



**BUILDA PRICE**  
BUILDERS SOFTWARE

# Software Manual

## **September 2019**

Welcome to Builda Price, a powerful and fast software tool designed specifically for the construction industry. Builda Price has been created to enable you to easily import and manipulate the merchant data you need to price a project accurately.

By detailing the cost of labour, materials, subcontractor quotes, and the actual cost to you of running your business, Builda Price centralizes all your costing activities in one easy-to-use package.

The hallmarks of Builda Price are accuracy, competitiveness and professionalism. Let these same traits become synonymous with your business through use of our industry-leading costing program.

**Builda Price is Pricing and Backcosting Software for Builders**



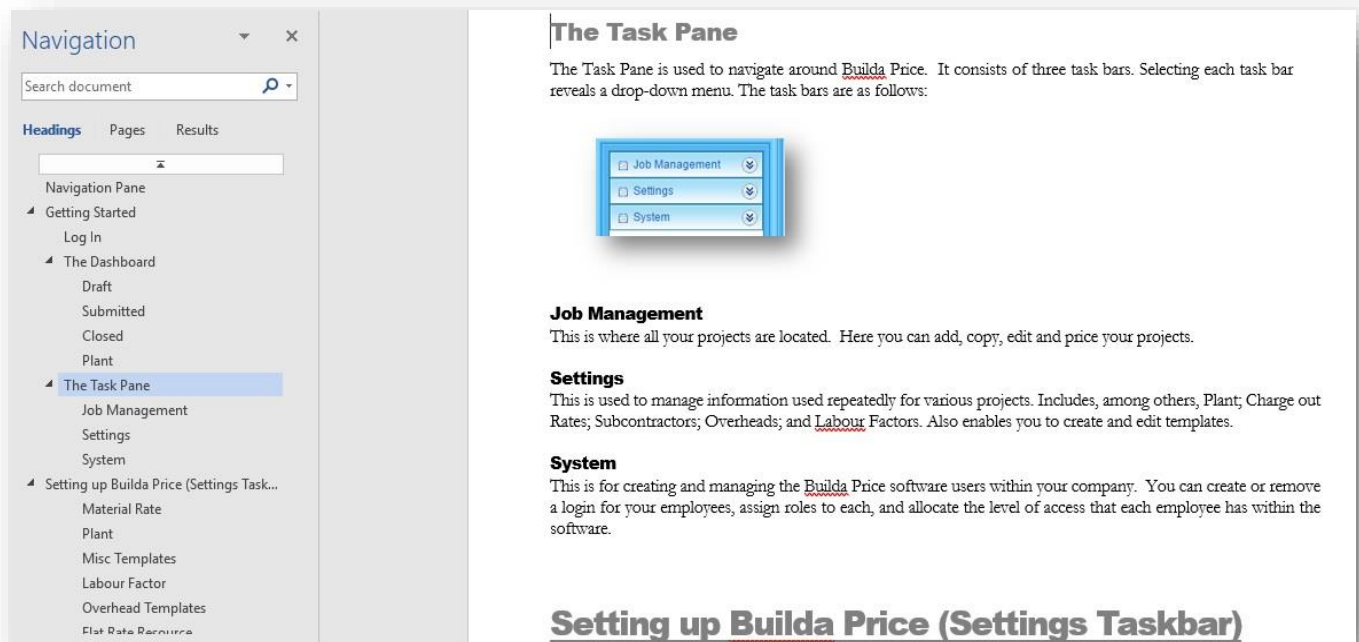
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# 1. Navigation Pane

To facilitate easy navigation of this manual, we recommend ticking the **Navigation Pane** within the **View** option at the top of the page. This provides a quick reference menu for selecting information relevant to you.

The navigation pane will then appear on the left-hand side like this:

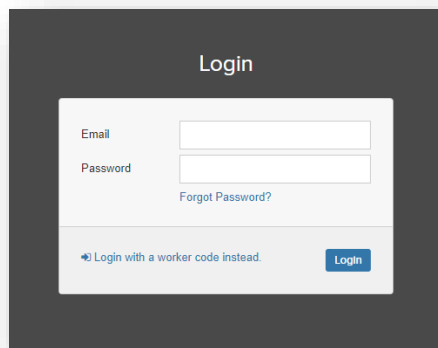


## Getting Started

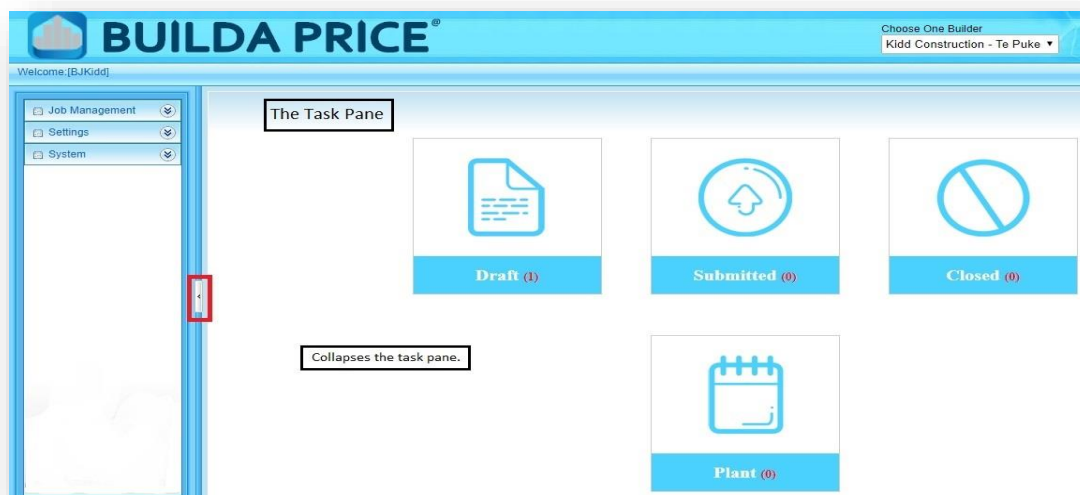
Congratulations on choosing Builda Price, a powerful and flexible construction costing program specifically designed to make your working life easier.

## 1.1 Log In

To log into your Builda Price profile go to **portal.otbs.co.nz**. Enter your login name and password, then click the login button. If you have forgotten your password, you can reset it using the Forgot Password link. Once logged in, you will see two icons. Select the second icon to access the Pricing software.



Once you have successfully logged in, you will see the Builda Price Dashboard with the Task Pane to the left:



## 1.2 The Dashboard

The Dashboard shows the status of all projects as well as info regarding your Plant maintenance. The status of a project can be changed in Job Management on the Task Pane. The number indicates how many projects fall under their respective statuses.



Draft (2)

### Draft

The Draft icon informs you how many projects currently have a *'Draft'* status. These are projects currently being worked on.



Submitted (3)

### Submitted

Once you have submitted your project for Tender, or if you wish to import it into the Builda Price Job Tracking application, change the status to *'Submitted'*.



Closed (4)

### Closed

When a project has been completed, changed the status to *'Closed'*.



Plant (1)

### Plant

The number for Plant indicates how many items of plant have maintenance due. Left clicking on the number will open the report.

## 1.3 The Task Pane

The Task Pane is used to navigate around Builda Price. It consists of **three task bars**. Selecting each task bar reveals a drop-down menu. The task bars are as follows:



### Job Management

This is where all your projects are located. Here you can add, copy, edit and price your projects.

### Settings

This is used to set up and manage information used repeatedly when pricing projects. Also contains your reference material for things like your material rates and labour factors. Includes, among others, Plant; Charge out Rates; Subcontractors; Overheads; and Labour Factors. Also enables you to create and edit templates.

### System

This is for creating and managing the Builda Price software users within your company. You can create and assign roles to each of your staff, as well as allocate the level of access that each role has within the software.

## 2. Setting up Builda Price (Settings Taskbar)

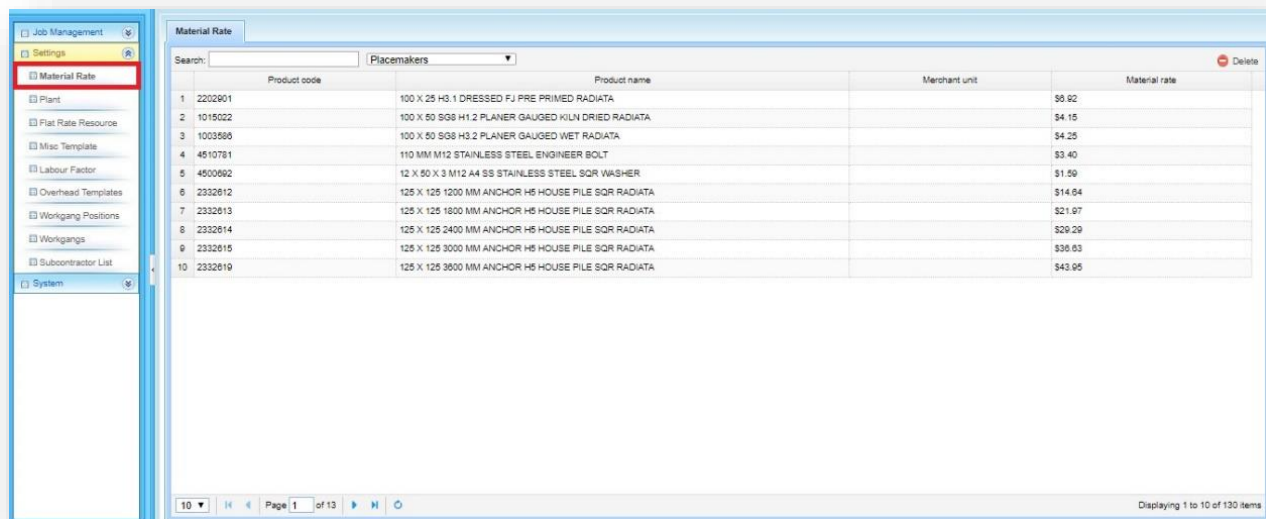
Before you start pricing a project there are a couple things to do which will make your experience smoother. Foremost of these is personalizing your software using the **Settings** taskbar.

It may be that some items in the **Settings** taskbar are not relevant to your business. However, the more details you can load into **Settings** the better. A little time spent accurately setting your information streamlines the pricing process in the future, as information here is automatically carried over to each new job.

Let's look at each element of the **Settings** Taskbar:

### 2.1 Material Rate

This menu displays the materials rate list from the last imported job. This provides a convenient reference guide for those builders wishing to do their own manual takeoffs.

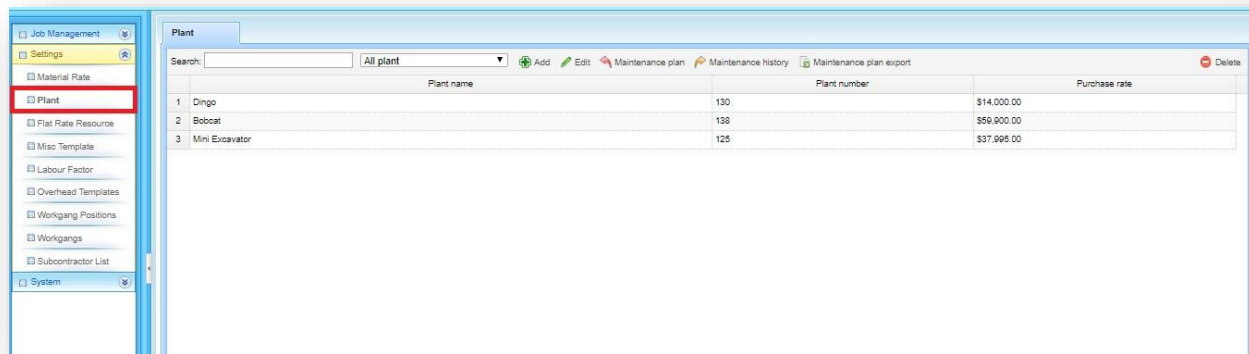


|    | Product code | Product name                                       | Merchant unit | Material rate |
|----|--------------|--|---------------|---------------|
| 1  | 2202601      | 100 X 25 H3.1 DRESSED FJ PRE PRIMED RADIATA        |               | \$6.62        |
| 2  | 1015022      | 100 X 50 908 H1.2 PLANER GAUGED KILN DRIED RADIATA |               | \$4.15        |
| 3  | 1003580      | 100 X 50 908 H3.2 PLANER GAUGED WET RADIATA        |               | \$4.25        |
| 4  | 4610781      | 110 MM M12 STAINLESS STEEL ENGINEER BOLT           |               | \$3.40        |
| 5  | 4600692      | 12 X 50 X 3 M12 A4 SS STAINLESS STEEL SQR WASHER   |               | \$1.59        |
| 6  | 2332612      | 125 X 125 1200 MM ANCHOR H5 HOUSE PILE SQR RADIATA |               | \$14.64       |
| 7  | 2332613      | 125 X 125 1800 MM ANCHOR H5 HOUSE PILE SQR RADIATA |               | \$21.97       |
| 8  | 2332614      | 125 X 125 2400 MM ANCHOR H5 HOUSE PILE SQR RADIATA |               | \$29.29       |
| 9  | 2332615      | 125 X 125 3000 MM ANCHOR H5 HOUSE PILE SQR RADIATA |               | \$36.03       |
| 10 | 2332619      | 125 X 125 3600 MM ANCHOR H5 HOUSE PILE SQR RADIATA |               | \$43.05       |

### 2.2 Plant

Managing the costs associated with maintaining plant can be an expensive juggling act. The Plant menu is where you can input information for all items of machinery which require an ongoing maintenance schedule.

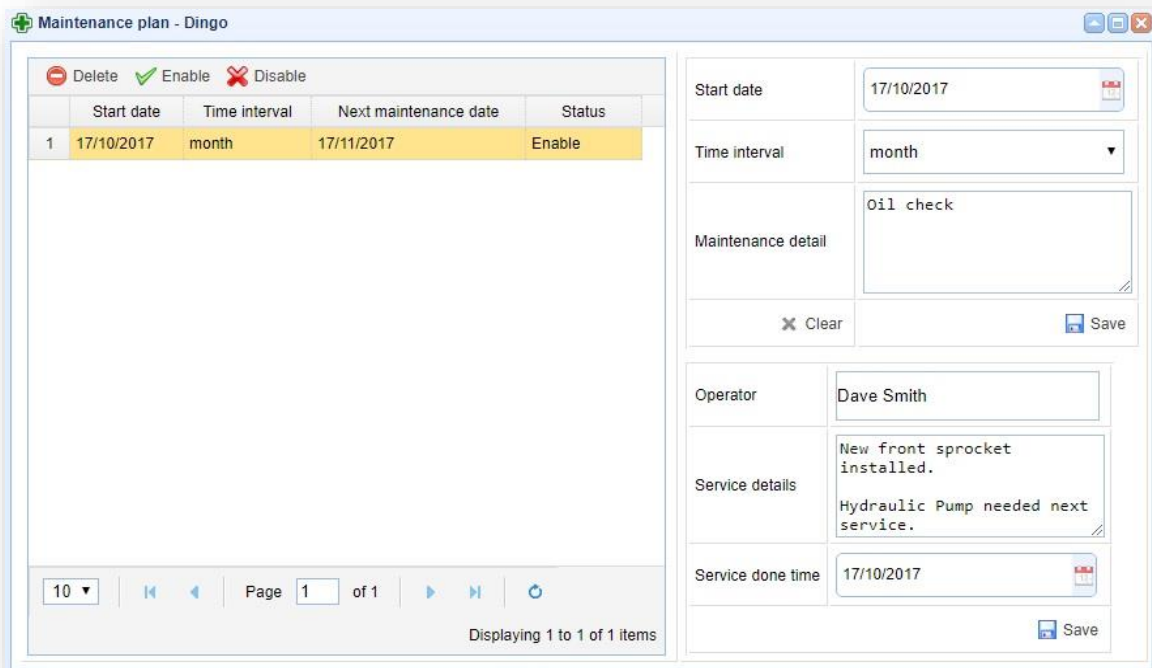




- Use the **Add** button to enter the details of each item of Plant.

Once plant items have been added, ongoing maintenance plans can be set up for each individual item.

- Select an item and click the **Maintenance Plan** button.



|   | Start date | Time interval | Next maintenance date | Status |
|---|------------|---------------|-----------------------|--------|
| 1 | 17/10/2017 | month         | 17/11/2017            | Enable |

Start date

Time interval

Maintenance detail

Oil check

Operator

Service details

New front sprocket installed.  
 Hydraulic Pump needed next service.

Service done time

10
Page 1 of 1

Displaying 1 to 1 of 1 items

- Populate the maintenance form for each item of plant. Enter a start date.

- For each aspect of maintenance, a time period should be specified from the **Time interval** drop-down menu (weekly, monthly, quarterly, half yearly, or yearly).

This now provides a convenient resource for tracking regular maintenance events such as oil changes, services, W.O.F.s, etc.

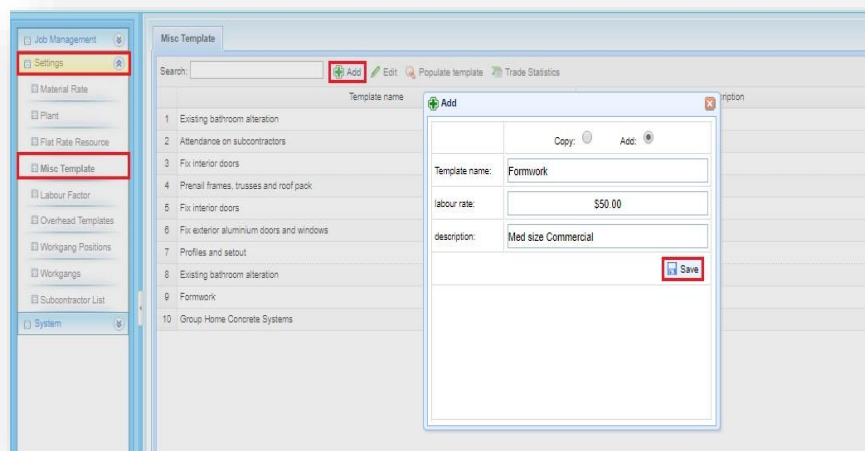
The lower half of the **Maintenance Plan** form is used to record data from each service.

## 2.3 Miscellaneous Templates

Miscellaneous Templates allow you to accurately price all other construction work that is required to complete a project. This means accounting for items not included in the material estimate provided by the merchant. It lets you save detailed templates for work you do often but can also be tailored to include jobs which fall outside of your typical scope of work. As well as the pre-made templates that come with your profile, the Miscellaneous Templates menu gives you the ability to create your own personal templates from scratch.

The templates include tasks such as Standing Frames/Trusses, Fixing Aluminum Joinery, Interior Doors, Decks, Bathroom Alteration, etc.

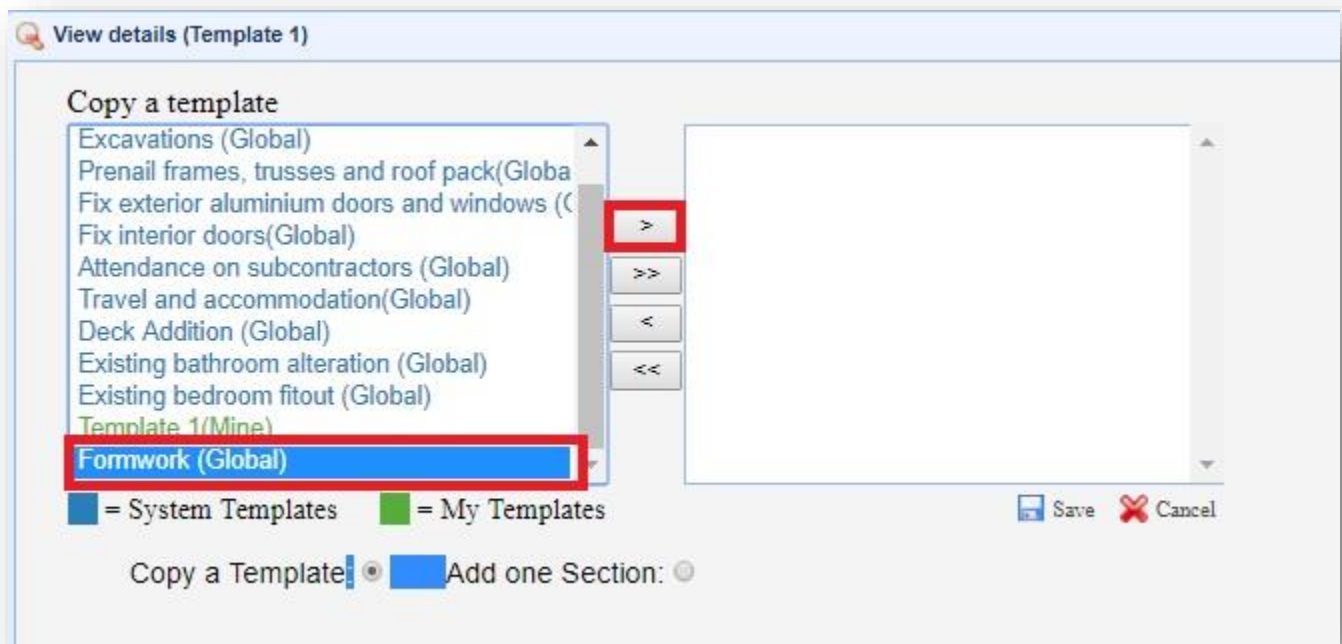
- Open the **Misc Templates** menu and click the **Add** button.
- Name your template, enter a default labour rate, add a description, and click **Save**.
- You can create as many templates as required.



- Highlight the newly created template and select **Populate Template**.



- Select either **Copy a Template** or **Add one Section**. We recommend you begin by copying/modifying one of the existing templates to get a feel for how the system works. Upon selecting **Copy a Template** a drop-down menu will appear allowing you to select the templates you wish to copy.
- Use the arrow button to transfer the desired template(s) into the right-hand column, holding the **ctrl** key to select multiple templates at once.



Once the selected template has been transferred and saved, the details of the template become visible. In this example, the **Formwork template** is revealed to have three (3) sections, each with its own data you can manipulate to suit.

- The **Labour Rate** for each section can be altered to suit.
- **Section Type** is divided into three (3) options: Our Work, Subcontractor's work, and Plant.
- Use the arrow button (highlighted below) to expand each section.

View details (Template 1)

☐ Foundations labourRate: \$50.0 sectionType: Our work workType:

☐ Columns, beams and walls labourRate: \$50.0 sectionType: Plant workType:

☐ Suspended slab and stairs labourRate: \$50.0 sectionType: Subcontractor's work workType:

Copy a Template: ☐ Add one Section: ☐

Once the section is expanded it allows for adjustment of materials and labour, either to enable you to tailor it to a specific job, or to create a suitably generic template for use with future projects.

- Click on each cell to adjust their values, then click outside the cell to get that value to hold.
- Use the **Move Up/Move Down** buttons on the right-hand side to shift items up and down the list. Select an order best suited to your requirements.

View details (Template 1)

☐ Foundations labourRate: \$50.0 sectionType: Our work workType:

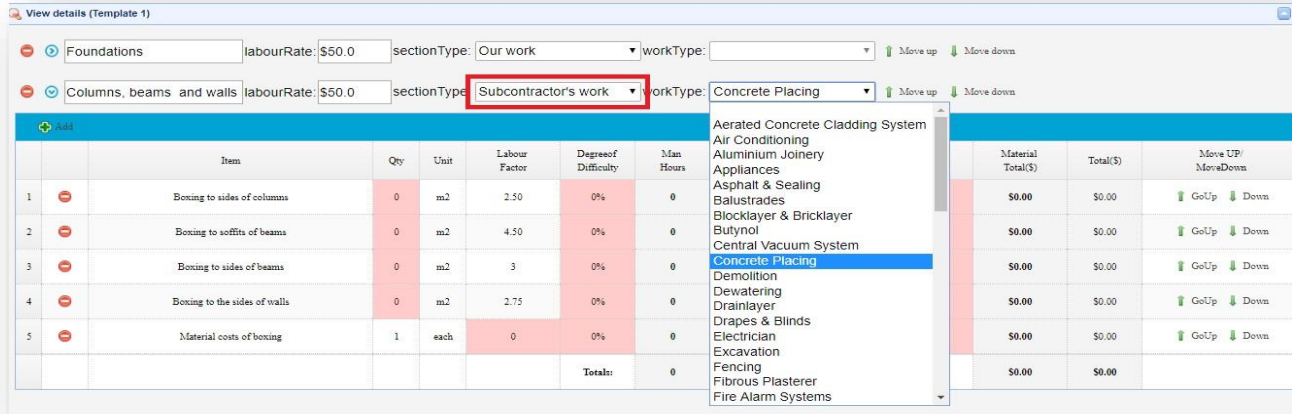
☐ Columns, beams and walls labourRate: \$50.0 sectionType: Plant workType:

☐ Suspended slab and stairs labourRate: \$50.0 sectionType: Subcontractor's work workType:

Copy a Template: ☐ Add one Section: ☐

|   | Item                           | Qty   | Unit | Labour Factor | Degree of Difficulty | Man Hours | Labour Rate(\$) | Labour Total(\$) | Material Rate(\$) | Material Total(\$) | Total(\$)   | Move UP/ MoveDown |
|---|--------------------------------|-------|------|---------------|----------------------|-----------|-----------------|------------------|-------------------|--------------------|-------------|-------------------|
| 1 | Boxing up to 100mm wide        | 155   | m    | 0.40          | 0%                   | 62        | \$50.00         | \$3,100.00       | \$0.00            | \$0.00             | \$3,100.00  | GoUp GoDown       |
| 2 | Boxing to sides of footings M2 | 46.50 | m2   | 2             | 0%                   | 93        | \$50.00         | \$4,650.00       | \$0.00            | \$0.00             | \$4,650.00  | GoUp GoDown       |
| 3 | Slab rebates                   | 12.10 | m    | 0.20          | 0%                   | 2.42      | \$50.00         | \$121.00         | \$0.00            | \$0.00             | \$121.00    | GoUp GoDown       |
| 4 | Material costs of boxing       | 155   | each | 0             | 0%                   | 0         | \$50.00         | \$0.00           | \$25.08           | \$3,887.40         | \$3,887.40  | GoUp GoDown       |
|   | <b>Totals:</b>                 |       |      |               |                      | 157.42    |                 | \$7,871.00       |                   | \$3,887.40         | \$11,758.40 |                   |

- Having completed **Foundations**, the next section in our example, **Columns, Beams and Walls**, is being allocated to a subcontractor. Select **Subcontractor's Work** to open the **Work Type** drop-down menu. Scroll and select the appropriate work type category.



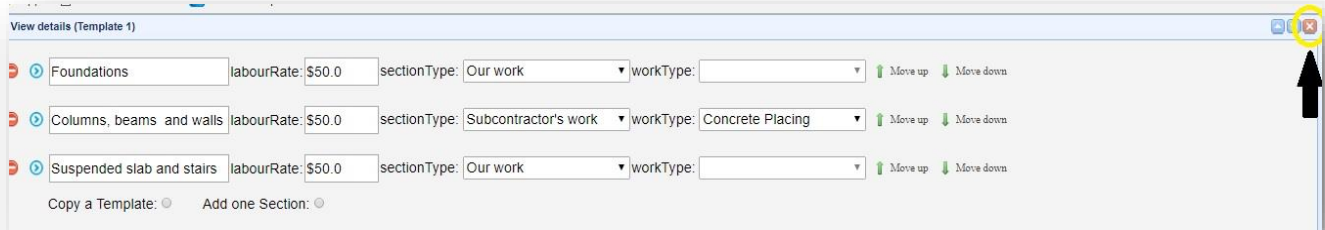
| Item                           | Qty | Unit | Labour Factor | Degree of Difficulty | Man Hours |
|--------------------------------|-----|------|---------------|----------------------|-----------|
| 1 Boxing to sides of columns   | 0   | m2   | 2.50          | 0%                   | 0         |
| 2 Boxing to soffits of beams   | 0   | m2   | 4.50          | 0%                   | 0         |
| 3 Boxing to sides of beams     | 0   | m2   | 3             | 0%                   | 0         |
| 4 Boxing to the sides of walls | 0   | m2   | 2.75          | 0%                   | 0         |
| 5 Material costs of boxing     | 1   | each | 0             | 0%                   | 0         |
| <b>Totals:</b>                 |     |      |               |                      | 0         |

Work Type List:

- Aerated Concrete Cladding System
- Air Conditioning
- Aluminium Joinery
- Appliances
- Asphalt & Sealing
- Balustrades
- Blocklayer & Bricklayer
- Butynol
- Central Vacuum System
- Concrete Placing**
- Demolition
- Dewatering
- Drainlayer
- Drapes & Blinds
- Electrician
- Excavation
- Fencing
- Fibrous Plasterer
- Fire Alarm Systems

| Material Total(\$) | Total(\$) | Move UP/ MoveDown |
|--------------------|-----------|-------------------|
| \$0.00             | \$0.00    | GoUp GoDown       |
| \$0.00             | \$0.00    | GoUp GoDown       |
| \$0.00             | \$0.00    | GoUp GoDown       |
| \$0.00             | \$0.00    | GoUp GoDown       |
| \$0.00             | \$0.00    | GoUp GoDown       |
| \$0.00             | \$0.00    |                   |

- Once all fields have been entered, to save your template exit out of the template menu by clicking the X button in the top right corner.



View details (Template 1)

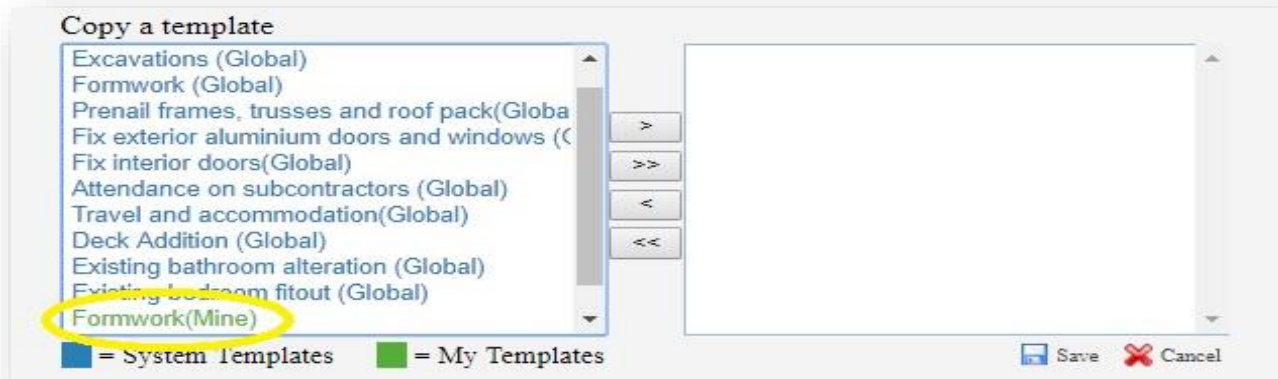
Copy a Template: Add one Section:

| Section                   | LabourRate | sectionType          | workType         |
|---------------------------|------------|----------------------|------------------|
| Foundations               | \$50.0     | Our work             |                  |
| Columns, beams and walls  | \$50.0     | Subcontractor's work | Concrete Placing |
| Suspended slab and stairs | \$50.0     | Our work             |                  |

Now that you have created a template it is conveniently saved for future selection.

- Click the **Add** button to create a new template and select **Copy**.
- All templates created by you will be listed in green font, with a line '*(Mine)*' beside it.

[see below]

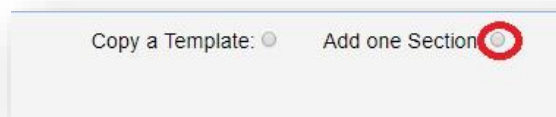


The process for **creating your own templates** is virtually the same as when modifying an existing one. You may notice that some templates have the line '*Global*' beside it. Global just identifies it as one of the default system templates.

- Use the **Add** button to create and name a template as before. Use the **Populate Template** button to open.



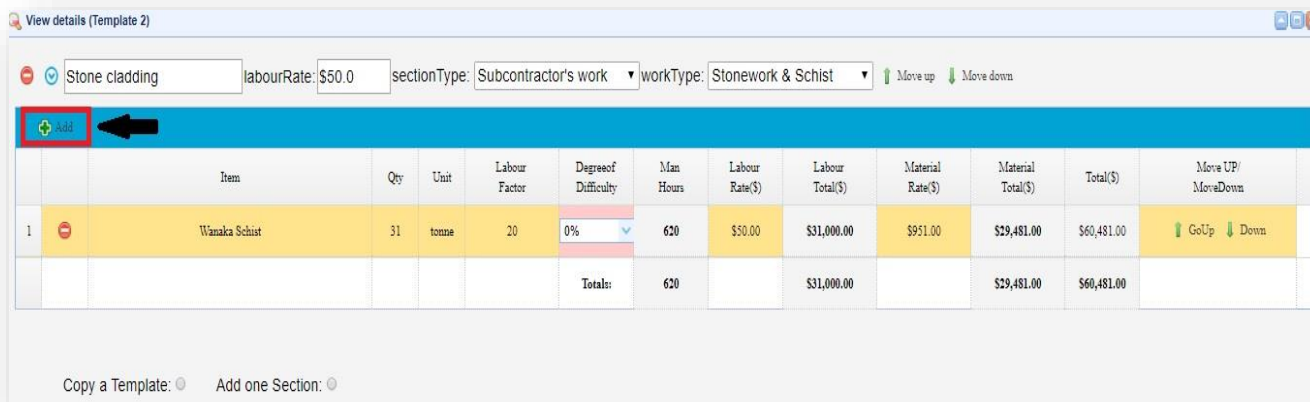
- Instead of importing a copy, select **Add one Section**.



- Fill in the section details; allocating the **Section Type** and **Work Type**.
- Use the **Add** button to input line items and pricing details into each section. Use the **Add** button to add more line items to each section.



- Repeat this process of adding sections and items until the template is fit for purpose, then exit to save. You have now created a re-usable custom template that can be added to any job you are pricing from within the Misc Tab.



View details (Template 2)

Stone cladding labourRate: \$50.0 sectionType: Subcontractor's work workType: Stonework & Schist Move up Move down

**Add**

|   | Item           | Qty | Unit  | Labour Factor | Degree of Difficulty | Man Hours | Labour Rate(\$) | Labour Total(\$) | Material Rate(\$) | Material Total(\$) | Total(\$)   | Move UP/Move Down |
|---|----------------|-----|-------|---------------|----------------------|-----------|-----------------|------------------|-------------------|--------------------|-------------|-------------------|
| 1 | Wanaka Schist  | 31  | tonne | 20            | 0%                   | 620       | \$50.00         | \$31,000.00      | \$951.00          | \$29,481.00        | \$60,481.00 | GoUp GoDown       |
|   | <b>Totals:</b> |     |       |               |                      | 620       |                 | \$31,000.00      |                   | \$29,481.00        | \$60,481.00 |                   |

Copy a Template: Add one Section:

## 2.4 Labour Factor

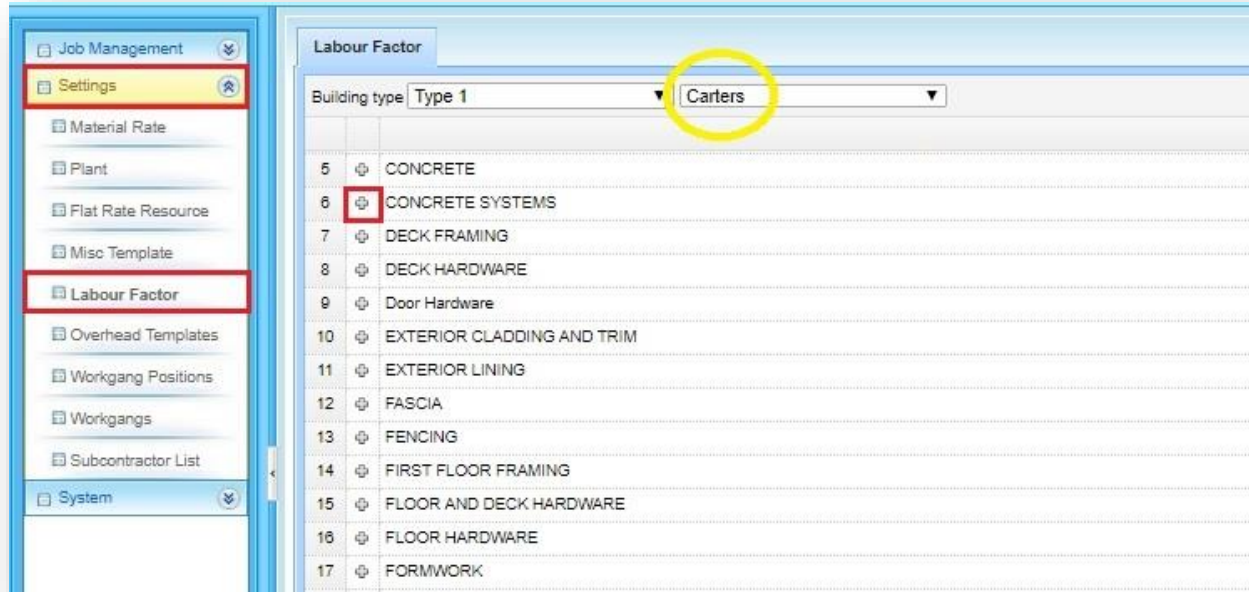
The Labour Factor menu forms the backbone of Builda Price's capability to accurately price your jobs. This menu is where you can review the industry standard labour factors for each work-section. For each line item in your schedule the Labour Factor indicates the amount of time required to install per unit of measure.

While conveniently providing you with the industry standard, it is important to remember that these figures represent industry-wide averages. It is therefore possible for you, based on your own on-site experience, to override these labour factors where necessary by entering your own. This may be due to having more in-depth knowledge working with a particular product, lots of tried-and-tested experience with your own construction methodology and a sound understanding of the capabilities of your employees.

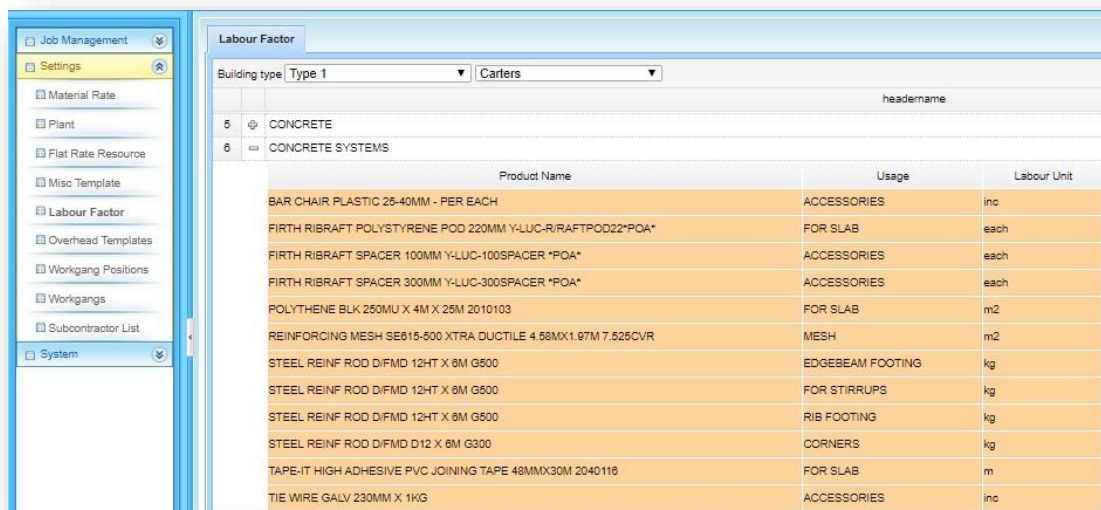
Similarly, it is worth periodically reviewing your actual on-site hours against the labour factors and updating them accordingly. In this way your Builda Price program will continually increase in accuracy the more you use it.

- Within the **Settings** taskbar select the **Labour Factor** menu.
- Note the drop-down menu bars at the top. Select **Building type** and your preferred **materials supplier**.

- Scroll through the list of material subheadings.
- Use the **Plus button** (shown below) to expand any subheading.



- The expanded list displays all items under that material subheading.



|   | Product Name   | Usage             | Labour Unit |
|---|--|-------------------|-------------|
| 5 | CONCRETE   |                   |             |
| 6 | CONCRETE SYSTEMS   |                   |             |
|   | BAR CHAIR PLASTIC 25-40MM - PER EACH                         | ACCESSORIES       | inc         |
|   | FIRTH RIBRAFT POLYSTYRENE POD 220MM Y-LUC-R/RAFTPOD22*POA*   | FOR SLAB          | each        |
|   | FIRTH RIBRAFT SPACER 100MM Y-LUC-100SPACER *POA*             | ACCESSORIES       | each        |
|   | FIRTH RIBRAFT SPACER 300MM Y-LUC-300SPACER *POA*             | ACCESSORIES       | each        |
|   | POLYTHENE BLK 250MU X 4M X 25M 2010103                       | FOR SLAB          | m2          |
|   | REINFORCING MESH SE615-500 XTRA DUCTILE 4.58MX1.97M 7.525CVR | MESH              | m2          |
|   | STEEL REINF ROD D/FMD 12HT X 6M G500                         | EDGE/BEAM FOOTING | kg          |
|   | STEEL REINF ROD D/FMD 12HT X 6M G500                         | FOR STIRRUPS      | kg          |
|   | STEEL REINF ROD D/FMD 12HT X 6M G500                         | RIB FOOTING       | kg          |
|   | STEEL REINF ROD D/FMD D12 X 6M G300                          | CORNERS           | kg          |
|   | TAPE-IT HIGH ADHESIVE PVC JOINING TAPE 48MMX30M 2040116      | FOR SLAB          | m           |
|   | TIE WIRE GALV 230MM X 1KG                                    | ACCESSORIES       | inc         |



- To override the default Labour Factor, simply enter a value in the **My Labour Factor** cell. You will then be asked whether you want to set this value as your default value for future pricing.

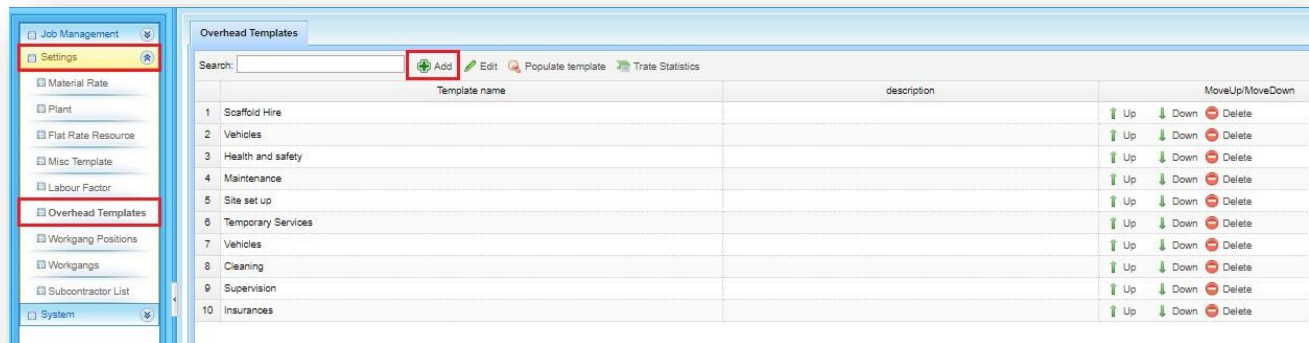
|                                |           |    |      |      |
|--------------------------------|-----------|----|------|------|
| Structural Concrete 20MPa 19mm | BEAM      | m3 | 3.00 | 3.15 |
| Structural Concrete 20MPa 19mm | FOOTINGS  | m3 | 1.75 | 0.00 |
| Structural Concrete 20MPa 19mm | FOR PILES | m3 | 1.60 | 0.00 |

**Note:** In order to prevent the accidental deletion of labour factors and their subsequent exclusion from your quote or tender, wherever the **My Labour Factor** cell reads **0.00** the program will **always revert to using the default labour factors**.

## 2.5 Overhead Templates

Overhead Templates function much the same as Miscellaneous Templates, allowing you to set up and save templates that cover the on-site and off-site P&G costs associated with completing a job. This means expenses over and above your materials and labour expenses, and involves aspects such as site setup, scaffold hire, insurance costs, etc.

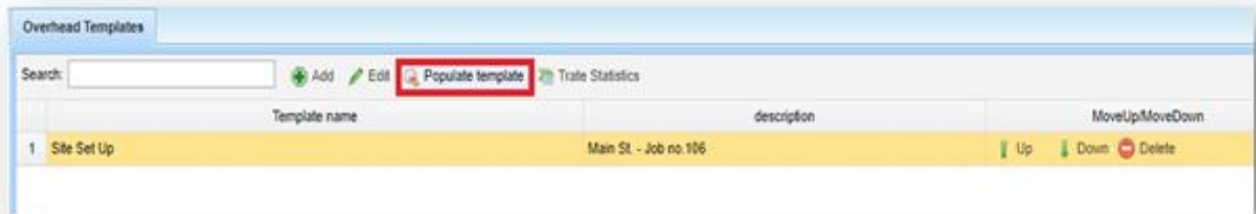
- Within the **Settings** taskbar open the **Overhead Templates** menu and click the **Add** button.



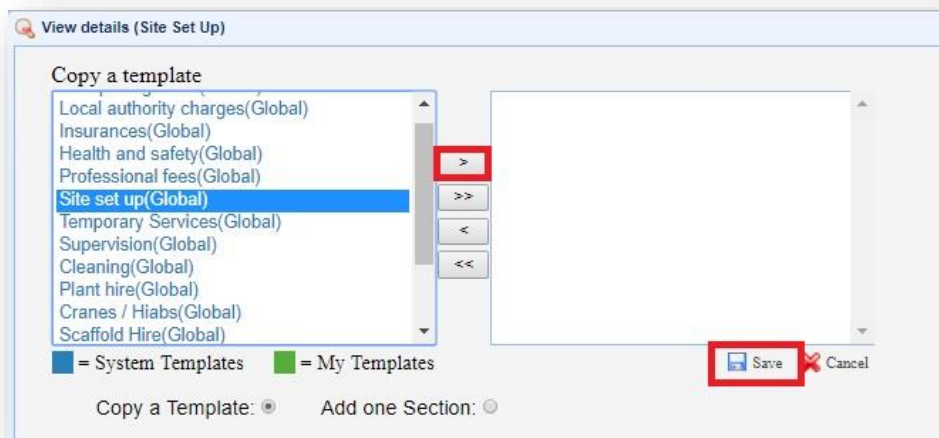
- Name your template, enter a default labour rate, add a description, and click **Save**.
- You can create as many templates as required.



- Highlight the newly created template and select **Populate Template**.

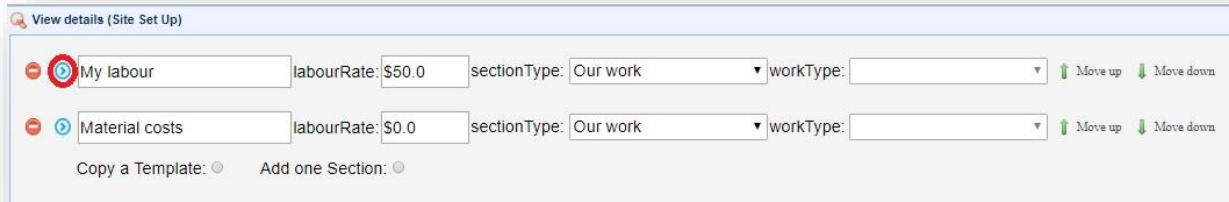


- Select either **Copy a Template** or **Add one Section**. We recommend you begin by copying/modifying one of the existing templates to get a feel for how the system works. Upon selecting **Copy a Template** a drop-down menu will appear allowing you to select the templates you wish to copy.
- Use the arrow button to transfer the desired template(s) into the right-hand column, holding the **ctrl** key to select multiple templates at once.



Once the selected template has been transferred and saved, the details of the template become visible. In this example, the **Site Set up template** is revealed to have two (2) sections, each with its own data you can manipulate to suit.

- The **Labour Rate** for each section can be altered to suit.
- **Section Type** is divided into three (3) options: Our Work, Subcontractor's work, and Plant.
- Use the arrow button (highlighted below) to expand each section.



View details (Site Set Up)

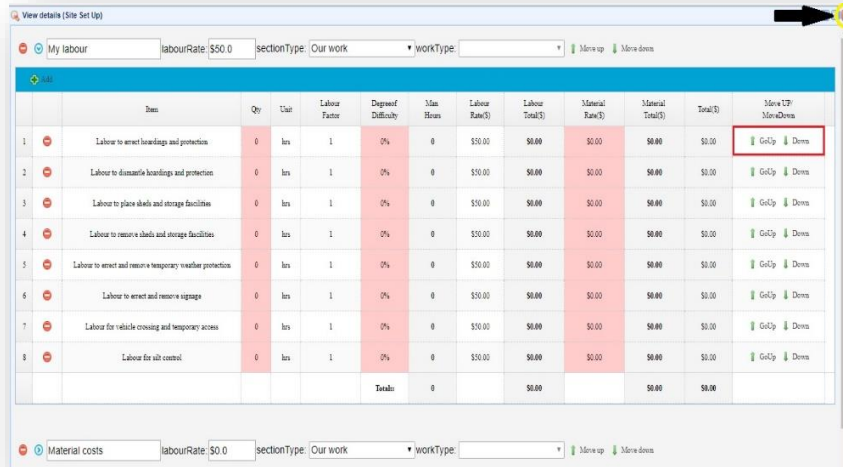
My labour labourRate: \$50.0 sectionType: Our work workType: Move up Move down

Material costs labourRate: \$0.0 sectionType: Our work workType: Move up Move down

Copy a Template: Add one Section:

Once the section is expanded it allows for adjustment of materials and labour, either to enable you to tailor it to a specific job, or to create a suitably generic template for use with future projects.

- Click on each cell to adjust their values, then click outside the cell to get that value to hold.
- Use the **Move Up/Move Down** buttons on the right-hand side to shift items up and down the list. Select an order best suited to your requirements.
- Any monetary sums (e.g. \$1000 for insurance costs) should be entered in the **Material Rate column**.
- Once all fields have been entered, to save your template exit out of the template menu by clicking the X button in the top right corner.



View details (Site Set Up)

My labour labourRate: \$50.0 sectionType: Our work workType: Move up Move down

|   | Item  | Qty | Unit | Labour Factor | Digress Difficultly | Man Hours | Labour Rate(\$) | Labour Total(\$) | Material Rate(\$) | Material Total(\$) | Total(\$) | Move Up/Down  |
|---|---|-----|------|---------------|---------------------|-----------|-----------------|------------------|-------------------|--------------------|-----------|---------------|
| 1 | Labour to erect hoardings and protection                | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 2 | Labour to dismantle hoardings and protection            | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 3 | Labour to place sheds and storage facilities            | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 4 | Labour to remove sheds and storage facilities           | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 5 | Labour to erect and remove temporary weather protection | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 6 | Labour to erect and remove signage                      | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 7 | Labour for vehicle crossing and temporary access        | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
| 8 | Labour for site control                                 | 0   | hrs  | 1             | 0%                  | 0         | \$0.00          | \$0.00           | \$0.00            | \$0.00             | \$0.00    | Go Up Go Down |
|   | <b>Totals:</b>  |     |      |               |                     | 0         |                 | \$0.00           |                   | \$0.00             | \$0.00    |               |

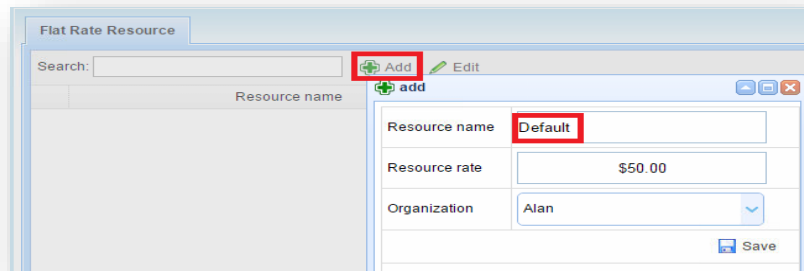
Material costs labourRate: \$0.0 sectionType: Our work workType: Move up Move down

- Now that you have created a template it is conveniently saved for future use within the **Overheads Tab** when pricing.

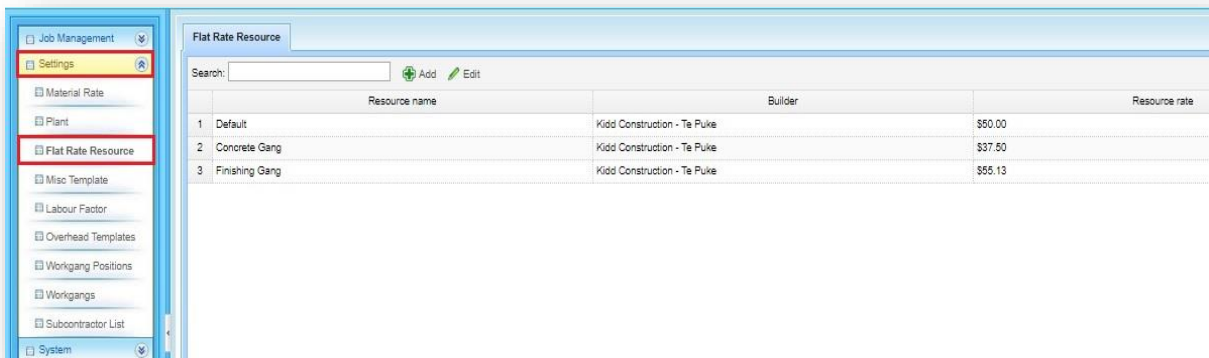
## 2.6 Flat Rate Resource

This is where you set your Flat Rates (the hourly charge-out rates for your labour). Set up a range of Flat Rates, as you may need to apply different rates to those subheadings that require a combination of higher paid workers. These rates can then be applied to each new job imported into Builda Price.

- Your first entry must be called **“Default”**. This is the rate that gets automatically applied across all work sections when a new job is first imported. Enter the desired default charge-out rate and hit save.



- Create as many Flat Rates as you wish. These can be changed at any time by selecting a Flat Rate and using the Edit button or deleted using the Delete button.
- Now that the Flat Rates have been set, they will be loaded to every new job imported.
- Flat Rates can be adjusted to suit each specific job, but any changes made **within a job** will not change your Settings > Flat Rate Resource.



|   | Resource name  | Builder                     | Resource rate |
|---|----------------|-----------------------------|---------------|
| 1 | Default        | Kidd Construction - Te Puke | \$50.00       |
| 2 | Concrete Gang  | Kidd Construction - Te Puke | \$37.50       |
| 3 | Finishing Gang | Kidd Construction - Te Puke | \$55.13       |

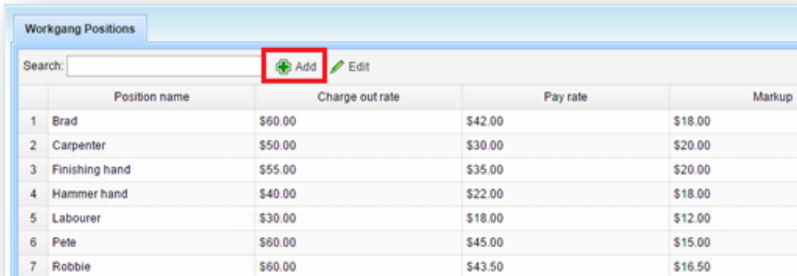
## 2.7 Workgang Positions

The Workgang Positions and Workgangs sections are where you can calculate out exact costs for various workgang combinations. This section is part of a calculation tool.

It is only necessary to use Workgang Positions and Workgangs if you have multiple workgangs, with each consisting of a combination of workers being charged out at different amounts.

Workgang Positions are a summary of a) your worker positions; b) what they are charged out at, and; c) what they are paid. This becomes the foundation to calculate the flat rate for each workgang.

- Select “Add” > Enter your employee details > Save > repeat as required. [see example below]



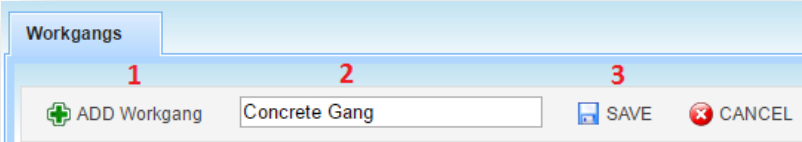
|   | Position name  | Charge out rate | Pay rate | Markup  |
|---|----------------|-----------------|----------|---------|
| 1 | Brad           | \$60.00         | \$42.00  | \$18.00 |
| 2 | Carpenter      | \$50.00         | \$30.00  | \$20.00 |
| 3 | Finishing hand | \$55.00         | \$35.00  | \$20.00 |
| 4 | Hammer hand    | \$40.00         | \$22.00  | \$18.00 |
| 5 | Labourer       | \$30.00         | \$18.00  | \$12.00 |
| 6 | Pete           | \$60.00         | \$45.00  | \$15.00 |
| 7 | Robbie         | \$60.00         | \$43.50  | \$16.50 |

This table now becomes the foundation with which to calculate the different costs of your various workgangs.

## 2.8 Workgangs




This section is part of a calculation tool where you can calculate the charge-out cost of various Workgang using the values previously entered in the Workgang Positions table. This then calculates the overall charge-out rate to accurately cover each combination of workers.

- Add Workgangs > Name the gang > Hit Save

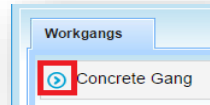


**Workgangs**

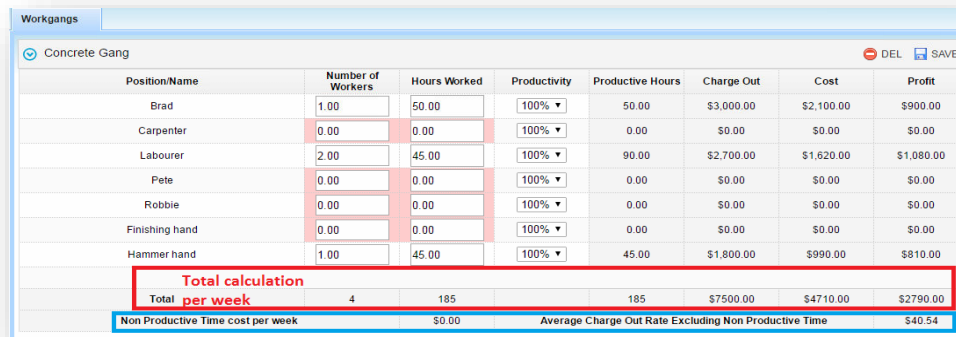
1 2 3

 ADD Workgang
 
 SAVE
  CANCEL

- Expand worksheet to display the full list of your workers.



- Add number of workers per category > Hours worked **per week**



| Position/Name                            | Number of Workers | Hours Worked  | Productivity   | Productive Hours | Charge Out       | Cost             | Profit           |
|--|-------------------|---------------|--|------------------|------------------|------------------|------------------|
| Brad                                     | 1.00              | 50.00         | 100%   | 50.00            | \$3,000.00       | \$2,100.00       | \$900.00         |
| Carpenter                                | 0.00              | 0.00          | 100%   | 0.00             | \$0.00           | \$0.00           | \$0.00           |
| Labourer                                 | 2.00              | 45.00         | 100%   | 90.00            | \$2,700.00       | \$1,620.00       | \$1,080.00       |
| Pete                                     | 0.00              | 0.00          | 100%   | 0.00             | \$0.00           | \$0.00           | \$0.00           |
| Robbie                                   | 0.00              | 0.00          | 100%   | 0.00             | \$0.00           | \$0.00           | \$0.00           |
| Finishing hand                           | 0.00              | 0.00          | 100%   | 0.00             | \$0.00           | \$0.00           | \$0.00           |
| Hammer hand                              | 1.00              | 45.00         | 100%   | 45.00            | \$1,800.00       | \$990.00         | \$810.00         |
| <b>Total calculation</b>                 |                   |               |  |                  |                  |                  |                  |
| <b>Total per week</b>                    | <b>4</b>          | <b>185</b>    |  | <b>185</b>       | <b>\$7500.00</b> | <b>\$4710.00</b> | <b>\$2790.00</b> |
| <b>Non Productive Time cost per week</b> |                   | <b>\$0.00</b> | <b>Average Charge Out Rate Excluding Non Productive Time</b> |                  |                  |                  |                  |
|  |                   |               | <b>\$40.54</b>   |                  |                  |                  |                  |

In this example the calculations for a working week for this gang is an average of \$40.54 per hour as the gang mainly consists of less skilled workers. This is slightly misleading as the foreman is not working full time on the tools due to coordinating subcontractors, phone calls, and administration duties.

By adding that, Brad is only on the tools 80% of the time, the average charge-out rate adjusts down to \$39.43, BUT the cost of supervision is \$600.00 per week **which must be recovered every week in the overheads tab under supervision**. This is a more accurate way to price, as you backcost actual supervision costs on a job as a separate item.

| Workgangs                          |                   |              |              |   |            |            |            |
|------------------------------------|-------------------|--------------|--------------|---|------------|------------|------------|
| Concrete Gang                      |                   |              |              |   |            |            |            |
| Position/Name                      | Number of Workers | Hours Worked | Productivity | Productive Hours                                      | Charge Out | Cost       | Profit     |
| Brad                               | 1.00              | 50.00        | 80%          | 40.00   | \$2,400.00 | \$1,680.00 | \$720.00   |
| Carpenter                          | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Labourer                           | 2.00              | 45.00        | 100%         | 90.00   | \$2,700.00 | \$1,620.00 | \$1,080.00 |
| Pete                               | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Robbie                             | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Finishing hand                     | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Hammer hand                        | 1.00              | 45.00        | 100%         | 45.00   | \$1,800.00 | \$990.00   | \$810.00   |
| Total calculation per week changes |                   |              |              |   |            |            |            |
| Total                              | 4                 | 185          |              | 175   | \$6900.00  | \$4290.00  | \$2610.00  |
| Non Productive Time cost per week  |                   | \$600.00     |              | Average Charge Out Rate Excluding Non Productive Time |            |            |            |
|                                    |                   |              |              | \$39.43   |            |            |            |

**Note:** The Framing Gang has a charge-out rate of \$53.48 due to having higher paid Carpenters in the team.

| Framing Gang                      |                   |              |              |   |            |            |            |
|-----------------------------------|-------------------|--------------|--------------|---|------------|------------|------------|
| Position/Name                     | Number of Workers | Hours Worked | Productivity | Productive Hours                                      | Charge Out | Cost       | Profit     |
| Brad                              | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Carpenter                         | 2.00              | 45.00        | 100%         | 90.00   | \$4,500.00 | \$2,700.00 | \$1,800.00 |
| Labourer                          | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Pete                              | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Robbie                            | 1.00              | 48.00        | 100%         | 48.00   | \$2,880.00 | \$2,088.00 | \$792.00   |
| Finishing hand                    | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Hammer hand                       | 0.00              | 0.00         | 100%         | 0.00  | \$0.00     | \$0.00     | \$0.00     |
| Total                             | 3                 | 138          |              | 138   | \$7380.00  | \$4788.00  | \$2592.00  |
| Non Productive Time cost per week |                   | \$0.00       |              | Average Charge Out Rate Excluding Non Productive Time |            |            |            |
|                                   |                   |              |              | \$53.48   |            |            |            |

And the Finishing Gang has a higher charge-out rate again due to the highly paid skilled craftsmen required to complete this work.

Workgangs

Concrete Gang

DEL

SAVE

Finishing Gang

DEL

SAVE

| Position/Name                     | Number of Workers | Hours Worked | Productivity  | Productive Hours | Charge Out | Cost       | Profit     |
|-----------------------------------|-------------------|--------------|---|------------------|------------|------------|------------|
| Brad                              | 0.00              | 0.00         | 100%  | 0.00             | \$0.00     | \$0.00     | \$0.00     |
| Carpenter                         | 0.00              | 0.00         | 100%  | 0.00             | \$0.00     | \$0.00     | \$0.00     |
| Labourer                          | 0.00              | 0.00         | 100%  | 0.00             | \$0.00     | \$0.00     | \$0.00     |
| Pete                              | 1.00              | 48.00        | 100%  | 48.00            | \$2,880.00 | \$2,160.00 | \$720.00   |
| Robbie                            | 0.00              | 0.00         | 100%  | 0.00             | \$0.00     | \$0.00     | \$0.00     |
| Finishing hand                    | 2.00              | 46.00        | 100%  | 92.00            | \$5,060.00 | \$3,220.00 | \$1,840.00 |
| Hammer hand                       | 0.00              | 0.00         | 100%  | 0.00             | \$0.00     | \$0.00     | \$0.00     |
| Total                             | 3                 | 140          |   | 140              | \$7940.00  | \$5380.00  | \$2560.00  |
| Non Productive Time cost per week |                   | \$0.00       | Average Charge Out Rate Excluding Non Productive Time |                  |            |            | \$56.71    |

Framing Gang

DEL



SAVE



Any adjustments made in the Workgang Positions will automatically update to the Workgangs calculation.

**N.B.** However, the **Flat Rate Resource** menu (charge out rates) needs to be changed manually for any adjustment in costs, as this Workgangs section **is just a calculation tool**.

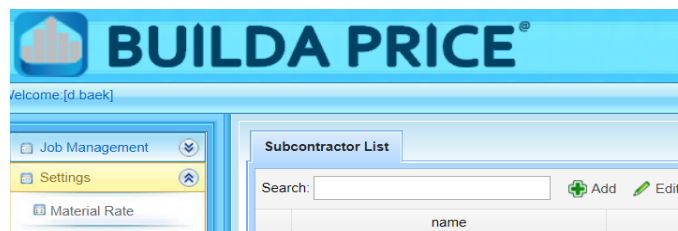
- Now that you have established the costs of various gangs, the Flat Rate Resource section can be populated with confidence.

| Flat Rate Resource           |                |   |  |
|------------------------------|----------------|---|--|
| Search: <input type="text"/> |                |  Add |  Edit |
|                              | Resource name  | Builder   |  |
| 1                            | Default        | Alan  | \$50.00  |
| 2                            | Concrete Gang  | Alan  | \$41.00  |
| 3                            | Framing Gang   | Alan  | \$53.50  |
| 4                            | Finishing Gang | Alan  | \$58.00  |

## 2.9 Subcontractor List

This is your own database to enter your preferred subcontractors that you use repeatedly. When you are pricing a project, you can then quickly and easily add subcontractors to the job from this database.

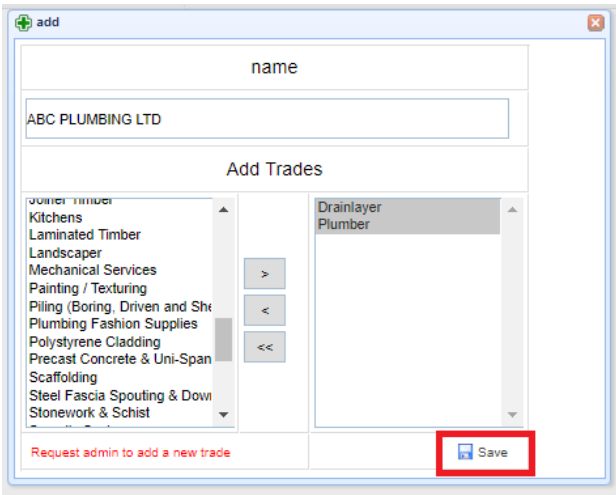
- Click the **Add** button beside the search bar.



- Enter subcontractor company name; then select each **Trade** this company does. Either add them one at a time, or simply hold the **Ctrl key** to select multiple trades at once.



- Use the arrow button to move the selected trades to the right-hand column, then **Save**.

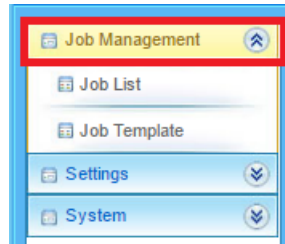


- Repeat for next subcontractor until list is complete with your preferred subcontractors' names and the trades they each do.

| Subcontractor List                          |                  |                             |
|---|------------------|-----------------------------|
| Search: <input type="text"/>                |                  |                             |
| <div><div></div> Add <div></div> Edit</div> |                  |                             |
|   | name             |                             |
| 1   | Petes Painting   | Painting / Texturing        |
| 2   | RS Aluminium Ltd | Aluminium Joinery,Flashings |
| 3   | ABC Plunbing Ltd | Roofing,Drainlayer,Plumber  |

**Note:** That punctuation cannot be used when entering subcontractors' names. (E.g. "Pete's Painting" must be written "Petes Painting".)

## 3. Job Management



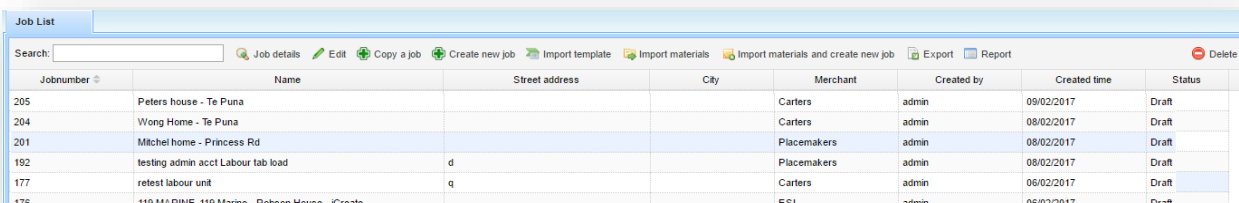
The **Job Management** taskbar is where you will spend most of your time. This is the point from which you access the pricing software proper.

### 3.1 Job List

Job List is where all your projects are stored, and where you price those projects. Every project you price through the software also adds to your company's historical data, which you can reference when pricing future projects.

To get to Job List:

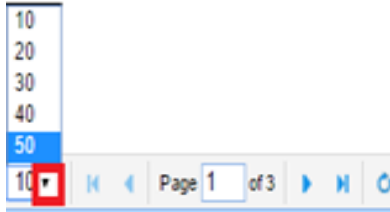
- Select **Job Management > Job List**. A similar screen to below will appear.



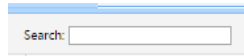
| Jobnumber | Name   | Street address | City | Merchant    | Created by | Created time | Status |
|-----------|--|----------------|------|-------------|------------|--------------|--------|
| 205       | Peters house - Te Puna                         |                |      | Carlors     | admin      | 09/02/2017   | Draft  |
| 204       | Wong Home - Te Puna                            |                |      | Carlors     | admin      | 08/02/2017   | Draft  |
| 201       | Michel home - Princess Rd                      |                |      | Placemakers | admin      | 08/02/2017   | Draft  |
| 192       | testing admin acct Labour tab load             | d              |      | Placemakers | admin      | 08/02/2017   | Draft  |
| 177       | retest labour unit                             | q              |      | Carlors     | admin      | 06/02/2017   | Draft  |
| 176       | 119 MARINE-119 Marine - Robson House - iCreate |                |      | ESL         | admin      | 06/02/2017   | Draft  |

### Navigating Pages

Located at the bottom of the screen is the page selector used to navigate between different pages. Select how many jobs you wish to see displayed on each page, or simply tab through the pages.

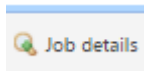


## Search Job List



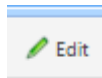
You can search for a specific job from your Job List by typing name into the Search Box.

## Job Details



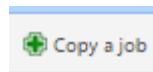
This is where you price your project. Select a Job and click **Job details** to open the Project and begin pricing it. For help on how to price work using Builda Price, see the section below Job Details: Pricing a Project.

## Edit Existing Jobs



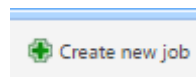
Here you can edit the job name, street address, city and job status. The job status is important as the Builda Price Job Tracking application can only find jobs that have the status of “Submitted”.

## Copy a Job



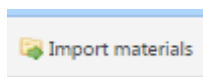
Used to copy an existing job while keeping the original as a record. For use with similar projects, allowing you to adjust the copied version where necessary to suit a new project. Rename as required after the copy process is complete.

## Create a New Job



If you are not importing a merchant’s Material Estimate, or you wish to start pricing before the estimate is available, click **Create New Job** to start pricing a project. You will then be able to price all tabs other than Labour and Materials.

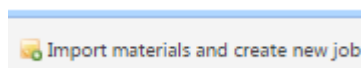
## Import Materials



If you have already started pricing a project before you have received the Merchant's Material Estimate, use this button to import the Merchant's pricing file to your project at a later date.

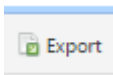
**BE SURE TO SELECT THE CORRECT MERCHANT when importing the file.**

## Import Materials and Create New Job



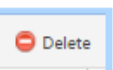
You can also create a new Project by importing the Merchant's Material Estimate pricing file, including the pricing for the job. **BE SURE TO SELECT THE CORRECT MERCHANT when importing the file.**

## Export a job



Your Project can be fully exported to a Spreadsheet program e.g. Microsoft Excel. Select your Project and click the Export button. Once exported, the document can be edited to suit your needs.

## Delete a job



If you choose to, you can delete a Project. Be very careful when deleting a Project. **Once deleted, the Project cannot be recovered.**

## 3.2 Job Template

The Job Template feature allows you to create a costing package from scratch, either for pricing a single job or as a template for repeated use.

Create your own takeoffs using your preferred merchant's material database within Builda Price to populate your template. Once your materials are selected their rates can be imported and applied at the touch of a button.

An **Export** option also allows you to conveniently transfer your takeoff to Excel spreadsheet.

### 3.3 Crucial Steps Before Pricing (an overview)

#### Start

- Before you start pricing any project, **study the plans/documents** and be confident that this project is the type of work you want to do.
- **Read the tag sheet** relating to the job and understand what it means.

#### Import merchant pricing file

- Import the material estimate and pricing from your preferred merchant. Ensure you **SELECT THE CORRECT MERCHANT**.

#### Check Material Total

- After a job's pricing file has been imported into Builda Price, the **very first thing to do** is to check that the total down the bottom right of the **Materials** tab is the same as the total on the merchant's printed quote. This means all items have successfully loaded into the job. This must be done before any changes are made to the job.
- **DO NOT PROCEED** until these totals balance. Call Builda Price admin for help if required.

|                          |  |  |                           |               |
|--------------------------|--|--|---------------------------|---------------|
| ceiling                  |  |  |                           | \$ 151,541.00 |
| exterior cladding trim   |  |  |                           | \$ 19,349.00  |
| interior lining and trim |  |  |                           | \$ 11,534.00  |
| slats & shelving         |  |  |                           | \$ 417.38     |
| insulation materials     |  |  |                           | \$ 3,960.56   |
| door hardware            |  |  |                           | \$ 738.08     |
|                          |  |  | sub total                 | \$ 258,901.69 |
|                          |  |  | (MERCHANT QUOTE) -> TOTAL | \$ 258,901.69 |
|                          |  |  | GST                       | \$ 38,835.25  |
|                          |  |  | GRAND TOTAL               | \$ 297,736.94 |

Compare the hard-copy from your **Merchant** with Builda Price to ensure the **Materials** totals balance.

|  |  |                 |
|--|--|-----------------|
| <input type="checkbox"/> All supplied by subcontractor |  | \$61,491.00     |
| <input type="checkbox"/> All supplied by subcontractor | <b>TOTAL OF MATERIALS IN BUILDAPRICE</b> |                 |
|  |  | \$1,110.74      |
| Total (before adjustments):                            |  | \$258,901.69    |
| Adjustments to material value:                         | \$0.00                                   | Wastage manual: |
|  |  | \$0.00          |
| Total:   |  | \$258,901.69    |
| Save   |  | Export          |

## Check Material Quantities

- The next step is most likely the **MOST IMPORTANT** process of all.
- Check the quantities of all big-ticket items** and alter if required, ensuring you are happy with the quantities provided by the merchant. Make any necessary changes in the **Build Qty** column – the cell will change colour to indicate that a change has been made.

| Edit Resources   | Labour | Materials | Misc | Subcontractor Quotes   | Sums         | Overhead  | Total  | Tags          |  |
|--|--------|-----------|------|------------------------|--------------|-----------|--|---------------|--|
| Product  |        |           |      | Product Usage          | Material Qty | Build Qty | Material Unit  | Material Rate |  |
| <input checked="" type="checkbox"/> Foundation Hardware      |        |           |      |                        |              |           | <input type="checkbox"/> All supplied by subcontractor |               |  |
| <input type="checkbox"/> Powers Galv Thru Bolt M12 135mm     |        |           |      | Ext Wall BP Fix @ 900c | 15.00        | 15.00     | ea   | \$1.15        |  |
| <input type="checkbox"/> Square Washer Galv HD 50x50x3mm M12 |        |           |      | Bolt Washers           | 15.00        | 15.00     | ea   | \$1.03        |  |

If a few joist hangers are missing, you will be able to live with that. However, if you are short on floor joists, that will be a costly mistake in terms of both the labour and materials.

Remember, the quantities provided by the merchant provides the basis for all your costing going forward, so spend time doing simple checks and quick calculations.

(For example: Dividing the first-floor area by 0.45 (floor joists at 450mm centres) plus a portion for double joists and some wastage should reflect the metres of floor joists required for the first floor of this project.)

- Do not cheat on this step.** It is very important.

## Check Labour Factors

- Another thing to check is the Labour Factors. They are important in calculating the required manhours for a specific job. As you import your own jobs into the software, there will be labour factors associated with the materials used.

Sometimes you will get items that have no labour factor attached to them. Not to worry, these items are new products that have not been uploaded into the database before. Therefore, these need to be updated for you to price your jobs accurately. Simply wait 24

hours then hit the **Reprice with Latest Labour Factors** button at the bottom of the Labour tab.

- Look out for **RED** cells in the labour tab. You will need to apply labour to these items as they are **Non-Stock Items**. Simply search the **Labour Factor Table** in the Settings taskbar to find appropriate labour factors.

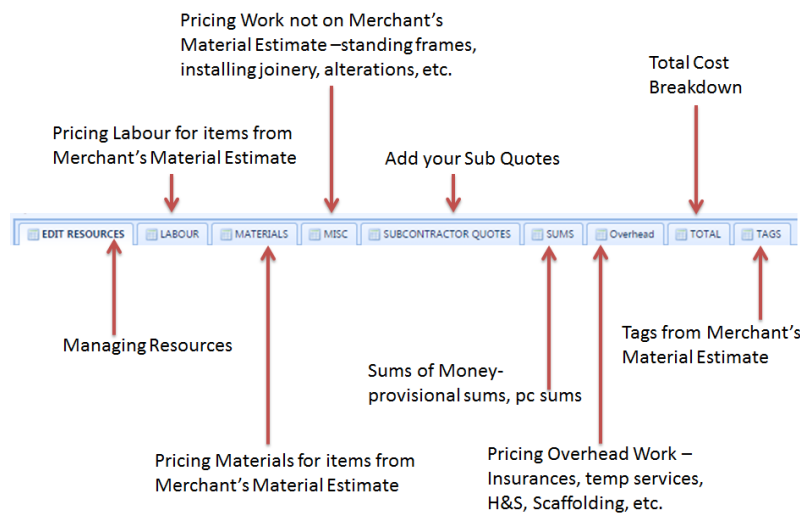


## 4. Job Details: How to Price A Project

### 4.1 Tab Bar Overview

Now it's time to start pricing your Project. (Job Management > Job List > Highlight Project > Job Details)

Once a job opens, there will be nine Tabs along the top bar. Each Tab represents a different aspect of pricing the project. A more detailed description for each Tab can be found in their dedicated sections below.



### 4.2 Edit Resources

The project will open on the Edit Resources tab. All templates previously set up in the (Settings → Flat Rate Resources, Workgang Postions and Workgangs) will be copied over to the Project.

- The Edit Resources tab allows you to quickly adjust any values that specifically apply to this project, which may be different to the those defaults copied from **Settings**.
- Set the length of your standard working day by adjusting the **Default Work Hours**.

| Default Work Hours settings     |                                  |
|---------------------------------|----------------------------------|
| Own Labour Estimate Hours / Day | Own Labour Estimate Hours / Week |
| <input type="text" value="9"/>  | <input type="text" value="45"/>  |

- You can also adjust your flat rate and workgang position settings here as well, should they require tailoring to this specific job.

## 4.3 Material Tab

### Check totals

- Check that the total down the bottom right of the **Materials** tab is the same as the total on the merchant's printed quote.

### Check quantities

- Check the quantities of all big-ticket items and alter in the Build Quantity column if required.

### Add new items



- To the required subheadings (Explained below – Common to both the Labour and Material tabs).

### Allocate items or entire subheadings to be subcontracted out

- Select as required (Explained below – Common to both the Labour and Material tabs).

### Add adjustment to material value

- Add a value for all the material consumables used on a job, that are not in the merchant's material estimate (bracing timber, tape, paint brushes and other sundries).



|   |        |                             |              |
|---|--------|-----------------------------|--------------|
|   |        | Total (before adjustments): | \$258,901.69 |
| Adjustments to material value:  | \$0.00 | Wastage manual:             | \$0.00       |
|   |        | Total:                      | \$258,901.69 |
|  Save  Export |        |                             |              |

### Add wastage

- Either line by line..

| Build Qty | Material Unit | Material Rate | Adjustment to value | Waste | Material Total |
|-----------|---------------|---------------|---------------------|-------|----------------|
| 14.00     | lgth          | \$25.45       | \$0.00              | 10%   | \$391.93       |
| 29.00     | lgth          | \$25.45       | \$0.00              | 5%    | \$774.95       |

- Or as a percentage over the entire job (very bottom of materials tab).

|   |        |                             |              |
|---|--------|-----------------------------|--------------|
|   |        | Total (before adjustments): | \$258,901.69 |
| Adjustments to material value:  | \$0.00 | Wastage manual:             | \$25,890.00  |
|   |        | Total:                      | \$284,791.69 |
|  Save  Export |        |                             |              |

## Final check

- The material pricing process is now completed, so **ensure you are happy with the final dollar value of the material tab** (Excludes GST).

## 4.4 Labour Tab

Labour is the task that carries the **most risk** and is where you stand to lose the most money. This is the **most important part to get right**. The process here is to ensure there is a sufficient number of man-hours to complete all labour activities for the materials listed in the merchant's material estimate.

Again, concentrate on the big-ticket items.

- Select the **LABOUR** tab.
- Each subheading will be priced out at the default rate. Select a different gang rate value for each subheading should you want to price a work-section at a different rate.

## Reprice with Latest Labour Factors

- After importing your estimates there will be items that have labour factors missing. Inside the Labour Tab, there is a **Reprice with Latest Labour Factors** button located at the bottom. The button will populate the missing values with the latest labour factors.

- With that done, expand every subheading and examine the man-hour allowance line by line in the **Manhours** column.

## Red Cells

- In the Labour Tab, you may find that there are **RED** cells that appeared after you imported your job. These cells indicate that they are **Non-Stock Items**. Non-Stock Items do not have any labour allowances. Therefore, you will need to apply labour allowances to them.
- Add any missing labour factors (red cells) to calculate the man-hours and labour costs for those items.
- Use the **Own Labour Estimate** at the foot of each subheading to double-check the manhours. Enter your own estimate of time (e.g. 3 workers for 5 days) and compare to the software's estimate for that subheading. If there is a large disparity between your estimate and the software's, check the materials and quantities carefully to ensure there is not an error. If the quantities appear to be accurate then you will likely need to adjust the degree of difficulty percentage. [see Project Variables below for more info]
- **Add any additional items** that may be required using the **Add Item** button at the base of each subheading.

## Project Variables

If you consider the manhours either seem too great or insufficient to complete the job, then there are three possibilities:

1. **The quantity is incorrect.** Check and change if required. Note that in the **Materials** tab, a sheet of plywood will be displayed as a sheet. Whereas the **Labour** tab will display the same item as m<sup>2</sup>, with a much higher quantity to cover the same area.

The reason for this is that the labour factor is calculated as the rate for fixing each square metre, not for fixing an entire sheet. Make sure you check what unit the tab is working in (**sht** or **m<sup>2</sup>**). I

**It is safer to adjust the Material quantities in the Materials Tab**, as the units will be the same denominations that you order the product in (e.g. sheets of ply, lengths of flashings, etc.)

2. **Degree of Difficulty.** You may feel the building is either more complex or much simpler than a standard project. Therefore, an adjustment will be required by increasing or decreasing the degree of difficulty percentage until you achieve the hours required to complete each task. Use the Own Labour Estimate to help you determine the correct Degree of Difficulty.
3. **The Labour Factor is incorrect. CAUTION IS REQUIRED HERE.** Check any labour factors in question against similar items. Be sure to take note of the usage. Call Builda Price to discuss any concern you may have if you feel a labour factor is incorrect. Change and save if necessary but be sure of your facts before changing labour factors.

**Note:** Alterations to existing structures (renovations) can take as much as 30% longer than a normal build. All man-hours in a subheading can quickly be adjusted by selecting the **Bulk Degree of Difficulty %** drop-down box at the base of each subheading.

## Supplied by Subcontractor

- Use the tick-box to the left of each item to select those items you intend to have installed by a subcontractor. This will remove your labour cost for that item. Alternatively, allocate the labour for a whole work-section to a subcontractor by selecting the **All Supplied by Subcontractor** tick-box alongside each subheading.

## Own Labour Estimate

- Now comes the final and very important check. As described earlier, select **Use Own Labour Estimate** at the base of each subheading. Enter the amount of labour that you feel, from gut instinct and on-site experience, that the project should take. The Builda Price value should be close to your estimate. If there is significant difference between your own labour estimate and the Builda Price value, look harder at the **Project Variables** described above.
- Unselecting the **Own Labour Estimate** cancels the **Own Labour Estimate** calculation and will revert to the Builda Price generated values.
- Ensure you are happy with the man-hour allowances and final dollar value of the labour tab.
- **Note:** Selecting and populating templates in the Miscellaneous and Overheads Templates sections will further add labour and materials values to the project.

## 4.5 Miscellaneous Tab

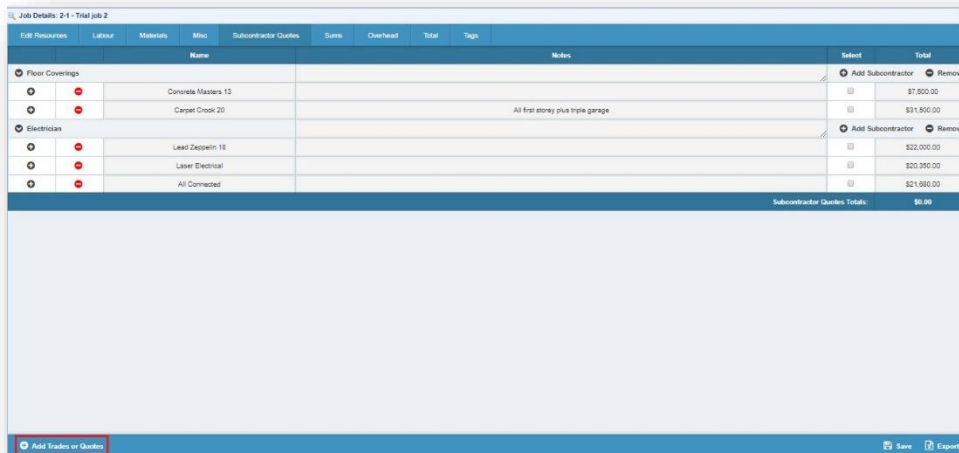
- **Add Miscellaneous Templates** for all the construction not allowed for in the material estimate provided by the merchant. This will usually be one of two things:
  1. Those activities which are nothing to do with your Materials supplier, (e.g. Excavations or Demolitions), or
  2. Those items which are on the Materials quote provided by your merchant, but have been quoted without line-items as just a single monetary sum (e.g. Interior Doors – Qty 1 - \$4,500.00). While the material value is already there, without line-item detail the software cannot automatically calculate labour and we must use one of our Misc Templates instead.
- Other examples:
  1. Demolition
  2. Set out
  3. Excavations
  4. Boxing
  5. Standing pre-nailed frames
  6. Anything else where you need to supply labour and material

Select from the customizable Builda Price templates, or simply create your own.

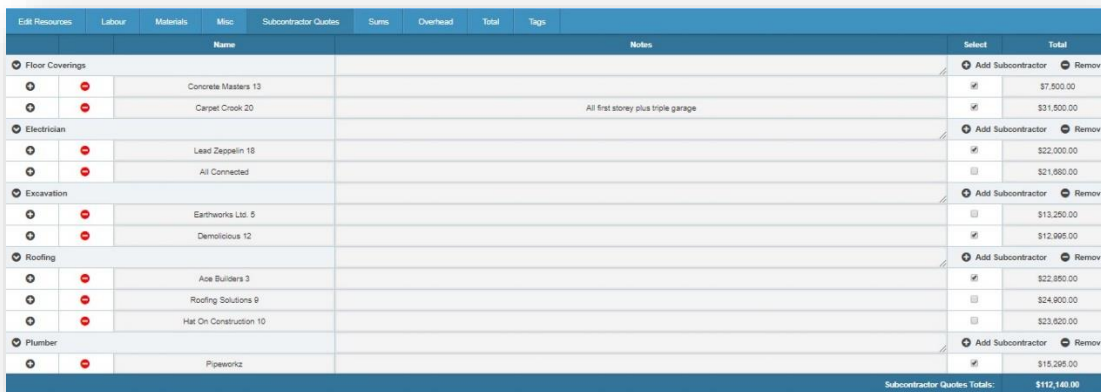
For more detail on this process, see **Setting up Builda Price > Miscellaneous Templates** section of this manual.

## 4.6 Subcontractor Quotes Tab

- Click the “Add Trades or Quotes” button down the bottom left. Select the desired trades and hit Save. Key in all the subcontractors quotes for each trade in the right hand column.



- Select (tick) those quotes that you want included on this job and carried over to the Totals page.



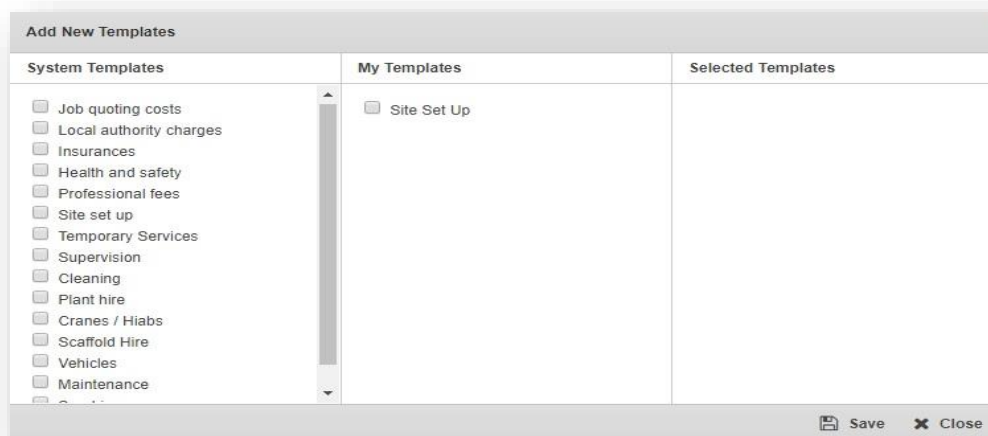
- By having all the quotes compiled in one place, Builda Price becomes a powerful negotiating tool when sitting down to discuss subcontractor options with the client. After all, it is their money. Let them have a say, with your guidance, how they spend it!

## 4.7 Sums Tab

- Enter costs of monetary sums (Kitchens, bathroom fittings, etc.).
- Be aware, **Prime Costs (PC Sums)** are quoted costs for defined work that were accurate at the time of pricing.
- **Provisional Sums** are ballpark estimates for work that has yet to be clearly defined, work which may not even take place at all.

## 4.8 Overheads Tab

- This section allows you to accurately price all the items that you pay for during the project, but which do not physically end up remaining as part of the finished building (e.g. insurances, fuel, consultants, etc.). This of this not as the cost of constructing the building, but rather the actual cost of running the project.
- Select from a range of pre-made templates or create your own.
- Any templates created under the **Settings > Overheads** menu will now be available here for selection. System templates on the left are blank and any that you have filled out / created yourself will appear in the **My Templates** list (see below).



If your company is struggling to make enough money to warrant the perils of being in business, there is a very high chance that you may not fully understand what it truly costs to run your organization.



Pay attention to this section and be realistic. Always be aware that there is a substantial overhead cost to building.

## 4.9 Totals Tab

- Add your margins here
- Key in the floor area of the build to get a square metre (m<sup>2</sup>) rate. This is a quick calculation tool for ensuring that the total price is in an acceptable range for the type of project being quoted.

## 4.10 Tags Tab

This tab was designed to allow the import of tags from merchants which include tags with their materials list. As such this only feature only supports certain file types.

- If, after importing a Materials list from your preferred merchant, this tab appears blank, then their files are not compatible. Ensure you refer to the merchant's hard copy quote for any tags that relate to the job.

## 4.11 Final checks

- Ensure you are happy with both the material quantities and the labour hours.
- Make sure all desired subcontractors are selected.
- Ensure all plans and specs are examined, understood and allowed for.
- Plug figures into the m<sup>2</sup> box located in the Totals tab.
- Compare the final price with similar projects from your own historical data.

## 4.12 Repricing at later date

TBC

## 4.13 Doing your own take off

TBC

## 5. Finally

- Understand your costs, price well and back cost diligently.

Builda Price has repeatedly proven to be invaluable in helping to price all aspects of a build, ensuring no crucial element is accidentally omitted. Don't build for nothing when the market gets tight or because you made an error. Bottom line: losing money is no fun at all. Go fishing instead. Fishing is fun even if the fish are not biting.