

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. If planning to utilize subcontractors, please name the subcontractors and the portion of Services they will perform.

COST PROPOSAL WORKSHEET:

Description	Hourly Rates	Total Hours	Total Amount
Abiquiu			
Abiquiu – Comprehensive Condition Assessment Field Inspection & Evaluation			
Abiquiu - Electrical Testing			
Abiquiu – Turbine Runner Inspection and Evaluation			
El Vado			

El Vado – Limited Condition Assessment Field Inspection & Evaluation (less turbine/generator rehabilitated equipment 2016 & 2017)			
Abiquiu & El Vado			
Capital Improvement Plan for Abiquiu & El Vado			
ALTERNATE			
El Vado – Evaluation of plant shut-down during dam restoration			
Hourly Rate by classification for additional or optional services			
Direct Costs*	Per Night/Per Mile		
Travel, Lodging**			
Travel, Food			
Travel, Mileage			
Reproduction/Printing/Binding			
Supplies			
Total Direct Costs			
Total Cost			

***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.