

Schedule of Prices Instructions

General: Each bid item is given a one-letter prefix and a five-digit number and a name. The letter and first three digits refer to one of the major parts of the Standard Spec book.

Procedure:

1. Clearly state the bid item number and name in accordance with the Standard Spec Book.
2. Designate new bid items with a special bid item number and clearly identify.
3. In case of alternates, show on a separate Schedule of Prices Sheet.
4. Show a **subtotal** at the bottom of intermediate sheets and a **total** at the bottom of last page. When alternates are bid show a **grand total** at bottom of last page.
5. Number pages appropriately.
6. Include Schedule of Prices in the bound Proposal.