**Guidance for setting up the Retail Data for Pricing Workbook**

This workbook is designed to capture all of the site data that tenderers will need in pricing cleaning services for the site. The Modern (2015) and Collective (2012) Award rates have been embedded into it. Both reflect the update of rates that were enacted at July 2016. It also contains a ‘custom’ award rate allowing contractors to insert their own rates if you permit this to occur. You select which award you want to apply in your tender on the Instructions Tab.

You should also send a specific written instruction to all tenderers to ensure they use the one award of your choice.

You only need to enter information into the **orange cells** within each tab of the workbook. Please don’t alter any other cells. It is important that you complete the site information in these sheets as correctly as possible and avoid duplicating areas across the different lines.

You will first need to unlock the ‘Hours’ and ‘Costs’ tabs with the password 1234321. This should not be openly disclosed to contractors. At the end of your sheet preparation process, and before you issue the sheet to contractors, please remember to lock it again using the same password.

Column A of the ‘Hours’ and ‘Costs’ sheet contain the list of areas which will need to be measured as they are appropriate for your site. This can be done fairly roughly e.g. a scale ruler measuring off a scaled drawing will be good enough. If the task / area / surface type does not exist in your site, then just leave that area blank. Do not delete the line.

**You only need to review column C and populate column D for the ‘Hours’ and ‘Costs’ tabs. You do not need to input information into any other cells in these tabs. This will be done by the cleaning companies during the tender.**

1. Input your square metre areas for each task / area / surface type listed in columns A and B of both the ‘Hours’ and ‘Costs’ tabs. Note that while most tasks are measured in square meters, escalators are measured in lineal meters. Note that the content of columns C and D for both tabs should be identical.
2. Try to replicate or summarise your whole property into the sheets, using the cells provided. If you do need more space to fit in your property levels and special areas then insert extra lines into the middle of the sheet – this will ensure that cell functions will not be corrupted – you must also identically perform this function on both the hours and costs sheets. If not performed identically then the sheet functions will break.
3. The Summary tab introduces other elements of the cleaning contract that may or may not be a part of the current cleaning scope. Please review the orange cells in Column C and insert additional lines as required or mark which ones are not relevant.

You’re all finished! Thank you for your help!