



- Gold Seal Certified Course-

# ESTIMATING COURSE

The purpose of this course is to teach individuals basic estimating and bidding skills. The need for good estimators in Western Canada is astronomical and problems with past courses were that they were incomplete and not instructed by senior estimators working in the industry. We have (3) instructors who all have extensive backgrounds in bidding and estimating, and one key instructor who is still in the industry as a senior estimator for a major company in B.C.

The course includes (2) full days of instruction plus an additional (3) weeks of on-line estimating and instructions during evenings and weekends at home. Each participant will receive a complete 120-page Estimating manual. A brief overview of the course is as follows:

- Analyzing projects to bid
- Risk analysis
- Researching bids/clients
- Knowing the competition
- Estimating costs/updating
- Contact lists for prices
- Bidding strategy and Recommendations
- Bidding preparation
- Site visits
- Check lists
- Selling the Bid
- General Conditions (Requirements)
- Types of Bids
- Instructions to Bidders
- Addenda
- Bid Depository
- Bonding & Insurance
- Pre-estimate Budgets
- How to estimate (each discipline separate)
- Estimating on-line w/drawings and specs
- Drawings to be estimated and graded

**Dates:** Friday, December 10 and Saturday, December 11, 2010 (8:00 am – 4:30 pm)  
Plus online estimating instruction, evenings & weekends for 3 weeks thereafter

**Location:** Comfort Hotel & Conference Centre – 3020 Blanshard Street, Victoria

**Costs:** ICBA/VICA/MICA members \$975.00 + \$117.00 HST = \$1092.00  
Non members \$1075.00 + \$129.00 HST = \$1204.00

## REGISTRATION INFORMATION

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Registrants: \_\_\_\_\_

Payment: Cheque  Credit Card  VISA / MASTERCARD (circle one)

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

- **Course is often overbooked**—seating limited to 30
- To reserve a seat, fax this form to 604-298-2246 & for more information, contact 604-298-7795
- Send cheques payable to ICBA 211-3823 Henning Dr, Bby V5C 6P3
- **No cancellations/refunds after December 3, 2010 (Substitutions only)**