

COST PROPOSAL WORKSHEET



Incorporated County of Los Alamos
Procurement Division
101 Camino Entrada, Building 3
Los Alamos, NM 87544

Offeror Company Name:	
Solicitation No.:	
Solicitation Title:	
Name and Title of the Person Completing this Form	

INSTRUCTIONS:

1. Using this form, or Offeror's own similarly formatted document, propose costs for all services, defined clearly in individual line items. If more space is needed, Offerors may add rows to clearly describe all costs or may provide more information separately.
2. All costs proposed must be in the currency of the United States of America.
3. Describe costs for reimbursable expenses, if any. If travel costs are proposed as direct reimbursable costs, Offerors should note the County's *Travel Guidelines provided below and note any deviations or exceptions proposed by Offeror.
4. Describe costs for any additional and optional services Offeror may propose that are not already clearly described.
5. In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
6. Provide costs for all services (including additional, optional, and future services) for all years of an agreement. County will consider, but is under no obligation to accept proposed future year unit prices or price escalations, which may include but are not limited to price escalations based on:
 - a. a specified dollar amount;
 - b. a specified percentage;
 - c. a capped not-to-exceed dollar amount or percentage (e.g., annual increases will never exceed the lesser of \$1,000.00 or 3%, per year over the prior year's fee amounts);
 - d. or some other formula (e.g., a specific Producer Price Index or Consumer Price Index).
7. If proposing a price escalation mechanism for future years of an agreement where a specified dollar amount or specified percentage has not been proposed (e.g., if using a CPI), Offerors should also clearly describe the process and timing for Offeror to notify County of any such increase and the process by which County would approve such an increase in future years. County, at its sole discretion, reserves the right to accept any given proposed fees and price escalation mechanism and process for any agreement term length.

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Project Tasks	Direct Labor Hourly Rates by Classification	Total Hours	Total Amount
Project Initiation and Schedule			
Project Management			
Code Review and Recommendations			
Develop a Wildlife Assessment and Findings Report			
County Council Presentation			
Total			
Are travel fees included in these Project Task Fees?			YES OR NO
Are materials and supplies included in these Project Task Fees?			YES OR NO
Hourly Rates – Normal Business Hours Describe hourly rates by classification for Services performed during Normal Business Hours (Mon.-Fri. 8:00 – 5:00)			Rate
Hourly Rates – Outside Normal Business Hours If applicable, describe hourly rates by classification for Services performed outside Normal Business Hours.			Rate
Administrative or Invoice Processing Fees Describe any additional administrative or invoice processing fees.			Fee
Other Fees Describe any other tasks, services, cost categories, and fees not already stated. If such services are optional, state that they are "Optional."			Fee

Travel and Per Diem If travel costs are not already included in the fees described above, describe and provide amounts for Travel costs throughout the Project. If Offeror is proposing travel costs as direct reimbursable costs, the *Travel Guidelines below will apply. Contractor's travel will require prior approval from the County Project Manager.	
Equipment, Materials, Supplies, and Other Direct Reimbursable Costs If proposing such costs as direct reimbursable costs not already included in the fees described above, identify the anticipated equipment, materials, supplies, etc., and total cost throughout the Project. Describe how County would be charged for any equipment, materials, supplies, and other direct reimbursable costs not already include in the fees described above. Any such costs will require prior approval from the County, and if purchased from a third-party, will require a copy of the invoice from Contractor's supplier.	<i>Example 1: Materials and supplies from Offeror's inventory, with prior approval from the County Project Manager will be billed directly to County at current (time of use) wholesale replacement cost.</i> <i>Example 2: Equipment, materials, and supplies with prior approval from the County Project Manager, will be billed directly to County at actual cost with a copy of the invoice from Contractor' supplier.</i>
Describe Offeror's Proposed Payment Schedule Payment schedules, including but not limited to monthly progress payments, should be based on the completion of actual deliverables, tasks, or Services completed to the satisfaction of the County Project Manager. County cannot agree to pay for services not provided and cannot agree to a deposit or payment upfront upon contract signing.	

***Travel Guidelines:**

If Offeror's travel costs are proposed as direct reimbursable costs, copies of all travel expenses must accompany invoices submitted to County and shall only include the following:

1. The most economical means of transportation shall be used, commercial airlines coach fare rates;
2. Business-related tolls and parking fees;
3. Rental car, taxi service or shuttle services;
4. Mileage shall be reimbursed at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service or a minimum of \$0.45 per mile;
5. Hotel or motel lodging, not to exceed \$250.00 base rate per night excluding tax;
6. Meals, per Los Alamos County Travel Policy, currently \$90.00 per diem daily for multi-day travel, or up to \$40.00 daily for one day travel;
7. Internet connectivity charges;
8. Any other reasonable costs directly associated with conducting business with County.
9. If reimbursement for lodging or airfare is sought and no receipt is furnished by Contractor showing the actual cost, the travel expense shall be deemed unreasonable and un-reimbursable.

Travel Expenses not allowed are as follows:

1. Entertainment; in-room movies, games, etc. and
2. Alcoholic beverages, mini bar refreshments or tobacco products.