



Inviting Subcontractor Estimators to an Estimate

1. Click on the **Estimate Center**  icon.

1.1. Type in the Project Name in the Search field  located in the upper-right hand corner of screen to find the Estimate.

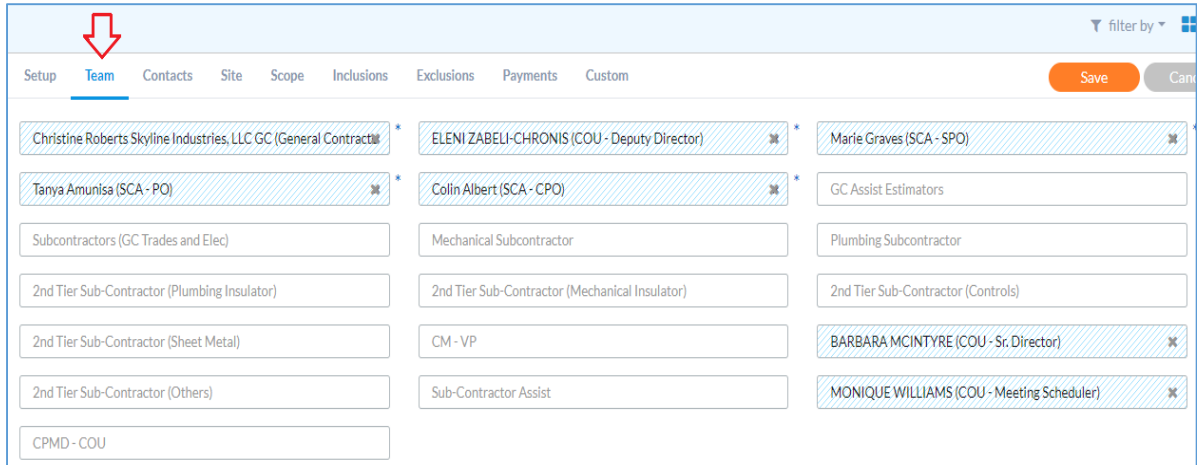
Note: Search can be used with the Project Name, LLW, NOD Number, Contract Number, Estimate Description, etc.

1.2 Click on the pencil icon  located inside the Estimate Tile of the Estimate.

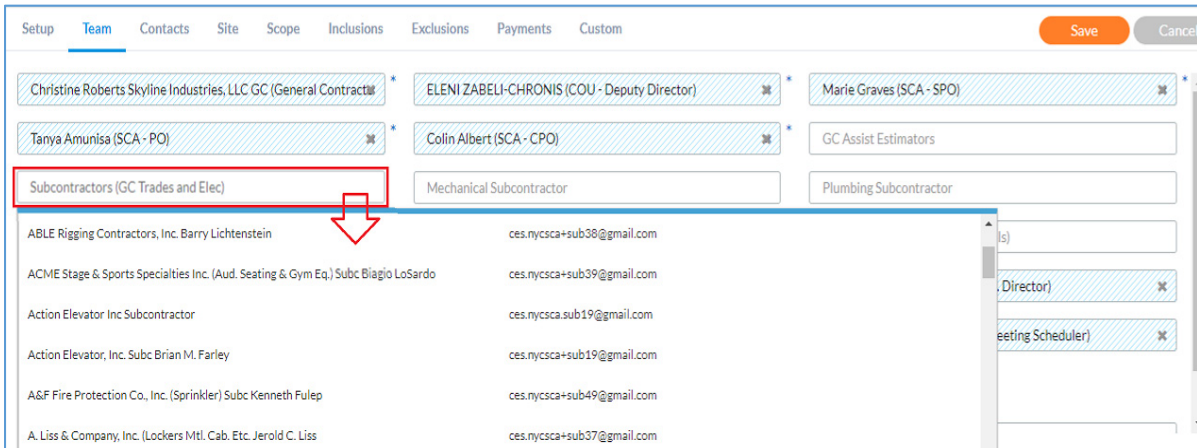


Cost Estimating System: How to invite Subcontractor Estimators to an Estimate [for General Contractor]

1.3 In the **Edit estimate** popup, click on the **Team** tab.



1.4 Find the field labeled **Sub-Contractor (GC Trades and Elec)** and double-click to get drop down.





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1.5 Select the **Subcontractor (GC Trades and Elec)** that you want added to the Estimate. That person will now show as part of the Team.

The screenshot shows the 'Team' tab in the Cost Estimating System. The dropdown menu for 'Subcontractor (GC Trades and Elec)' is highlighted with a red box. The dropdown options include: Christine Roberts Skyline Industries, LLC GC (General Contractor), Tanya Amunisa (SCA - PO), Guido Giambone CRUZ CONCRETE REPAIR, INC. Subs (Subcontractor), 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Sheet Metal), 2nd Tier Sub-Contractor (Others), CPMD - COU, ELENI ZABELI-CHRONIS (COU - Deputy Director), Colin Albert (SCA - CPO), Mechanical Subcontractor, 2nd Tier Sub-Contractor (Mechanical Insulator), CM - VP, Sub-Contractor Assist, Subcontractors (GC Trades and Elec), Marie Graves (SCA - SPO), GC Assist Estimators, Plumbing Subcontractor, 2nd Tier Sub-Contractor (Controls), BARBARA MCINTYRE (COU - Sr. Director), and MONIQUE WILLIAMS (COU - Meeting Scheduler).

Repeat steps 1.4 thru 1.5 to add any additional **Subcontractor (GC Trades and Elec)** Estimators to the Estimate.

The screenshot shows the 'Team' tab in the Cost Estimating System. The dropdown menu for 'Subcontractors (GC Trades and Elec)' is highlighted with a red box. The dropdown options include: Christine Roberts Skyline Industries, LLC GC (General Contractor), Tanya Amunisa (SCA - PO), CRUZ CONCRETE REPAIR, INC. Subs (Subcontractors (GC Trades and Elec)), 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Sheet Metal), 2nd Tier Sub-Contractor (Others), CPMD - COU, ELENI ZABELI-CHRONIS (COU - Deputy Director), Colin Albert (SCA - CPO), Mechanical Subcontractor, 2nd Tier Sub-Contractor (Mechanical Insulator), CM - VP, Sub-Contractor Assist, Subcontractors (GC Trades and Elec), Marie Graves (SCA - SPO), GC Assist Estimators, Plumbing Subcontractor, 2nd Tier Sub-Contractor (Controls), BARBARA MCINTYRE (COU - Sr. Director), MONIQUE WILLIAMS (COU - Meeting Scheduler), and Subcontractors (GC Trades and Elec). A red arrow points to the list of subcontractors below the dropdown menu.

| Subcontractor Name | Email Address |
|--|---------------------------|
| ACME Stage & Sports Specialties Inc. (Aud. Seating & Stm Eq. Subc Biagio LoSardo | ces.nysca+sub39@gmail.com |
| Action Elevator Inc Subcontractor | ces.nysca+sub19@gmail.com |
| Action Elevator, Inc. Subc Brian M. Farley | ces.nysca+sub19@gmail.com |
| A&F Fire Protection Co., Inc. (Sprinkler) Subc Kenneth Fulep | ces.nysca+sub49@gmail.com |
| A. Liss & Company, Inc. (Lockers Mtl. Cab. Etc. Jerold C. Liss | ces.nysca+sub37@gmail.com |



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1.6 Find the field labeled **Mechanical Subcontractor** and double-click to get drop down.

The screenshot shows the 'Team' tab with various roles and contractors. The 'Mechanical Subcontractor' field is highlighted with a red box. A red arrow points to the dropdown menu below it, which lists several contractors and their email addresses.

| Role | Contractor | Email |
|--------------------------|---|----------------------------|
| Mechanical Subcontractor | ABLE Rigging Contractors, Inc. Barry Lichtenstein | ces.nycsca+sub38@gmail.com |
| | ACME Stage & Sports Specialties Inc. (Aud. Seating & Gym Eq.) Subc Biagio LoSardo | ces.nycsca+sub39@gmail.com |
| | Action Elevator Inc Subcontractor | ces.nycsca.sub19@gmail.com |
| | Action Elevator, Inc. Subc Brian M. Farley | ces.nycsca+sub19@gmail.com |
| | A&F Fire Protection Co., Inc. (Sprinkler) Subc Kenneth Fulep | ces.nycsca+sub49@gmail.com |

1.7 Select the **Mechanical Subcontractor** that you want added to the Estimate. That person will now show as part of the Team.

The screenshot shows the 'Team' tab with various roles and contractors. The 'John Shorel Grand Mechanical Corp - Piping (Mechanical Subcontractor)' field is highlighted with a red box.

| Role | Contractor |
|--------------------------|---|
| Mechanical Subcontractor | John Shorel Grand Mechanical Corp - Piping (Mechanical Subcontractor) |

1.8 Find the field labeled **Plumbing Subcontractor** and double-click to get drop down.

The screenshot shows the 'Team' tab with various roles and contractors. The 'Plumbing Subcontractor' field is highlighted with a red box. A red arrow points to the dropdown menu below it, which lists several contractors and their email addresses.

| Role | Contractor | Email |
|------------------------|---|-------|
| Plumbing Subcontractor | ACME Stage & Sports Specialties Inc. (Aud. Seating & Gym Eq.) Subc Biagio LoSardo | |
| | Action Elevator Inc Subcontractor | |
| | Action Elevator, Inc. Subc Brian M. Farley | |
| | A&F Fire Protection Co., Inc. (Sprinkler) Subc Kenneth Fulep | |
| | A. Liss & Company, Inc. (Lockers Mtl. Cab. Etc. Jerold C. Liss | |
| | All City Testing & Balancing Corp. (HVAC Balancing) Subc Vincent Famularo | |



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- 1.9 Select the **Plumbing Subcontractor** that you want added to the Estimate.
That person will now show as part of the Team.

The screenshot shows the 'Team' tab in the Cost Estimating System. The interface includes a top navigation bar with tabs for Setup, Team, Contacts, Site, Scope, Inclusions, Exclusions, Payments, and Custom. A 'Save' button is visible in the top right corner. The main area displays a grid of roles and contractors. The role 'Ira Seligman Forsythe Plumbing Subs (Plumbing Subcontractor)' is highlighted with a red box. Other roles include Christine Roberts Skyline Industries, LLC GC (General Contractor), Tanya Amunisa (SCA - PO), Guido Giambone CRUZ CONCRETE REPAIR, INC. Subs (Subcontractor), ELENI ZABELI-CHRONIS (COU - Deputy Director), Colin Albert (SCA - CPO), John Shorel Grand Mechanical Corp - Piping (Mechanical Subcontractor), Marie Graves (SCA - SPO), GC Assist Estimators, 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Mechanical Insulator), 2nd Tier Sub-Contractor (Controls), 2nd Tier Sub-Contractor (Sheet Metal), CM - VP, BARBARA MCINTYRE (COU - Sr. Director), 2nd Tier Sub-Contractor (Others), Sub-Contractor Assist, MONIQUE WILLIAMS (COU - Meeting Scheduler), CPMD - COU, and Subcontractors (GC Trades and Elec).

- 1.10 Once all the Subcontractor Estimators have been added to the **Team Tab**, click on the **Save** button.

The screenshot shows the 'Team' tab in the Cost Estimating System. The interface includes a top navigation bar with tabs for Setup, Team, Contacts, Site, Scope, Inclusions, Exclusions, Payments, and Custom. A 'Save' button is highlighted with a red box and an arrow pointing to it. The main area displays a grid of roles and contractors. The role 'Ira Seligman Forsythe Plumbing Subs (Plumbing Subcontractor)' is highlighted with a red box. Other roles include Christine Roberts Skyline Industries, LLC GC (General Contractor), ELENI ZABELI-CHRONIS (COU - Deputy Director), Marie Graves (SCA - SPO), Tanya Amunisa (SCA - PO), Colin Albert (SCA - CPO), GC Assist Estimators, CRUZ CONCRETE REPAIR, INC. Subs (Subcontractors (GC Trades and Elec)), Mechanical Subcontractor, Plumbing Subcontractor, 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Mechanical Insulator), 2nd Tier Sub-Contractor (Controls), 2nd Tier Sub-Contractor (Sheet Metal), CM - VP, BARBARA MCINTYRE (COU - Sr. Director), 2nd Tier Sub-Contractor (Others), Sub-Contractor Assist, MONIQUE WILLIAMS (COU - Meeting Scheduler), CPMD - COU, Action Elevator, Inc. Subc Brian M. Farley (Subcontractors (GC Trades and Elec)), and Subcontractors (GC Trades and Elec).

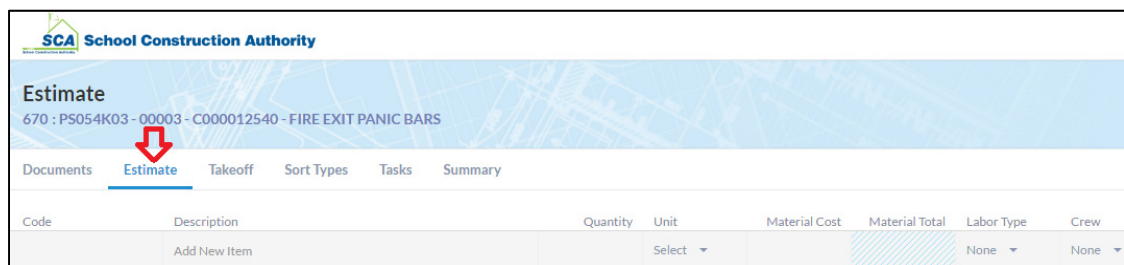
Cost Estimating System: How to invite Subcontractor Estimators to an Estimate [for General Contractor]

Assigning Subcontractor Estimators to line items in an Estimate

- 2.1 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.



- 2.2 Click on the **Estimate** tab.



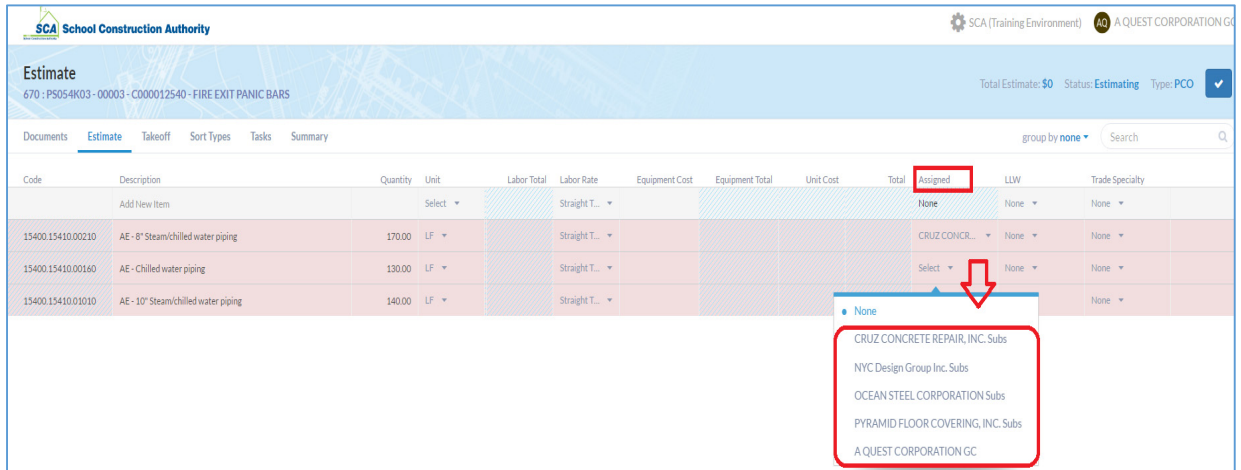
- 2.3 Click in **Add New item** to start adding line items to the Estimate.



| Code | Description | Quantity | Unit | Material Cost | Material Total | Labor Type | Crew | Labor Cost | Labor Productivity | Man Hours | Crew Days | Labor Total | Labor Rate | Equipme |
|-------------------|-------------------------------------|----------|--------|---------------|----------------|------------|------|------------|--------------------|-----------|-----------|-------------|---------------|---------|
| | Add New Item | | Select | | | None | None | | / Select | | | | Straight T... | |
| 15400.15410.00210 | AE - 8" Steam/chilled water piping | 170.00 | LF | | | None | None | | / Select | | | | Straight T... | |
| 15400.15410.00160 | AE - Chilled water piping | 130.00 | LF | | | None | None | | / Select | | | | Straight T... | |
| 15400.15410.01010 | AE - 10" Steam/chilled water piping | 140.00 | LF | | | None | None | | / Select | | | | Straight T... | |

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2.4 In the **Assigned** column, click on the drop-down to see list of Subcontractor Estimators.



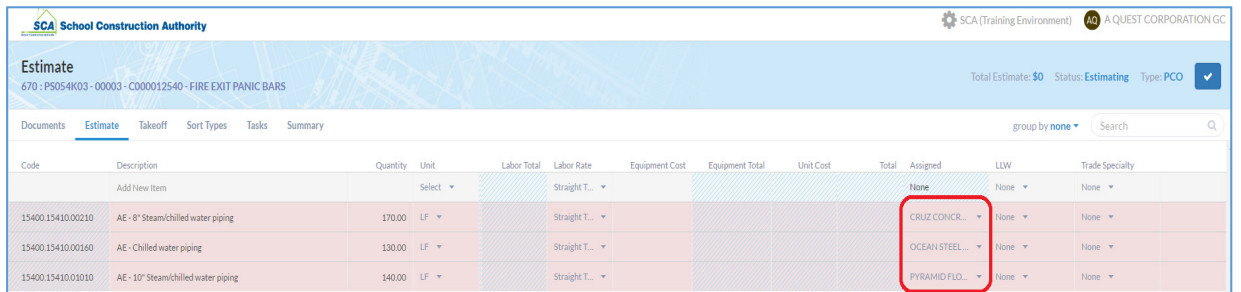
The screenshot shows the SCA Estimate interface for estimate 670: PS054K03-00003-C000012540-FIRE EXIT PANIC BARS. The 'Assigned' column is highlighted with a red box, and a dropdown menu is open, showing a list of subcontractor estimators. A red arrow points to the dropdown menu.

| Code | Description | Quantity | Unit | Labor Total | Labor Rate | Equipment Cost | Equipment Total | Unit Cost | Total | Assigned | LLW | Trade Specialty |
|-------------------|------------------------------------|----------|--------|-------------|---------------|----------------|-----------------|-----------|-------|---------------|------|-----------------|
| | Add New Item | | Select | | Straight T... | | | | | None | None | None |
| 15400.15410.00210 | AE- 8" Steam/chilled water piping | 170.00 | LF | | Straight T... | | | | | CRUZ CONCR... | None | None |
| 15400.15410.00160 | AE- Chilled water piping | 130.00 | LF | | Straight T... | | | | | Select | None | None |
| 15400.15410.01010 | AE- 10" Steam/chilled water piping | 140.00 | LF | | Straight T... | | | | | None | None | None |

Dropdown menu options:

- None
- CRUZ CONCRETE REPAIR, INC. Subs
- NYC Design Group Inc. Subs
- OCEAN STEEL CORPORATION Subs
- PYRAMID FLOOR COVERING, INC. Subs
- A QUEST CORPORATION GC

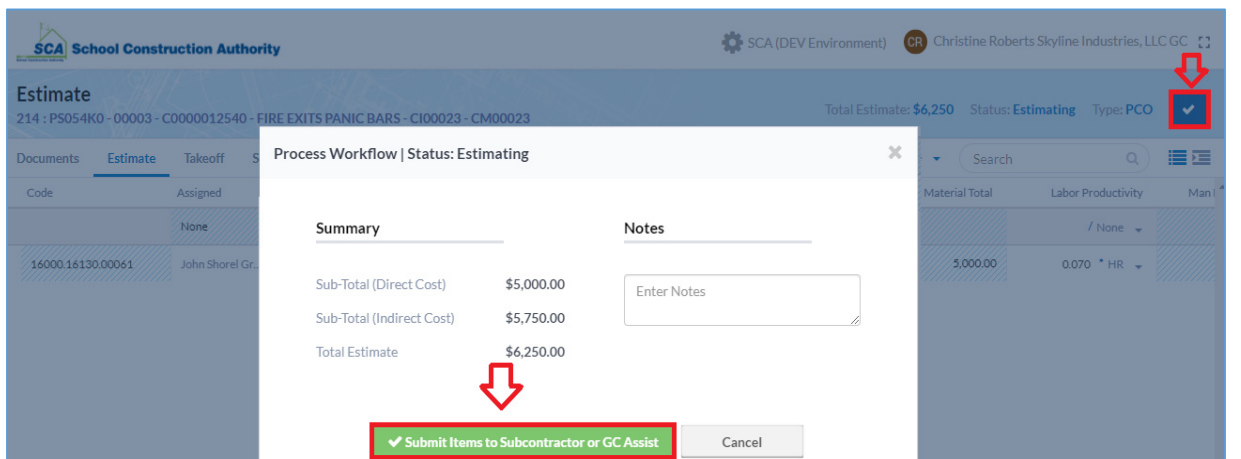
2.5 Select a Subcontractor Estimator for each line item.



The screenshot shows the SCA Estimate interface for estimate 670: PS054K03-00003-C000012540-FIRE EXITS PANIC BARS. The 'Assigned' column is highlighted with a red box, and a dropdown menu is open, showing a list of subcontractor estimators. A red arrow points to the dropdown menu.

| Code | Description | Quantity | Unit | Labor Total | Labor Rate | Equipment Cost | Equipment Total | Unit Cost | Total | Assigned | LLW | Trade Specialty |
|-------------------|------------------------------------|----------|--------|-------------|---------------|----------------|-----------------|-----------|-------|----------------|------|-----------------|
| | Add New Item | | Select | | Straight T... | | | | | None | None | None |
| 15400.15410.00210 | AE- 8" Steam/chilled water piping | 170.00 | LF | | Straight T... | | | | | CRUZ CONCR... | None | None |
| 15400.15410.00160 | AE- Chilled water piping | 130.00 | LF | | Straight T... | | | | | OCEAN STEEL... | None | None |
| 15400.15410.01010 | AE- 10" Steam/chilled water piping | 140.00 | LF | | Straight T... | | | | | PYRAMID FLO... | None | None |

2.6 Once finished, click on the **Process Button**  and select **Submit Items to Subcontractor or GC Assist** button.



The screenshot shows the SCA Estimate interface for estimate 214: PS054K0-00003-C0000012540-FIRE EXITS PANIC BARS-CI00023-CM00023. The 'Process Workflow' dialog box is open, showing a summary of the estimate and a list of notes. A red arrow points to the 'Submit Items to Subcontractor or GC Assist' button.

Summary:

- Sub-Total (Direct Cost): \$5,000.00
- Sub-Total (Indirect Cost): \$5,750.00
- Total Estimate: \$6,250.00

Notes:

- Enter Notes

Buttons:

- Submit Items to Subcontractor or GC Assist
- Cancel