2028 Capital Outlay Application Manual

Aging and Long-Term Services Department

Bonfire/Euna Application System

This manual provides step-by-step instructions for registering in Bonfire/Euna, locating the appropriate FY 2028 Capital Outlay opportunity, completing the Excel Question Set, uploading required documents, and submitting a complete application.

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Application Support

Capital Outlay Bureau trainings will be offered through Microsoft Teams. Recordings and current Capital Outlay resources will be posted on the ALTSD Capital Outlay webpage.

For application questions, contact: Tasha Martinez, Capital Outlay Bureau Chief | tasha.martinez@altsd.nm.gov

1. Before You Begin

Complete the following preparation steps before beginning an application in Bonfire/Euna:

- Confirm the appropriate application type: Planning & Design; New Construction; Renovation/Code Compliance/Additions; Vehicles; or Meals & Equipment.
- Confirm the project is identified in the applicant's FY 2028–2032 Infrastructure Capital Improvement Plan (ICIP). A project that is not identified in the ICIP may not be scoreable unless ALTSD approves an exception in writing.
- Identify the fiscal agent that will administer the appropriation, procurement, payments, reimbursement requests, reporting, and closeout.
- Gather current project information, including scope, budget, quotes or estimates, and maintenance/operational funding documentation.
- Confirm that the fiscal agent understands Capital Outlay appropriations are reimbursement-based and can pay allowable costs before reimbursement is received.
- Create a secure electronic folder for each senior-center project and application type.

File Naming Convention

Use consistent filenames so the correct Question Set and supporting documents can be matched to the correct senior center and application type.

Document	Recommended filename
Question Set	Facility Name – Fiscal Agent - Application Type – Document Name.xlsx
ICIP documentation	Facility Name – Fiscal Agent - Application Type – ICIP.PDF
Quote or estimate	Facility Name – Fiscal Agent - Application Type – Quotes or Estimates.pdf
Project Budget, Scope and Funding Sources Worksheet	Facility Name – Fiscal Agent - Application Type – Project Budget Scope Funding Worksheet.pdf
Certification letter	Facility Name – Fiscal Agent - Application Type – Certification Letter.pdf

Example: Senior Center 1 – City of Who Ville – Meals & Equipment – Document Name. PDF

2. Register for a Bonfire/Euna Account

If your organization already has an active Bonfire/Euna account, do not create a duplicate account. Log in using the existing account or contact your organization's account administrator for access.

Step 1: Start Registration

1. Go to altsdnm.bonfirehub.com.
2. Select Register in the upper-right corner of the page.
3. Enter the requested account information and select Create Account.

Use the legal name of the fiscal agent or applying entity—not the name of the senior center—as the organization name. Examples include a city, county, tribe, pueblo, nation, or other authorized entity.

Use the name and email address of an individual authorized to act for the applying entity. If a nonprofit participates through a fiscal agent, the fiscal agent must provide the required certification or authorization.

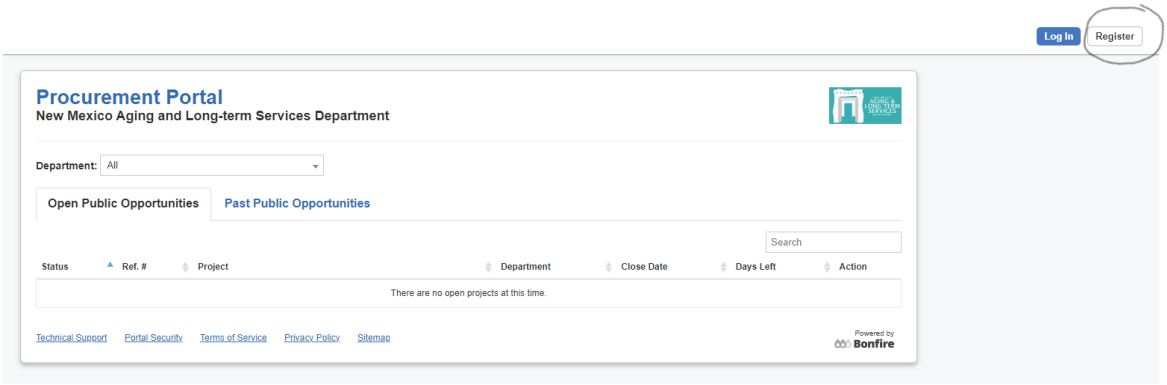


Figure 1. Select Register to create a Bonfire/Euna account.

Step 2: Activate the Account

4. Check the registration email address for an activation message. Check junk or spam folders if it is not received within a few minutes.
5. Select Complete Your Registration in the email.
6. Create a password and select Continue.

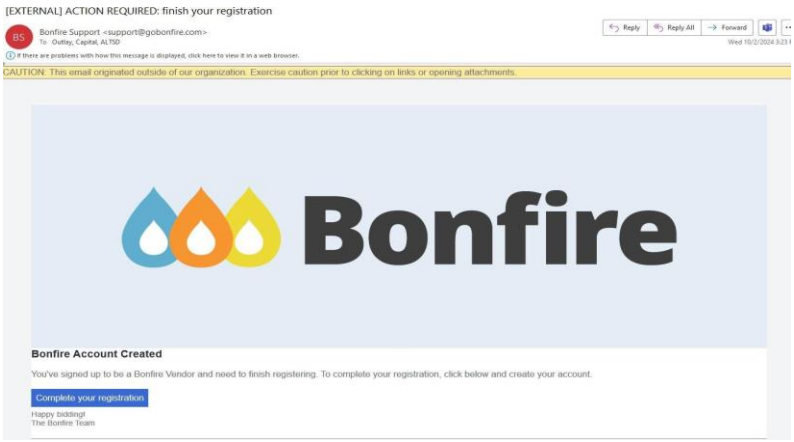


Figure 2. Select Complete Your Registration from the activation email

Step 3: Join or Create an Organization Profile

7. Search for your organization in the “Search for your company” field.
8. If the organization appears, select Join Company.
9. If it does not appear, select Create My Company, complete all required fields marked with a red asterisk (*), and select Save and Next.
10. Complete organization-profile questions with information relevant to your entity or department.

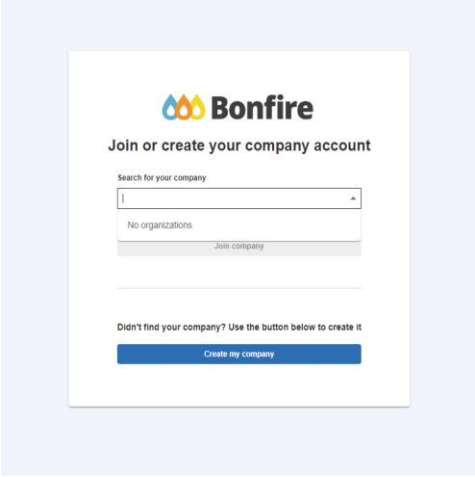


Figure 3. Search for and join your organization, or select Create My Company

Step 4: Complete Registration Preferences

11. Select United States and then New Mexico when prompted.
12. Accept the Privacy Policy and Terms of Service.
13. Under vendor types, select Capital Outlay Opportunities and choose Save and Next.
14. Skip optional Commodity Codes unless your organization wishes to add them. Select Continue to Premium Vendors, then Continue to Registration Complete.

Registration labels and button names may change slightly as Bonfire/Euna updates its interface. Follow the on-screen prompts if the wording differs from this manual.

3. Log In and Locate an Application Opportunity

15. Log in at altsdnm.bonfirehub.com using your Bonfire/Euna account.
16. From the dashboard, open the Portal and select the My Opportunities tab.
17. Locate the listing for the applicable FY 2028 ALTSD Capital Outlay application type.
18. Select View Opportunity to open the opportunity details page.

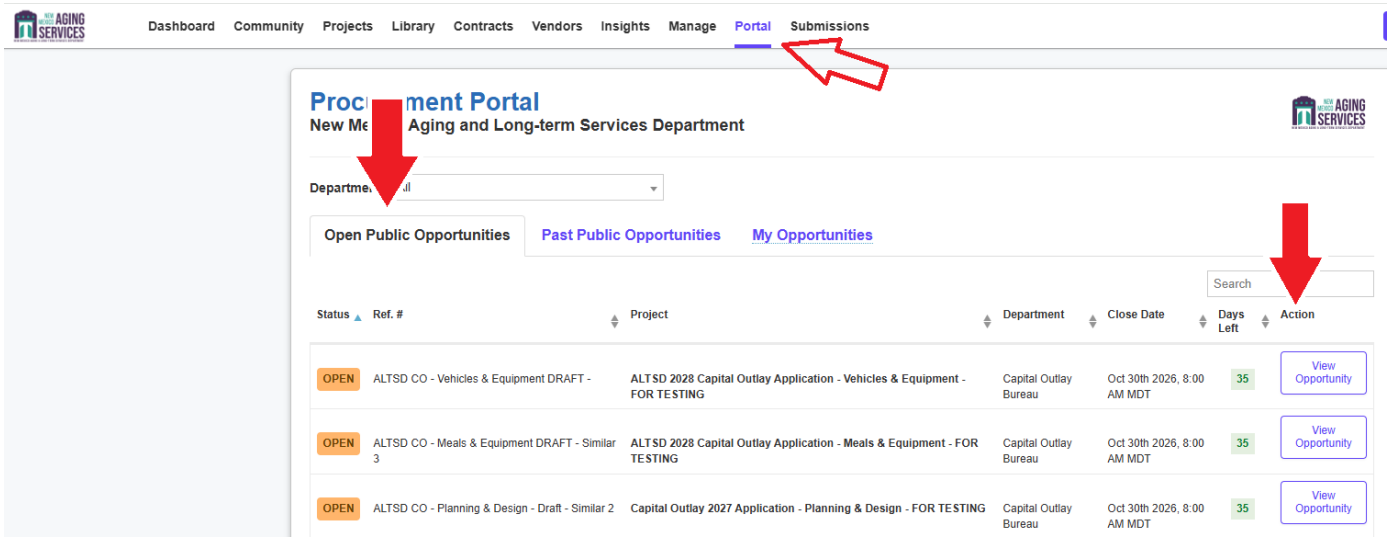


Figure 4. Select Capital Outlay Opportunities under Vendor Types

Review the Opportunity Details Page

Before preparing a submission, review all information on the opportunity details page. This page may include:

- Application opening and closing dates and times.
- Opportunity instructions and updates.
- Requested Information that must be completed in Bonfire/Euna.
- Required Documents that must be uploaded. Required documents vary by application type.
- The Question Set download link or other downloadable templates.
- Any amendments, clarifications, or changes to application questions.

Review the opportunity details page each time you return to the application. ALTSD will post amendments, notices, and updates in the opportunity when applicable.

Application Types

Application type	Use when the request is primarily for
Planning & Design	Pre-construction planning, assessments, engineering, architecture, design, cost estimating, specifications, or permitting support.
New Construction	A new facility, structure, or major new site/infrastructure improvement.
Renovation/Code Compliance/Additions	Improvements to an existing facility; code, safety, accessibility, or building-system work; or facility additions.
Vehicles & Equipment	Eligible vehicles and related capital equipment for senior transportation, meal delivery, or authorized senior-center services.
Meals & Equipment	Commercial kitchen equipment, fitness equipment, durable tables/chairs/furnishings, billiard tables, and other capitalizable equipment that supports senior-center services.

4. Download and Complete the Question Set

Step 1: Download the Correct Question Set

19. Open the applicable opportunity in Bonfire/Euna.
20. Download the Question Set for the application type you are submitting.
21. Save the original downloaded file before entering any responses.
22. Open the file in Microsoft Excel and select Enable Editing, if prompted.
23. Immediately save a working copy using the required naming convention.

Important Requirements for Multiple Senior Centers

If you are applying for more than one senior center under the same application type, complete a separate Question Set and upload a separate set of supporting documents for each senior center. Begin with a new copy of the original Question Set for every senior center so formulas, required fields, and question formatting remain unchanged.

Question Set Worksheets

Worksheet	Purpose
Instructions	Provides directions for completing the Question Set.
Summary	Shows completion status, response progress, and any errors that must be corrected.
Numbered Question Set tab(s)	Contains the questions that must be answered, saved, and uploaded as part of the application.

Completing the Question Set

- Read every question carefully before responding.
- For questions with a point value, provide complete, specific, and well-supported responses.
- Use available dropdown options exactly as provided.
- Do not alter protected cells, workbook tabs, formulas, or question text.
- Complete all required questions and correct any errors shown on the Summary worksheet.

- For a question marked “unique per alternate,” provide a separate response for each senior center included in the application.

Common Documentation Expectations

See Sections 8–10 for evidence requirements, phase-readiness review, renovation application categories, and proposed leveraged-funding scoring. Use the combined Project Budget, Scope and Funding Sources Worksheet.

The application will an ICIP project entry or report extract, a Certification Letter, the Project Budget, Scope and Funding Sources Worksheet, current quotes or estimates, maintenance/repair funding documentation, plans or scope documents, and other materials appropriate to the application type. Refer to the Required Documents list in the opportunity and the checklist in this manual.

5. Prepare and Submit Your Application

Step 1: Start a Submission

24. Select your Vendor Profile from the available dropdown list.
25. Select Prepare Your Submission.
26. If this is your first Bonfire/Euna submission, review the available instructional video before proceeding.

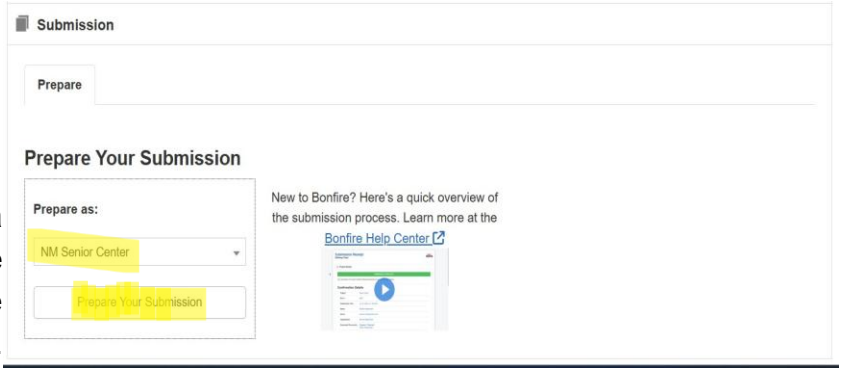


Figure 5. Select Prepare Your Submission to begin

Step 2: Confirm Submission Information

Review the applicant contact information shown in the submission. Confirm that the listed contact is correct and able to receive application notices and submission confirmations.

Step 3: Complete Requested Information

Answer all required questions in Bonfire/Euna. Select Save after completing each response. The system uses color indicators to show question status:

Indicator	Meaning
Red	The question has not been answered or saved.
Green	The question has been answered and saved.
Yellow	The question is optional. If answered, save the response before proceeding.

When an application includes more than one senior center, complete all questions designated as “unique per alternate” separately for each facility. Enter the name of the applicable senior center and provide information specific to that facility.

Step 4: Upload Required Documents

Upload all documents listed in the opportunity's Required Documents section. A red indicator means a required document is missing. A green indicator means the document was uploaded successfully. Confirm the filename and file type before proceeding.

- Upload documents to the correct requested-document field.
- Use the recommended file naming convention.
- Confirm the document supports the specific senior center and application type.
- Do not upload a document from another center or another application type unless it is clearly applicable.
- Review the system's uploaded-document summary before final submission.

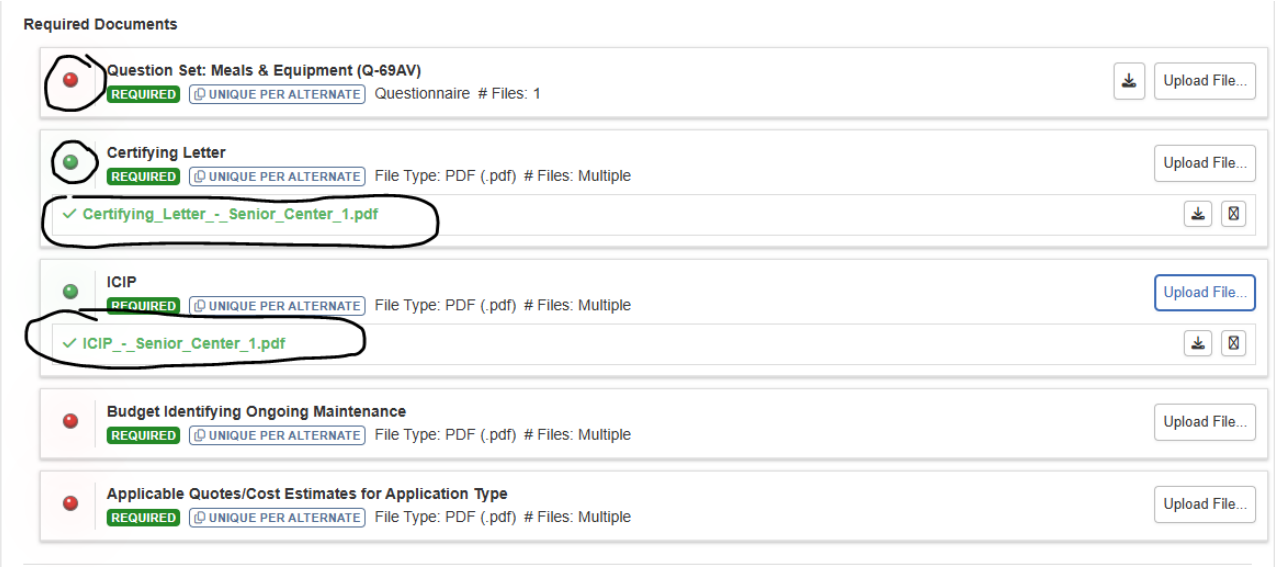


Figure 6. Upload required documents and verify successful upload

Step 5: Final Review and Submission

Before submitting, confirm the following:

- Every required question is answered and saved.
- All required documents have been uploaded and display as complete.
- The Question Set, project budget, quotes/estimates, ICIP documentation, and other supporting records are consistent.
- The fiscal agent has confirmed its reimbursement and advance-funding responsibilities.
- The applicant has reviewed the certification statement and understands that submission details and documents cannot be changed after finalization unless the submission is formally unsubmitted before the closing deadline.

27. Select the certification checkbox acknowledging that submission details and documents cannot be changed after the opportunity closes.
28. Select Submit & Finalize My Submission.
29. Save the Submission Receipt and confirmation email for your records.

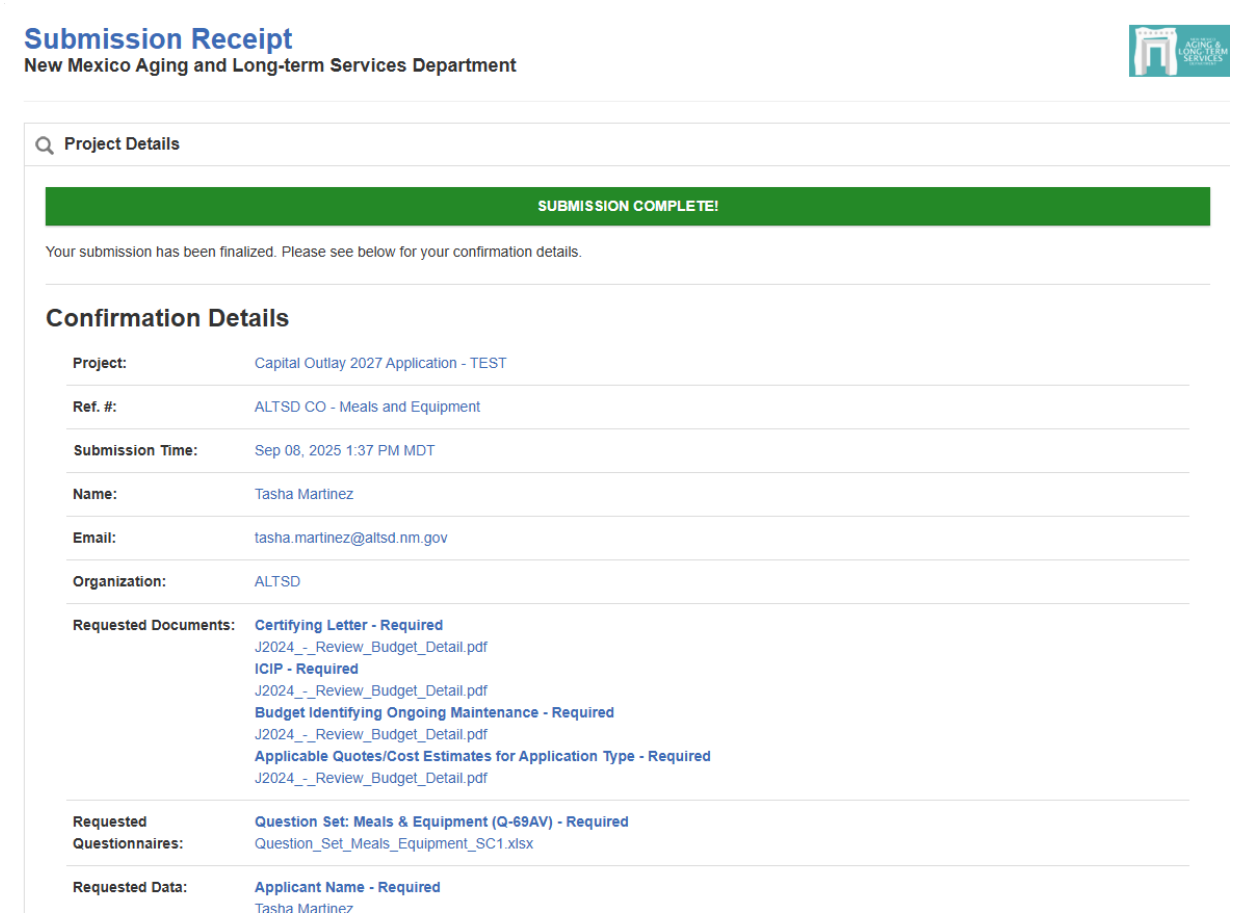
6. Review, Correct, and Finalize a Submission

If You Cannot Submit

If the system does not allow submission, scroll through the page and locate any red indicators. Complete or save the missing responses and upload missing documents until all required sections show as complete.

Submission Receipt

After successful submission, Bonfire/Euna will display a Submission Receipt. The receipt summarizes submitted answers and uploaded documents. Save or download the receipt and retain the system-generated email confirmation in the designated file folder.



Submission Receipt
New Mexico Aging and Long-term Services Department

Project Details

SUBMISSION COMPLETE!

Your submission has been finalized. Please see below for your confirmation details.

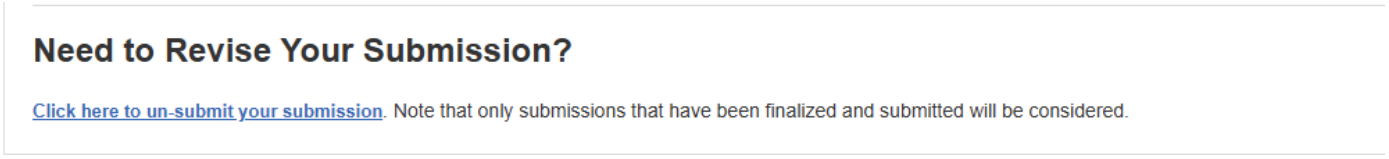
Confirmation Details

Project:	Capital Outlay 2027 Application - TEST
Ref. #:	ALTSD CO - Meals and Equipment
Submission Time:	Sep 08, 2025 1:37 PM MDT
Name:	Tasha Martinez
Email:	tasha.martinez@altsd.nm.gov
Organization:	ALTSD
Requested Documents:	**Certifying Letter - Required** J2024_-_Review_Budget_Detail.pdf **ICIP - Required** J2024_-_Review_Budget_Detail.pdf **Budget Identifying Ongoing Maintenance - Required** J2024_-_Review_Budget_Detail.pdf **Applicable Quotes/Cost Estimates for Application Type - Required** J2024_-_Review_Budget_Detail.pdf
Requested Questionnaires:	**Question Set: Meals & Equipment (Q-69AV) - Required** Question_Set_Meals_Equipment_SC1.xlsx
Requested Data:	**Applicant Name - Required** Tasha Martinez

Figure 7. Save the Submission Receipt and confirmation email

Correcting a Submission Before the Deadline

If you identify an incorrect response or document after submitting—but before the opportunity closes—open the submission and select the option to unsubmit the submission. Confirm the action, make the necessary corrections, save all revisions, and submit and finalize the application again.



Need to Revise Your Submission?

Click here to un-submit your submission. Note that only submissions that have been finalized and submitted will be considered.

Figure 8. Use Unsubmit only before the deadline to correct responses or documents.

Do not wait until the application deadline to submit. Allow sufficient time to correct validation errors, replace documents, or resolve technical issues before the opportunity closes.

7. Required Document Checklists

Use the following checklists as a planning aid. The Bonfire/Euna opportunity page is the controlling source for required documents. Requirements may change by application type, and the current opportunity posting should always be reviewed before submission.

Planning & Design Application Checklist

Complete	Document / Supporting Item
☐	Planning & Design Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates

New Construction Application Checklist

Complete	Document / Supporting Item
☐	New Construction Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates
☐	Required proof of completed planning and design appropriate to the construction requested; include applicable accepted drawings, specifications, assessments and other preconstruction documentation.
☐	**Optional** Site-control documentation and required reviews, if applicable
☐	Maintenance/operations budget commitment
☐	**Optional** supporting records: photos, renderings, or plans

Renovation/Code Compliance/Additions Application Checklist

See Sections 8–10 for evidence requirements, phase-readiness review, renovation application categories, and proposed leveraged-funding scoring. Use the combined Project Budget, Scope and Funding Sources Worksheet.

Complete	Document / Supporting Item
☐	Renovation/Code Compliance/Additions Question Set

☐	FY 2028–2032 ICIP project entry or report extract
☐	Certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Applicable quotes or cost estimates
☐	Planning/design determination for renovations of $225,000 or less; proof of completed planning/design for renovations greater than $225,000 and new-addition construction; applicable assessments and code-compliance reports.
☐	Maintenance/repair budget commitment
☐	**Optional** supporting records: photos, renderings, or plans
☐	Permitting determination for every request: required permits, issuing authority, status, anticipated date and responsible party; explain if not required or not yet determined.
☐	For renovations greater than $225,000 and new additions: detailed procurement, schedule, funding, technical dependency and service-continuity information.

Vehicles Application Checklist

See Sections 8–10 for evidence requirements, phase-readiness review, renovation application categories, and proposed leveraged-funding scoring. Use the combined Project Budget, Scope and Funding Sources Worksheet.

Complete	Document / Supporting Item
☐	Vehicles Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Vehicle quotes, specifications, and upfitting estimates
☐	Fleet maintenance and management plan, vehicle inventory, and maintenance log
☐	Maintenance and repair budget commitment or documention
☐	**Optional** supporting records: photos or service records

Meals & Equipment Application Checklist

Complete	Document / Supporting Item
☐	Meals & Equipment Question Set
☐	FY 2028–2032 ICIP project entry or report extract
☐	Certification letter
☐	Project Budget, Scope and Funding Sources Worksheet
☐	Itemized equipment schedule
☐	Applicable quotes or cost estimates
☐	Maintenance and repair budget commitment or documentation
☐	**Optional** supporting records: photos, repair records, inspection records, or vendor assessments

8. Documented Need, Capacity, and Phased Readiness

PROPOSED PROGRAM GUIDANCE — pending approval. Capital Outlay requests should demonstrate documented need, a defined project or usable phase, and the fiscal agent's capacity to implement and sustain the investment. A funding request or ICIP listing alone does not establish need or readiness.

Distinguishing need from preference: Describe the deficiency, its severity, affected services, consequences of delay, and available alternatives. Prioritize documented safety, accessibility, code, failure, service-continuity, and capacity concerns. Replacing functional equipment or improving appearance requires a specific service-based justification. Fitness, furnishings, and recreation requests are not automatically wants; evaluate the evidence and benefit rather than the item category.

Evidence may include dated photos, inspection/assessment findings, repair records, equipment downtime and age, meal counts, waitlists, service interruptions, or qualified technical assessments. Evidence must be appropriate to the project. A quote supports cost but does not by itself establish need; photographs do not necessarily establish technical feasibility.

Fiscal-agent capacity: Identify assigned procurement, payment, reimbursement, reporting, and closeout responsibilities; available staff or contracted support; cash source and anticipated peak funding required before reimbursement; and ongoing operations/maintenance commitments. Explain unresolved prior project issues and corrective actions. No prior award history is not, by itself, a capacity deficiency.

Use one Project Budget, Scope and Funding Sources Worksheet per senior-center project and application type. It replaces the separate scope/deliverables and budget/funding worksheets. Identify the requested phase, tasks, deliverables, milestones, responsibilities, itemized costs, funding status, and remaining gap. Upload once in the designated field.

Planning & Design readiness means readiness to procure, manage, review, and accept the requested services—not possession of final design that the application seeks to fund. Identify a professional-services scope, usable deliverables, acceptance criteria, schedule, appropriate site access, feasibility questions, and the steps needed to advance.

Projects may require multiple applications. Phase 1 — Planning and Design may include land acquisition, planning, environmental testing, site assessments, engineering, drawings, specifications and other preconstruction preparation, as applicable and subject to cost eligibility. Later applications should identify Phase 2 — New Construction, Phase 3 — New Construction, and subsequent phases as needed, with a defined scope and budget for each. Any new-construction request must attach or upload proof of completed planning and design for the work requested.

Example: A proposed senior center has a total beginning-to-end project cost of $12 million. Phase 1 requests $2.5 million for land purchase, planning and design, environmental testing and other preconstruction preparation. After planning and design are complete, Phase 2 requests $3.5 million to construct a portion of the center. The following year, Phase 3 may request additional construction funding, with later phases as needed to complete the remaining $6 million

in project work. Each construction application must upload proof of completed planning and design and explain how the requested phase fits into the full project.

Apply proportionate requirements. A limited repair or equipment replacement may not require architectural construction documents. Do not require a universal design percentage. Proposed outcomes are ready; ready with identified prerequisites scheduled before dependent work; or not ready for the requested later phase, with a recommendation for planning/design or a smaller usable phase.

Training Examples

Training Example: Fleet Maintenance and Management Plan

TRAINING EXAMPLE ONLY — FICTIONAL INFORMATION — NOT AN OFFICIAL ICIP, VENDOR QUOTE, APPROVED PLAN, OR ACTUAL FLEET RECORD

What this document should look like

A fleet plan should explain who oversees vehicles, how inspections and preventive maintenance are performed, how repairs and safety defects are handled, how records and costs are tracked, and how backup/replacement decisions preserve senior services. Support it with a vehicle inventory, service log, policy, or budget documentation.

Fiscal agent: Town of Sample Mesa
Program: Sample Mesa Senior Center
Plan date: October 9, 2026 | Status: Fictional training sample

Responsibility

Town Fleet Coordinator oversees maintenance and repairs. Senior Center Director assigns vehicles and reviews driver reports. Finance staff approve payment and maintain expenditure records.

Inspections and Driver Oversight

Drivers complete pre-trip checks, record mileage, report defects immediately, and operate only assigned vehicles for authorized services. The director verifies applicable licensing and training. Safety-critical defects require removal from service pending clearance.

Preventive Maintenance

Fleet staff schedule service using manufacturer time/mileage recommendations and operating conditions. Overdue service is flagged monthly. Lift equipment and temperature-control components receive their applicable service checks.

Repair Workflow

Driver submits defect report; director contacts fleet coordinator; coordinator assesses safety, creates a work order, obtains approval, schedules repair, and documents release to service.

Recordkeeping

Maintain inventory, odometer readings, inspections, service dates, work orders, invoices, repair costs, next-service triggers, downtime, insurance, and registration records for each asset.

Operating Funding

Fictional annual town budget: fuel $9,000; routine maintenance $4,000; repairs $5,000; insurance/registration $4,000. These $22,000 are recurring operating support, not part of the capital purchase request.

Service Continuity

Use the backup vehicle or approved alternative delivery arrangement when a vehicle is unavailable. Evaluate capacity and food-temperature needs before assigning a substitute.

Replacement Planning

Review condition, safety, downtime, repair trend, mileage, and service suitability annually. Document replacement recommendation and disposition approval.

Integration of New Vehicle

Upon acceptance, record the asset, confirm insurance/registration, train drivers, establish service schedule, and assign it to authorized routes. The purchase timeline is documented in the combined worksheet.

Actual approval: Obtain the responsible fiscal-agent official's approval for a real plan. This sample has no actual authorization or signature.

Training Example: Plans, Designs and Schematic Package

TRAINING EXAMPLE ONLY — FICTIONAL INFORMATION — NOT AN OFFICIAL ICIP, VENDOR QUOTE, APPROVED PLAN, OR ACTUAL FLEET RECORD

What this document should look like

Actual supporting plans should identify the facility, project, drawing date/revision, preparer, drawing status, scope, and affected spaces/systems. Include existing and proposed conditions, equipment placement, dimensions and technical information appropriate to the project stage. A conceptual sketch is not a permit-ready or construction-ready document.

Facility: Sample Mesa Senior Center
Project: Kitchen Renovation
Drawing ID: TRAIN-A1 | Revision: Concept 1 | Date: October 9, 2026
Prepared by: Training team (not an architect or engineer)
Status: CONCEPT ONLY — NOT TO SCALE — NOT FOR CONSTRUCTION

Illustrative Existing and Proposed Layout

Area	Existing condition	Proposed arrangement
Food storage	Storage dispersed near preparation area	Dedicated dry/cold storage zone
Preparation	Shared counter with restricted circulation	Separated preparation counter
Cooking	Aging range and congested work zone	Range location reviewed with hood/utilities
Dishwashing	Shared clean/dirty staging	Separate dirty-return and clean-storage zones
Meal dispatch	Packing occurs in preparation area	Dedicated packing/dispatch zone

Conceptual Block Schematic

Receiving / Storage	Preparation	Cooking
Dry and cold storage	Preparation counter	Range / hood zone
Dishwashing / clean storage	Circulation — verify clearance	Meal packing / dispatch

Directional concept: receiving → storage → preparation → cooking → packing/dispatch. Diagram omits dimensions and door locations intentionally; actual design must verify circulation, accessibility, utilities, ventilation, and required approvals.

Design Deliverables by Application Type

Application type	Illustrative supporting material
Planning & Design	Available conceptual sketch or assessment; identify the drawings/studies the request will produce.

New Construction	Site plan, floor plan, elevations, specifications and current design status, as available.
Renovation / Code Compliance / Additions	Existing/proposed layouts, affected systems, assessment/code issues, and addition boundaries.
Meals & Equipment	Equipment placement/specification sheet and utility/installation requirements, where applicable.

Use the combined worksheet for scope, timeline, and funding. Drawing notes should clarify design conditions rather than duplicate the financial worksheet.

Training Example: Vehicle Inventory

TRAINING EXAMPLE ONLY — FICTIONAL INFORMATION — NOT AN OFFICIAL ICIP, VENDOR QUOTE, APPROVED PLAN, OR ACTUAL FLEET RECORD

What this document should look like

An inventory should list each vehicle's asset ID, year/type, identifying number as appropriate, mileage as of a stated date, assigned use/location, condition, and operational status. It should help reviewers understand the vehicle being replaced and the existing fleet. Avoid personal or unnecessary sensitive information in public uploads.

Town of Sample Mesa / Sample Mesa Senior Center | Inventory as of October 9, 2026. Identifiers below are fictional asset IDs; no real VINs are used.

Asset ID	Year / type	Mileage	Use	Condition / status	Replacement plan
V-01	2014 meal van	128,400	Home-delivered meals	Operational; frequent repairs and limited temperature-control capacity	Requested replacement: $82,000
V-02	2020 accessible passenger van	46,200	Participant transport	Operational; routine service	Retain
V-03	2018 utility van	73,100	Supplies / backup	Operational; inspect for suitability before meal-route assignment	Retain as backup

Responsible custodian: Senior Center Director. Fleet record owner: Town Fleet Coordinator. Newly purchased vehicle receives an asset record after delivery and acceptance.

Training Example: Vehicle Maintenance Log

TRAINING EXAMPLE ONLY — FICTIONAL INFORMATION — NOT AN OFFICIAL ICIP, VENDOR QUOTE, APPROVED PLAN, OR ACTUAL FLEET RECORD

What this document should look like

A maintenance log should identify the vehicle, service date, mileage, reported issue, action taken, provider, cost, next service due, and vehicle release/status. Records should demonstrate actual follow-through on the fleet-maintenance plan, not merely a promise to maintain vehicles.

Asset V-01 | 2014 meal-delivery van | Town of Sample Mesa / Sample Mesa Senior Center. Illustrative records only.

Date / mileage	Issue / service	Action / provider	Cost	Next trigger / status
02/10/2026; 122,100	Scheduled service	Oil/filter and safety inspection; Sample Fleet Shop	$185	Next service per manufacturer schedule; returned to service
05/18/2026; 125,400	Driver reported vibration	Tire/balance inspection and repair; Sample Fleet Shop	$460	Monitor at pre-trip checks; returned to service
08/24/2026; 127,900	Cooling-system leak	Vehicle removed from service; repair completed by Sample Repair Shop	$1,250	Post-repair check completed; returned to service
10/09/2026; 128,400	Fleet condition review	Repair trend reviewed; replacement recommended	$0	Continue scheduled service until replacement

Documentation retained: work orders, invoices, driver defect reports, and release-to-service checks. Mileage and maintenance frequencies in this sample are illustrative, not a universal service schedule.

Training Examples: Quotes and Cost Estimates

TRAINING EXAMPLE ONLY — FICTIONAL INFORMATION — NOT AN OFFICIAL ICIP, VENDOR QUOTE, APPROVED PLAN, OR ACTUAL FLEET RECORD

What this document should look like

A real quote or estimate should identify the provider, date, project/facility, item or scope specifications, quantities, unit/total costs, included associated costs, exclusions, and applicable validity or delivery assumptions. Amounts should reconcile with the Project Budget, Scope and Funding Sources Worksheet. These invented amounts are not market-price estimates.

Q-TRAIN-01 — Meals & Equipment

Provider: Sample Kitchen Supply (fictional)
Customer: Town of Sample Mesa / Sample Mesa Senior Center
Date: October 9, 2026 | Illustrative validity: 60 days

Item / scope	Quantity	Unit cost	Extended cost
Commercial range, specified capacity	1	$14,000	$14,000
Commercial refrigerator, specified capacity	1	$18,000	$18,000
Freight/delivery	1	$2,000	$2,000
Installation/testing	1	$4,000	$4,000
Total			$38,000

Existing utilities assumed adequate. No facility renovation, extended warranty, or maintenance contract included.

Q-TRAIN-02 — Vehicles & Equipment

Provider: Sample Fleet Supply (fictional)
Customer: Town of Sample Mesa / Sample Mesa Senior Center
Date: October 9, 2026 | Illustrative validity: 60 days

Item / scope	Quantity	Unit cost	Extended cost
Meal-delivery van	1	$65,000	$65,000
Hot/cold transport outfitting	1	$15,000	$15,000
Delivery/setup	1	$2,000	$2,000
Total			$82,000

Registration, insurance, fuel, and routine maintenance are not included; identify responsibility separately.

E-TRAIN-03 — Planning & Design

Provider: Sample Design Services (fictional)
Customer: Town of Sample Mesa / Sample Mesa Senior Center
Date: October 9, 2026 | Illustrative validity: 60 days

Fictional sample. Do not use as documentation for a live funding request.

Item / scope	Quantity	Unit cost	Extended cost
Needs assessment/site review	1	$10,000	$10,000
Preliminary design	1	$20,000	$20,000
Final drawings/specifications	1	$30,000	$30,000
Cost estimating/coordination	1	$5,000	$5,000
Total			$65,000

Future construction excluded.

E-TRAIN-04 — Renovation

Provider: Sample Construction Estimating (fictional)
Customer: Town of Sample Mesa / Sample Mesa Senior Center
Date: October 9, 2026 | Illustrative validity: 60 days

Item / scope	Quantity	Unit cost	Extended cost
Kitchen renovation work	1	$120,000	$120,000
Utility/ventilation work	1	$40,000	$40,000
Design/permit support	1	$10,000	$10,000
Project contingency allowance	1	$10,000	$10,000
Total			$180,000

Planning-level estimate, not a binding bid. Equipment purchase under separate request excluded.

E-TRAIN-05 — New Construction

Provider: Sample Construction Estimating (fictional)
Customer: Town of Sample Mesa / Sample Mesa Senior Center
Date: October 9, 2026 | Illustrative validity: 60 days

Item / scope	Quantity	Unit cost	Extended cost
Site/utilities	1	$100,000	$100,000
Building construction	1	$700,000	$700,000
Design/permit support	1	$80,000	$80,000
Project contingency allowance	1	$70,000	$70,000
Total			$950,000

Planning-level estimate, not a binding bid. Furniture excluded.

Training note: A contingency is a budget allowance, not a vendor charge or automatic eligible expense. Actual eligibility, procurement, and reimbursement terms control.