



# Canadian Mechanical Contracting Education Foundation

## Computerized Mechanical Estimating 100 2008/2009 Offerings

### **Dates and Locations**

Calgary, AB – January 12<sup>th</sup> -16<sup>th</sup>,  
2009

Toronto, ON – February 9<sup>th</sup> -13<sup>th</sup>,  
2009

### **The Cost**

Cost of Course \$ 2390.00  
CMCEF Members \$ 2150.00  
Plus 5% GST

The Fee includes a complete and comprehensive manual, a complete set of bid documents, drawings, specifications, addenda, leather bag including calculator and various other supplies needed for the course, as well as, a continental breakfast and hot lunch each day.

BN# 867668436 RT 0001

### **Cancellation Policy**

Thirty (30) calendar days prior to start of course—100% refund  
Fifteen (15) calendar days prior to start of course—50% refund  
Seven (7) calendar days prior to course commencement— No refund  
Substitutions can be made up to the day before the course starts.

### **How To Pay**

Visa, MC, Amex, Cheque

### **Registration**

Seating is limited to 6 students!  
Please fill out the attached registration form and fax or mail it to:  
**Mechanical Estimating 100**  
c/o CMCEF  
601-280 Albert St.  
Ottawa, ON  
K1P 5G8  
Phone: (613) 232-5169  
Fax: (613) 235-2793

**Registration is not complete until  
payment has been received**

For more information please contact  
Tania Johnston  
eMail: [tania@cmcef.org](mailto:tania@cmcef.org)

### **Course Outline**

This Gold Seal Accredited course is designed to teach novice estimators sound principles and proven methodologies of professional estimating. This intensive hands-on course will set students on the path to becoming more proficient and productive estimators by focusing on estimating techniques that emphasize accuracy and detail during takeoff. In addition to being taught hands-on techniques for counting and measuring materials during the takeoff phase, students are shown how to organize those takeoffs into logical and functional breakdowns, setting the stage for proper bid review, material co-ordination, scheduling, and effective project management. Leading mechanical estimating software is used for this course.

Throughout the five-day course, students will exercise these principles and techniques by performing an instructor-led real-world type estimate from start to finish, using the latest in state-of-the-art software, tools, and materials.

Upon successful course completion the student should garner sufficient knowledge to complete an estimate and prepare a formal bid with confidence.

### **Summary of Course Topics**

- Understand and describe the entire estimating process
- Accurately describe and review bid documents (i.e. drawings, specifications, and addenda)
- Demonstrate procedures to setting up an estimate
- Describe the important of breaking down an estimate into logical and functional breakdowns
- Correctively perform takeoff of materials in common systems using a systematic approach that emphasizes attention to accuracy and detail
- Demonstrate the ability to correctly modify takeoff description, quantities and items
- Understand and describe the process of extending material pricing and labour unit values to an accumulated bill of materials in a computerized estimating environment
- Demonstrate the ability to effectively correct errors and omissions (due diligence) on their accumulated bill of materials
- Accurately account for costs of all applicable labour (direct, indirect and incidental), general expenses, subcontractors and quoted material items
- Demonstrate the ability to submit a final bid which accurately accounts for all costs, overhead, and profit
- Demonstrate a basic proficiency in the use of estimating software
- Comprehend the purpose and importance of associated estimating activities such as request for information and request for quotation

### **Who Should Attend**

Project managers, journeymen, novice estimators, junior estimators and estimators unfamiliar with computerized estimating software

### **Prerequisites**

Experience in the contracting industry, the ability to read blueprints, and working knowledge of computers in a Windows environment.

*In order to receive the course certificate, students MUST attend all 5 class days.  
A final assignment must also be completed during class time.*



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### Registration Information:

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_ Company Email: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Student Email: \_\_\_\_\_

*\* Due to limited space, registration will be processed on a first come, first served basis. Register early to avoid missing out!*

### To Register Please Check:

Registrant: \$2390 +GST       CMCEF Contributor: \$2150 +GST

Course Name		City	Province	Course Dates
No.	Attendees Name and Email	Sub Total	GST/HST	Total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$

### Method of Payment:

Cheque (Payable to CMCEF)     
 Visa     
 MasterCard     
 American Express     
 Invoice Me (Members Only)

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Please Note: Registrations Cannot Be Processed Without Payment

**Cancellation Policy:** Should it become necessary to cancel your participation, please send written notification to CMCEF 30 days prior to the course start date for a full refund, or 15 days for a 50% refund. Please note that after 7 days there can be no refunds but substitutions will be accepted.

**Please Fax This Registration Form To 613.235.2793**