**Estimate Kickoff Meeting – Agenda**

**Project Name**

[Insert Project Name here]

**Pursuit Leads**

PreCon Manager – [Insert Precon Manager’s Name here]

Lead Estimator – [Insert Lead Estimator’s Name here]

**Estimate Team**

|  |  |  |
| --- | --- | --- |
| **Scope** | **Responsible Party** | **Deadline Dates** |
| **Fixtures** |  |  |
| **Branch Lighting** |  |  |
| **Power Devices** |  |  |
| **Branch Power** |  |  |
| **Gear** |  |  |
| **Feeders** |  |  |
| **Communications** |  |  |
| **Fire Alarm** |  |  |
| **Intrusion Detection** |  |  |
| **Equipment** |  |  |
| **Quotes Due** |  |  |
| **Quantities Entered into AccuBid** |  |  |
| **General Conditions** |  |  |
| **Internal Estimate Review** |  |  |
| **Final Estimate Review** |  |  |

**Project Overview**

List a summary of the electrical scope

**Bid Documents**

Review of Bid Form for breakout discussion

Discuss any addenda or Q&A that may have changed the original docs or scope

**Important Dates**

RFP Release Date:

Pre-bid Meeting:

Bid Date:

**Live Count / AccuBid**

Discuss breakouts required/needed

Discuss if standard assemblies will change based on what we want to include in assembly versus what needs to be physically counted

Conduct page flip (should establish initial conduit routing, problematic areas to avoid, and any notes or callouts that need clarification)

Job Spec

**Vendors**

List specific vendors PreCon Managers have aligned with early to ensure that is the only vendor that gets an RFQ or just say Bid to All

**Action Items**