

Electrical Estimating Checklist

A Final Review Before You Submit Your Bid

A good estimate is more than an accurate takeoff. Use this checklist to help catch missing scope, overlooked labor, outdated pricing, and other costly mistakes before the bid goes out.

1. Plans, Specifications & Scope

- ☐ Confirm you are using the latest drawing set and revisions
- ☐ Review all applicable specifications
- ☐ Review all addenda and bid clarifications
- ☐ Review architectural and structural drawings for items affecting electrical work
- ☐ Review drawing notes, legends, schedules, details, and one-lines
- ☐ Identify alternates and allowances
- ☐ Identify owner-furnished or contractor-furnished equipment
- ☐ Document unclear scope items and assumptions
- ☐ Confirm bid due date, time, submission requirements, and bid form

2. Electrical Takeoff

- ☐ Service and service entrance equipment
- ☐ Switchgear and distribution equipment
- ☐ Panels, transformers, disconnects, and starters
- ☐ Feeders
- ☐ Branch circuit raceways and conductors
- ☐ Boxes, fittings, supports, and miscellaneous hardware
- ☐ Lighting fixtures
- ☐ Lighting controls
- ☐ Receptacles and devices
- ☐ Equipment connections
- ☐ Grounding and bonding
- ☐ Fire alarm, communications, security, or other low-voltage systems within your scope
- ☐ Temporary power and lighting
- ☐ Demolition and removal
- ☐ Excavation, trenching, backfill, and underground work
- ☐ Sleeves, penetrations, firestopping, and sealing
- ☐ Identification, labeling, testing, and commissioning
- ☐ Verify quantities and measured lengths
- ☐ Include appropriate waste and miscellaneous material

3. Material Pricing

- ☐ Verify current material pricing
- ☐ Obtain current quotes for major equipment

- ☐ Review supplier quote inclusions and exclusions
- ☐ Confirm freight and delivery charges
- ☐ Account for sales/use tax where applicable
- ☐ Review unusually volatile material prices
- ☐ Consider price escalation for long-duration projects
- ☐ Identify long-lead or difficult-to-source equipment
- ☐ Confirm quoted equipment meets the specifications

4. Labor

- ☐ Verify labor units are appropriate for the installation
- ☐ Confirm total labor hours
- ☐ Apply appropriate labor rates
- ☐ Account for crew composition
- ☐ Consider project-specific productivity factors
- ☐ Account for working height and access
- ☐ Account for ladders, lifts, scaffolding, or special equipment
- ☐ Consider occupied or restricted work areas
- ☐ Account for remodel or existing-condition work
- ☐ Consider overtime, shift work, or off-hours work
- ☐ Consider phasing and multiple mobilizations
- ☐ Account for difficult material handling
- ☐ Consider weather and environmental conditions
- ☐ Include supervision and project management where appropriate
- ☐ Include startup, testing, commissioning, and closeout labor

5. Other Project Costs

- ☐ Permits and inspection fees
- ☐ Equipment rental
- ☐ Temporary facilities
- ☐ Mobilization and demobilization
- ☐ Travel, parking, lodging, or per diem
- ☐ Bonds and insurance requirements
- ☐ Subcontractors
- ☐ Engineering or design costs
- ☐ Utility charges
- ☐ Cleanup and disposal
- ☐ As-built drawings and closeout documentation
- ☐ Warranty requirements
- ☐ Applicable contingency

6. Final Estimate Review

- ☐ Compare the estimate against the complete project scope one final time
- ☐ Review material totals for anything unusually high or low
- ☐ Review labor hours for reasonableness

- ☐ Verify major vendor and subcontractor quotes
- ☐ Verify overhead
- ☐ Verify profit/markup
- ☐ Review allowances
- ☐ Review alternates
- ☐ Clearly document exclusions
- ☐ Clearly document assumptions and qualifications
- ☐ Check arithmetic and estimate extensions
- ☐ Review the final bid price for reasonableness
- ☐ Have another qualified person review the estimate when practical

Before You Hit Submit

Ask yourself one final question:

If we are awarded this project at this price, have we included everything necessary to perform the work we are promising?

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This checklist is intended as a general estimating aid and is not a substitute for project-specific contract review, applicable codes, specifications, or professional judgment.