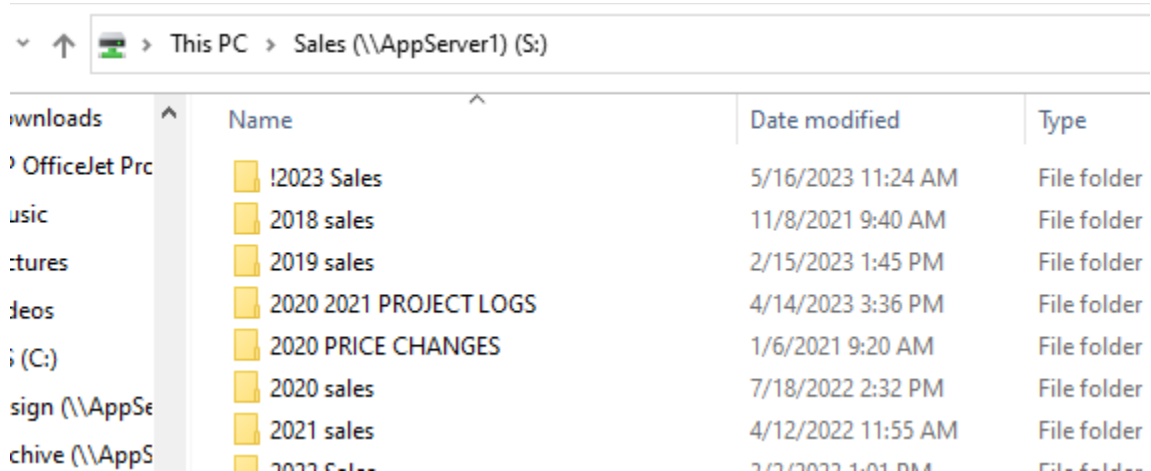


Outline:

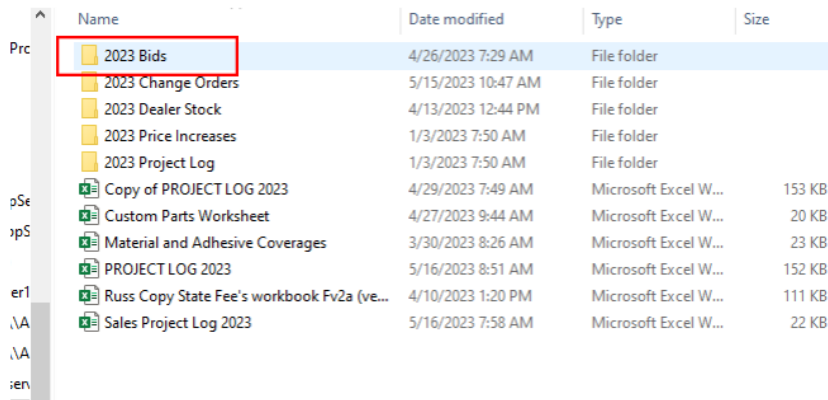
1. Make a folder for the bid request in the Sales drive.
2. Add the bid request to the Sales Project Log.
3. Identify any questions concerning what the dealer wants.
4. Respond to the dealer thanking them for the request and asking said questions.
5. Reach out to suppliers for quotes on non-stock products.
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.



3. Open the bid sub-folder.



4. Open the folder for the current month.

ESTIMATING PROCESS

Name	Date modified	Type	Size
2023 01 Bids	4/5/2023 4:09 PM	File folder	
2023 02 Bids	4/13/2023 8:26 AM	File folder	
2023 03 Bids	4/10/2023 1:57 PM	File folder	
2023 04 Bids	4/28/2023 6:58 AM	File folder	
2023 05 Bids	5/12/2023 1:10 PM	File folder	
2023 06 Bids	1/3/2023 7:56 AM	File folder	
2023 07 Bids	1/3/2023 7:56 AM	File folder	
2023 08 Bids	1/3/2023 7:56 AM	File folder	
2023 09 Bids	1/3/2023 7:56 AM	File folder	
2023 10 Bids	1/3/2023 7:56 AM	File folder	
2023 11 Bids	1/3/2023 7:56 AM	File folder	
2023 12 Bids	1/3/2023 7:56 AM	File folder	
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.

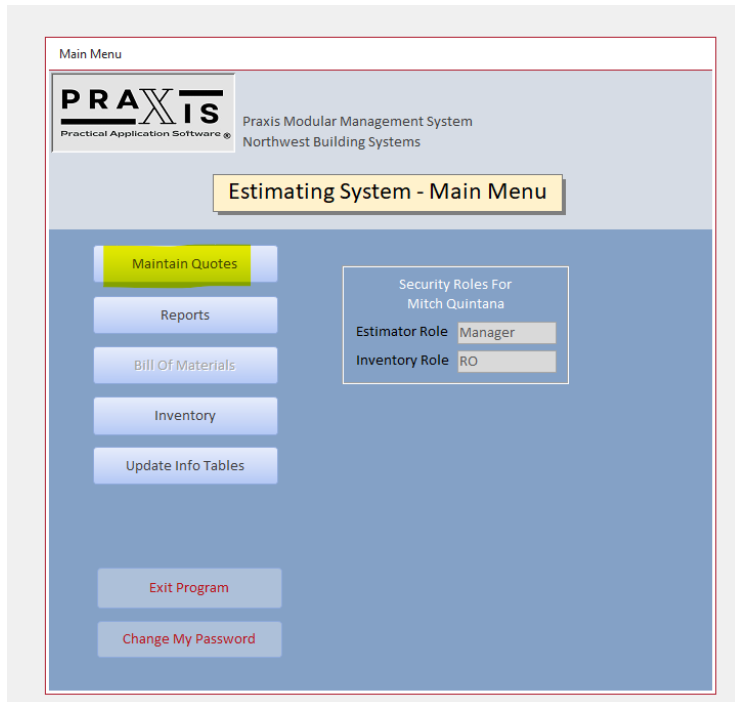
Name	Date modified	type	Size
2023 Master BID Folder Template	1/3/2023 7:56 AM	File folder	
2023 Master BID Folder Template - Copy	5/17/2023 10:33 AM	File folder	
NWBS BOM BID 230501 28X66 Daycare Rocky Boy US MOD Randy	5/1/2023 6:08 AM	File folder	
NWBS BOM BID 230502 28X64 Pre School Rocky Boy US MOD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

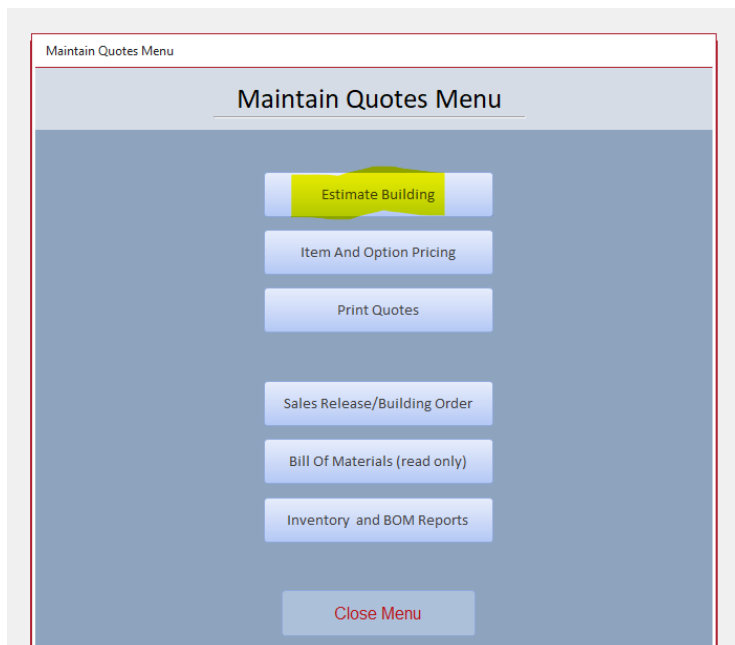
Name	Date modified	Type	Size
1. BOM	5/2/2023 3:11 PM	File folder	
2. QUOTE	5/1/2023 6:08 AM	File folder	
3. FLOOR PLANS	5/1/2023 6:24 AM	File folder	
4. PURCHASE ORDER	7/9/2020 9:56 AM	File folder	
5. VENDOR QUOTES	7/9/2020 9:56 AM	File folder	
6. CHANGE ORDERS	7/9/2020 9:56 AM	File folder	
7. EMAIL 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.

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

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

Quote Number: NW-0185-2025 Ver: 1
 Desc: 8X20 CONEX UR TRI-STATE READ ONLY Edit Quote

Search Quote Quote Details Options Notes

Enter Search Criteria:

Creation: >= < Quote Number: Description:
 Received: >= < Salesman: Customer:
 Sold: >= < Building Type: Contact:
 Size:

Search Reset Search Print Screen

Records Found: 521

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

- 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.

Main Switchboard - Praxis-Estimating Application

Quote Number: NW-0052-2025 Ver: 1
 Desc: 56x90 Twenty Man Bunkhouse Alaska READ ONLY Edit Quote New Quote Duplicate Quote Print Close

Search Quote Quote Details Options Notes

Estimate Entry

Quote Number: NW-0052-2025 Ver: 1 of 1
 Quote Received: 03-Jan-25 Creation Date: 10-Feb-25 Date Sold:
 Building Description: 56x90 Twenty Man Bunkhouse Alaska
 Quote Status: Open
 Quote Notes: 250104, Climate Zone 6A, 2021 IBC 1031.2.5 for bedrooms with 1 exit

Basic information about this building
 BuildingType: CUSTOM Height: 13 Width: 56 Length: 90 Interior Wall: 880 # of Stories: 1 Add/Edit Stories

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
 MBI Seal: \$240.00

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

Total Material Cost: \$458,593.30
 Factor: 0.48
 Material Factor Cost: \$974,510.78
 All Other Quote Costs: \$125,547.00
Total cost for this estimate: \$1,100,057.77

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		Edit Quote New Quote Duplicate Quote Print Close	
Desc: 97x90 Twenty Man Bunkhouse Alaska			
Search Quote Quote Details Options Notes			

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		Estimate Entry Total Material Cost: \$458,593.30 Factor: 0.48 Material Factor Cost: \$974,510.78 <small>(Material * (Material/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 Fire Sprinkler System	Other \$\$: \$20,000.00 Project Management	Other \$\$: \$0.00	Other \$\$: \$0.00
New Version Version History Preview Dealer Quote Preview Unit Extension Sheet Save			

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

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

[Search](#) [Quote](#) [Quote Details](#) [Options](#) [Notes](#)

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	Category	Sub-Category	Description (If Add-on, dbl click To edit)	Qty	UM
Chassis Basement 08' X 16' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	OUTRIGGER	Chassis Basement 14' X 45' - 12" X 11.8# I-Beam OR/CM/MC 8'8'8"	8.00	EA
Chassis Basement 08' X 20' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA
Chassis Basement 08' X 28' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	MISC	Outrigger For 14' Wide (Add-On)	12.00	PAIR
Chassis Basement 08' X 30' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA
Chassis Basement 10' X 20' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	MISC	Outrigger For 14' Wide (Add-On)	12.00	PAIR
Chassis Basement 10' X 24' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA
Chassis Basement 10' X 26' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	MISC	Outrigger For 14' Wide (Add-On)	12.00	PAIR
Chassis Basement 10' X 28' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA
Chassis Basement 10' X 30' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	MISC	Outrigger For 14' Wide (Add-On)	12.00	PAIR
Chassis Basement 10' X 32' - 10" X 8.0# I-Beam OR/CM/MC 4'8'8"	FRAME	AXLES	Quad Axle (4 Brake Axles)	8.00	EA

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	5.040.00	SF

10. Add your flooring. Remember that sheet vinyl requires ¼" 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.

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.

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			

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.

Enter Structure Information

Enter Location
☐ Snap to Address

ADDRESS
LAT/LONG
FIND ON MAP

Grangeville, Idaho
SEARCH

Requested Data

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

Risk Category
II
Site Soil Class
D - Default (see)

Measurements
Customary
SI

Load Types

☒ Wind
☐ Ice
☐ Rain
☐ Tsunami

☐ Seismic
☒ Snow
☐ Flood
☐ Tornado

VIEW RESULTS

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.

18. For mate beams, if span is greater than 28' in any area, reach out to engineering.dept@sunbeltmodular.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