

## Our Estimating Process

During the initial tender brief with you the client we will talk through the proposed tender with you and make sure we will be able to complete the tender within the time frame, and, agree how you would propose to run the project on site, In house labour or Subcontract Labour.



Once we agree the above we will obtain from you the tender documents mark electronically and isolate subcontract packages to send out subcontract enquiries.



We can send the enquiries either electronically by using “You send It Software” our contract management system, or via normal E mail, CD in the Post or in traditional paper Format, to either your preferred subcontractors or selected Subcontractors from our list of 4700 subcontractors



To expedite matters we utilise Google Earth to virtually visit the site to make preliminary notes before the actual site visit when we will make notes of all relevant site information, together with a full digital photographic backup. We will also survey the surrounding areas for suppliers and subcontractors that may assist in formulating a cost effective bid.



Depending on the type of tender, i.e. drawings and specification, when we will prepare a full set of Builders Quant's for in House works and subcontract works or if your client has provided a BOQ, when we can import the document into Conquest electronically, we will then compile full rate build ups using our Conquest computerised estimating system.

A provisional set of labour and materials, subcontract target rates can be used to populate the tender and these rates can be amended in seconds when firm fixed prices are obtained.



On completion of the estimate we will attend your office for a tender adjudication, and give a full overview of the project and present a full analysis of the build-up of the estimate for your review. This is normally provided on our standard Excel spread sheet for ease of use in house and updating.



When we are successful in securing your bid then, for an additional daily rate charge we will attend any post tender client interviews/negotiations and produce a full hand over package for your contracts team. We can also administrate you month by month valuations.

### **Additional Information**

All Estimates prepared are built up from first principles with agreed labour rates as provided by clients or as thought fit for the project.

**Willow Estimating** will source material prices from merchants and adapt for the special prices that some clients may be eligible to from merchants.

**Willow Estimating** have a database of in excess of 4500 named subcontractors, both local and national, to call upon which can be used to supplement a client's own list of subcontractors.

- ✓ Fully detailed quantity take offs. (Paper copies & PDF doc)
- ✓ Fully detailed estimate breakdowns. (Excel doc)
- ✓ Summary of all labour requirements. (Excel doc)
- ✓ Summary of all plant requirements. (Excel doc)
- ✓ Summary of materials requirements. (Excel doc)
- ✓ Summary of all subcontract requirements. (Excel doc)

**Willow Estimating** are able to source (A0, A1, A2) Project plan copying at competitive prices.

**Willow Estimating** have used computerised estimating systems for the past 17 years and for the past 8 years have heavily invested in the Conquest Estimating System which is considered second to none and is now fast becoming the recognised industry standard.

The reporting within Conquest enables the uniqueness of all clients' companies to be incorporated into the final tender submission.