

Gordian’s Job Order Contracting solution has been helping contractors and owners complete projects quickly for over 30 years. During that time, Gordian has reviewed millions of line items and identified common price proposal mistakes. Here are some helpful tips and reminders to keep in mind when building a price proposal.

Key:

- ✓ When to include in price proposal
- ✗ When to not include in price proposal

Adding Labor Hours	✗ Most pre-priced tasks include labor, material & equipment, do not add additional ✓ No pre-priced tasks exist within CTC ✓ Part of a non-pre-priced task (NPPT) AND close match for fit/function cannot be found
Rounding Quantities	✗ Do not round off quantities to a higher number. The quantity in the price proposal should be exact.
Adding Equipment	✓ No pre-priced tasks exist within CTC ✓ CTC line item states equipment is not included ✓ Permitted by the general rules for “Using the Construction Task Catalog” ✓ Part of a NPPT AND close match for fit/function cannot be found
Extra Demolition Tasks	✗ If item being demoed is attached to another item being removed and can be removed as one item, it will not be a separate demo task. ✓ If component alone must be demoed to accomplish the task.
Not Using Quantity Discount Modifiers	✗ Quantity discounts are calculated on a per project basis. All quantities for a project count toward the quantity discount – not by floor, area or by building.
Using NPPTs for Tasks in the CTC	✗ If a close match for fit & function can be found in the CTC, that task should be used. ✓ If material is proprietary, that will become a NPPT line item, but a close match for fit & function should be selected within the CTC for the labor & equipment cost. ✓ Select the correct adjustment factor when creating a NPPT line item.

Helpful Tips for Building a Price Proposal Using Gordian's Construction Task Catalog

- Familiarize yourself with the rules for “Using the CTC” in the front of the CTC.
- Familiarize yourself with your company's adjustment factor and what it includes.
- Read the task description carefully to determine what is included in a particular task.
- CTC line items include labor costs, equipment costs and material costs required to complete the task.
- If a line item does not exclude labor hours, the cost is included in the line item. Exclusions are listed in the line item's description.
- You can add the mobilization of each piece of equipment being used. Make sure you select the correct line item, there is one for small and one for large equipment.

Have questions or need assistance building your price proposal?
Your local Gordian team is here to help!