

Outline:

1. Make a folder for the bid request in the Sales drive.
2. Add the bid request to the Sales Project Log.
3. Identify any questions concerning what the dealer wants.
4. Respond to the dealer thanking them for the request and asking said questions.
5. Reach out to suppliers for quotes on non-stock products.
6. Check the climate zone.
7. Check the snow load.
8. Reach out to design on code questions or sales drawings.
9. Bid the building based off spec and drawings.
10. Send bid to customer.

Creating a Quote Folder

1. Open the file explorer, click on the sales drive.
2. Open the sales folder for the current year.

	Name	Date modified	Type
Downloads	!2023 Sales	5/16/2023 11:24 AM	File folder
OfficeJet Pro	2018 sales	11/8/2021 9:40 AM	File folder
music	2019 sales	2/15/2023 1:45 PM	File folder
ictures	2020 2021 PROJECT LOGS	4/14/2023 3:36 PM	File folder
ideos	2020 PRICE CHANGES	1/6/2021 9:20 AM	File folder
(C:)	2020 sales	7/18/2022 2:32 PM	File folder
sign (\AppSe	2021 sales	4/12/2022 11:55 AM	File folder
chive (\AppS	2022 sales	5/2/2023 1:04 PM	File folder

3. Open the bid sub-folder.

	Name	Date modified	Type	Size
Pr	2023 Bids	4/26/2023 7:29 AM	File folder	
oSe	2023 Change Orders	5/15/2023 10:47 AM	File folder	
pSe	2023 Dealer Stock	4/13/2023 12:44 PM	File folder	
psS	2023 Price Increases	1/3/2023 7:50 AM	File folder	
er1	2023 Project Log	1/3/2023 7:50 AM	File folder	
\A	Copy of PROJECT LOG 2023	4/29/2023 7:49 AM	Microsoft Excel W...	153 KB
\A	Custom Parts Worksheet	4/27/2023 9:44 AM	Microsoft Excel W...	20 KB
\A	Material and Adhesive Coverages	3/30/2023 8:26 AM	Microsoft Excel W...	23 KB
\A	PROJECT LOG 2023	5/16/2023 8:51 AM	Microsoft Excel W...	152 KB
\A	Russ Copy State Fee's workbook Fv2a (ve...	4/10/2023 1:20 PM	Microsoft Excel W...	111 KB
\A	Sales Project Log 2023	5/16/2023 7:58 AM	Microsoft Excel W...	22 KB

4. Open the folder for the current month.

ESTIMATING PROCESS

	Name	Date modified	Type	Size
c	2023 01 Bids	4/5/2023 4:09 PM	File folder	
i	2023 02 Bids	4/13/2023 8:26 AM	File folder	
S	2023 03 Bids	4/10/2023 1:57 PM	File folder	
1	2023 04 Bids	4/28/2023 6:58 AM	File folder	
4	2023 05 Bids	5/12/2023 1:10 PM	File folder	
4	2023 06 Bids	1/3/2023 7:56 AM	File folder	
n	2023 07 Bids	1/3/2023 7:56 AM	File folder	
n	2023 08 Bids	1/3/2023 7:56 AM	File folder	
n	2023 09 Bids	1/3/2023 7:56 AM	File folder	
n	2023 10 Bids	1/3/2023 7:56 AM	File folder	
n	2023 11 Bids	1/3/2023 7:56 AM	File folder	
n	2023 12 Bids	1/3/2023 7:56 AM	File folder	
n	2023 Master BID Folder Template	12/1/2022 7:09 PM	File folder	

5. Create a copy of the Master Bid folder Template.
6. Rename the copied folder using the following naming convention:
NWBS BOM BID YYMMDD, BLDG Width X BLDG Length, Building Description, Company, Customer Name.

	Name	Date modified	Type	Size
:	2023 Master BID Folder Template	1/3/2023 7:56 AM	File folder	
E	2023 Master BID Folder Template - Copy	5/17/2023 10:33 AM	File folder	
I	NWBS BOM BID 230501 28X66 Daycare Rocky Boy US MOD Randy	5/1/2023 6:08 AM	File folder	
I	NWBS BOM BID 230502 28X64 Pre School Rocky Boy US MOD Randy	5/1/2023 6:10 AM	File folder	
C	NWBS BOM BID 230503 24X60 Wet Office DryBox Kirk	5/4/2023 8:16 AM	File folder	
C	NWBS BOM BID 230504 26x60 2RR BUNKHOUSE Cascade USMOD Ken	5/8/2023 7:54 AM	File folder	
C	NWBS BOM BID 230505 24X60 2RR UR DAN	5/9/2023 7:19 AM	File folder	
C	NWBS BOM BID 230506 12000 SF PNNL Office Building	5/9/2023 1:21 PM	File folder	
C	NWBS BOM BID 230507 UR HI-CUBE PROJECT	5/9/2023 2:31 PM	File folder	
C	NWBS BOM BID 230508 26x60 2RR BUNKHOUSE Cascade MMG Steve	5/9/2023 4:34 PM	File folder	
C	NWBS BOM BID 230509 24X56 2 Office Dry PMSI Jason	5/10/2023 7:11 AM	File folder	
C	NWBS BOM BID 230510 26X60 2RR BUNKHOUSE CASCADE SMM HOLLY	5/12/2023 1:10 PM	File folder	

7. Save Quote documents in the appropriate sub folders within the quote folder.

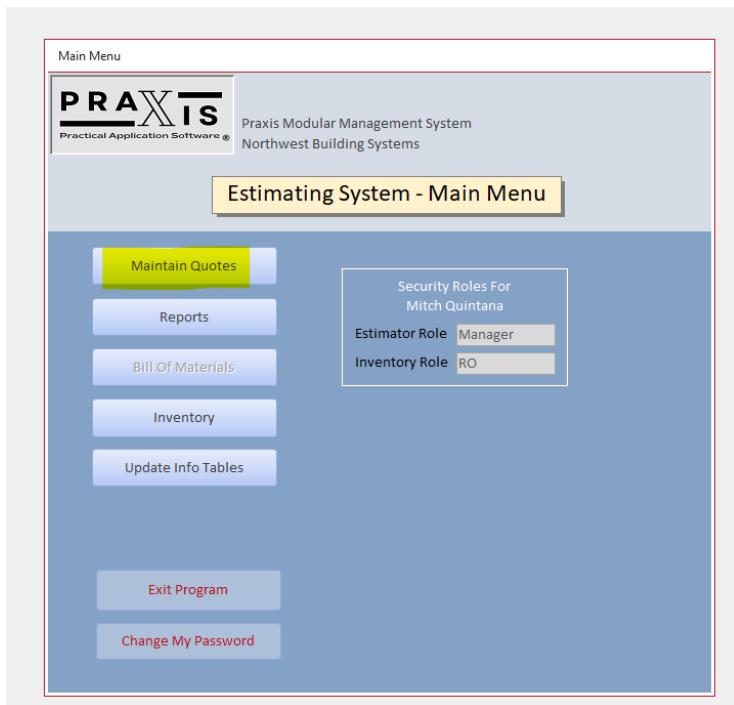
Name	Date modified	Type	Size
1. BOM	5/2/2023 3:11 PM	File folder	
2. QUOTE	5/1/2023 6:08 AM	File folder	
3. FLOOR PLANS	5/1/2023 6:24 AM	File folder	
4. PURCHASE ORDER	7/9/2020 9:56 AM	File folder	
5. VENDOR QUOTES	7/9/2020 9:56 AM	File folder	
6. CHANGE ORDERS	7/9/2020 9:56 AM	File folder	
7. EMAIL CORRESPONDENCE	5/1/2023 6:25 AM	File folder	
8. BID DOCUMENTS (SPEC & ADDENDU...	5/1/2023 6:24 AM	File folder	
9. PROJECT SUMMARY	5/1/2023 6:08 AM	File folder	
ABASLink	5/4/2022 8:19 AM	Text Document	0 KB

- BOM folder contains notes and calculations for the quote BOM, and the quote PDF generated by ABAS.

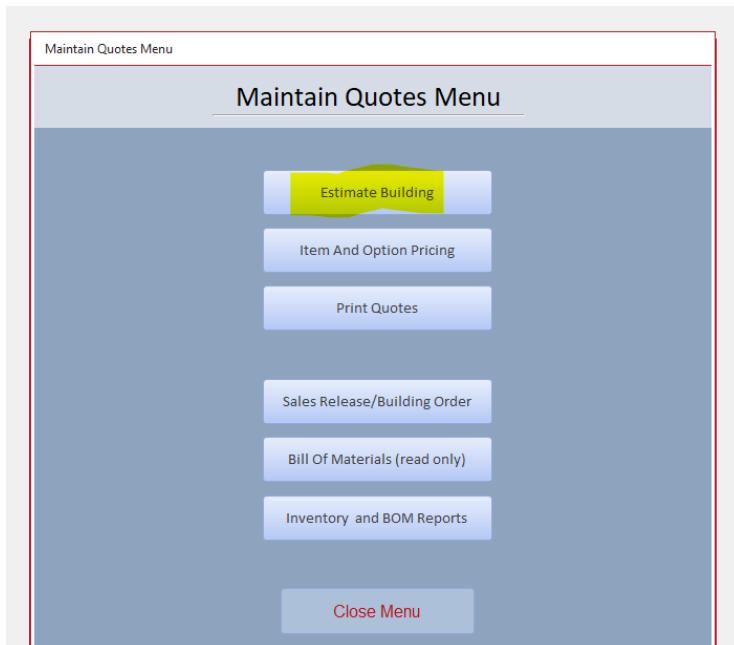
Creating a Quote in Praxis

ESTIMATING PROCESS

1. Review the dealer quote request to ask questions necessary to correctly price the building.
 - 1.1 End location, roof type, roof pitch, state tags desired, etc.
2. Send quote requests for non stock items. You can find a link to suppliers below.
 - 2.1 <P:\Vendor List.xlsx>
3. Log in to Praxis and click on Maintain Quotes.



4. Then click Estimate Building



ESTIMATING PROCESS

5. Then try to find a similar building to the one you are estimating by searching for a combination of building type, size, and customer.

The screenshot shows a search interface for quotes. At the top, there are fields for 'Quote Number' (NW-0185-2025), 'Ver. 1', and a 'Desc:' field containing '8X20 CONEX UR TRI-STATE'. A red 'READ ONLY' label is visible. Below the search bar are tabs: 'Search', 'Quote', 'Quote Details', 'Options', and 'Notes'. The main area contains a search criteria section with fields for 'Creation', 'Received', 'Sold', 'Quote Number', 'Salesman', 'Building Type', 'Description', 'Customer', 'Contact', and 'Size'. A yellow box highlights the 'Building Type' dropdown. Below this is a search button and a 'Reset Search' button. To the right, a 'Print Screen' button is visible. A message 'Records Found: 521' is displayed. The bottom half of the screen shows a table of quote records:

Quote Number	Quote Status	Description	Building Type	Version	Creation	Received	Sold	Size
NW-0185-2025	Open	8X20 CONEX UR TRI-STATE	FLEET/STOCK	1 of 1	05/29/25	05/29/25		8x20
NW-0184-2025	Open	8X10 CONEX UR OR, ID, NV, CO	FLEET/STOCK	1 of 1	05/29/25	05/29/25		8x10
NW-0183-2025	Open	24X60-5 Offices-2RR Purchase MMG WA O	FLEET/STOCK	1 of 1	05/27/25	05/27/25		24x60
NW-0182-2025	Open	24X58 Mobile Office with RR	CUSTOM	1 of 1	05/27/25	05/27/25		24x58
NW-0181-2025	Open	10X44 2 Office 1 RR coffee bar option	CUSTOM	1 of 1	05/23/25	05/23/25		10x44
NW-0180-2025	Open	168x66 Hanford AMPS Project PMSI	GOVERNMENT	1 of 1	05/23/25	05/23/25		168x66
NW-0179-2025	Open	168x66 Hanford AMPS Project MMG	GOVERNMENT	1 of 1	05/23/25	05/23/25		168x66

6. Once you find a quote that is similar to the one you are working on, duplicate the quote. If you want to start a bid from scratch. You can do that as well by clicking New Quote on the search page.

The screenshot shows the 'Estimate Entry' screen. At the top, there are fields for 'Quote Number' (NW-0052-2025), 'Ver. 1 of 1', 'Quote Received' (03-Jan-25), 'Creation Date' (10-Feb-25), and 'Date Sold'. A red 'READ ONLY' label is visible. Below these are tabs: 'Search', 'Quote', 'Quote Details', 'Options', and 'Notes'. The main area has sections for 'Estimate Entry' and 'Factor Info'. The 'Estimate Entry' section includes fields for 'Building Description' (56x90 Twenty Man Bunkhouse Alaska), 'Quote Status' (Open), and 'Quote Notes' (250104, Climate Zone 6A, 2021 IBC 1031.2.5 for bedrooms with 1 exit). To the right, a box displays financial details: Total Material Cost (\$458,593.30), Factor (0.48), Material Factor Cost (\$974,510.78), and All Other Quote Costs (\$125,547.00). A bolded total cost of '\$1,100,057.77' is shown. The 'Factor Info' section includes fields for 'State to Use' (ID), 'Difficulty' (4), 'State Factor' (0.50), 'Customer Rating' (3), 'Calc Factor' (0.48), and 'Override Factor' (0.00). Below the estimate entry, there is a section for 'Basic information about this building' with fields for BuildingType (CUSTOM), Height (13), Width (56), Length (90), Interior Wall (880), and # of Stories (1). Other sections include Salesman (Mitch Quintana), Phone (208-344-3527), Customer (ELLIS), Contact (Faouzi Bayoud), Full Name (Ellis Modular), Address (639 Riding Club Rd), Line 2, City, State, Zip, Approvals/Inspections (\$3,657.00), Engineering (Sub Con) (\$0.00), Engineering (Internal) (\$1,600.00), Service Allowance (\$0.00), Contingency (\$30,000.00), FedEx (\$50.00), and MBI Seal (\$240.00). A 'Add/Edit Stories' button is also present.

ESTIMATING PROCESS

7. Whether you duplicated a quote or started from scratch, update the quote page for the following items:
- 7.1 Building Description
 - 7.2 Quote Notes
 - 7.2.1 Put the bid folder number in here.
 - 7.3 Building type
 - 7.4 Height
 - 7.4.1 11 feet on modules up to 44 feet, 12 feet on modules 45-70 feet, 13 feet on modules 70+
 - 7.5 Width
 - 7.5.1 Make sure you are using full module widths in increments of 2 feet. For instance, a building that is 26x64 would be entered as 28x64 due to sheet goods coming in intervals of 2'.
 - 7.6 Length
 - 7.7 Interior Wall
 - 7.7.1 Do a BlueBeam takeoff to determine interior wall length. Don't count double walls only lengths with full finish. Our estimating software pulls length of finish from this number. Often your linear feet of wall framing ends up being more than the interior wall length input here.
 - 7.8 # of Stories
 - 7.9 Customer
 - 7.10 Customer Contact
 - 7.11 State to Use
 - 7.12 Difficulty
 - 7.13 MBI Seal

7.13.1 Value is number of mods x \$30.

Quote Number: NW-0187-2025 | Ver: 1
Desc: 97x90 Twenty Man Bunkhouse Alaska

Edit Quote **New Quote** **Duplicate Quote** **Print** **Close**

Search **Quote** **Quote Details** **Options** **Notes**

Estimate Entry	
Quote Number: NW-0187-2025	Ver: 1 of: 1
Quote Received: 29-May-25	Creation Date: 29-May-25
Date Sold:	
Building Description: 97x90 Twenty Man Bunkhouse Alaska	
Quote Status: Open	
Quote Notes: 250514	
Total Material Cost: \$458,593.30 Factor: 0.48 Material Factor Cost: \$974,510.78 <small>(Material + Labor/Waste) * Factor</small> All Other Quote Costs: \$142,070.00 Total cost for this estimate: \$1,116,580.77	
Basic information about this building BuildingType: CUSTOM Height: 13 Width: 98 Length: 90 Interior Wall: 880 # of Stories: 1	
Salesman: Mitch Quintana Phone: 208-344-3527 Customer: ELLIS Contact: Faouzi Bayoud Full Name: Ellis Modular Address: 639 Riding Club Rd Line 2: City: Rockwall State: TX Zip: 75087 Terms: TBD	
Approvals/Inspections: \$0.00 Engineering (Sub Con): \$0.00 Engineering (Internal): \$1,600.00 Service Allowance: \$0.00 Contingency: \$0.00 FedEx: \$50.00 MBI Seal: \$420.00 Waste: .0200	
Factor Info State to Use: ID Difficulty: 4 State Factor: 0.50 Customer Rating: 3 Calc Factor: 0.48 Override Factor: 0.00 Expand Factor <small>The Calc Factor will be used if the Override Factor is 0.</small>	
Other \$\$: \$120,000.00	Other \$\$: \$20,000.00
Fire Sprinkler System	
Project Management	
<input type="button" value="New Version"/> <input type="button" value="Version History"/> <input type="button" value="Preview Dealer Quote"/> <input type="button" value="Preview Unit Extension Sheet"/> <input type="button" value="Save"/>	

8. Go to quote details to begin working on the quote.

Building Component Selection

Size: 98 x 90 x 13 SF: 8,820 Interior Wall: 880 Total cost for selected items: \$458,593.30

Select a category: FRAME Select a sub-category: OUTRIGGER

Available Items:

Item Description	Category	Sub-Category	Unit	Cost
Chassis Basement 08' X 16' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,401.71		
Chassis Basement 08' X 20' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,592.76		
Chassis Basement 08' X 28' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,917.43		
Chassis Basement 08' X 30' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$2,005.43		
Chassis Basement 10' X 20' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,641.38		
Chassis Basement 10' X 24' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,776.36		
Chassis Basement 10' X 26' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,923.14		
Chassis Basement 10' X 28' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$1,968.77		
Chassis Basement 10' X 30' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$2,058.12		
Chassis Basement 10' X 32' - 10' X 8.0# I-Beam OR/CM/MC 4'/8'/8'	EA	\$2,103.73		

Add On Item: Spell Check

Notes: Spell Check

Quantity: UM

9. Add your chassis to the quote. Make sure to add extra outriggers for the exterior walls.
Outriggers are 4' on center on the exterior walls so divide your building length by 8 and round up to determine how many extra pairs of outriggers you'll need.

Item	Category	Sub-Category	Description (If Add-on, dbl click To edit)	Qty	UM
Add On	FRAME	OUTRIGGER	Chassis Basement 14' X 45' - 12' X 11.8# I-Beam OR/CM/MC 8'/8'/8'	8.00	EA
BOM	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA
BOM	FRAME	MISC	Outrigger For 14' Wide (Add-On)	12.00	PAIR
BOM	FLOOR	JOIST	2 X 10 @ 16" O/C	5040.00	SF

10. Add your flooring. Remember that sheet vinyl requires $\frac{1}{4}$ " underlayment. Our standard sheet vinyl is 13'2" so calculate square footage based on linear footage needed multiplied by 13'2".
11. Find the climate zone for the building by checking the [Building America Center](#). If multiple state tags are asked for, design according to the highest climate zone in the states asked for. If a state has a climate zone 7 or 8, ask the dealer if they want the quote to include those climate zones as insulation values increase dramatically.

ESTIMATING PROCESS

12. Now that you know the climate zone, check the quote insulation values in the Insulation Values by State Spreadsheet (Image Below for Reference). We will almost always use an unvented roof system with continuous insulation. Unvented roofs will use joists vs vented will use trusses. Use a vented roof and trusses for double wides with a 2/12 pitch or greater. May consider for R60 roofs as well.

State	Idaho		CI R-Max Thickness	
Vented?	Unvented		CI3.2	0.5"
Climate Zone	5		CI3.8	0.75"
			CI20	3.5"
Floor RValue	R30		CI25	4.25"
Wall RValue	R21		CI30	Two Layers of 2.6"
Roof RValue	R19+CI20			

13. Add the exterior wall insulation, sheathing, siding, and finishes.

- 13.1 Use the wall insulation values from the last step.
- 13.2 Use 7/16" OSB sheathing on side and end walls if doing lap siding or cement board panels.
If mod length is 4x greater than the width, add 7/16" OSB to end walls only for shear.
- 13.3 Add siding of dealer's choice.
- 13.4 Add VCG or customer interior finish of choice.

Item	Category	Sub-Category	Description (If Add-on, dbl click To edit)	Qty	UM
BOM	EXTERIOR WALL	STUDS	2 X 6 Ext. Wall Framing	4,888.00	SF
Add On	EXTERIOR WALL	SHEATHING	3/4" Thermasheath	3,796.00	SF
BOM	EXTERIOR WALL	SHEATHING	7/16" OSB	1,120.00	SF
BOM	EXTERIOR WALL	SIDING	Smart Panel - 3/8" - 8" O/C Grooves - W/House Wrap	4,888.00	SF
BOM	EXTERIOR WALL	COVERING	5/8" Vinyl Covered Gypsum 8' Tall (Exterior Wall)	376.00	LF
BOM	EXTERIOR WALL	INSULATION	R-21 Unfaced (Exterior Wall)	4,888.00	SF

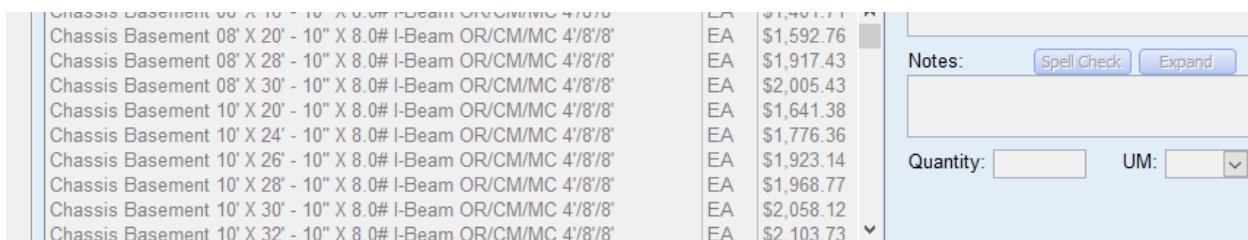
14. For interior walls:

- 14.1 Add how many linear feet of studs you'll need including 2x6 studs. This number is typically higher than the linear feet of interior walls on the main quote page.
 - 14.1.1 Add your linear feet of 2x6 upgrade.
 - 14.1.2 Add linear feet of walls extended to rafters (note where you are extending).
- 14.2 Add your interior coverings to the quote including FRP. Note where your finishes are going and to what extent.
 - 14.2.1 i.e. does your FRP only have 10' sections in a bathroom or is it a full FRP wainscot?
 - 14.3 Decide on how many columns you have that are exposed vs concealed. Typically each mod has 4 posts and max span is around 34' unless the snow load is greater than 40#.
- 14.4 Add R11 insulation to interior walls at restroom and wherever else desired. Be sure to note where insulation is included in the quote.

ESTIMATING PROCESS

Item	Category	Sub-Category	Description (If Add-on, dbl click To edit)	Qty	UM
BOM	INTERIOR WALL	STUDS	2 X 4 Wall Framing - 8' Tall	1,082.00	LF
BOM	INTERIOR WALL	STUDS	Upgrade to Plumbing Wall	198.00	LF
BOM	INTERIOR WALL	INSULATION	R-11 Unfaced Int. Wall @ 8' Tall	902.00	LF
BOM	INTERIOR WALL	COVERING	4' FRP Wainscot	430.00	LF
BOM	INTERIOR WALL	COVERING	5/8" Vinyl Covered Gypsum 8' Tall	880.00	LF
BOM	INTERIOR WALL	COLUMNS	Roof Support Column - Concealed	20.00	EA
BOM	INTERIOR WALL	COLUMNS	Roof Support Column - Exposed	8.00	EA
BOM	INTERIOR WALL	MISC	Interior Shearwall - Add	92.00	LF
BOM	INTERIOR WALL	MISC	Wall Extended To Rafters	785.00	LF

15. Add cove base to the quote. Factory standard is 4" vinyl. The quantity is determined by the linear feet of interior walls on the quote page.



Item	Category	Sub-Category	Description (If Add-on, dbl click To edit)	Qty	UM
BOM	INTERIOR WALL	MISC	Wall Extended To Rafters	785.00	LF
BOM	COVE BASE	COVE BASE	Wall Base Vinyl 4"	2,376.00	LF
Add On	ROOF	JOIST	***No Eaves, Unvented Roof***	1.00	EA

16. To determine the roof load, check the [ASCE Hazard Tool](#). Set the version to ASCE/SEI 7-16, risk category to II, site soil to Default and ask for snow load.

① Enter Structure Information

Enter Location

ADDRESS LAT/LONG FIND ON MAP

Grangeville, Idaho

② Requested Data

Standard Version ASCE/SEI 7-16 NEW! ASCE/SEI 41 now available

Risk Category II D - Default (see)

Measurements

Customary SI

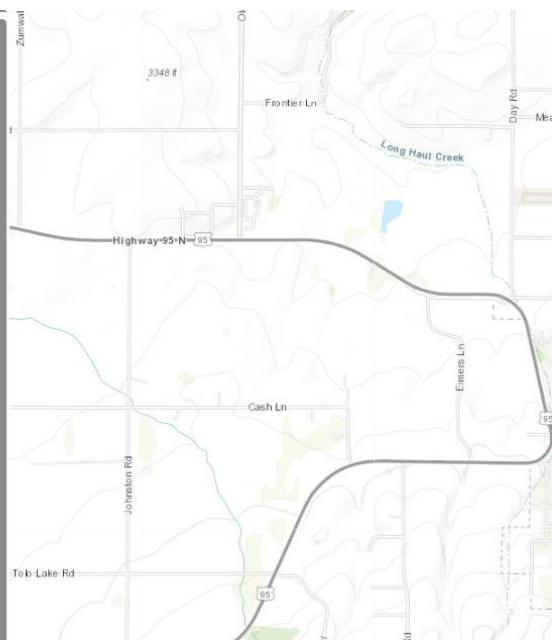
Load Types

Wind Seismic

Ice Snow

Rain Flood

Tsunami Tornado



17. Add joists or trusses to quote based on snow load and roof venting. For snow loads over 40#, email engineering.dept@sunbeltmodular.com to ask for joist spacing. If using trusses, reach out to truss manufacturer for quote/spacing.

ESTIMATING PROCESS

18. For mate beams, if span is greater than 28' in any area, reach out to engineering.dept@sunbeltmmodular.com with the snow load, building section, floor plan, and location. Ask if we need to double the LVL mate beam or if we need to move to metal clear spans.
19. If
20. she