Dear Painting Contractors,

Thank you for taking the time to learn about our services. The Paint Bid Estimator @ Blueprint Estimating is successful at acquiring contracts and effective in implementing strategies that assist painting contractors in attaining job bids while remaining competitive in the industry.

Because of innovative technology we are able to communicate our services effectively across the United States allowing us to do business anywhere there is an internet connection. We pay close attention to keeping all communications confidential, and do not share privileged information.

**FAQ & Answers:**

***1.) How long does it take to perform a take-off.***

There is no way to know how long it takes to create a bid until you actually take the job off. Buildings vary in size and configurations. Every project is different, the amount of time we spend on a project depends on several factors such as the size of the project, how good the print & specs are, how long it takes to download the bid docs, and if we have all the information about the project we need from you and the GC or Owner.  Some projects end up with multiple addendums which take time to download, review and incorporate into the bid.  **Note: A minimum of 1 business day is required to incorporate any last minute addendums into a bid.**

We would be happy to assist you in reviewing a project to help you decide whether you truly want to bid the job or not.  However, please note this normally takes 1-2 hours depending on the size of the project. Payment is required in advance, as we would invoice you for 1-2 nonrefundable hours before accessing the project (regardless if you decide to bid the job or not).

It is also important for you to understand that the time it takes to review the job and help you decide if you want to bid the job is an additional cost to bidding the job.

Our goal is to quote the most competitive bid while keeping you profitable.

***2.) What is the turnaround time?***

The quicker we receive the bid documents the sooner we are able to set the job up and schedule it to be taken off. We service all customers on a 'First Come, First Serve' bases. We request all projects to be sent to us as early as possible, with at least one week prior to the actual bid date. We try our best to complete every bid before the bid date but cannot guarantee completion on projects received less than one week prior to the bid date. Again, we serve our customers on a first come, first serve basis.

We look forward to servicing your estimating needs.

***3.) Does the bid cost cover Project Management services for contracts you win?***

No, bid cost does not cover project management services.

Yes, we offer project management services on projects we bid for the same hourly rate as our estimating cost.

***4.) How do you get bid documents to us?***

Sending us your bid docs can be as easy as A B C

1. **Authorize us to download directly from General Contractor’s website**.

Simply forward your ITB to the Paint Estimator @ [biz@blueprintestimating.com](mailto:biz@blueprintestimating.com) and we will save you the trouble of

going online. We will even contact support if we have any problems downloading the bid documents.

Don't forget to supply us with the login & password where necessary.

1. **To use our Drop Box link below Ctrl + Click to send files. Or, copy the link below and paste in your browser.**

<https://blueprintestimating.sharefile.com/share/getinfo/r6673d7095004cd5b>

1. **Send the paint estimator your bid docs via Email to** [biz@blueprintestimating.com](mailto:biz@blueprintestimating.com)(File formats MUST be PDF files).

Once we completed the bid, we will send your invoice and forward on your job folder as soon as we receive payment.

***5.) What else is required to complete the bid?***

1. **We need ‘Your Number’!**  Every bid requires one hourly rate.  Your hourly rate should include:

* Journeymen’s wages for what you pay your man in the field.
* Taxes & Insurance.
* Overhead & Profit.
* Any other expenses

The above should all be included in ONE hourly rate you give us to use in your bid.

We incorporate materials based on Sherwin William's or Benjamin Moore products and pricing.  After the first project we do for you, we will send you a blank Sherwin Williams product pricing list for MPI products. Have yourself or your Vendor fill it out (on our form) and send it back to us. Once received, we will incorporate your pricing into your database for your future projects.  We would also do the same for lift equipment.  Note:  Materials are NOT included in your hourly rate.

***6.) What is the rate for Blueprint Estimating?***

Normal Hourly Rate is $55.00 an hour and applies to work performed Monday through Friday normal business hours.

Work performed outside normal business hours is considered overtime and requires overtime pay (see overtime hourly rate below).

Overtime Hourly Rate is equal to one and one half normal hourly rate (time & a half)

Every project includes tasks such as but not limited to: downloading documents & setting up the job folder, loading the documents into our system and performing the 'take-off', and packaging & sending the project folder to the customer.

Details of all the time spent on completing your bid can be found on your invoice.

Please note:

We have a 4.5 hour minimum on every project (Base Bid over $2500.00).

We have a 3.5 hour minimum on every project (Base Bid under $2500.00).

We have a 1 hour minimum on processing addendums/RFI’s/requested changes etc.

We strive to be time efficient and do the best job possible.

***7.) What is the cost for Re-Bidding a job or addressing Addendums/RFI's/Notifications for a job we previously bid for you?***

***Normal rates apply, 1 hour minimum required for processing of Addendum/RFI’s/Notifications etc.***

Normal Hourly Rate is $55.00 an hour and applies to work performed Monday through Friday normal business hours.

Work performed outside normal business hours is considered overtime and requires overtime pay (see overtime hourly rate below).

Overtime Hourly Rate is equal to one and one half normal hourly rate (time & a half)

Steps we follow when we receive additional documentation on a job we previously bid for you.

1. Download all additional project documentation (i.e. addendums, RFI’s, clarifications, revised prints etc.) into original job folder.
2. Review original specs, prints & proposal to familiarize ourselves with the original bid.
3. Thoroughly read through all additional documentation issued for the project that would affect our bid (i.e. addendum write ups, RFI’s, clarifications, sketches & prints etc.).
4. Compare original project docs to the new docs and determine if our original bid is affected & require revisions.
5. If it is determined that the changes **DO NOT AFFECT** the scope of the original bid, we would

* Invoice you for time spent on the review (1 hour minimum).
* Revise your proposal to reference the new documents issued.
* Send you your revised proposal after receiving payment.

1. If it is determined that the changes **DO AFFECT** the scope of the original bid, we would

* Load new prints into our system.
* Revise the bid accordingly.
* Revise the project documentation i.e. take-off, reports, proposal etc.
* Invoice you for the time spent on revising the bid.
* Send your revised bid folder after receiving payment.

There is no way to know how long it takes to rebid a job or revise it per additional documentation published until you actually follow the steps mentioned above. Every project is different; the amount of time we spend on a project depends on several factors. Factors such as; How much of the project is changing? Are the changes being made minor or major? Will the changes include revised prints? Are the changes being communicated clearly through a narrative or will we have to figure out what changes are being made by comparing the old to the new. Will we have to contact the contractor to get our questions answered? It has been our experience that rebids, addendums can sometimes be more time consuming than the time it took to originally bid the job.

**Important Note: We strive to be time efficient and do the best job possible.**

**A minimum of 1 business day is required to incorporate any last minute addendums into a bid.**