POLICY REGARDING ESTIMATES

Purpose: To establish guidelines regarding estimates generated by Plant Services staff.

Policy:
1. All requests for estimates are to be reviewed by the Shop Manager and logged into the estimate file.

2. All estimates are to be typed on the standard estimate form.

3. Estimates in excess of $1,000 are to be reviewed and initialed by the foreman of the shop assigned to the particular estimating project. All estimates in excess of $5,000 are to be reviewed and initialed by the Assistant Director. All estimates in excess of $20,000 are to be reviewed and initialed by the Director.

Responsibility: It is the responsibility of the individual assigned to the estimating project by the Shop Manager to insure proper review has occurred. Particular attention should be given to any typographical errors and accuracy of the estimate. When necessary, Means Cost Estimating should be referenced to insure estimates are competitive and adequate.

References: None