



**State of Tennessee
SWC #700 Electrical, HVAC, and Plumbing
Maintenance and Repair**

Job Estimate and Firm Quote Template

Instructions:

Estimates (for all non-emergency jobs under \$5,000):

Part 1: Company Information/Job Information

Part 2: Job Estimate; providing an estimate for each line for labor, trip charges, and parts as applicable

Part 3: Specialty Job Requirements

Part 5: Contractor Signature

Firm Quote* (for all non-emergency jobs \$5,000 and over):

Part 1: Company Information/Job Information

Part 3: Specialty Job Requirements

Part 4: Job Firm Quote

Part 5: Contractor Signature

*If a non-emergency job will be \$5,000 or over, a Firm Quote must be provided. Contractor may provide a breakdown of their Firm Quote for jobs over \$5,000 in Part 2, but the job price quoted in Part 4 will be the final job price in the event of changes in estimated quantities provided in Part 2.

Note: Per Section D.2.d. of the Specifications document, the End User reserves the right to request estimates from all Contractors awarded in their county or neighboring counties. The End User (and Contractor[s]) shall follow the instructions for "Estimates" and award to the Contractor who provides the lowest cost Estimate.

Note: Per Section D.4.f of the Specifications document, when an emergency job cost is \$5,000 or over, it is the discretion of the End User to request an Estimate or Firm Quote.

Note: Per Section F.4 of the Specifications document, a Firm Quote should be provided for preventative maintenance on HVAC systems.

PART 1: COMPANY INFORMATION / JOB INFORMATION (required)					
Company Name:			Company Contact Name:		
Contact Email:			Contact Phone Number:		
Date of Estimate/Quote:			Requesting Agency:		
Contract #:			Job Order #:		
Job Location:	County:		Requesting Agency Contact Name & Number:		
Job Description:					
Detailed Description of the Work to be Performed:					
PART 2: JOB ESTIMATE (required for Estimate ONLY)					
ITEM	CONTRACT ITEM ID #	QUANTITY	UNIT	PRICE PER UNIT	EXTENDED PRICE
Technician, Regular Time			HR	\$	\$
Helper, Regular Time			HR	\$	\$
Technician, Premium Time			HR	\$	\$
Helper, Premium Time			HR	\$	\$
Trip Charge:			EA	\$	\$
Parts & Materials**:	Total Parts & Materials Cost			\$	\$
<i>Add additional lines as needed in attachment</i> <i>**Add breakdown of parts and materials list in attachment**</i>				Total Estimated Price for Job:	\$
PART 3: SPECIALTY JOB REQUIREMENTS (required)					
Will job require use of specialized equipment?		Will job require use of a Subcontractor?			
Will job require specialized work?		Will job require off-site work?			
<i>If you answered "yes" to any questions in Part 3, attach a detailed explanation.</i>					
PART 4: JOB FIRM QUOTE (required for Firm Quote ONLY)					
DESCRIPTION OF WORK TO BE PERFORMED (Identify use of Specialized Equipment, Specialized Work, or Subcontractor)					JOB PRICE
					\$
Number of days Firm Quote is valid:					
PART 5: CONTRACTOR SIGNATURE (required)					
Contractor's Printed Name:					
Contractor Signature & Date:					