhead. A spreadsheet may be copied into the "OHCalc" spreadsheet as is necessary to show how that figure was developed. In each case, the overhead should be entered as percentage of the price. If the OFC needs to charge more than 20% to recover the anticipated costs of Overhead, the costing workbook **must** contain the backup information that justifies that overhead charge.

Margin held in reserve for inventory replacement and machine maintenance be entered into cell G10. This figure can be as high as 6%. If there is a perceived need for a higher percentage to cover this cost, the preparer must provide documentation of the need for a higher multiplier.

Supplies tab (*All supplies required to fulfill the contract*)

Non-durable items that will be used to fulfill the contract are entered in the “**Supplies**” worksheet.

	A	B	C
10		List all Supplies that will be used tofulfill the contract	
11	Item	Item Description	Un
12	Number	Include size of container or lot	Pri
13	1	germicidal detergent 201 (132 per box)	$
14	2	germicidal detergent 264 (24 per box)	$
15	3	germicidal spray bottle, 16oz	$
16	4	Stock solution bottle 1/2 gal	$
17	5	safety foam, qt	$
18	6	safety foam cup	$
19	7	acid applicator	$
20	8	toilet bowl brush & holder with 2 heads	$
21	9	smart mop red holder	$
22	10	smart mop red microfiber mop head	$
23	11	microfiber red towels	$
24	12	scratcher w/sponge	$
25	13	white scratcher	$
26	14	toothbrush	$
27	15	scrub pac 102 (132 per box)	$
28	16	Carpet spotter (12 18 oz cans)	$

Figure 3 All supplies that will be required for all aspects of the contract must be entered in the Supply tab as shown.

Supplies are best described in three categories:

- The item is too inexpensive to be depreciated. Many businesses have a standard item cost threshold to determine the need to depreciate an item. If an item’s cost is less than that threshold, the total cost of the item should be considered a “Supply.”
- Items that used up or are included in the final product would be considered a “Supply.” For example, floor wax is included in the final product and should be included as a supply. Likewise, any cleaning agent used would be a supply.
- Janitorial contracts rarely include any consumable supplies, such as paper towels, soap, etc., as part of the monthly price. However, if the contract requires inclusion of the costs of those sorts of items and does not require a certain markup, the cost of those supplies would be entered in the “Supply” tab.

It is important to include the size of the unit for which the “Unit Price” is listed. This piece of information helps the reviewer understand usage anticipated when evaluating the proposal.

Shortcut: *The preparer may Paste the applicable equipment or supplies from another spreadsheet into a Supply list, using a "Paste Special, Values" command. This information should be entered in this way a column at a time. It is best to copy the product or equipment first in column B. Then, copy to "Unit Price" into column C, taking care to line up the prices in the same row as the product. The Equipment List will require additional information, but this shortcut will save some time in using this tool.*

Equipment List tab (*Equipment costs to fulfill the contract in the proposal*)

Items that are more durable and are more expensive that will used to fulfill the contract should be entered in the "**Equipment List"** tab. The items that are entered in this page should have a useful life of more than a year and are costly enough to be amortized. Items listed should be amortized or depreciated over the "useful life" of the asset. The length of time a piece of equipment is depreciated is often set by a company's financial rules. If the piece of equipment was purchased with a grant, the item should be listed, indicating it was purchased with grant money by entering the word, "Grant" in column D. Statute does not permit the OFC to include the cost of any items purchased with a grant in the price for the service.

	A	B	C	D	E	F
9		**Durable EquipmentMatrix**				
10		**Equipment Description**	**Equipment**	**Equipment**	**Amortization**	**Cost per**
11		**Include Brand and Model**	**Price**	**Purchase date**	**of Asset/months**	**Year**
12	1	Back pack vacuums	$ 1,100.00	1/1/2024	60	$ 220.00
13	2	Ninja	$ 3,200.00	1/1/2024	60	$ 640.00
14	3	Aquaclean Extractor	$ 1,511.00	1/1/2024	60	$ 302.20
15	4	Prespray Sprayer	$ 49.99	1/1/2024	48	$ 12.50
16	5	Hydro Blowers	$ 356.00	1/1/2024	48	$ 89.00
17	6	smart mop combo, sm	$ 107.10	1/1/2024	24	$ 53.55
18	7	Mop bucket with ringers	$ 110.00	1/1/2024	12	$ 110.00
19	8	Advance wet or dry vacs	$ 604.00	1/1/2024	12	$ 604.00
20	9	Advance Shadow 2 spd floor	$ 870.00	1/1/2024	48	$ 217.50
21	10	Square Scrub Machine	$ 1,022.58	1/1/2024	48	$ 255.65

Figure 4 The preparer may enter up to 85 items in this list. In many companies, a comprehensive equipment list could be pasted into each new costing workbook using the "Paste Special, Values" function. The user will have the ability to choose from the equipment used for each service type.

The type and brand of the equipment should be listed in column B, the original purchase price of the equipment listed in column C, the purchase date for the item in column D in the mm/dd/yyyy format, and the number of months the item is amortized in column E. Any items that are fully depreciated, in that "Useful life of asset (Months)" is greater than or equal to the "Asset Age (Months)" will show a "Unit Cost Per Year" of "Asset Depreciated." Any items for which the Equipment Purchase date shows "Grant," will show a cost per month of "grant purchase." It is important to list fully depreciated items and items acquired with a grant. If the fully depreciated, or grant-purchased item must be replaced, including those items facilitates explanation of that portion of any increase to the evaluator and the Public Agency Customer.

Subcontractors tab (*Including the cost of approved subcontractors*)

There are some areas of service in a janitorial contract requirements that the Oregon Forward Contractor may not have the equipment or skill to fulfill. For instance, washing windows that are located high inside, or outside a building are sometimes included in a janitorial contract, and most Oregon Forward Contractors do not have that capability. Because these requirements exist in a contract, an Oregon Forward Contractor must hire a subcontractor that possesses those skills and equipment.

Every time a subcontractor is required, the OFC is required to obtain approval from the Public Agency Customer **and** from DAS (Department of Administration Services.) The OFC is responsible for the subcontractor's activities in and around the Public Agency customer's facilities. Also, many Public Agency contracts stipulate that background checks be performed for all OFC employees and Subcontractor employees who need access to the building. It is the OFC's responsibility to assure subcontractor compliance with these and any other contractual requirements. Subcontractor direct labor hours must be included in the OFC's Annual Report. The OFC must have a means of collecting that information from the subcontractor.

	B	C	D	E
13	SUBCONTRACTORS			
14	Subcontractor	Service to be purchased	Permission granted by the Public Agency and DAS	Cost per Time
15	acme window cleaners	Window Washing	Yes	$ 450.00
16				
17				
18				

Figure 5 Subcontractors who will be onsite should be listed. Uniforms, walk off mats and other services should not be listed as subcontractors, but should be entered in the "Supplies" tab.

In the subcontractor tab, the following information should be entered in lines 15 through 25 for each subcontractor required:

- The name of the subcontractor should be entered in column B
- The service that the subcontractor will be performing should be entered in column C.
- Public Agency customer and DAS approval for the use of this subcontractor should be entered in column D.
- The anticipated cost to the Oregon Forward Contractor should be entered in column E.

Transportation tab (*Vehicle costs for delivering personnel and materials to site being serviced*)

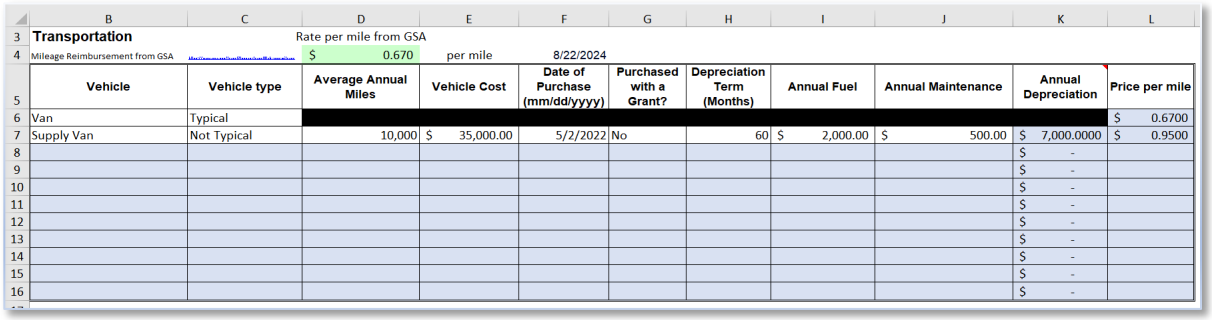
The cost of operating vehicles while fulfilling a contract is calculated in this tab. The first step in developing these costs is to select cell C4, which contains a hyperlink to the federal General Services Administration (GSA) webpage. The information on that webpage provides information about the allowable mileage reimbursement allowed for automobile mileage for a Typical vehicle. The applicable GSA figure is "If use of privately owned automobile is authorized or if no government-furnished automobile is available." The listed reimbursement per mile should be entered in cell D4. The example lists the current rate at this time of $0.67 per mile.

That listed cost per mile is the allowable cost for a "Typical" vehicle. A "Typical" vehicle would be a passenger car, van, or light pickup or other vehicle for which that cost per mile reimbursement rate is adequate to cover the costs of operating that vehicle. The preparer should select "Typical" in column C in the corresponding row from the drop-down menu activated by selecting that cell. Selecting "Typical" in that cell will cause columns D, E, F, G, H, I, J and K to black out as those columns that are unnecessary for "Typical" vehicles.

If the vehicle is not a passenger car, van or light pickup, vehicle operation costs can be input to calculate a cost per mile. To perform that calculation, some information is necessary:

- Average Annual Miles in column D.
- Original Purchase Price of the vehicle in column E.
- Date of Purchase in column F.
- Vehicles purchased by using grant funding should be indicated in column G. As with equipment purchased with a grant, the depreciation of that vehicle may not be included in the cost of operating that vehicle.

- The number of months of depreciation used by your company for vehicles should be entered in column H.
- The annual fuel costs for the vehicle in column I…This may need to be projected if the vehicle is too new to have historical data to pull from.
- The annual maintenance costs for the vehicle in column J…This may need to be projected if the vehicle is too new to have historical data to pull from.



	B	C	D	E	F	G	H	I	J	K	L
3	**Transportation**		Rate per mile from GSA								
4	Mileage Reimbursement from GSA		$ 0.670	per mile	8/22/2024						
5	**Vehicle**	**Vehicle type**	**Average Annual Miles**	**Vehicle Cost**	**Date of Purchase (mm/dd/yyyy)**	**Purchased with a Grant?**	**Depreciation Term (Months)**	**Annual Fuel**	**Annual Maintenance**	**Annual Depreciation**	**Price per mile**
6	Van	Typical									$ 0.6700
7	Supply Van	Not Typical	10,000	$ 35,000.00	5/2/2022	No	60	$ 2,000.00	$ 500.00	$ 7,000.0000	$ 0.9500
8										$ -	
9										$ -	
10										$ -	
11										$ -	
12										$ -	
13										$ -	
14										$ -	
15										$ -	
16										$ -	

Figure 6 Vehicle operation and maintenance costs can be entered in this table by entering "Not Typical." Typical vehicles would be costed at the standard GSA mileage for "If use of privately owned automobile is authorized..."

While it may require some investigation to determine the higher cost per mile for specialized vehicles, it will allow more accurate cost recovery for the expense of keeping those vehicles on the road.

This information will be available in all service component worksheets as a drop-down choice.

Service Components (*Developing prices for janitorial services*)

The remaining spreadsheets in the costing tool are used to compile the information and costs entered into the previously described worksheets for each service component required by the contract, and to prepare the DAS “Oregon Forward Program Request for Price Approval.” The components of the prices for a janitorial service contract should correspond to the “Statement of Work” or “Statement of Services” in the contract and the Price Exhibit included in the contract by the Public Agency Customer. Usually, these two areas of a contract have the same requirements. If they don’t appear to reflect the same requirements and needs for pricing, it is important to clarify the pricing requirements of the contract with the Procurement Professional or Contract Administrator. Any lingering doubts, or conflicts between the two sections of the contract should be mentioned in the proposal cover letter.

Monthly Janitorial tab (*Development of a price for regular janitorial services*)

Central to most contracts for Janitorial Services are those duties that are listed in the Statement of Work, or Services for which the Oregon Forward Contractor charges each month. These monthly charges do not vary from month-to-month but are consistent regardless of the season. Sometimes referred to as “Regular” janitorial services, these activities include every service component noted in the Contract that should be included in the monthly price.

Periodical Services are typically billed when the service is provided, unless the contract stipulates that those services should be considered part of the monthly price. The contract will identify service components that are performed each visit, on a certain day days of the week, weekly, monthly and sometimes in other timeframes. Some contracts include periodical services in the monthly bill rate, and those service components are calculated in the periodical services

section of the costing workbook, and those costs are combined with the regular services in the "Summary-pricing" tab.

The price for the Monthly Janitorial Service described in the contract includes direct labor costs, supplies, durable equipment, transportation, subcontractors, overhead and margin. Each of those categories of costs are calculated in the "Monthly Janitorial" spreadsheet.

Direct Labor

The direct labor costs can be compiled is rows 21 – 40. In column B, the type of worker can be identified from the drop-down menu and choosing from the worker classes as were entered in the "Pay & Benefits" worksheet. The preparer should enter the number of work hours anticipated for each worker, or type of worker for each service day. The number of service days should be entered in column D corresponding to each worker or type of worker. Most contracts do not include service events for anticipated office closures, such as closures for holidays. The contract should identify the anticipated closure days. Most state agencies have 11 recognized holidays during which the offices close. As such, five day-per-week contracts would have 249 days for which service will be expected. (260 weekdays per year minus 11 holidays = 249 days per year.)

It is a best practice to include a line item for each worker, even if they are considered the same classification. For example, if the staffing plan includes three "janitor 1" employees working 4 hours, 249 days per year, the information should be entered per this example:

Direct Labor Matrix

	Worker Description	Work Hours	Times Per Yr.	Hourly Rate	Workers comp%	Unemploy-ment %	FICA	Other Benefits as a %	Per Service Labor cost	Annual/Total Labor	Annual Hours Labor	Monthly/Total Labor
1	Janitor 1	4.00	249	$ 15.00	2.50%	3.50%	7.65%	30.7%	$ 86.63	$ 21,570.37	996.0	$ 1,797.53
2	Janitor 1	4.00	249	$ 15.00	2.50%	3.50%	7.65%	30.7%	$ 86.63	$ 21,570.37	996.0	$ 1,797.53
3	Janitor 1	4.00	249	$ 15.00	2.50%	3.50%	7.65%	30.7%	$ 86.63	$ 21,570.37	996.0	$ 1,797.53
4	Janitorial Lead	4.00	249	$ 18.00	2.50%	3.50%	7.65%	28.7%	$ 102.51	$ 25,525.89	996.0	$ 2,127.16
5				$ -						$ -		$ -
6				$ -						$ -		$ -
7				$ -						$ -		$ -
8	Janitor 1	5.00	52	$ 15.00	2.50%	3.50%	7.65%	30.7%	$ 108.29	$ 5,630.82	260.0	$ 469.24

Figure 7 This table represents the entry for a 5 day per week service with 11 office holiday closures. It also illustrates inclusion of the extra effort required for a contract that lists extra duties on a specific day of the week.

This process should be repeated for each type of employee performing direct labor to fulfill the contractual requirements for which the Oregon Forward Contractor will bill monthly.

Many contracts stipulate services required on a specific day of the week. If the effort required to fulfill those identified requirements for a specific day or days of the week are significant, it is wise to include that effort using an additional line of the Direct Labor Matrix to identify that effort and to assure that the cost for that effort is captured. In Figure 7 inclusion of the costs of fulfilling those extra requirements of a single day of the week is illustrated in line 8 of the table.

Supplies

Per Use/Per Item - Supplies Matrix

	Item Description Include unit size	Units Per Month	Unit Price	Monthly Cost
1	germicidal detergent 201 (132 per box)	0.0660	$ 70.00	$ 4.62
2	germicidal detergent 264 (24 per box)	0.0080	$ 67.00	$ 0.54
3	germicidal spray bottle, 16oz	0.0833	$ 1.90	$ 0.16
4	Stock solution bottle 1/2 gal	0.0833	$ 6.85	$ 0.57
5	safety foam, qt	0.0833	$ 5.67	$ 0.47
6	safety foam cup	0.0833	$ 1.68	$ 0.14
7	acid applicator	0.0833	$ 1.89	$ 0.16
8	toilet bowl brush & holder with 2 heads	0.0833	$ 11.59	$ 0.97
9	smart mop red holder	0.0833	$ 26.75	$ 2.23
10	smart mop red microfiber mop head	0.0400	$ 11.43	$ 0.46

Figure 8 The drop-down menu will allow the user to select from supplies entered in the "Supplies" tab.

The supplies that will be used to fulfill the contract should be entered in column B between row 46 and row 84. The preparer should use the drop-down menu to select each type of supply previously entered in the "Supplies" tab. This will automatically populate the "Unit Price" in the corresponding column D. The number of units of each supply that will be required monthly should be entered in the column C. This will automatically populate the monthly cost of the supply listed in row B. This total

will be added to the other supply costs similarly entered to an aggregate monthly supply cost. This monthly supply cost will be displayed in cell H12.

Equipment The equipment that will be used to fulfill the contract should be entered in column H between rows 46 and 65. The preparer should use the drop-down menu in column H to identify each piece of equipment, previously entered in the "Equipment List" tab, that will be needed to fulfill the contractual requirements. The preparer should estimate the % use of each type of equipment during the year in column J, and the number of units of each piece of equipment in column K. The cost of the use of the equipment from column H for this contract each year will populate in column L. The costs of all equipment entered will calculate and that figure will populate in cell H13.

		Durable EquipmentMatrix			
		Equipment Description	Project % of Yearly Use	# of Units	Cost per Month for kt
1		Back pack vacuums	5%	1	$ 11.00
2		Ninja	3%	1	$ 19.20
3		Aquaclean Extractor	3%	1	$ 9.07
4		Prespray Sprayer	3%	1	$ 0.37
5		Hydro Blowers	3%	1	$ 2.67
6		smart mop combo, sm	5%	1	$ 2.68
7		Mop bucket with ringers	3%	3	$ 9.90
8		Advance wet or dry vacs	3%	1	$ 18.12
9		Advance Shadow 2 spd floor	3%	1	$ 6.53
10		Square Scrub Machine	3%	1	$ 7.67

Figure 9 Using the drop-down to choose from the equipment entered in the "Equipment List" tab. "Project % of Yearly Use" should estimate the utilization of the equipment listed relative to all contracts and the availability of the item.

Transportation

The cost of transporting personnel, equipment and supplies are often a component of the price. This cost is captured for monthly janitorial services in the "Transportation cost matrix." Any vehicles used to provide this aspect of the monthly janitorial services should be entered in the "Transportation" tab. To assign transportation/vehicle costs, the preparer should select a cell in column H, rows 70 through 75. Using the drop-down menu, select a vehicle to be expensed. The "Miles per Service" should be entered in column J, taking care to enter round trip mileage. This will populate the "Rate per Mile" from the transportation tab. The "Services per Year" should be entered in the corresponding cell in column K. After this is entered, the "Cost per Month" will calculate and display in the corresponding cell in column M. If the vehicle is used to transport the workers to the location, the "Services per Year" should match the "Services per Year" for direct labor. The total of all transportation costs will display in cell H17.

		Transportation Cost Matrix				
		Delivery Description	Miles Per Service	Services per Year	Rate Per Mile	Cost per month
1		Van	25	249	$ 0.67	$ 347.56
2		Supply Van	25	12	$ 0.67	$ 201.00
3						
4						
5						
6						

Figure 10 The mileage entered should be round-trip mileage, unless the contract is part of a crew's route, in which case, the mileage included may be a percentage of the total route, the distance from the previous work site or other method.

Subcontractors

There may be some requirements of a janitorial contract that are beyond the capabilities of the Oregon Forward Contractor. When this occurs, a subcontractor may be hired by the Oregon Forward Contractor to complete that set of requirements. Subcontractor

		Subcontractors				
		Subcontractor	Services per year	Service	Cost per Time	Cost per year
1		acme window cleaners	2	Window Washing	$ 450.00	$ 900.00
2						
3						
4						

Figure 11 The Public Agency and the Oregon Forward Program must approve the use of subcontractors in every case.

utilization is subject to the approval of the Public Agency, and the DAS Oregon Forward Program. Further, the subcontractor may not fulfill substantial portions of the contract. The OFC must provide most of the service required by the contract.

All subcontractor costs must be incorporated OFC's costs and included in the costing workbook used to develop the price for the service. This information should be entered into the Subcontractor tab. The subcontractor costs necessary for services that will be included in the monthly price are entered in the Subcontractor section of the "Monthly Janitorial" tab in row 80, columns H through M.

Select cell G80 and use the drop-down menu to select a subcontractor that will fulfill some aspect of the contract. Columns J will populate with the Service provided by the contractor and column L will display the cost per service. Entering the number of service events required per year in corresponding row in column J will display the "Cost per year" in column M. This total also displays in Cell H14.

Monthly Janitorial Price Development

The price for the janitorial services that will be included in the monthly price are compiled in Column H, Rows 10 through 17. This information provides a list of the various costs rolled up into the monthly charge. The expected cost category totals included in the price per month are displayed as a percentage of the total price in Column I, Rows 11 through 17.

The totals information for the monthly costs are displayed in Column C, rows 12 through 16. This information includes the building area serviced in square feet, the Price per month, the number of square feet per person per hour from the direct labor and the price per square foot.

	B	C	D	E	F	G	H	I
9							Annual info	% of Price
10					Hours		3984	
11	Cleaning Area				Labor cost		$ 83,065.80	71.7%
12	Area to be Serviced in square feet		40,000		Supplies		$ 170.60	0.1%
13					Equipment Cost		$ 1,046.43	0.9%
14	Price per Month	$	9,654.44		Subcontractors		$ 900.00	0.8%
15	Square feet per person per hour		2500		Overhead		$ 23,170.65	20.0%
16	Price per square foot	$	0.24		Margin		$ 6,951.19	6.0%
17					Transportation		$ 548.56	0.5%

Figure 12 This portion of the worksheet calculates the price for the monthly service. The number of square feet per person hour is displayed in this area as well. The Oregon Forward Program uses this information to evaluate the projected crew efficiency.

Periodical Services tab(*Developing prices for Periodical Services*)

Most Janitorial Services Contracts include periodical services, or Periodics. Periodical services are that are not completed during each service visit or week, and often require specialized equipment and chemicals to perform those tasks. Some examples of Periodics include:

- Carpet Cleaning
- Hard Floor Scrub and Seal
- Hard Floor Strip and Wax
- Cleaning Windows
- Deep/Detail Cleaning
- High Dusting
- Pressure Washing
- Upholstery cleaning/Chair Cleaning

The Costing Workbook is designed to allow the preparer to calculate the cost of periodic services. The price developed is included in the Price Approval Form. These calculations are based on the information entered in these tabs:

- kt info
- Overhead & Margin
- Pay & Benefits
- Supplies
- Equipment List
- Transportation

- Subcontractors

All Periodical Services are calculated in the Periodics tab. The services typically included in a contract are already identified in this spreadsheet. The list includes:

- "All Carpet Cleaning"
- "High Traffic Carpet Cleaning"
- "Hard Florcare/Strip and Wax"
- Hard Floorcare/Scrub and Seal
- "Window Washing"
- "Clean Chairs"
- "High Dusting"

The Costing Workbook provides the proposal preparer an opportunity to enter periodic services that are not on this list. In the "kt info" tab, the preparer can enter periodic services not otherwise listed by selecting one of the cells that reads "Enter Periodical Services 1,2,3, … 10" and entering the type of service.

		Contract Requirement Yes/No	Included in Monthly Charge Yes/No	Service Area		Service Frequency	
39	**Other Periodic Services (List below)**						
41	Powerwash Sidewalks	Yes	No		sq. ft.	2	/ year
43	Clean Blinds	Yes	No		sq. ft.	2	/ year
45	Enter Periodical Service 3				sq. ft.		/ year

Figure 13 In this example, the text "Enter Periodical Service 1" was replaced by "Power Wash Sidewalks," and "Enter Periodical Service 2" was replaced by "Clean Blinds." Note that "Area to be serviced" is left blank as these services are not easily defined by a "Service Area" size.

It is important to also include the information required in column C, "Requirement Yes/No"; column D, "Included in Monthly Charge Yes/No"; column E, "Area to be serviced" when that is a relevant number; and in column G, "Frequency." The "Other Periodic Services" entered will populate the Periodics tab with this service to allow for easy reference. Clicking on the name of the Periodic Service on the "kt info" tab will transport the preparer to the section of that spreadsheet in which the price for that service is calculated.

The information required for each service can be entered much like the information was entered in the "Monthly Janitorial" tab. In this example from the "All Carpets Carpet Cleaning" section. The Direct Labor utilizes the information entered in the "Pay & Benefits" worksheet by selecting a Worker Description using the drop-down menu to select the worker title. The preparer should enter the anticipated work hours, but the rest of the form will populate with the information from the "Pay & Benefits" worksheet and uses that information to calculate the labor costs.

Likewise, the Supplies are selected using the drop-down menu, and entering the number of units of each supply will then calculate the cost of the supply per service.

The "Durable Equipment" is selected by the "drop-down" menu. The "Project % of Yearly Use" is an estimate of the percentage of use relative to the use of that equipment throughout the year and should be entered in column I. The "# of Units" is simply the number of that type of equipment that will be used for this service. The Annual Cost in the example includes two pieces of equipment that are either purchased by a grant or are fully depreciated. It is important to list all

All Carpets Carpet Cleaning

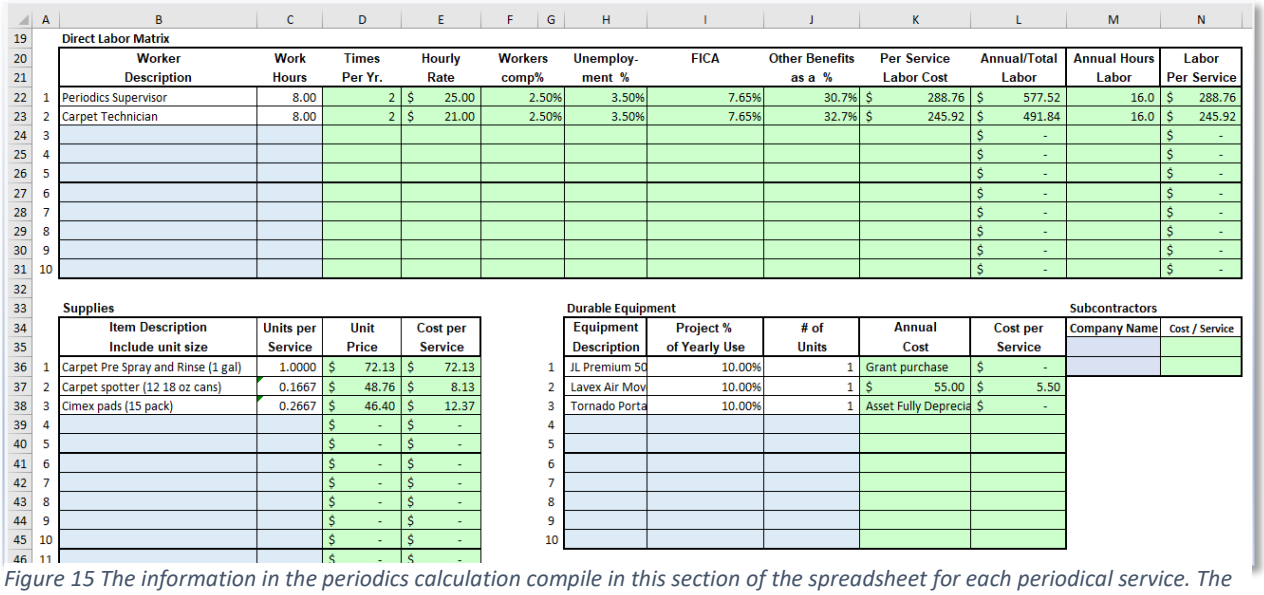
Cleaning Area	
Area to be Serviced in square feet	20,000
Price per service	$ 891.36
Price per square foot	$ 0.04

	Per Service	Per Year
Hours	16	32
Labor Cost	$ 534.68	$ 1,069.36
Supplies	$ 92.63	$ 185.26
Equipment Cost	$ 5.50	$ 11.00
Transportation	$ 26.80	$ 53.60
Subcontractors	$ -	$ -
Overhead	$ 178.27	$ 356.55
Margin	$ 53.48	$ 106.96

Figure 14 This set of tables illustrates the various components needed to complete wall-to-wall carpet cleaning as required by a contract. Transportation is not included but should not be omitted during the preparation of a price proposal.

equipment should the equipment listed is replaced by equipment not purchased by a grant or is not fully depreciated.

The cost information entered in the various sections of the Periodic Service, in this case “All Carpets Carpet Cleaning” compile to the section of the spreadsheet shown below. The price is calculated per service and per year, based on the number of service events entered in the “kt info” spreadsheet for that service.



Direct Labor Matrix

	Worker Description	Work Hours	Times Per Yr.	Hourly Rate	Workers comp%	Unemploy-ment %	FICA	Other Benefits as a %	Per Service Labor Cost	Annual/Total Labor	Annual Hours Labor	Labor Per Service
1	Periodics Supervisor	8.00	2	$ 25.00	2.50%	3.50%	7.65%	30.7%	$ 288.76	$ 577.52	16.0	$ 288.76
2	Carpet Technician	8.00	2	$ 21.00	2.50%	3.50%	7.65%	32.7%	$ 245.92	$ 491.84	16.0	$ 245.92
3										$ -		$ -
4										$ -		$ -
5										$ -		$ -
6										$ -		$ -
7										$ -		$ -
8										$ -		$ -
9										$ -		$ -
10										$ -		$ -

Supplies

	Item Description Include unit size	Units per Service	Unit Price	Cost per Service
1	Carpet Pre Spray and Rinse (1 gal)	1.0000	$ 72.13	$ 72.13
2	Carpet spotter (12 18 oz cans)	0.1667	$ 48.76	$ 8.13
3	Cimex pads (15 pack)	0.2667	$ 46.40	$ 12.37
4			$ -	$ -
5			$ -	$ -
6			$ -	$ -
7			$ -	$ -
8			$ -	$ -
9			$ -	$ -
10			$ -	$ -
11			$ -	$ -

Durable Equipment

	Equipment Description	Project % of Yearly Use	# of Units	Annual Cost	Cost per Service
1	JL Premium 50	10.00%	1	Grant purchase	$ -
2	Lavex Air Mov	10.00%	1	$ 55.00	$ 5.50
3	Tornado Porta	10.00%	1	Asset Fully Depreci	$ -
4					
5					
6					
7					
8					
9					
10					

Subcontractors

Company Name	Cost / Service

Figure 15 The information in the periodics calculation compile in this section of the spreadsheet for each periodical service. The price is calculated per service and per year based on the number of services per year.

Some Periodical Services don’t vary based on the number of square feet of area being serviced. For example, Window washing, High Dusting and Blind Cleaning prices will vary independent of the size of the facility or surface area being serviced. In those cases, the square footage is not collected or included in the computation of the price. In some cases, unusual periodical services do not vary with the size of the facility as well. In those cases, the cell in column E of the “kt info” spreadsheet where the square footage, would be entered in that section of the spreadsheet should be left blank.

Except,Emer&Day Porter tab (*Hourly rates for services*)

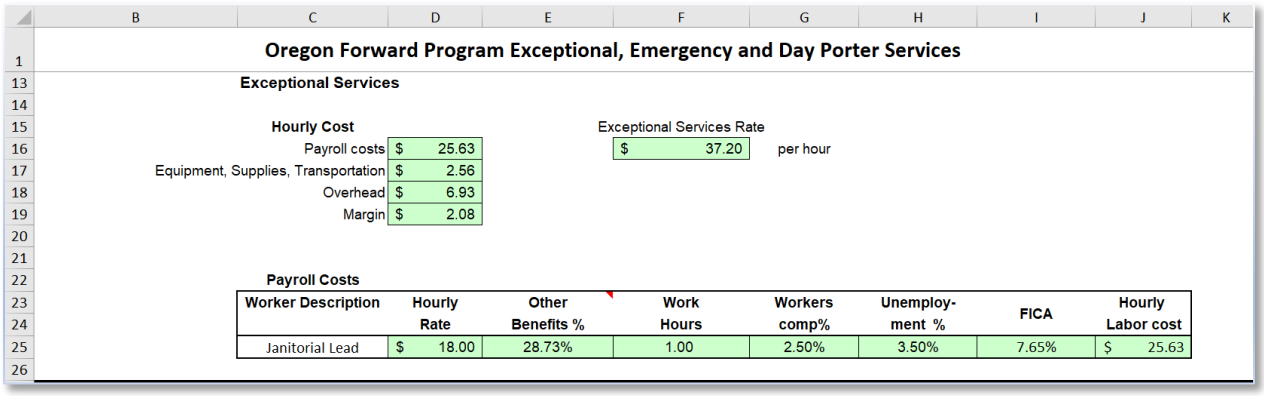
Exceptional Services

Most Janitorial Services contracts include “Exceptional” or additional services and the price be calculated for the contract.

Exceptional Services are provided on an “as-requested” basis for additional tasks not included in the Statement of Work. These tasks are billed for by the worker hour and may be performed at a time mutually agreeable to the Contractor and the Public Agency. The Costing Workbook includes a means for developing that per person per hour price for these situations.

The price for Exceptional Services is developed in the “Except,Emer&Day Porter” tab. It is necessary to assure that the wages and benefits for the worker classification that will be used to calculate the price is entered in the “Pay & Benefits” tab. In the “Except,Emer&Day Porter” tab,

cell C25, use the drop-down menu to select the worker description desired. The workbook will generate the hourly rate for Exceptional Services for the contract.



Oregon Forward Program Exceptional, Emergency and Day Porter Services

Exceptional Services

Hourly Cost	
Payroll costs	$ 25.63
Equipment, Supplies, Transportation	$ 2.56
Overhead	$ 6.93
Margin	$ 2.08

Exceptional Services Rate: $ 37.20 per hour

Payroll Costs

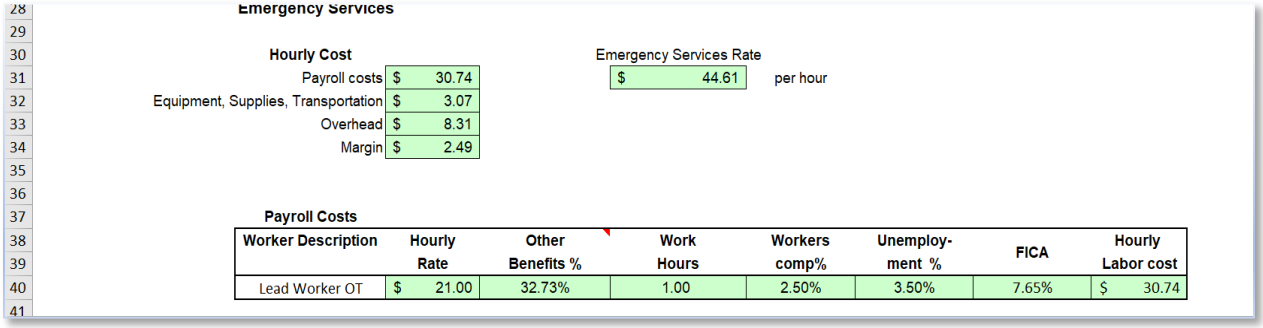
Worker Description	Hourly Rate	Other Benefits %	Work Hours	Workers comp%	Unemploy-ment %	FICA	Hourly Labor cost
Janitorial Lead	$ 18.00	28.73%	1.00	2.50%	3.50%	7.65%	$ 25.63

Figure 16 Calculation of the Exceptional Services for a Janitorial Contract can easily be calculated using the "Except,Emer&Day Porter" worksheet when all Wages, Benefits, Overhead and Margin are entered in the workbook.

Emergency Services

Emergency Services are frequently included in Janitorial Contracts and a per person per hour price must be provided. These services typically must be approved in writing by Public Agency and may occur at any time. These circumstances may require Oregon Forward Contractor employees to work outside their typical shift. Due to this possibility is always best to assume that the employee will be paid overtime to perform the emergency work. As such, it is necessary to include a position in the "Pay & Benefits" worksheet that includes time and one-half wages for the worker that may be required to respond to emergency requests.

To calculate the Emergency Services rate, click cell C40 and using the drop-down menu, select the worker. The spreadsheet will calculate the Emergency Services rate.



Emergency Services

Hourly Cost	
Payroll costs	$ 30.74
Equipment, Supplies, Transportation	$ 3.07
Overhead	$ 8.31
Margin	$ 2.49

Emergency Services Rate: $ 44.61 per hour

Payroll Costs

Worker Description	Hourly Rate	Other Benefits %	Work Hours	Workers comp%	Unemploy-ment %	FICA	Hourly Labor cost
Lead Worker OT	$ 21.00	32.73%	1.00	2.50%	3.50%	7.65%	$ 30.74

Figure 17 The Emergency Services rate is calculated in the "Except,Emer&Day Porter" spreadsheet by entering the "Worker Description" from the drop-down menu.

Day Porter

The cost of a day porter is a contract can be determined in two ways, depending on the requirements of the contract. The "Periodics" tab provides a mechanism for determining the hourly price of a day porter. In order to include this price in the monthly price using this method, it is

Figure 18 Day Porter contractual requirements should be entered in this section of the "kt info" tab.

necessary to enter the information in the “kt info” tab about the Day Porter requirements in the contract.

	A	B	C	D	E	F	G	H	I	J
11			Requirement Yes/No	Included in Monthly Charge Yes/No	Area to be Serviced		Frequency		Holidays	
45					Hours per day				Holidays	
46		Day Porter	Yes	Yes	6	hrs/day	5	days / wk	11	

Because the information entered in the “kt info” tab indicated that the cost of the day porter will be included in the monthly price, the hourly rate is multiplied by the number of hours of service daily, which was entered in the “kt info” tab, cell E21 and multiplied by the number of days per year (“kt info” tab, cell G21). This total is then added to the monthly price.

Oregon Forward Program Exceptional, Emergency and Day Porter Services

Day Porter

Hourly Cost

Payroll costs	$ 25.63
Overhead	$ 6.93
Margin	$ 2.08

Day Porter Hourly Services Rate: $ 34.63 per hour

Payroll Costs

Worker Description	Hourly Rate	Other Benefits %	Work Hours	Workers comp%	Unemploy-ment %	FICA	Hourly Labor cost
Janitorial Lead	18.00	28.73%	1.00	2.50%	3.50%	7.65%	$ 25.63

Figure 19 This screen shot of the Day Porter section of the Except,Emer&Day Porter tab illustrates the outcome of the selection of a worker type from the "Pay & Benefits" tab.

Another method that may be used to include the day porter in the monthly price is to include the worker in the “Direct Labor Matrix” in the “Monthly Janitorial” tab, selecting from the workers listed, and entering the number of work hours per service day and number of services per year. The price should be the same either way.

Summary Pricing (*Compiling the prices*)

The “Summary-pricing” tab calculates the prices for the contract. If a “periodical” service is considered part of the monthly price, that calculation takes place in this part of the costing workbook. It is important to review the information to assure that the entry is correct, and the Monthly Charge includes the periodical pricing as required by the Contract. Any periodical

Periodical Services — Periodical Services included in Monthly Price have green background and yellow letters.

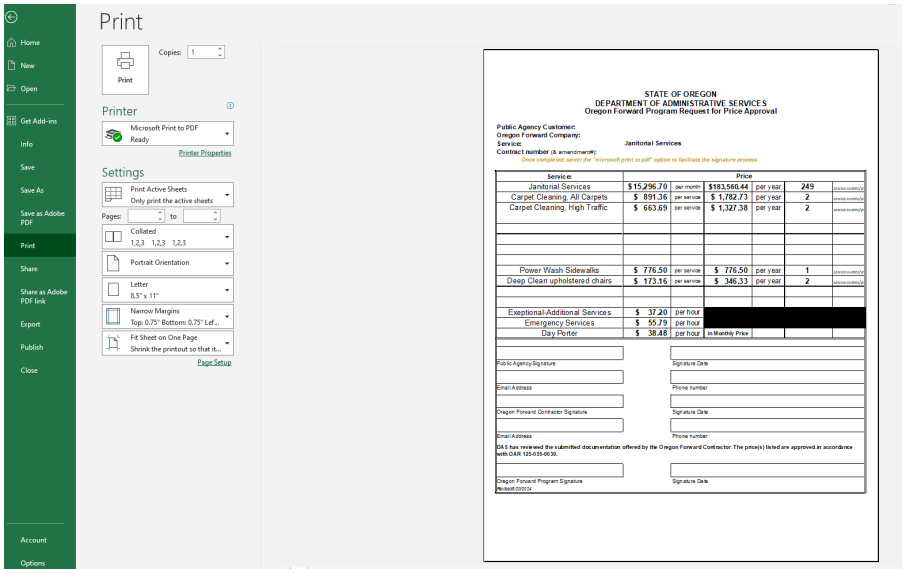
Carpet Cleaning, All Carpets	$ -	/service	$ -	/square foot	sq ft/person/ hr

Figure 20 This section of the “Summary-pricing” tab indicates which prices are included in the Monthly Price. In the example, “Carpet Cleaning, All Carpets” is included in the Monthly Price. The cell is green with a yellow font to indicate that the price is included in the price to be billed monthly.

services that are included in the Monthly Janitorial Price will display as a green cell with a yellow font.

Price Approval Form (*Using the Price Approval Form embedded in the workbook*)

Every price proposal for services through the Oregon Forward Program must be submitted to DAS for Price Determination or Approval. The Janitorial Costing Workbook has a Price Approval form included that populates from the calculations included throughout the costing tool. This form documents the price approval that is obtained from the DAS Oregon Forward Program.



The "Price Approval" tab compiles the various prices proposed and provides a means for DAS, Public Agencies and Oregon Forward Contractors to document the DAS' price approval. The information conveyed in this spreadsheet are the services for which a price is required, the price for each service per month, per service and per year. It also shows the number of service events for each service. The preparer should review this document to assure that it is responsive to each required component of the Contract.

This tab should be printed "Microsoft Print to PDF" to facilitate the signature process.

Presentation of Proposal (*Submitting the proposal*)

Ultimately, the final, very important piece of this process is the presentation of the price to the Public Agency customer.

The Proposal must include several exhibits.

- The entire completed Costing Workbook comprising all of the costs to fulfill the contract.
- The Price Approval Form in pdf format, signed by an authorized representative of the OFC.
- A copy of the Statement of Services that was supplied by the Public Agency Customer that was used to develop the prices.
- A Proposal Cover Letter

A Proposal cover letter to the proposal can provide explanation for any foreseeable potential questions by the Public Agency about the price. If there is a proposed price change, what has changed that caused the price to change.

The Public Agency customer may have changed the Statement of Services or added duties informally. A price review is an opportunity to clarify requirements if there has been some "Scope creep," a phenomena when the customer changes the duties to include preferred activity not included in the current contract. Any personnel changes at the Oregon Forward Contractor can be listed, including contact information, if the personnel listed in the "Contact Information for the Parties" exhibit has changed.

If the proposal is for an existing contract, it is also helpful for all concerned for the cover letter to list the current prices per month and per year, and then to list the proposed prices for the month and a year. Often this is best presented as a table. It is important that the prices proposed match the contract, including the service name. For instance, "Exceptional Services" are required for the contract. It is important that the terminology in the proposal matches that in the contract. The Proposal should include "Exceptional Services," not another term.

Finally, it is in good form to thank the Public Agency customer for the contract, and to remind them of the opportunities it presents for the individuals with disabilities employed.

The OFC should send the proposal to several Public Agency personnel:

- The person listed as the Contract Administrator in the Contact Information for the Parties Exhibit
- The local contact for the facility.
- The DAS Oregon Forward Program at OFP@das.oregon.gov.

If any issues or questions arise while using this costing tool, the user should contact DAS.