BUILDA PRICE
BUILDERS SOFTWARE

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Cloud-based Software Manual

Welcome to Builda Price, a powerful and fast software tool designed specifically for the construction industry. Builda Price has been created to enable you to easily import and manipulate the data you truly need to price a project accurately.

By detailing the cost of labour, materials, subcontractor quotes, and the actual cost to you of running your business, Builda Price centralizes all your costing activities in one easy-to-use package.

The hallmarks of Builda Price are accuracy, competitiveness and professionalism. Let these same traits become synonymous with your business through use of our industry-leading costing program.

Builda Price **is** Pricing and Backcosting Software for Builders

Table of Contents

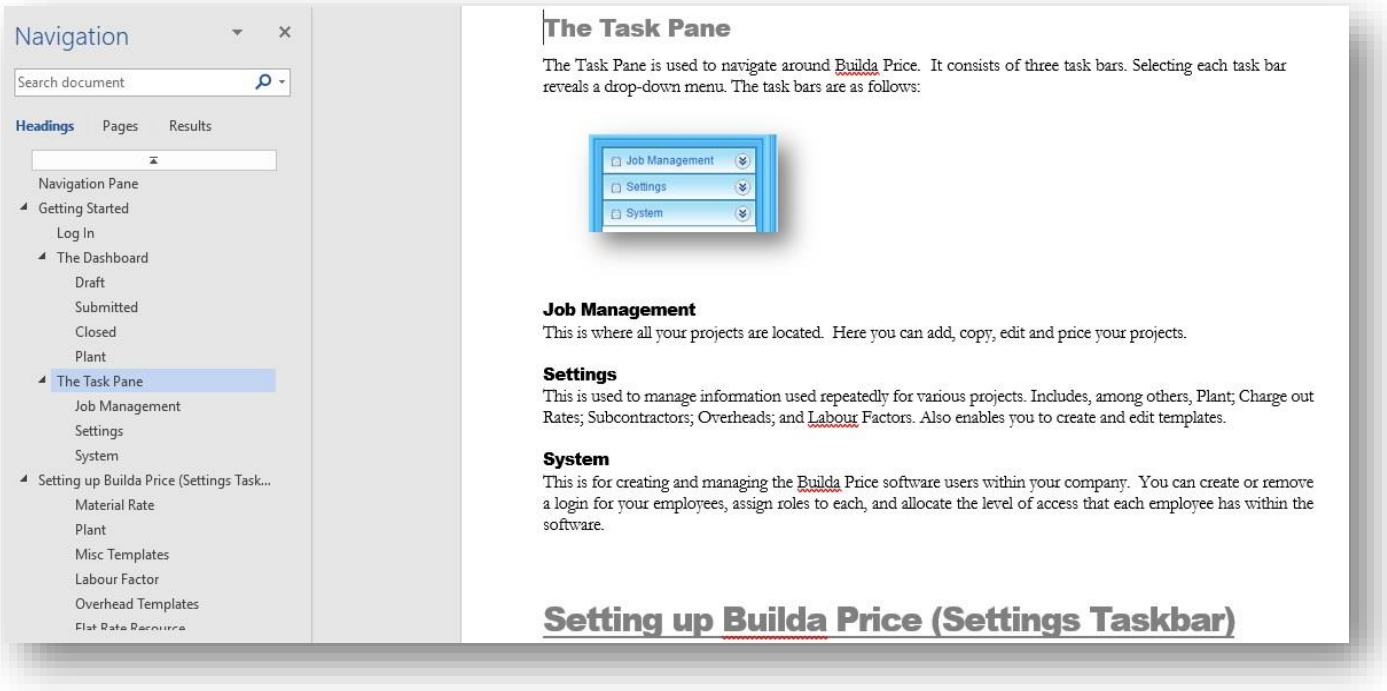
Navigation Pane 4
Getting Started 5
Log In 5
The Dashboard 6
Draft 6
Submitted 6
Closed 6
Plant 6
The Task Pane 7
Job Management 7
Settings 7
System 7
Setting up Builda Price (Settings Taskbar) 7
Material Rate 7
Plant 8
Miscellaneous Templates 9
Labour Factor 15
Overhead Templates 17
Flat Rate Resource 20
Workgang Positions 21
Workgangs 21
Subcontractor List 24
Job Management 26
Job List 26
Navigating Pages 26
Search Job List 27
Job Details 27
Edit Existing jobs 27
Copy a Job 27
Create a New Job 27
Import Materials 27
Import Materials and Create New Job 27
Export a job 28
Delete a job 28
Job Template 28
CRUCIAL STEPS BEFORE PRICING 28
Start 28
Import merchant pricing file 28

Check Material Total 29
Check Material Quantities 29
Job Details: PRICING A PROJECT 31
Tab Bar Overview 31
Edit Resources 31
Material Tab 32
Add new items 32
Delete items or subheadings subcontracted out 32
Add adjustment to material value 32
Add wastage 32
Final check 33
Labour Tab 33
Project Variables 33
Supplied by Subcontractor 34
Own Labour Estimate 34
Miscellaneous Tab 34
Subcontractor Quotes Tab 35
Sums Tab 36
Overheads Tab 36
Totals Tab 36
Tags Tab 36
Final checks 37
Repricing at later date 37
Doing your own take off 37
Finally 37

Navigation Pane

To facilitate easy navigation of this manual, we recommend ticking the "Navigation Pane" within the "View" option at the top of the page. This provides a quick reference menu for selecting information relevant to you.

The navigation pane will then appear on the left-hand side like this:



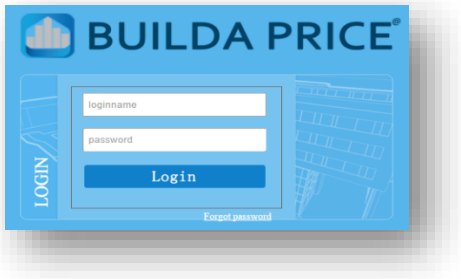
Getting Started

Congratulations on choosing Builda Price, a powerful and flexible construction costing program specifically designed to make your working life easier.

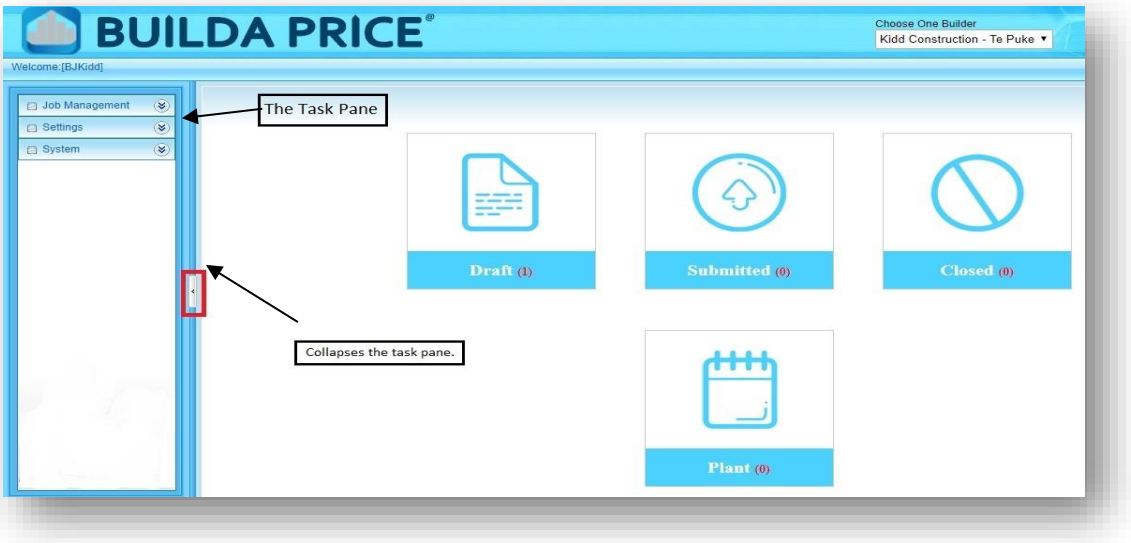
Log In

To log onto your Builda Price profile go to www.buildaprice.co.nz. Once you are on the website, click the Pricing Software Login link. Enter your login name and password, then click the login button.

If you have forgotten your password, you can reset it using the Forgot Password link.



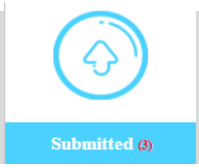
Once you have successfully logged in, you will see the Builda Price Dashboard with the Task Pane to the left:



The Dashboard

The Dashboard shows the status of all projects as well as your Plant maintenance. The status of a project can be changed in Job Management on the Task Pane. The number indicates how many projects fall under their respective statuses.

Draft
The Draft icon informs you how many projects currently have a 'Draft' status. These are projects currently being worked on



Submitted
Once you have submitted your project for Tender, change the status to 'Submitted'.

Closed
When a project has been completed, changed the status to 'Closed'.

Plant
The number for Plant indicates how many Plant items have some maintenance that is due. Left clicking on the number will open the report

The Task Pane

The Task Pane is used to navigate around Builda Price. It consists of three task bars. Selecting each task bar reveals a drop-down menu. The task bars are as follows:

Job Management

This is where all your projects are located. Here you can add, copy, edit and price your projects.

Settings

This is used to manage information used repeatedly for various projects. Includes, among others, Plant; Charge out Rates; Subcontractors; Overheads; and Labour Factors. Also enables you to create and edit templates.

System

This is for creating and managing the Builda Price software users within your company. You can create or remove a login for your employees, assign roles to each, and allocate the level of access that each employee has within the software.

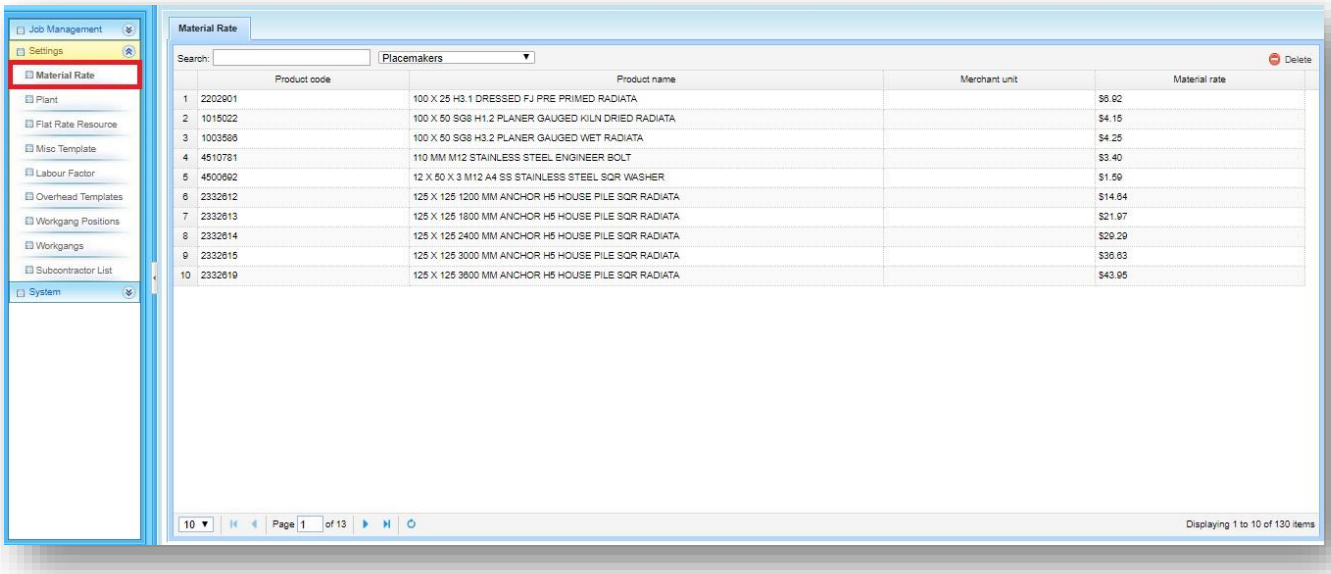
Setting up Builda Price (Settings Taskbar)

Before you get right into it and start pricing a project, there are a couple things to do which will make your experience smoother.

It may be that some items in the **Settings** taskbar are not relevant to your business. However, the more details you can load into **Settings** the better. A little time spent accurately setting your information streamlines your pricing process in the future, as information here is automatically carried over to each new job.

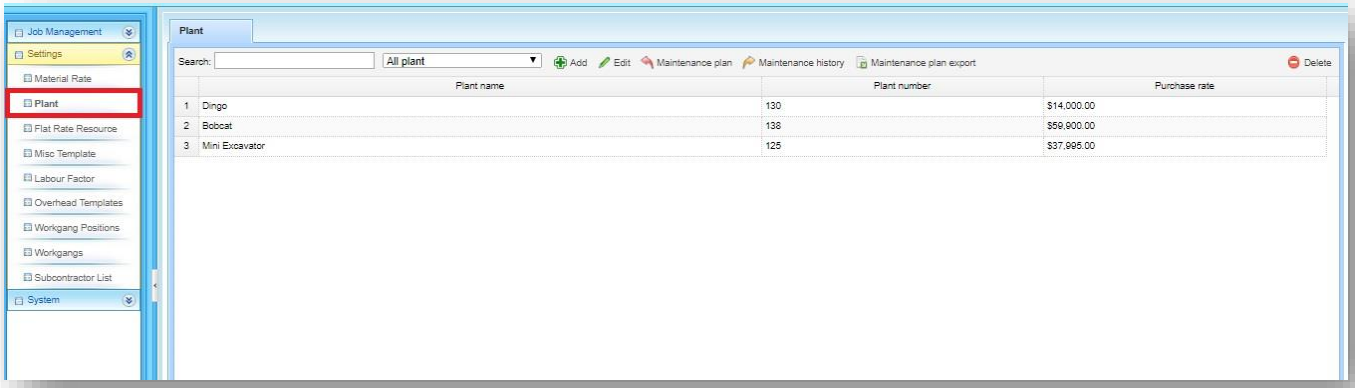
Material Rate

This menu displays the materials rate list from the last saved job. This provides a convenient reference guide for those builders wishing to do their own manual takeoffs.



Plant

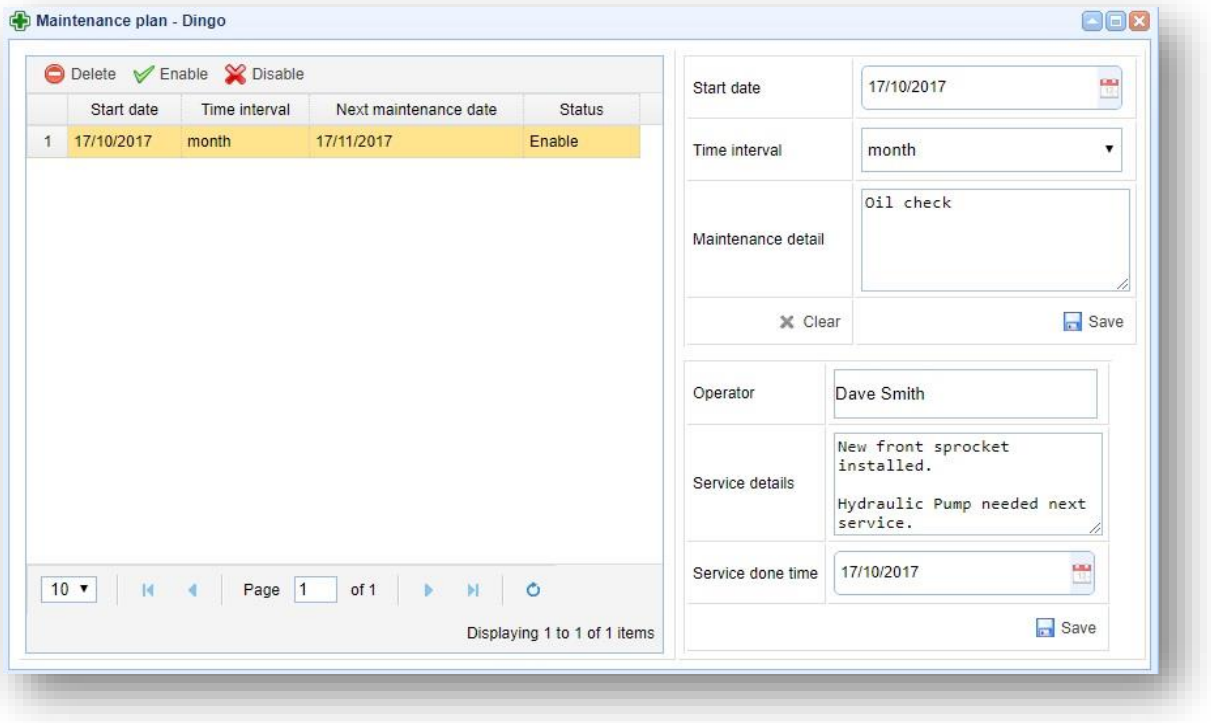
Managing the costs associated with plant can be an expensive juggling act. The Plant menu is where you can input information on all the items for which you wish to create an ongoing maintenance list.



- Use the **Add** button to enter the details of each item of Plant.

Once plant items have been added, ongoing maintenance plans can be set up for each individual item.

- Select an item and click the **Maintenance Plan** button.



- Populate the maintenance form for each item of plant. Enter a start date.

- For each aspect of maintenance, a time period should be specified from the **Time interval** drop-down menu (weekly, monthly, quarterly, half yearly, or yearly.)

This now provides a convenient resource for tracking regular maintenance events such as oil changes, services, W.O.F.s, etc.

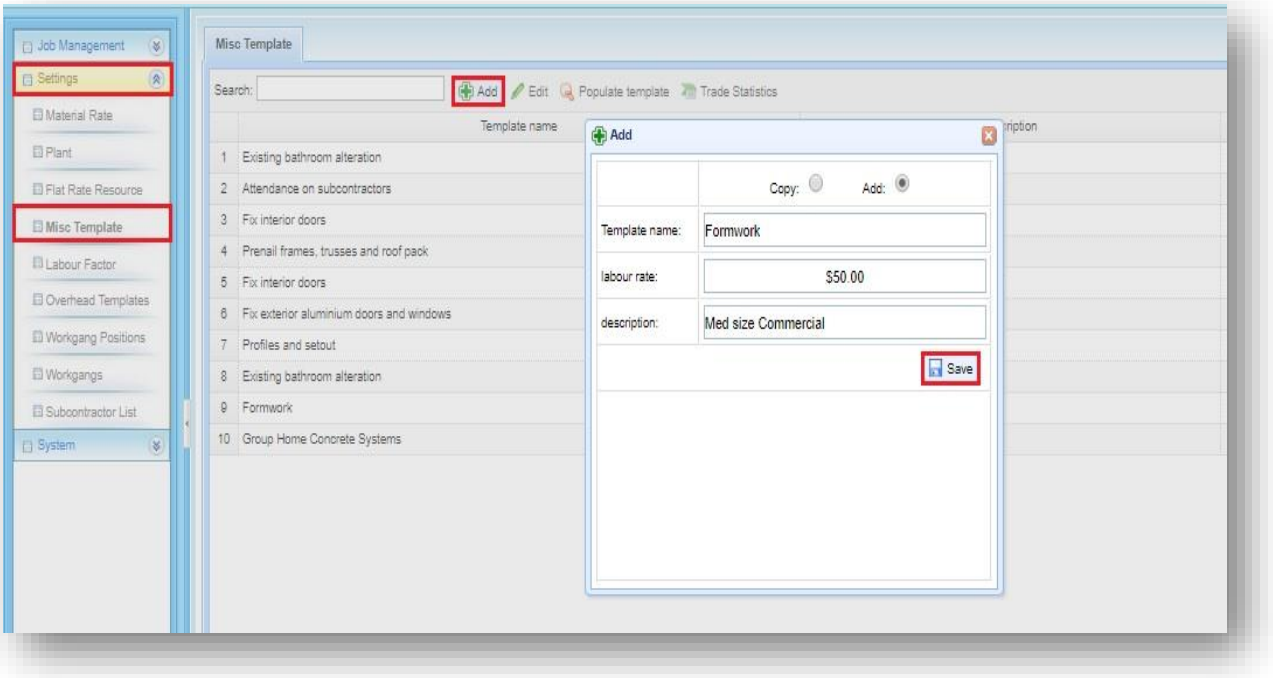
The lower half of the **Maintenance Plan** form is used to record data from each service.

Miscellaneous Templates

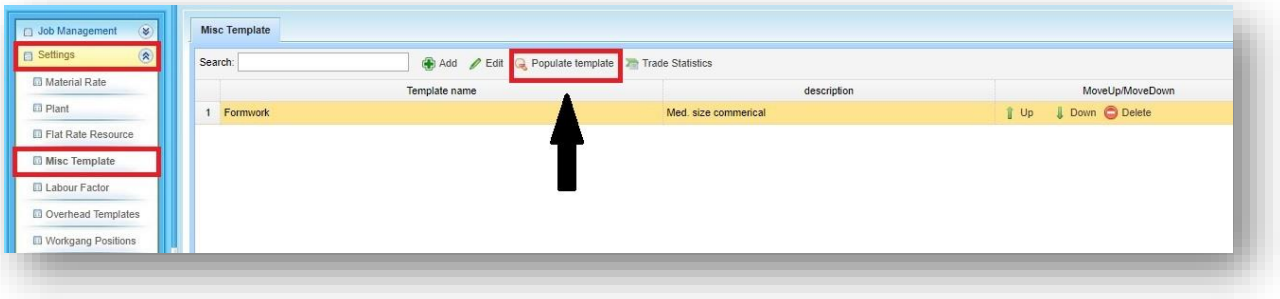
Miscellaneous Templates allow you to accurately price all other construction work that is required to complete a project, and account for items not included in the material estimate provided by the merchant. It lets you save detailed combinations for work you do often, but can also be tailored to include jobs which fall outside of your typical work subheadings. As well as some pre-made templates that come with your profile, the Miscellaneous Templates menu gives you the ability to create your own personal templates.

These include tasks such as Standing Frames/Trusses, Fixing Aluminum Joinery, Interior Doors, Decks, Bathroom Alteration, etc.

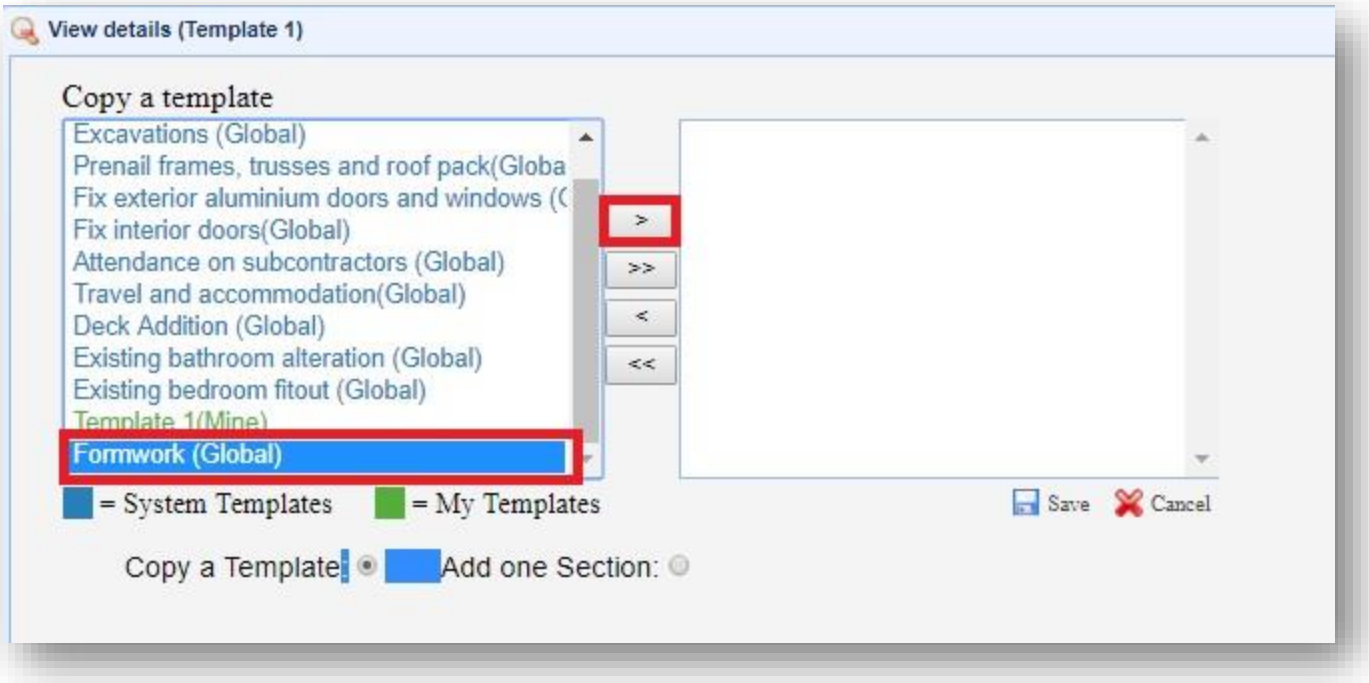
- Open the **Misc Templates** menu and click the **Add** button.
- Name your template, enter a default labour rate, add a description, and click **Save**.
- You can create as many templates as required.



- Highlight the newly created template and select **Populate Template**.

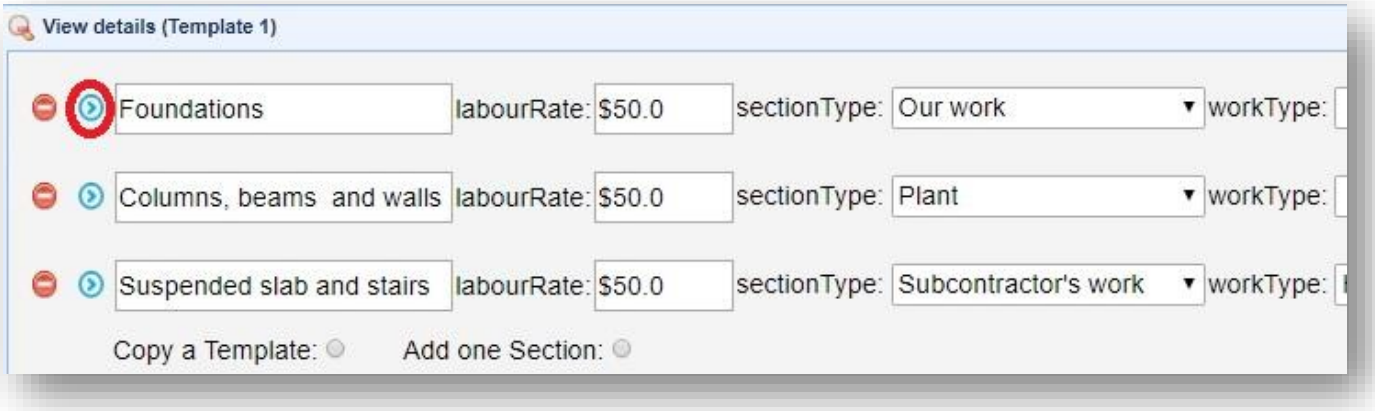


- Select either **Copy a Template**, or **Add one Section**. We recommend you begin by copying/modifying one of the existing templates to get a feel for how the system works. Upon selecting **Copy a Template** a drop-down menu will appear allowing you to select the templates you wish to copy.
- Use the arrow button to transfer the desired template(s) into the right-hand column, holding the **ctrl key** to select multiple templates at once.



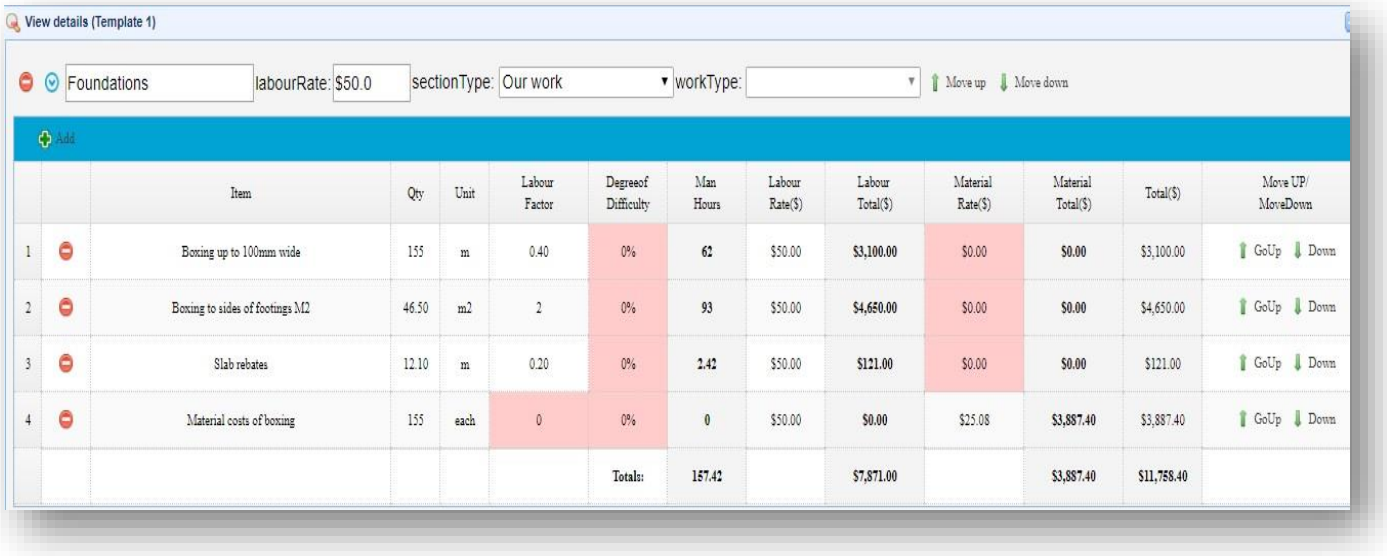
Once the selected template has been transferred and saved, the details of the template become visible. In this example, the **Formwork template** is revealed to have three (3) sections, each with its own data you can manipulate to suit.

- The **Labour Rate** for each section can be altered to suit.
- **Section Type** is divided into three (3) options: Our Work, Subcontractor's work, and Plant.
- Use the arrow button (highlighted below) to expand each section.



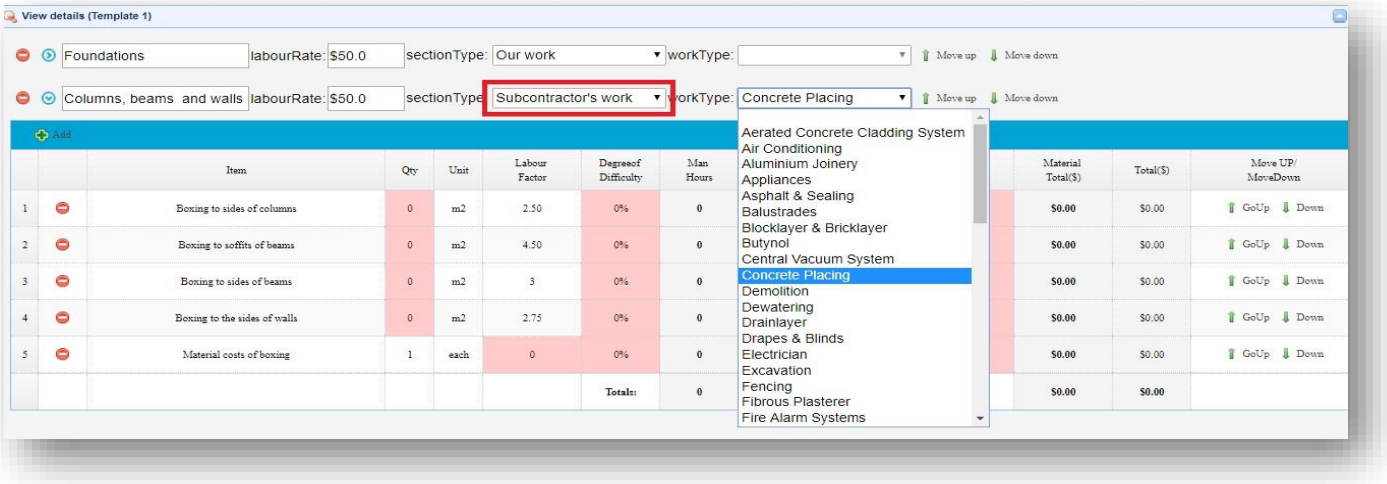
Once the section is expanded it allows for adjustment of materials and labour, either to enable you to tailor it to a specific job, or to create a suitably generic template for use with future projects.

- Click on each cell to adjust their values, then click outside the cell to save.
- Use the **Move Up/Move Down** buttons on the right-hand side to shift items up and down the list. Select an order best suited to your requirements.



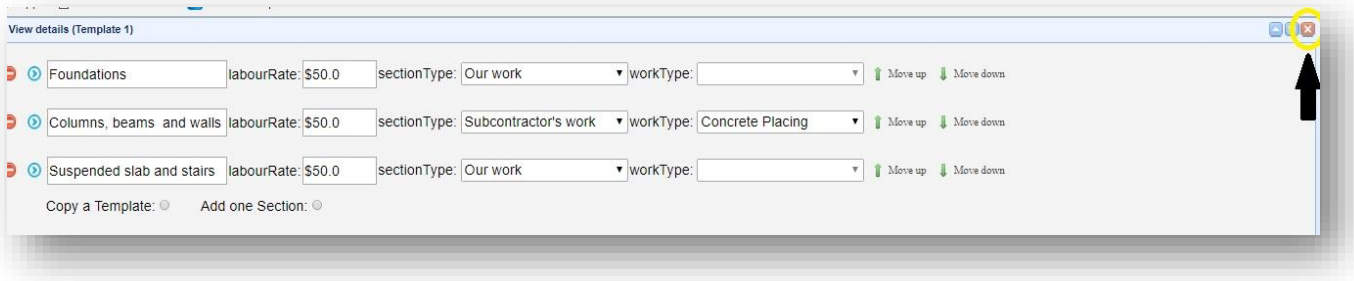
		Item	Qty	Unit	Labour Factor	Degreeof Difficulty	Man Hours	Labour Rate($)	Labour Total($)	Material Rate($)	Material Total($)	Total($)	Move UP/ MoveDown
1		Boxing up to 100mm wide	155	m	0.40	0%	62	$50.00	$3,100.00	$0.00	$0.00	$3,100.00	GoUp Down
2		Boxing to sides of footings M2	46.50	m2	2	0%	93	$50.00	$4,650.00	$0.00	$0.00	$4,650.00	GoUp Down
3		Slab rebates	12.10	m	0.20	0%	2.42	$50.00	$121.00	$0.00	$0.00	$121.00	GoUp Down
4		Material costs of boxing	155	each	0	0%	0	$50.00	$0.00	$25.08	$3,887.40	$3,887.40	GoUp Down
						Totals:	157.42		$7,871.00		$3,887.40	$11,758.40	

- Having completed **Foundations**, the next section in our example, **Columns, Beams and Walls**, is being allocated to a subcontractor. Select **Subcontractor's Work** to open the **Work Type** drop-down menu. Scroll and select the appropriate work type category.

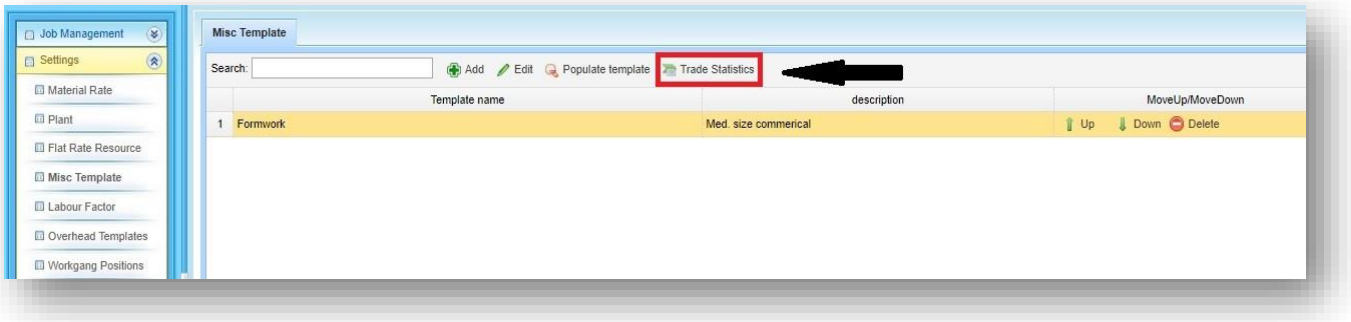


		Item	Qty	Unit	Labour Factor	Degreeof Difficulty	Man Hours	Material Total($)	Total($)	Move UP/ MoveDown
1		Boxing to sides of columns	0	m2	2.50	0%	0	$0.00	$0.00	GoUp Down
2		Boxing to soffits of beams	0	m2	4.50	0%	0	$0.00	$0.00	GoUp Down
3		Boxing to sides of beams	0	m2	3	0%	0	$0.00	$0.00	GoUp Down
4		Boxing to the sides of walls	0	m2	2.75	0%	0	$0.00	$0.00	GoUp Down
5		Material costs of boxing	1	each	0	0%	0	$0.00	$0.00	GoUp Down
						Totals:	0	$0.00	$0.00	

- Once all fields have been entered, to save your template exit out of the template menu by clicking the X button in the top right corner.



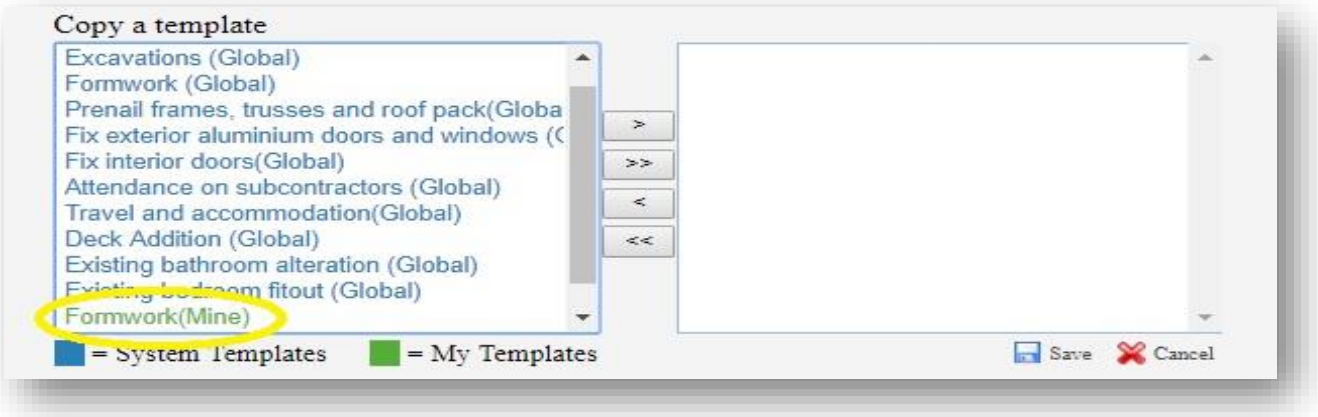
- Once a template has been created, it is possible to view the subcontractor costs within each template by highlighting it and clicking the **Trade Statistics** button.



Now that you have created a template it is conveniently saved for future selection.

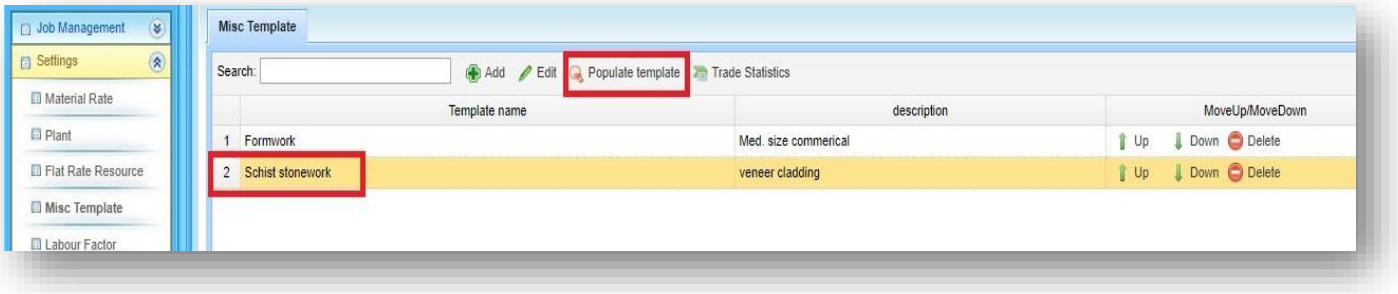
- Click the **Add** button to create a new template and select **Copy.**

- All templates created by you will be listed in green font.

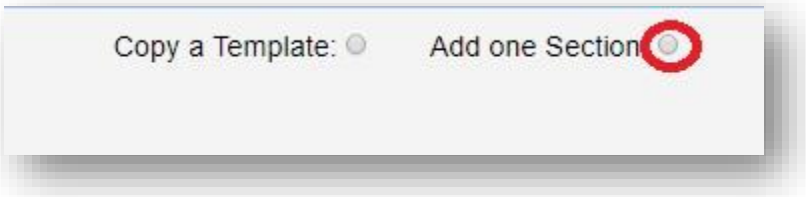


The process for **creating your own templates** is virtually the same as when modifying a copy of an existing one.

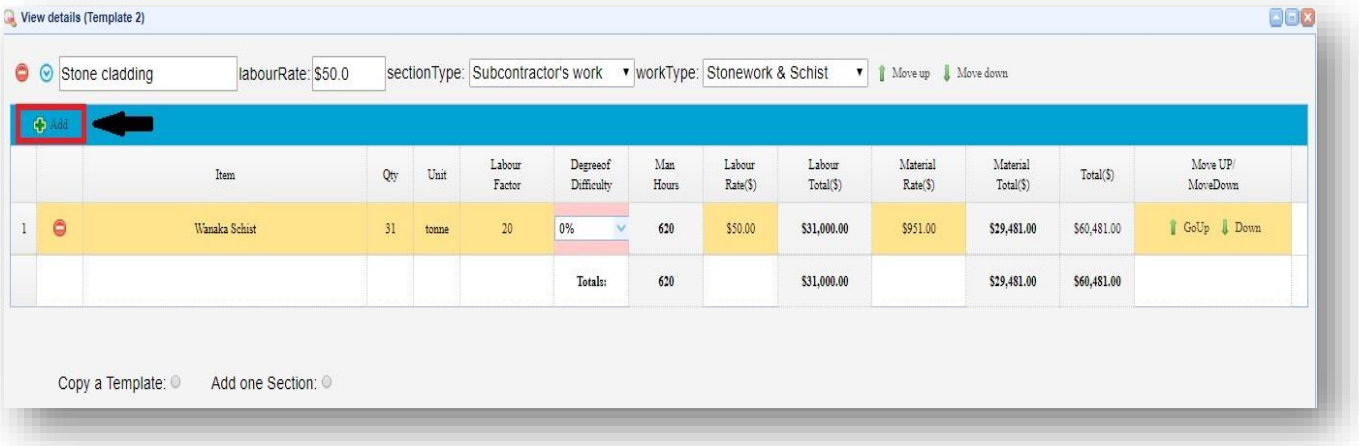
- Use the **Add** button to create and name a template as before. Use the **Populate Template** button to open.



- Instead of importing a copy, select **Add one Section.**



- Fill in the section details; allocating the **Section Type** and **Work Type**.
- Use the **Add** button to input line items and pricing details into each section. Use the **Add** button to add more line items to each section.
- Repeat this process of adding sections and items until the template is fit for purpose, then exit to save. You have now created a re-usable custom template.



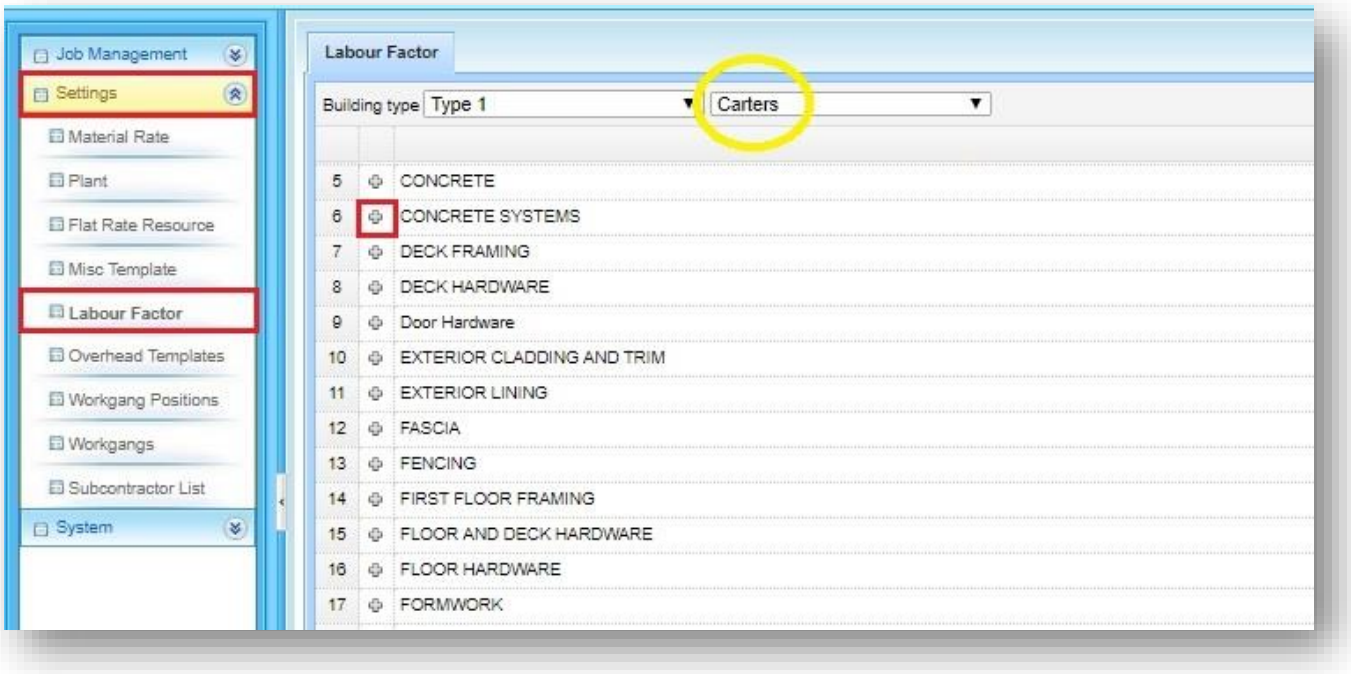
Labour Factor

The Labour Factor menu forms the backbone of Builda Price's capability to accurately price your jobs. This menu is where you can review the industry standard labour factors for each work-section. For each line item in your schedule these figures indicate the amount of time to install per unit of measure.

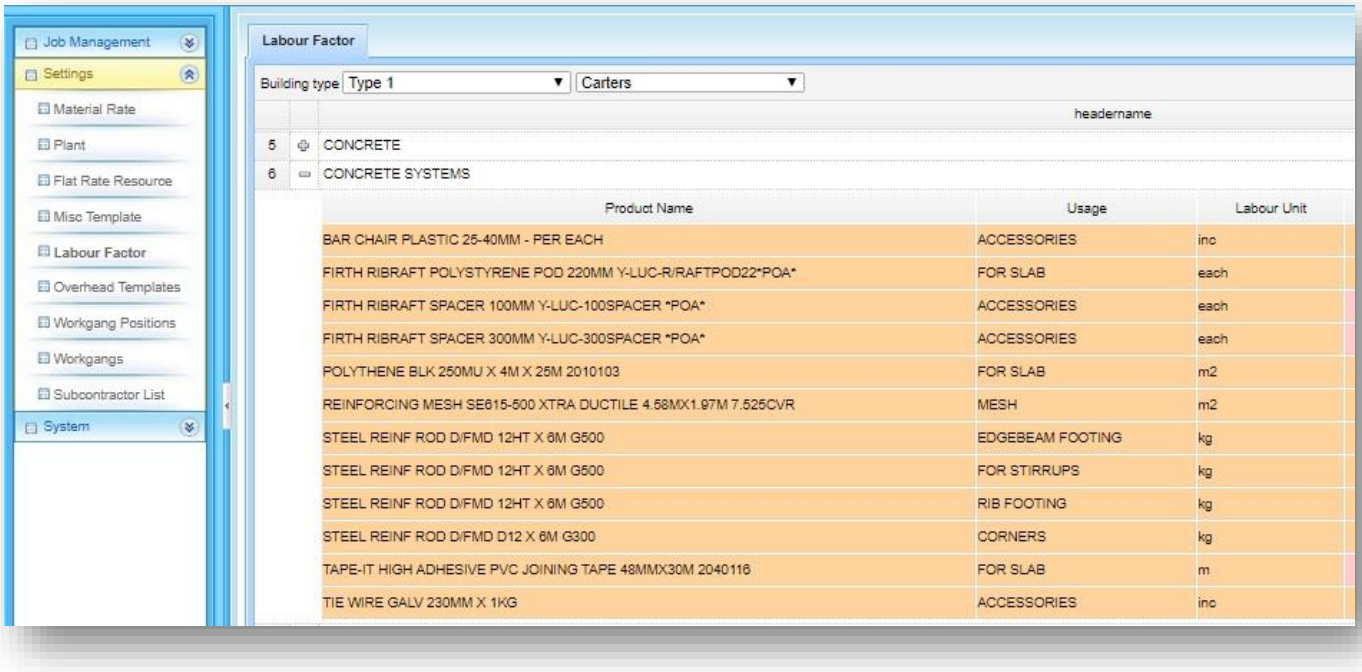
As well as conveniently providing you with the industry standard, it is important to remember that these figures represent industry-wide averages. It is therefore possible for you, based on your own on-site experience, to override these labour factors where necessary by entering your own. This may be due to having more in-depth knowledge working with a particular product, and a better understanding around your own construction methodology and the capabilities of your employees.

Similarly, it is worth periodically reviewing your actual on-site hours against the labour factors, and updating them accordingly. In this way your Builda Price program will continually increase in accuracy the more you use it.

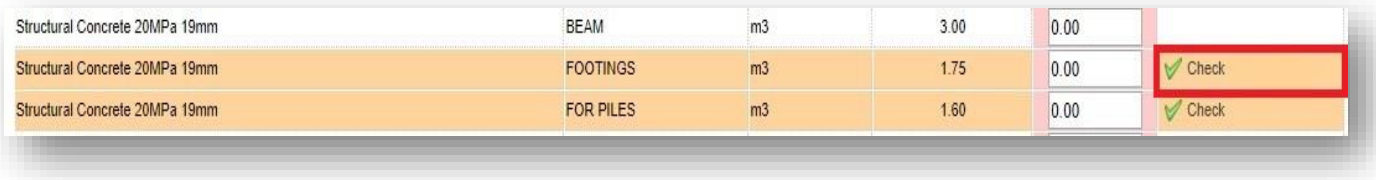
- Within the **Settings** taskbar select the **Labour Factor** menu.
- Note the drop-down menu bars at the top. Select **Building type** and your preferred **materials supplier**.
- Scroll through the list of material subheadings.
- Use the **Plus button** (shown below) to expand any subheading.



- The expanded list displays all items under that material subheading.



- The program initially encourages you to review the labour factors by showing each one as highlighted. Click the Check button to acknowledge that you have reviewed the default labour factor figures.



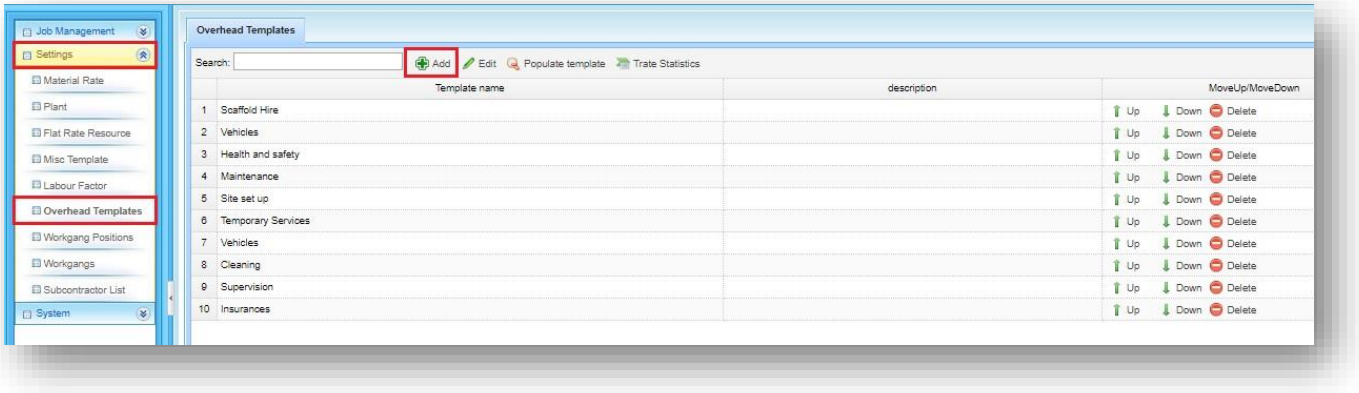
- To override the default Labour Factor, simply enter a value in the **My Labour Factor** cell. You will then be asked whether you want to set this value as your default value for future pricing.

Note that to prevent the accidental deletion of labour factors and their subsequent exclusion from a job quote or tender, wherever the **My Labour Factor** cell reads **0.00** the program will **always revert to using the default labour factors**.

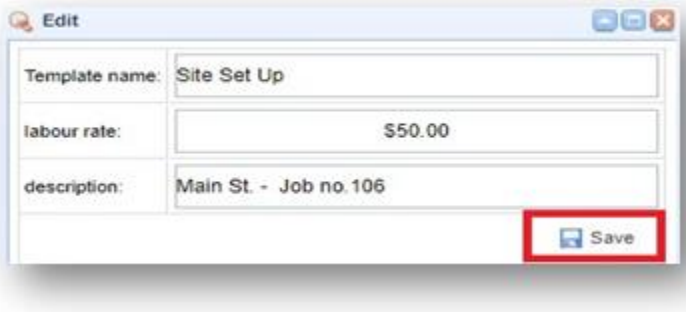
Overhead Templates

Overhead Templates function much the same as Miscellaneous Templates, allowing you to set up and save templates that price the cost to you of completing a job. This covers expenses over and above your typical materials and labour expenses, and involves aspects such as site setup, scaffold hire, crane hire, etc.

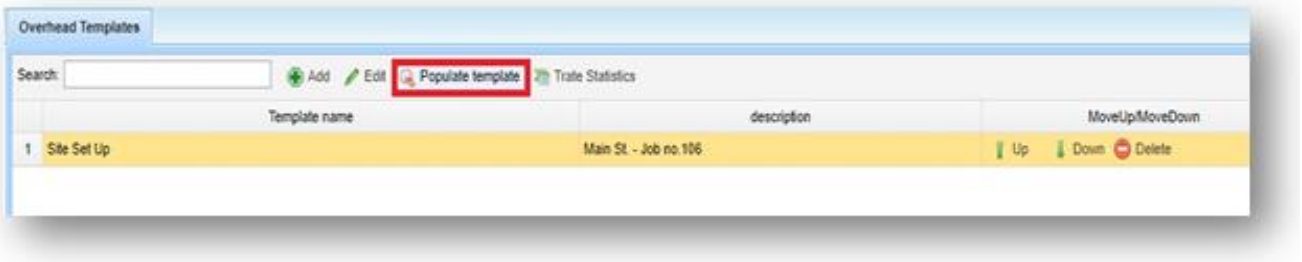
- Within the **Settings** taskbar open the **Overhead Templates** menu and click the **Add** button.



- Name your template, enter a default labour rate, add a description, and click **Save**.
- You can create as many templates as required.

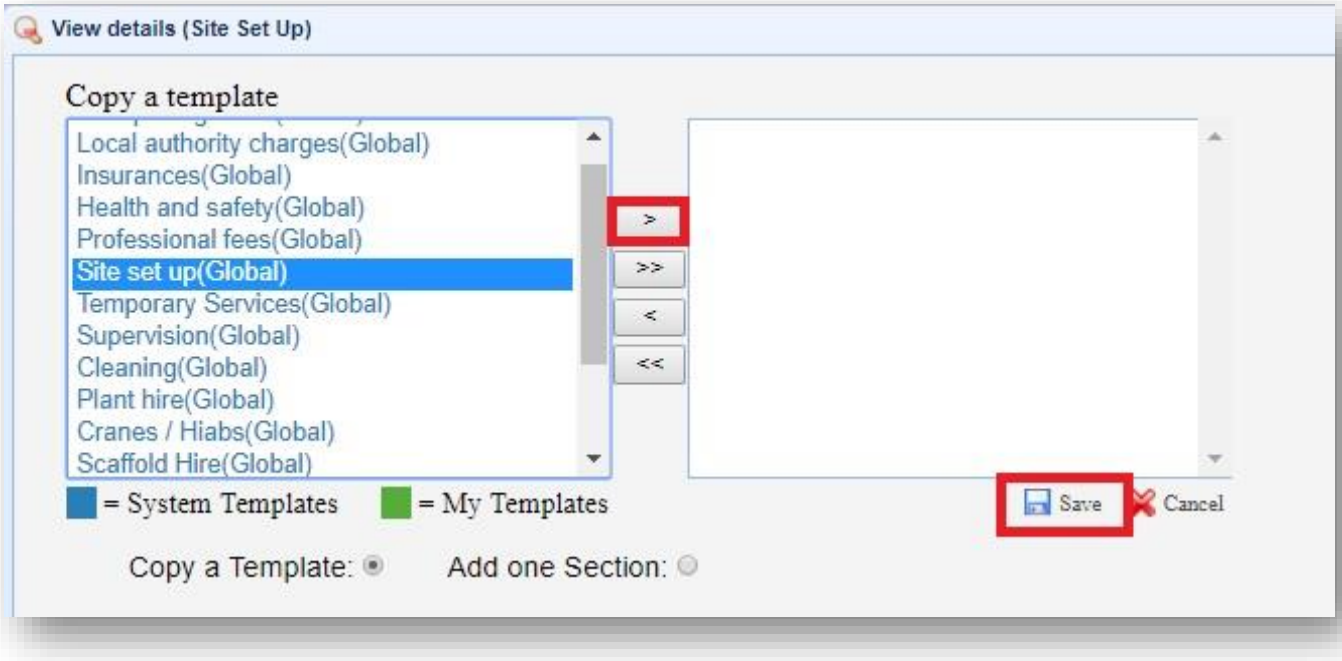


- Highlight the newly created template and select **Populate Template**.



- Select either **Copy a Template**, or **Add one Section**. We recommend you begin by copying/modifying one of the existing templates to get a feel for how the system works. Upon selecting **Copy a Template** a drop-down menu will appear allowing you to select the templates you wish to copy.

- Use the arrow button to transfer the desired template(s) into the right-hand column, holding the **ctrl key** to select multiple templates at once.

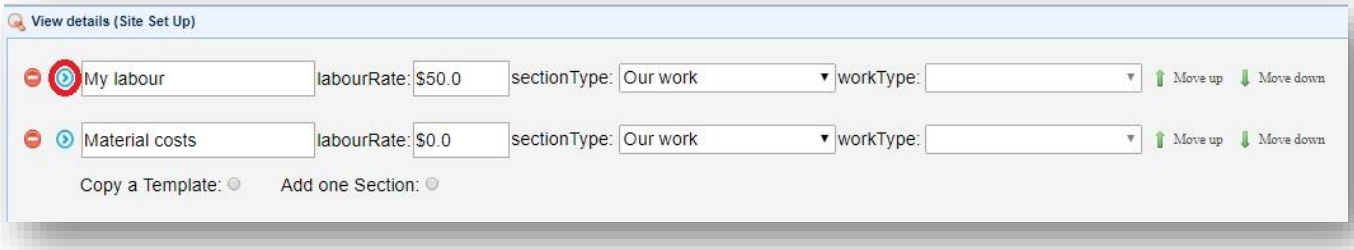


Once the selected template has been transferred and saved, the details of the template become visible. In this example, the **Site Set up template** is revealed to have two (2) sections, each with its own data you can manipulate to suit.

- The **Labour Rate** for each section can be altered to suit.

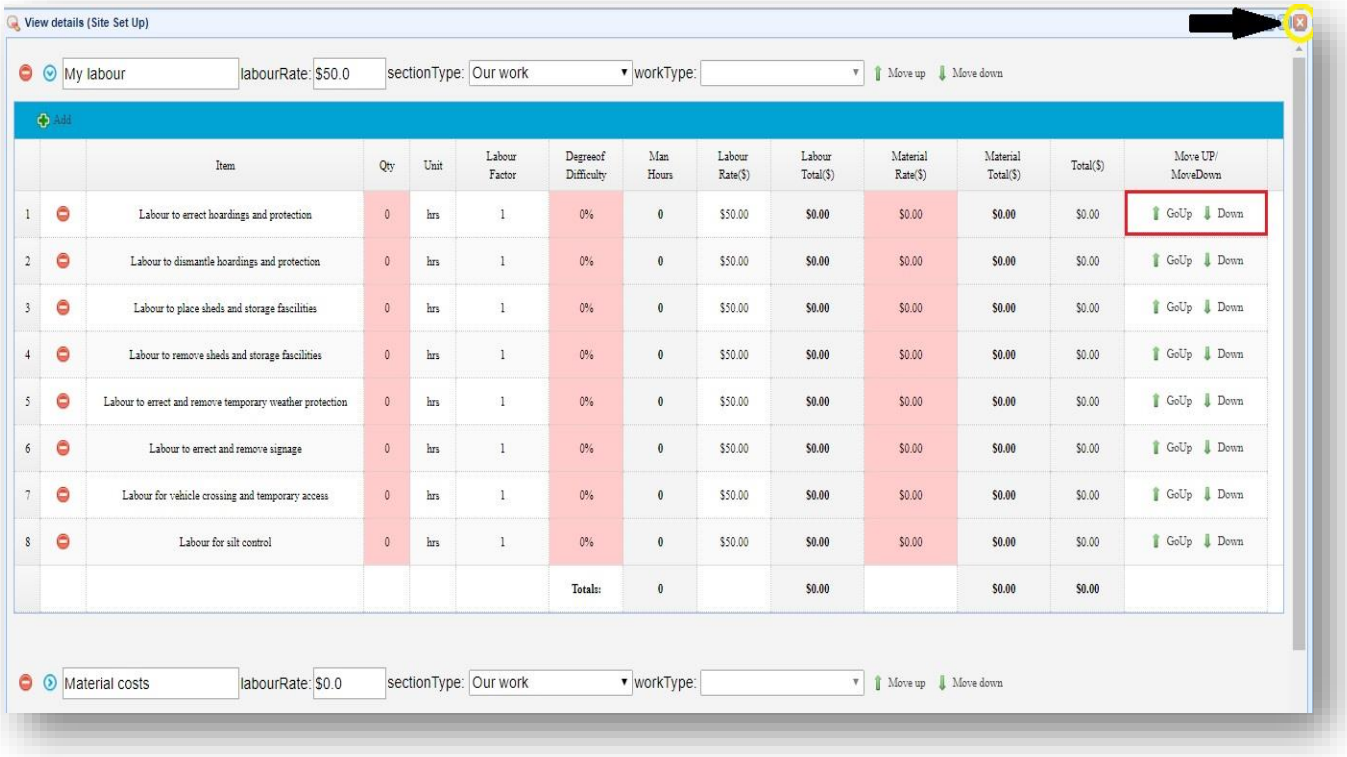
- **Section Type** is divided into three (3) options: Our Work, Subcontractor's work, and Plant.

- Use the arrow button (highlighted below) to expand each section.



Once the section is expanded it allows for adjustment of materials and labour, either to enable you to tailor it to a specific job, or to create a suitably generic template for use with future projects.

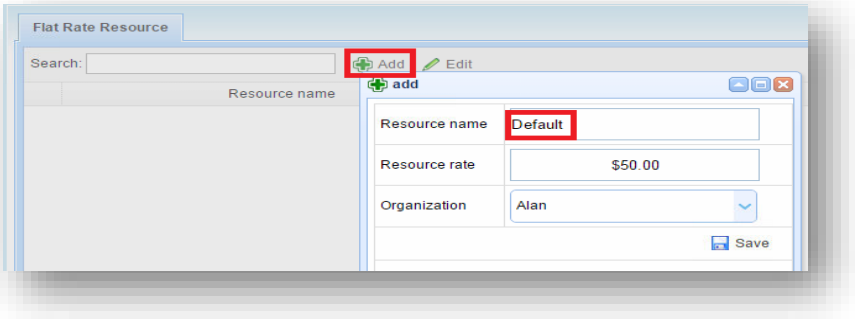
- Click on each cell to adjust their values, then click outside the cell to save.
- Use the **Move Up/Move Down** buttons on the right-hand side to shift items up and down the list. Select an order best suited to your requirements.
- Once all fields have been entered, to save your template exit out of the template menu by clicking the X button in the top right corner.
- Now that you have created a template it is conveniently saved for future selection, and can be found listed in the **Copy Template** menu highlighted with green font.
- See the **Misc Templates** section earlier in this manual for further info regarding allocation of sections to subcontractors, reviewing **Trade Statistics**, and how to create your own custom templates from scratch.



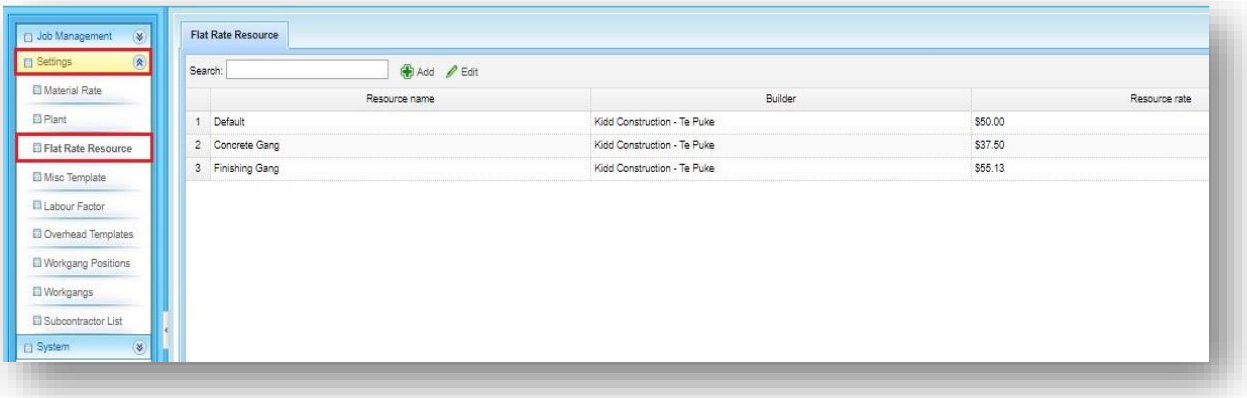
Flat Rate Resource

This is where you set your Flat Rates (the hourly charge out rates for your labour). Set up a range of Flat Rates, as you may need to charge different rates for job subheadings that have higher paid staff combinations. These rates can then be applied to each new job imported into Builda Price.

- Add/Name your first entry as **"Default"**. Enter the charge out rate you want job subheadings to automatically default to and hit save.



- Create as many Flat Rates as you wish. These can be changed at any time by selecting a Flat Rate and using the Edit button, or deleted using the Delete button.
- Now that the Flat Rates have been set, they will be loaded to every new job imported.
- Flat Rates can be adjusted to suit each specific job, but any changes made **within a job** will not change your Settings → Flat Rate Resource.



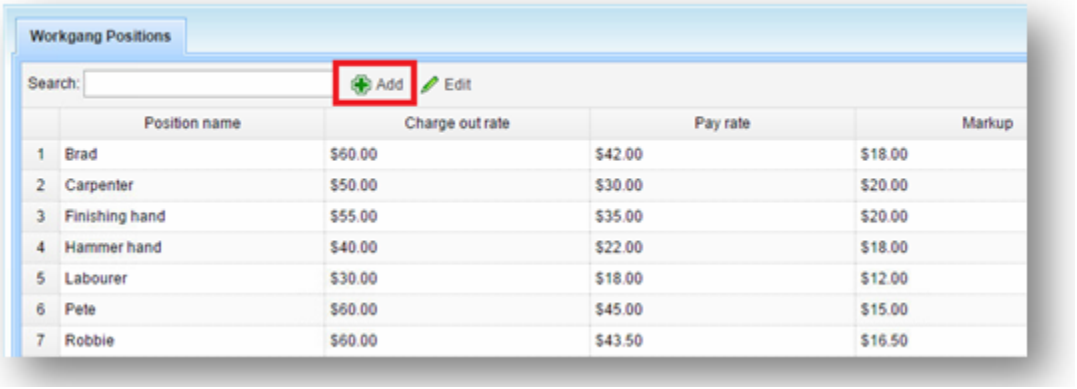
Workgang Positions

The Workgang Positions and Workgangs sections are where you can calculate out exact costs for various workgang combinations This section is part of a calculation tool.

It is only necessary to use Workgang Positions and Workgangs if you have multiple gang combinations costing different amounts.

Workgang Positions are a summary of a) your worker positions; b) what they are charged out at, and; c) what they are paid. This becomes the foundation to calculate the flat rate for each workgang.

- Select "Add" → Enter your employee details → Save → repeat as required. (see example overleaf).



	Position name	Charge out rate	Pay rate	Markup
1	Brad	$60.00	$42.00	$18.00
2	Carpenter	$50.00	$30.00	$20.00
3	Finishing hand	$55.00	$35.00	$20.00
4	Hammer hand	$40.00	$22.00	$18.00
5	Labourer	$30.00	$18.00	$12.00
6	Pete	$60.00	$45.00	$15.00
7	Robbie	$60.00	$43.50	$16.50

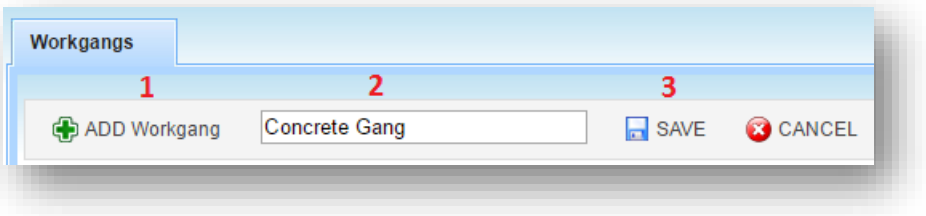
This table now becomes the foundation with which to calculate the different costs of Workgang combinations.

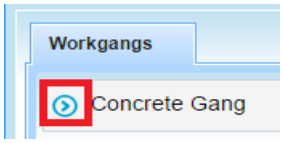
Workgangs

This section is part of a calculation tool

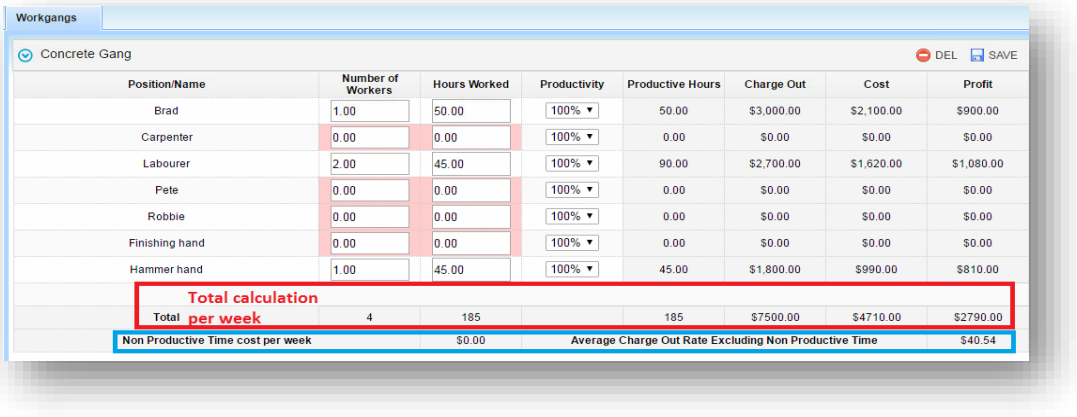
This is where you calculate out the charge out cost of various Workgang combinations from the values in the Workgang Positions table (Calculates the Flat Rate effectively)

- Add Workgangs → name gang → save



- Expand worksheet 

- Add number of workers per category → Hours worked **per week**



Workgangs

Concrete Gang — DEL SAVE

Position/Name	Number of Workers	Hours Worked	Productivity	Productive Hours	Charge Out	Cost	Profit
Brad	1.00	50.00	100%	50.00	$3,000.00	$2,100.00	$900.00
Carpenter	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Labourer	2.00	45.00	100%	90.00	$2,700.00	$1,620.00	$1,080.00
Pete	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Robbie	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Finishing hand	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Hammer hand	1.00	45.00	100%	45.00	$1,800.00	$990.00	$810.00
Total	4	185		185	$7500.00	$4710.00	$2790.00

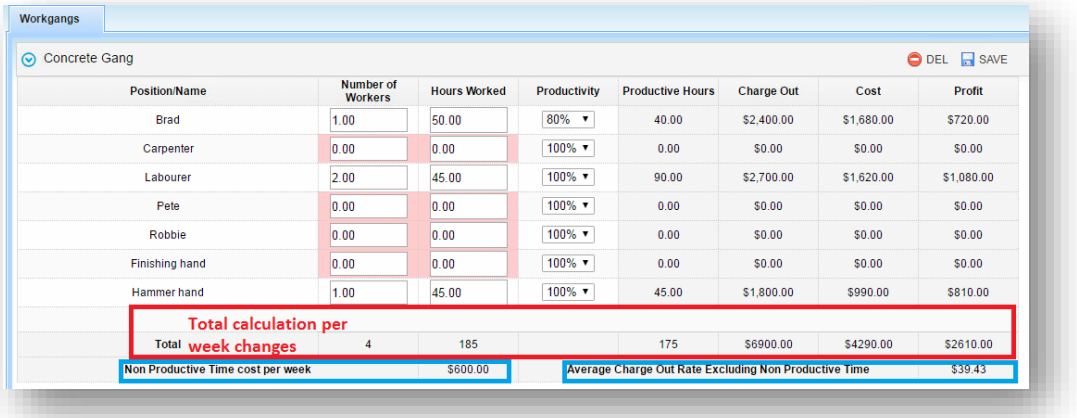
Total calculation per week

Non Productive Time cost per week $0.00 — Average Charge Out Rate Excluding Non Productive Time $40.54

The calculations are for a working week for this gang, is an average cost of $40.54 per hour as the gang mainly consists of less skilled workers

This calculation is slightly misleading as the foreman is not working full time on the tools due to coordinating subcontractors, phone calls, and administration duties

By adding that Brad is only on the tools 80% of the time, the average charge out rate adjusts down to $39.43, BUT the cost of supervision is $600.00 per week **which must be recovered every week in the overheads tab under supervision**. This is a more accurate way to price, as you backcost actual supervision costs on a job as a separate item.



Workgangs

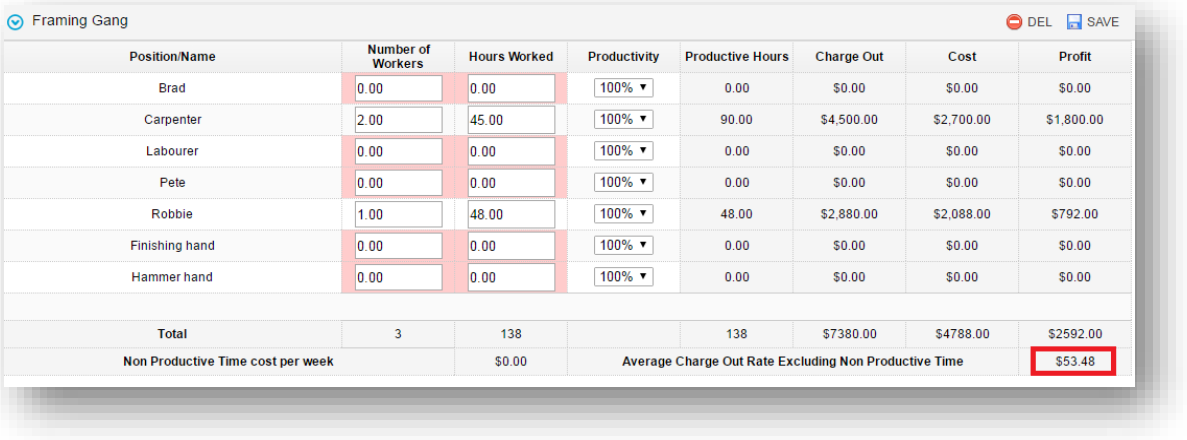
Concrete Gang — DEL SAVE

Position/Name	Number of Workers	Hours Worked	Productivity	Productive Hours	Charge Out	Cost	Profit
Brad	1.00	50.00	80%	40.00	$2,400.00	$1,680.00	$720.00
Carpenter	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Labourer	2.00	45.00	100%	90.00	$2,700.00	$1,620.00	$1,080.00
Pete	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Robbie	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Finishing hand	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Hammer hand	1.00	45.00	100%	45.00	$1,800.00	$990.00	$810.00
Total	4	185		175	$6900.00	$4290.00	$2610.00

Total calculation per week changes

Non Productive Time cost per week $600.00 — Average Charge Out Rate Excluding Non Productive Time $39.43

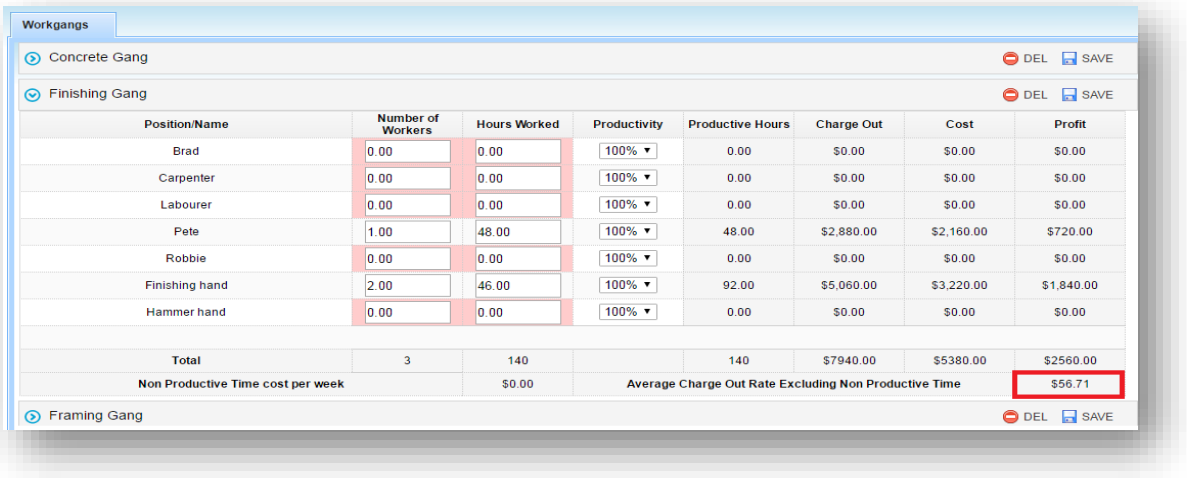
Note the Framing Gang has a charge out rate of $53.48 due to having higher paid Carpenters in the team



Framing Gang — DEL SAVE

Position/Name	Number of Workers	Hours Worked	Productivity	Productive Hours	Charge Out	Cost	Profit
Brad	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Carpenter	2.00	45.00	100%	90.00	$4,500.00	$2,700.00	$1,800.00
Labourer	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Pete	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Robbie	1.00	48.00	100%	48.00	$2,880.00	$2,088.00	$792.00
Finishing hand	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Hammer hand	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Total	3	138		138	$7380.00	$4788.00	$2592.00
Non Productive Time cost per week		$0.00	Average Charge Out Rate Excluding Non Productive Time				$53.48

And the Finishing Gang has a higher charge out rate again due to the highly paid skilled craftsmen required to complete this work.



Workgangs

Concrete Gang — DEL SAVE

Finishing Gang — DEL SAVE

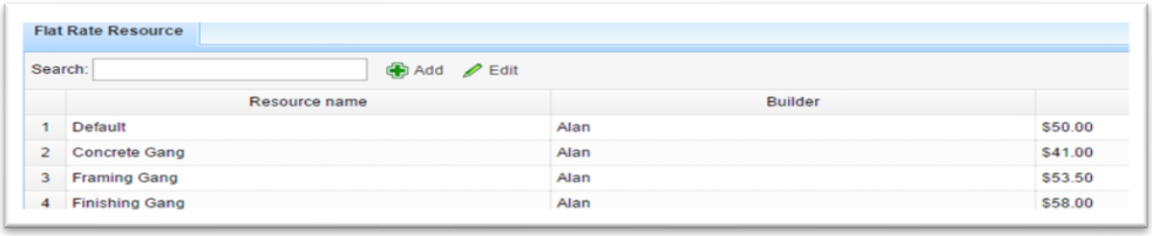
Position/Name	Number of Workers	Hours Worked	Productivity	Productive Hours	Charge Out	Cost	Profit
Brad	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Carpenter	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Labourer	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Pete	1.00	48.00	100%	48.00	$2,880.00	$2,160.00	$720.00
Robbie	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Finishing hand	2.00	46.00	100%	92.00	$5,060.00	$3,220.00	$1,840.00
Hammer hand	0.00	0.00	100%	0.00	$0.00	$0.00	$0.00
Total	3	140		140	$7940.00	$5380.00	$2560.00
Non Productive Time cost per week		$0.00	Average Charge Out Rate Excluding Non Productive Time				$56.71

Framing Gang — DEL SAVE

Any adjustments made in the Workgang Positions will automatically update to the Workgangs calculation.

N.B. However, the **Flat Rate Resource** menu (charge out rates) needs to be changed manually for any adjustment in costs, as this Workgangs section **is just a calculation tool**

- Now that you have establish the costs of various gangs, the Flat Rate Resource section can be populated with confidence.



Flat Rate Resource

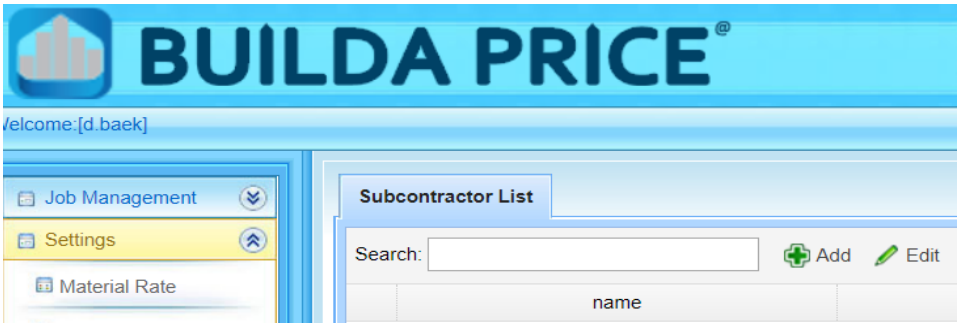
Search: Add Edit

	Resource name	Builder	
1	Default	Alan	$50.00
2	Concrete Gang	Alan	$41.00
3	Framing Gang	Alan	$53.50
4	Finishing Gang	Alan	$58.00

Subcontractor List

This is your own database to enter your Subcontractors that you repeatedly use. When you are pricing a project, you can then quickly and easily add Subcontractors to the job from this database.

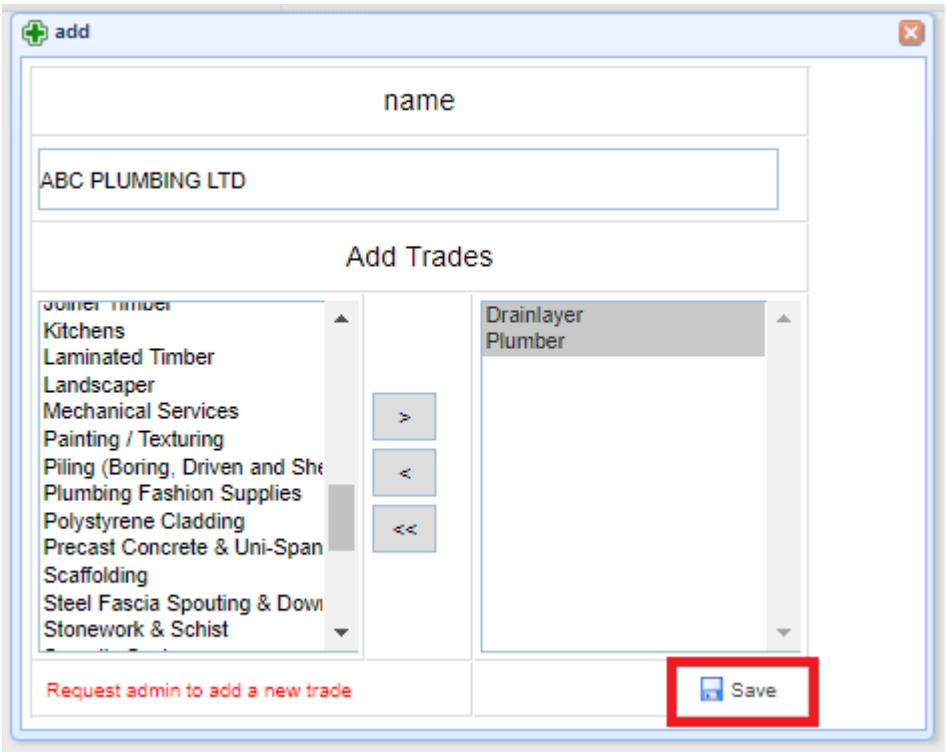
- Add



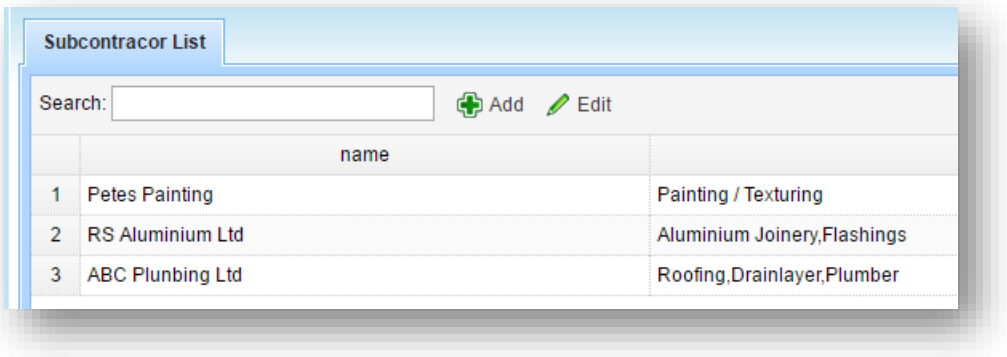
- Enter subcontractor company name; then select each **Trade** this company does. Either add them one at a time, or simply hold the **Ctrl key** to select multiple trades at once.

- Use the arrow button

to move the selected trades to the right-hand column, then **Save**.



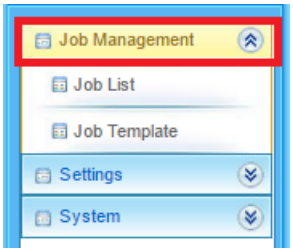
- Repeat for next subcontractor until list is complete with the subcontractors' names and what trades they each do.



NOTE that punctuation cannot be used when entering subcontractors' names.

Eg "pete's painting" must be written "petes painting".

Job Management



The **Job Management** taskbar is where you will spend most of your time. This is the point from which you access the pricing software proper.

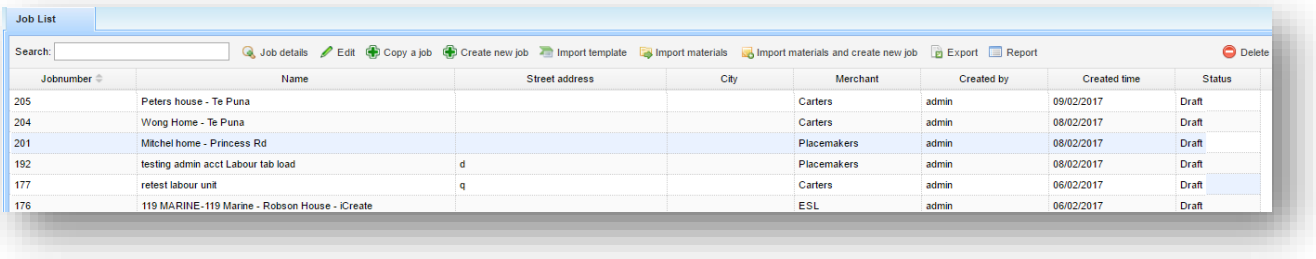
Job List

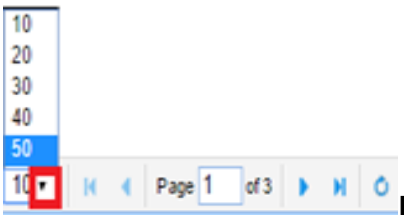
Job List is where all your projects are stored, and where you price the projects. Every project you price through the software also adds to your company's historical data, which you can reference when pricing future projects.

To get to Job List:

- Select Job Management → Job List.

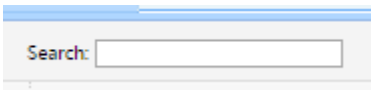
  A similar screen to below should appear





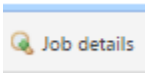
Navigating Pages

Located at the bottom of the screen is how to navigate between different pages. Select how many jobs you wish to see displayed on each page, or simply tab through the pages.



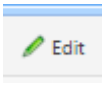
Search Job List

You can search for a specific job from your Job List by typing name into the Search Box.



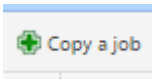
Job Details

This is where you price your project. Select a Job and click **Job details** to open the Project and begin pricing it. For help on how to price work using Builda Price, see the section below Job Details: Pricing a Project.



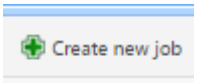
Edit Existing jobs

Here you are able to edit the job name, street address, city and job status.



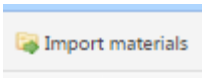
Copy a Job

Used to copy an existing job while keeping the original pricing as a record. For use with similar projects, allowing you to adjust the copied version where necessary to suit a new project. Rename as required after the copy process is complete



Create a New Job

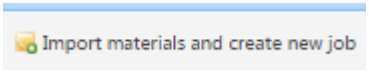
If you are not importing a merchant's Material Estimate or you wish to start pricing before the estimate is available, click **Create New Job** to start pricing a project. You will then be able to price all tabs other than Labour and Materials.



Import Materials

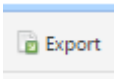
If you have already started pricing a project before you have received the Merchant's Material Estimate, use this button to import the Merchant's pricing file to your project at a later date.

BE SURE TO SELECT THE CORRECT MERCHANT when importing the file.

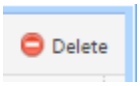


Import Materials and Create New Job

You can also create a new Project by importing the Merchant's Material Estimate pricing file, including the pricing for the job. BE SURE TO SELECT THE CORRECT MERCHANT when importing the file.



Export a job
Your Project can be fully exported to a Spreadsheet program e.g. Microsoft Excel. Select your Project and click the Export button. Once exported, the document can be edited to suit your needs.



Delete a job
If you choose to, you can delete a Project. Be very careful when deleting a Project. Once deleted, the Project cannot be recovered.

Job Template

The Job Template feature allows you to create a costing package from scratch, either for pricing a single job or as a template for repeated use.

Create your own takeoffs using your preferred merchant's material database within Builda Price to populate your template. Once your materials are selected their rates can be imported and applied at the touch of a button.

An **Export** option also allows you to conveniently transfer your takeoff to Excel spreadsheet.

For more details on how to use the Job Template feature, see **Doing Your Own Takeoffs** under the section **Job Details → Pricing a Project.**

CRUCIAL STEPS BEFORE PRICING

Start

- Before you start pricing any project, **study the plans/documents** and be confident that this project is the type of work you want to do.
- **Read the tag sheet** relating to the job and understand what it means.
-

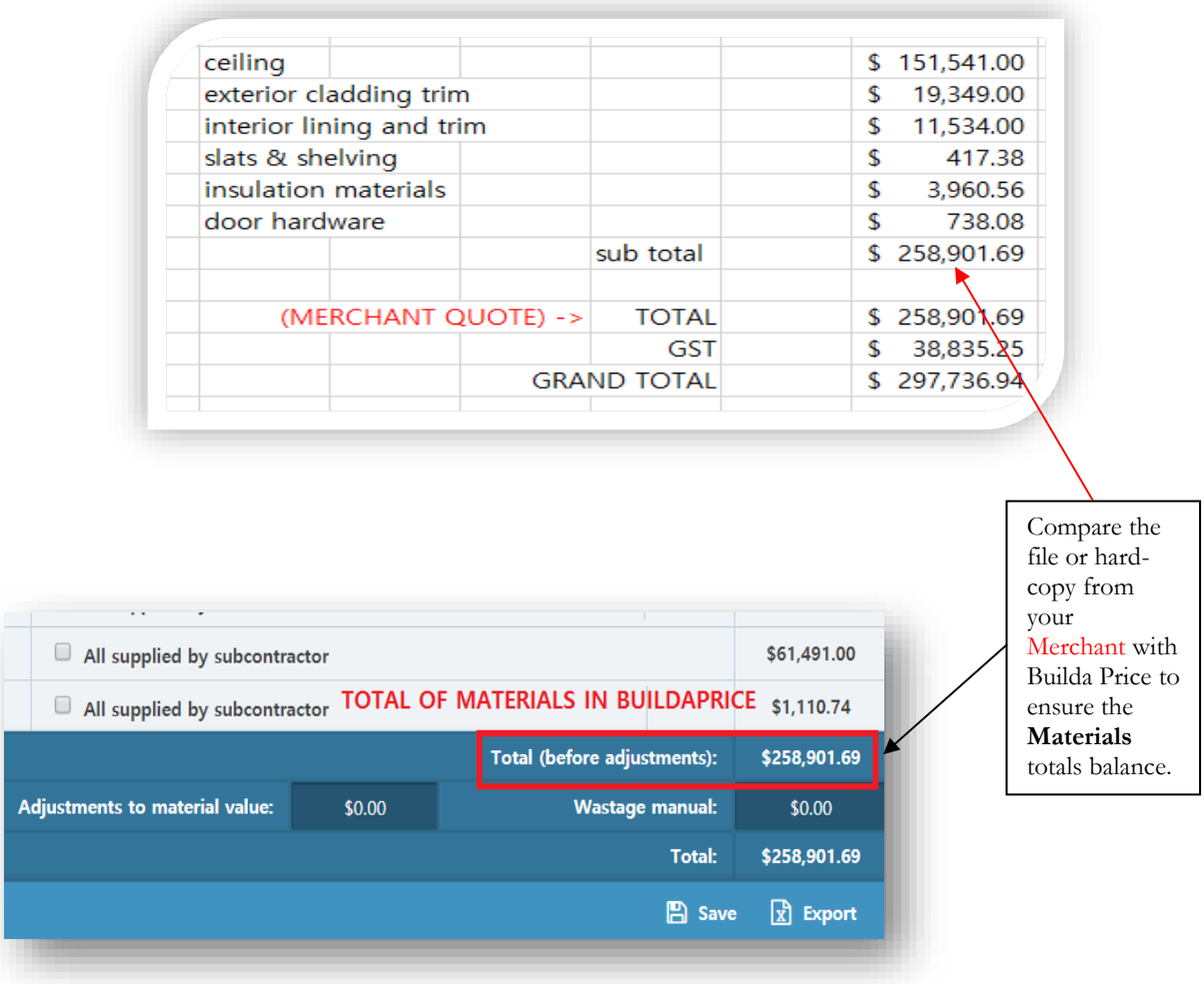
Import merchant pricing file

- Import the material estimate and pricing from your preferred merchant. Ensure you **SELECT THE CORRECT MERCHANT.**

Check Material Total

- After a job's pricing file has been imported into Builda Price, the **very first thing to do** is to check that the total in the **Materials** tab is **the same** as the total on the merchant's printed quote**.** This means all items successfully loaded into the job. This must be done before any changes are made to the job.

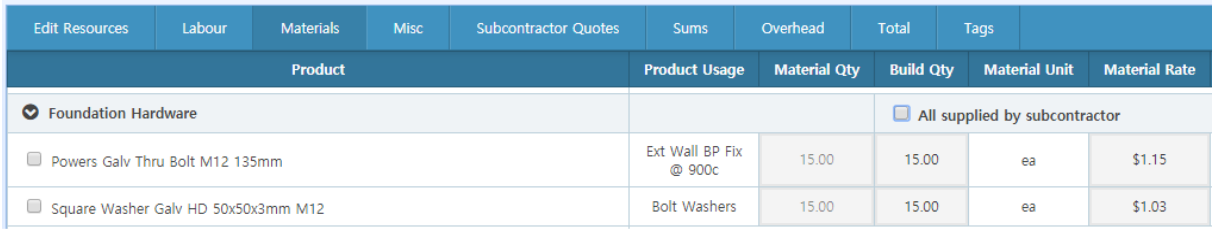
- **DO NOT PROCEED** until these totals balance. Call Builda Price admin for help if required.



Check Material Quantities

- The next step is most likely the **MOST IMPORTANT** process of all.

- Check the quantities of all big-ticket items and alter if required, ensuring you are happy with the quantities provided by the merchant. Make any necessary changes in the "Build Qty" column – the cell will change colour to orange to indicate that a change has been made



If a few joist hangers are missing, you will be able to live with that. However, if you are short on floor joists, that will be a costly mistake in terms of both the labour and materials.

Remember, the quantities provided by the merchant provides the basis for all your costing going forward, so spend time doing simple checks and quick calculations.

(For example: Dividing the first-floor area by 0.45 (floor joists at 450mm centres) plus a portion for double joists and some wastage should reflect the metres of floor joists required for the first floor of this project.)

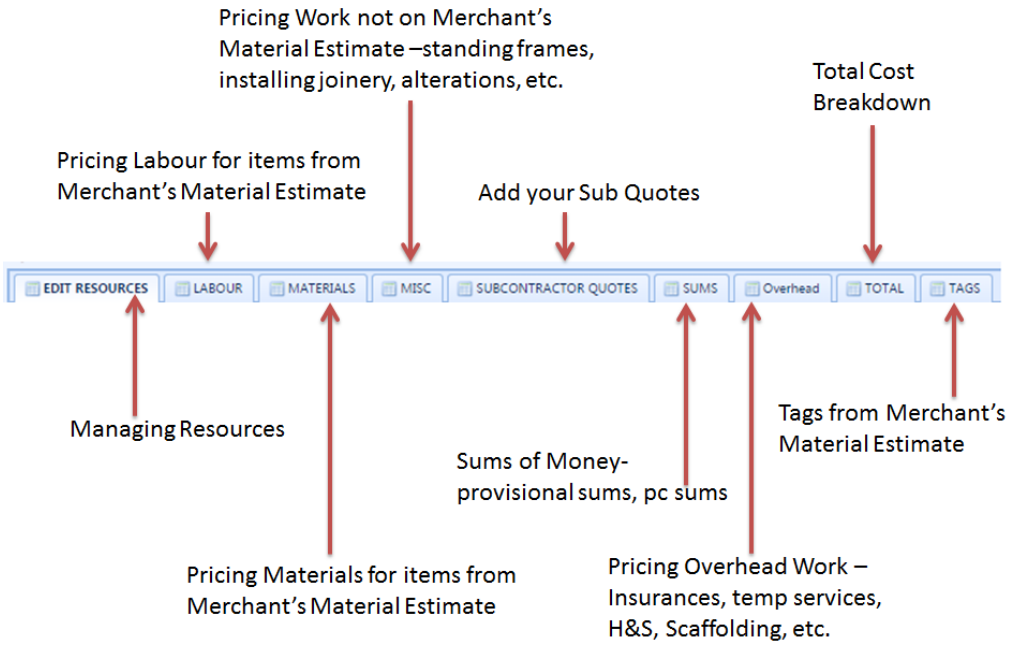
- **Do not cheat on this step**. It is very important.

Job Details: PRICING A PROJECT

Tab Bar Overview

Now it's time to start pricing your Project. (Job Management → Job List) then (Select Project→ Job Details)

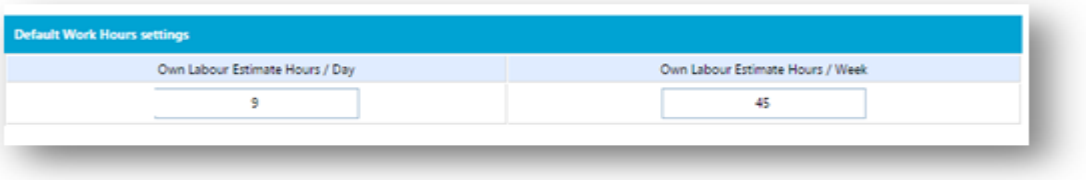
Once a job opens, there will be nine Tabs along the top bar. Each Tab represents a different aspect of pricing the project. A more detailed description for each Tab can be found in their dedicated sections below.



Edit Resources

The project will open on the Edit Resources tab. All templates previously set up in the (Settings → Flat Rate Resources, Workgang Postions and Workgangs) will be copied over to the Project

- Now you are able to quickly adjust any values that specifically apply to this project, which may be different to the templates copied from **Settings**
- Set the length of your standard working day by adjusting the **Default Work Hours.**



- You can also adjust your flat rate and workgang position settings here as well, should they require tailoring to this specific job.

Material Tab

Add new items

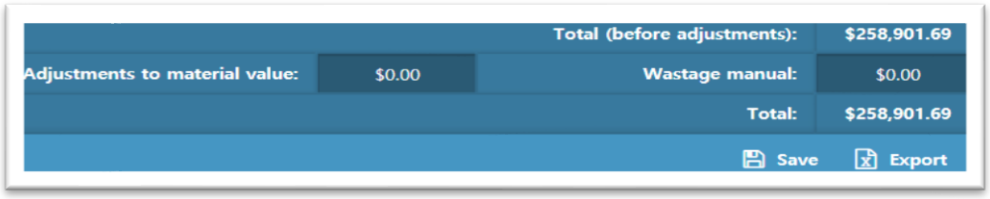
- To the required subheadings (Explained below – Common to Labour and Material tabs)

Delete items or subheadings subcontracted out

- Select as required (Explained below – Common to Labour and Material tabs)

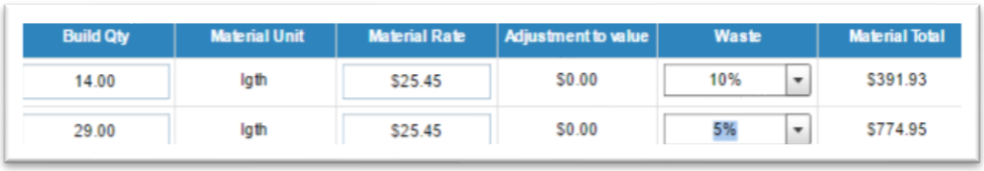
Add adjustment to material value

- Add a value for all the material consumables used on a job, that are not in the merchant's material estimate (bracing timber, tape, paint brushes and other sundries)

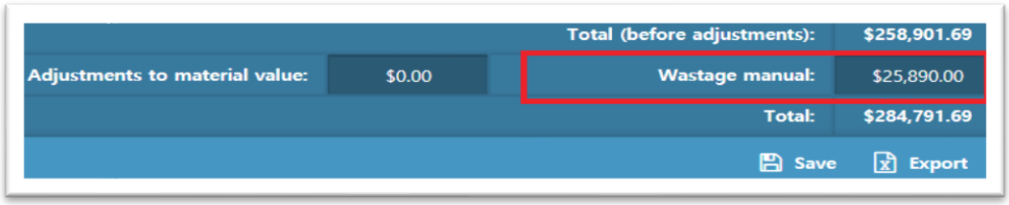


Add wastage

- Either line by line



- Or over entire job (very bottom of materials tab)



Final check

- The material pricing process is now completed, so **ensure you are happy with the final dollar value of the material tab** (Excludes GST

Labour Tab

Labour is the task that carriers the **most risk** and is where you stand to lose the most money. This is the **most important part to get right.** The process here is to ensure there are sufficient man-hours to complete all labour activities for the material items included in the merchant's material estimate.

Again, concentrate on the big-ticket items.

- Select the **LABOUR** tab
- Start by adding any missing labour factors (red cells) to calculate the man-hours and dollar values
- Examine the man-hour allowance line by line in the "manhours" column

Project Variables

If you consider the manhours either seem too great or insufficient to complete the job, then there are three possibilities:

1. **The quantity is incorrect**. Check and change if required. Note that in the **Materials** tab, a sheet of plywood will be displayed as a sheet. Whereas the **Labour** tab will display the same item as m^2, with a much higher quantity to cover the same area.

   The reason for this is that the labour factor is calculated as the rate of fixing each square metre, not of fixing an entire sheet. Make sure you check what unit the tab is working in (**sht** or **m^2**).

2. **Degree of Difficulty**. You may feel the building is either more complex or much simpler than a standard project. Therefore, an adjustment will be required by increasing or decreasing the degree of difficulty percentage until you achieve the hours required to complete each task.
3. **The Labour Factor is incorrect**. CAUTION REQUIRED HERE. Check any labour factors in question against similar items. Call Builda Price to discuss any concern you may have if you feel a labour factor is incorrect. Change and save if necessary, but be sure of your facts before changing labour factors.

NOTE – Alterations to existing structures can take as much as 30% longer than a normal build. All man-hours in a subheading can quickly be adjusted by selecting a % value using the **Bulk Degree of Difficulty** drop-down box at the base of each subheading.

- Each subheading will be priced out at the default rate. Select a different gang rate value for each subheading should you want to price a work-section at a different rate.

- Add any additional items that may be required using the **Add Item** button at the base of each subheading.

Supplied by Subcontractor

- Use the tick-box in front of each item to select those items you know will be supplied by a subcontractor, removing the cost from the project. Alternatively, allocate the materials for a whole work-section to a subcontractor by selecting the **All Supplied by Subcontractor** tick-box alongside each subheading.

Own Labour Estimate

- Now comes the final and very important check. Select **Use Own Labour Estimate** at the base of each subheading. Enter the amount of labour that you feel, from gut instinct and on-site experience, that the project should take. The Builda Price value should be close to your estimate. If there is significant difference between your own labour estimate and the Builda Price value, look harder at the **PROJECT VARIABLES** described above.

- Unselecting the **Own Labour Estimate** cancels the **Own Labour Estimate** calculation and will revert back to the Builda Price generated values.

- Ensure you are happy with the man-hour allowances and final dollar value of the labour tab.

- NOTE - Selecting and populating templates in the Miscellaneous and Overheads Templates sections will further add labour and materials values to the project.

Miscellaneous Tab

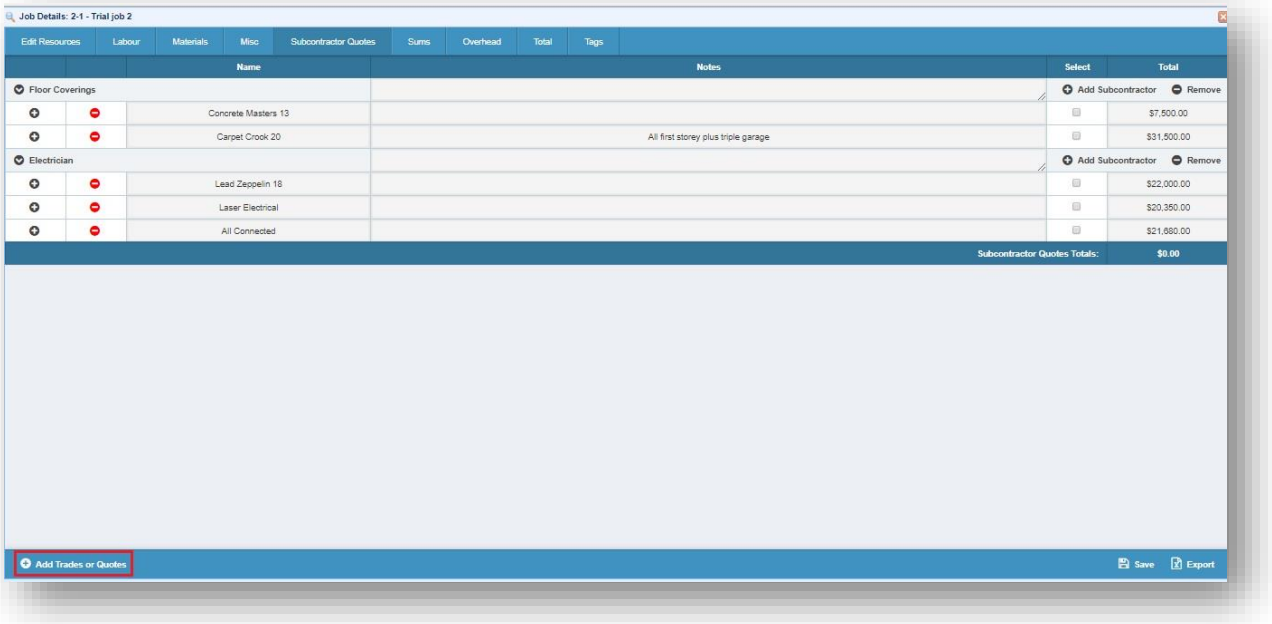
- **Add miscellaneous templates** for all items not allowed in the material estimate provided by the merchant. For example:
    1. Demolition
    2. Set out
    3. Excavations
    4. Boxing
    5. Standing pre-nailed frames
    6. Anything else where you need to supply labour and material

Select from the customizable Builda Price templates, or simply create your own.

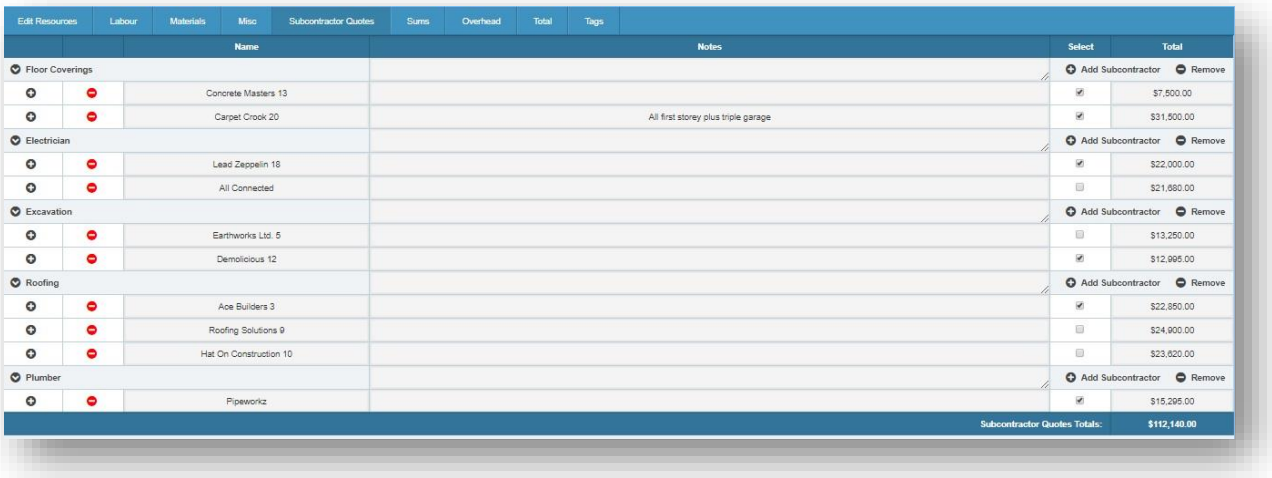
For more detail on this process, see **Setting up Builda Price → Miscellaneous Templates** section of this manual.

Subcontractor Quotes Tab

- Add all subcontractors quotes for each trade.



- Select the quotes that you want to carry over to the totals page



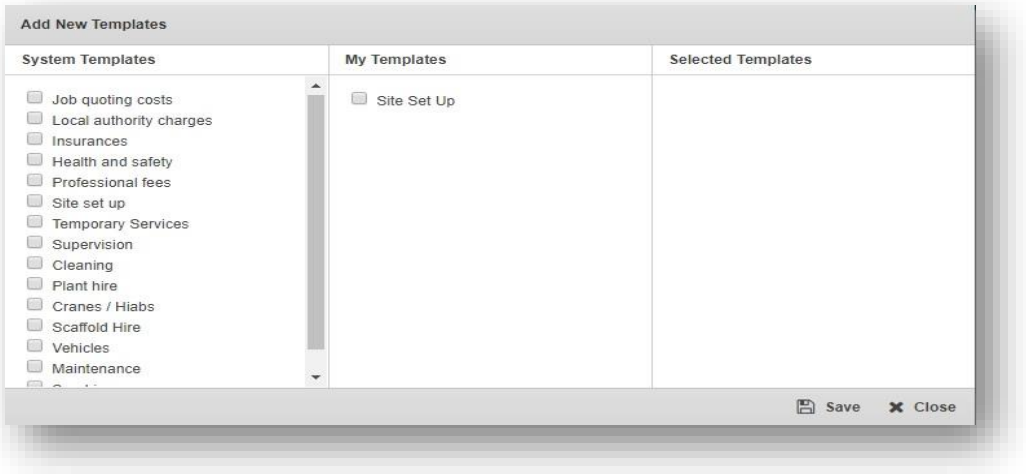
- By having all the quotes compiled in one package, Builda Price becomes a powerful negotiating tool when sitting down to discuss subcontractor options with the client. After all, it is their money. Let them have a say, with your guidance, how they spend it!

Sums Tab

- Enter costs of and monetary sums (Kitchens, bathroom fittings, etc.)

Overheads Tab

- This section allows you to accurately price out all the items that you pay for, but which do not physically end up remaining as part of the project (Insurances, fuel, consultants, etc.).
- Select from a range of pre-made templates, or create your own.
- Any templates created under the Settings → Overheads menu will now be available here for selection (see below).



If your company is struggling to make enough money to warrant the perils of being in business, there is a very high chance that you may not fully understand what it truly costs to run your organization.

Pay attention to this section and be realistic. Always be aware that there is a substantial overhead cost to building

Totals Tab

- Add your margins here
- Key in the floor area of the build to get a square metre (m^2) rate. This is a quick calculation tool for ensuring that the total price is in an acceptable range for the type of project being quoted.

Tags Tab

This tab was designed to allow the import of tags from merchants which include tags with their materials list. As such this only feature only supports certain file types.

- If, after importing a Materials list from your preferred merchant, this tab appears blank, then their files are not compatible. Ensure you refer to the merchant's hard copy quote for any tags that relate to the job.

Final checks

- Ensure you are happy with both the material quantities and the labour hours.
- Make sure all desired subcontractors are selected.
- Ensure all plans and specs are examined, understood and allowed for.
- Plug figures into the m² box located in the Totals tab.
- Compare the final price with similar projects from your own historical data.

Repricing at later date

TBC

Doing your own take off

TBC

Finally

- Understand your costs, price well and back cost diligently.

  Builda Price has repeatedly proven to be invaluable in helping to price all aspects of a build, ensuring no crucial element is accidentally omitted. Don't build for nothing when the market gets tight or because you made an error. Bottom line: losing money is no fun at all. Go fishing instead. Fishing is fun even if the fish are not biting