



PART 1

MODULAR SYSTEM FURNITURE (MSF) COST COMPARISON ESTIMATES: REQUIRED PROJECT INFORMATION

The following project information must be provided to both CALPIA and the DGS Master Contract Vendor in order to get Cost Comparison Estimates (CCE). The DGS Real Estate Services Division (RESA) project manager will provide assistance to gather the necessary information upon request.

The *Cost Comparison Estimate Worksheet* (page 3) requires the following information:

- A. Project Location and Type:
 - Agency Name
 - Project Address
 - Type of Project (i.e. Relocation, Consolidation, New Space, Reconfiguration in Existing Space, etc.)

- B. Project Scope:
 - Typical workstation layouts in draft form, by type, including major components and fabric grade
 - Estimated number of workstations by type
 - Estimated total number of workstations for the project

- C. Project Specific Requirements:
 - Critical project schedule dates
 - Potential project phasing
 - Abnormal installation requirements, as applicable, e.g., after hours, high rise office building, extra insurance, etc.

The project information shall be concurrently submitted to both PIA and the DGS Master Contract Vendor via electronic mail (e-mail).

continued



PART 2

COST COMPARISON ESTIMATE PACKAGE: REQUIRED ITEMS

Based upon the information provided, both CALPIA and the DGS Master Contract Vendor shall submit a MSF Cost Comparison Estimate (CCE) package (for evaluation purposes only) to the requesting department with a copy to the DGS RESD project manager within two weeks from the date of the request, unless otherwise instructed by the requesting department or DGS. The MSF CCE package must include all of the following items:

- The completed CCE form
- Drawings of typical workstation layouts.
- Parts list with itemized cost per component and total estimated cost, (list price, customer discounted rate and cost, and tax, shown separately and then totaled). Warranty information, both for new and refurbished product.
- Variance and justification/ explanation if any product submitted varies from the typical workstation components; DGS will assist the requesting department to determine the equivalence of suggested substitutions and components that vary between vendor product lines based on functional characteristics and program requirements.
- Vendor information regarding schedule for design, manufacture and installation projections for this project.
- Additional applicable information relating to abnormal installation requirements as described in the exemption request.

The MSF CCE package shall be final upon receipt by the requesting department. No subsequent modifications or adjustments to the MSF CCE will be accepted. The unit pricing and discounted rate in the MSF CCE shall be effective for the duration of the designated project. The DGS RESD project manager will assist the requesting department in evaluating the CCE package for procedural compliance.

continued

Cost Comparison Estimate Worksheet

Vendor Name: _____ Package Submission Date: _____
 Contact Information: _____

A. Project Location and Type:
 DGS Project Number: _____
 Agency Name: _____
 Project Address: _____

 Project Type: _____

B. Project Cost:

Workstation Type:	Quantity:	Cost per station:	Total Cost:
<i>Sample: Type A - 64 s.f.</i>	<i>20</i>	<i>\$4,560</i>	<i>\$91,200</i>

Project Total Estimated Cost: _____

C. Check if the following documents are attached to this form.

- Typical Workstation Layouts by type
- List of typical components and fabric grade
- July 16, 2015 Parts lists for each workstation type (list costs, customer discount rate and cost, and tax shown separately and ten totaled)
- Warranty Information
- Variance justification if applicable
- Project Schedule
- Additional Information as applicable

This form has been reviewed for completeness and to the best of my knowledge is fully accurate.

 Vendor Representative

DGS Use Only

Reviewed By:

Date

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