PROJECT TASK WORKSHEET – DMI 80 Form

SUBMITTED BY: _____ FOR _____

PROJECT TITLE:		PAGE: ____ OF ____
CONTRACT NUMBER:		FEDERALLY FUNDED YES: ___ NO: _____
PROJECT ESTIMATE:		If YES, Name Agency: _____

PROJECT TASK	SCOPE OF TASK	EST. TASK AMOUNT $	EST. TASK AMOUNT %	NIGP Codes	SUBCONTRACTIBLE DOLLAR AMOUNT	CONTRACTOR'S QUALIFICATIONS	COMMENTS/SPECIAL CONDITIONS
TOTAL:			**100%**				

Note: Must provide rationale for exemptions, exclusions, exceptions, and prime contractor designations:

PREPARED BY (Name and Title): _____ DATE:_____

PROJECT TASK WORKSHEET

PROJECT TITLE: (1)

CONTRACT NUMBER: (2)

PROJECT ESTIMATE: (3)

SAMPLE

PAGE: ____ OF ____ (4)

FEDERALLY FUNDED YES:___ NO:_____ (5)

If YES, Name Agency:_____ (6)

SUBMITTED BY: _____ FOR _____ (7)

PROJECT TASK (8)	SCOPE OF TASK (9)	ESTIMATED TASK AMOUNT (10)	AND % (11)	NIGP Codes (19)	SUBCONTRACTIBLE DOLLAR AMOUNT (12)	CONTRACTOR'S QUALIFICATIONS (13)	COMMENTS/SPECIAL CONDITIONS (14)

INSTRUCTIONS For Completing FORM MBD 80:

1. Enter the official project name
2. Enter the official project number
3. Enter the full estimated value of the project based on the **attached*** Engineer's Estimate or Project Budget Detail
4. Enter current page number and total number of pages
5. Indicate whether this project is federally funded
6. If federal funds are involved, name the agency
7. Indicate which department is initiating this form
8. Indicate all tasks to be performed
9. Describe scope of work involved in the task
10. Record the estimated dollar value of the task
11. Enter percentage of the project estimate the estimated task amount task represents
12. Of the estimated task amount, enter the subcontractible amount in dollars
13. Mention any special contractor qualifications needed for this work
14. Indicate any comments or special conditions, provide justification for any tasks deemed not subcontractible
15. For the estimated task amount and subcontractible dollar amount columns, enter each column total, respectively
16. Provide rationale for exemptions, exclusions, exceptions and prime contractor designations in the space provided
17. **PRINT** the first and last name, also Job Title of the preparer of this document
18. Record the date this document was prepared
19. Indicate the NIGP Code related to the Scope of Work

*** - Each Project Task Worksheet must be accompanied by an Engineer's Estimate or Project Budget Detail**

TOTAL:		15	100%		15		

Must provide rationale for exemptions, exclusions, exceptions and prime contractor designations: (16)

PREPARED BY (Name and Title): (17) DATE: (18)