



## Users Manual

VERSION 6.05

# TABLE OF CONTENTS

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<b>CHAPTER 1 GETTING STARTED .....</b>	<b>1</b>
Installing the Program .....	2
Minimum System Requirements .....	4
<b>CHAPTER 2 USING BIDTABS PLUS .....</b>	<b>5</b>
Creating a New Project.....	6
Adding Pay Items to a Project.....	9
Import from a State Bid Disk .....	10
Batch Load Pay Items.....	11
Load from Spreadsheet.....	14
Load from Tabs Database.....	16
Loading Pay Items One at a Time .....	17
Using the Spreadsheet Screen .....	19
Menu Options .....	20
Loading Tabs Data .....	26
Select Items.....	29
Set Quantity Parameters .....	31
Non-Standard Items .....	33
Advanced Settings.....	35
Printing Reports.....	37
Exception Report.....	39
Importing Data.....	41
Exporting Data.....	41
<b>CHAPTER 3 DOT ELECTRONIC BIDDING SYSTEM (EBS) .....</b>	<b>43</b>
DOT Bid Programs.....	44
Expedite (Windows) System .....	45
Custom DOT Programs .....	47

# CHAPTER 1

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## GETTING STARTED

# INSTALLATION

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*Overview:* If you have *BidTabs Professional* (Version 3.0 or later) installed on your computer, you already have the potential to use *BidTabs PLUS*. To unlock and activate the program you will need a registration number. To obtain your registration number, you can call Oman Systems at (800) 541-0803, or you can obtain your registration number from our website at <http://www.OmanCo.com>.

To obtain a registration code, go to our home page (<http://www.OmanCo.com>) and log in using the User Name and password provided to you as shown in Figure 1.1.



Figure 1.1

After logging in, the Customer Web page will be displayed as shown in Figure 1.2. Under the section entitled “Product Updates” select “Registration Code” next to BidTabs Plus.

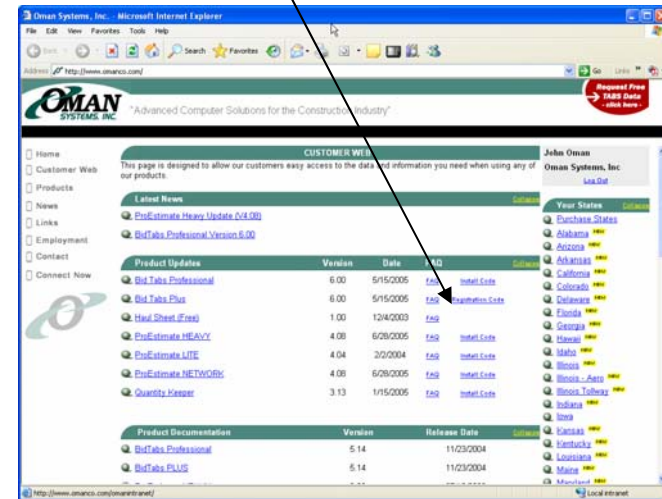


Figure 1.2

You will then be given a registration code for the product(s) you purchased. This number is valid only for your serial number and the current day. See Figure 1.3.

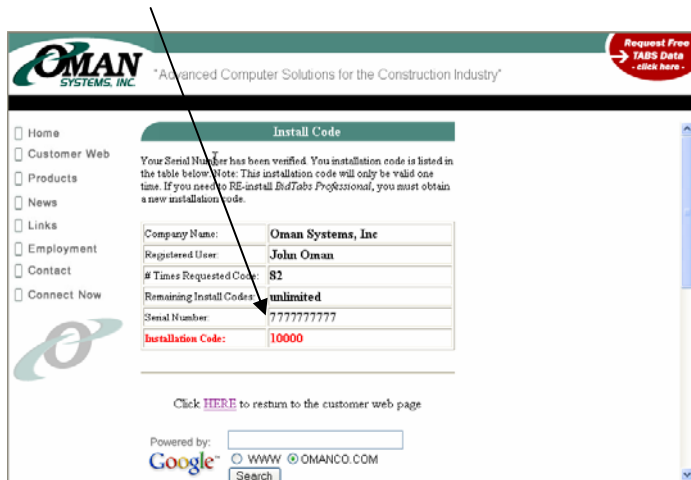


Figure 1.3

After you obtain your registration code for *BidTabs PLUS*, you will need to enter it into the “BidTabs PLUS Registration #” field. Within *BidTabs Professional* select FILE: PREFERENCES from the main menu and enter your registration number in the *BidTabs PLUS* Registration Number field as shown in Figure 1.4. Once you enter the registration number press the “SAVE” on the bottom of the window.

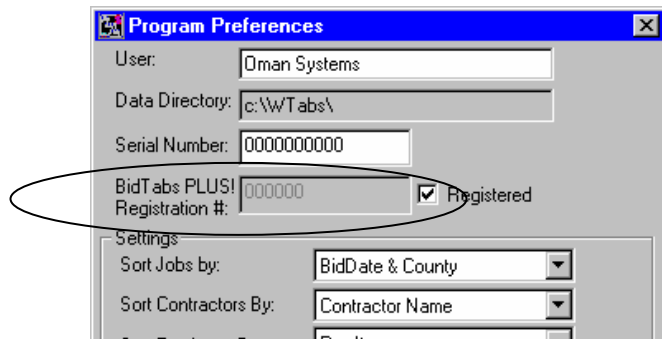


Figure 1.4

## Minimum System Requirements

The minimum system configuration for a computer to effectively run *BidTabs PLUS for Windows* is as follows:

Item	Minimum System Requirements
Computer Type	Laptop, Desktop, Server, Thin Client
Operating System	Microsoft Windows (98, ME, 2000, XP, NT)
Hard Disk Space	200MB Free or more <b>**see Note #1**</b>
Processor	100MHz or faster
Printer	Required <b>**see Note #2**</b>
CD ROM	Required to install system
Mouse/Pointing Device	Required
Internet Connection	Optional (required for automatic updates)

### **\*\* Note #1 \*\***

The hard disk size requirements will vary depending on how many states you subscribe to and how much data for each state you decide to load. The minimum size requirement for a typical one state installation is approximately 200 MB. To install ALL data for ALL states requires approximately 3.5 gigabytes of storage space.

### **\*\* Note #2 \*\***

Although it is not required to be hooked up to a printer to use BidTabs Professional, you must have a printer set up within windows before you can preview any reports. ALSO, you will need a color printer in order to print color graphs and color maps.

*Overview:* This chapter covers all of the essentials you will need to use *BidTabs PLUS*. *BidTabs PLUS* allows you to import a project (with pay items, descriptions, quantities and units) from an electronic format into a spreadsheet and then automatically load historical tabs prices for up to three different columns. By seeing what past prices have been—according to the criteria you set in each column—you can very quickly get an estimate or feel for a project and then enter your prices in the bid column. You can import pay items from a DOT bid disk, spreadsheet, EBS file (such as Expedite), or enter items from a master pay item database within the program itself. You can also use *BidTabs PLUS* to load prices back to the DOT bid disk or export the data to an Excel spreadsheet.

**Creating a New Project in PLUS**

The first window displayed when you click on the *BidTabs PLUS* button is the “Project List” window as shown in Figure 2.1. From this window you can open, delete, or create a new estimate. In this section we will discuss the steps to create a new project. When you first purchase the program, there are no projects listed in this window.

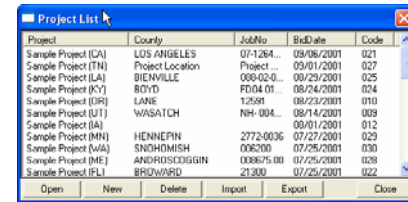


Figure 2.1

Within this window you can open any of the existing projects by double clicking on the desired project. You can also change the way the projects are sorted by double clicking on the column heading. For example to sort the project list by Bid Date, simply double click on the column heading BidDate.

To create a new project, click on the NEW button at the bottom of the window. You will then see the New Project dialog box as shown in Figure 2.2.

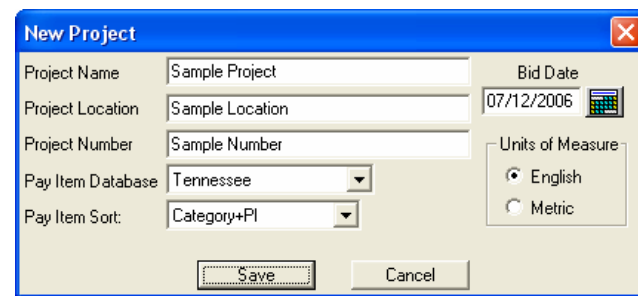


Figure 2.2

Use this window to enter general project information. Make sure to select the proper Units of measure (English or Metric) for the project.

*Project Name* (**REQUIRED**) The project name is used by the system to identify a project. You can use any naming convention you like (up to 35 characters in length).

**Project Location (OPTIONAL)** The project location allows you to further describe the project (up to 35 characters in length).

**Project Number (OPTIONAL)** The project number also allows you to further describe the project (up to 10 characters in length).

**Pay Item Database (REQUIRED)** The pay item database allows you to select the state pay item database from which to load pay items. Only those states that you subscribe to *BidTabs Professional* are available.

**Pay Item Sort (REQUIRED)** This option is used to select in which order pay items will be displayed in the reports. There are eight possible options and each is explained below. NOTE: You can change the sort option at any time after creating the project by editing the job settings.

**Pay Item** - Selecting this option will sort the pay items based on the pay item number from lowest to highest. (This option is an Alpha-Numeric Sort. Leading spaces will cause items to be sorted after items with no leading spaces.)

**Category + PI** --Selecting this option will sort the pay items based first on the category and then on the pay item number from lowest to highest. You can edit the category descriptions for a project by selecting Databases: Project Categories.

**Sort Code** - Selecting this option will sort and display pay items based on a sort code. A sort code is a number up to five digits long that is user-defined and can be entered for each pay item. By scrolling to the right on the spreadsheet screen, these user-defined sort code numbers can be entered in the "SORT" column. When a job is first imported in PLUS, for most states, each pay item has a sort code number automatically assigned for each pay item. However, these numbers can be changed after the project has been imported. You can view the pay items by sort code by double clicking on the "sort code" column heading.

**Category + Sort Code** - Selecting this option will sort and display pay items based first on the category code from lowest number to highest, and then by user sort code from lowest to highest in each category. You can view all the pay items (and unit prices and prices with extension) for each category. In addition, each category will list its percentage of the total project amount.

**PI Value** - This option will sort the pay items based on the numeric value of each pay item number. This option should only be used when there are no characters other than numbers in the pay item number (no dashes, brackets, or periods). The following is an example of sorting three pay items that are numbered 100, 200 and 1000. Sorting by PI value they would be displayed 100, 200 and 1000, while sorting the same three pay items by pay item number they would be displayed 100, 1000 and 200. This option works for several states and should be used for Virginia DOT projects.

**Description** - This option will sort pay items alphabetically based on the pay item description. Pay item descriptions starting with numbers will be listed first.

**Quantity** - This option will sort pay items based on the quantity of each pay item.

**Unit** - This option will sort pay items based on the unit of measure (alphabetically) for each pay item.

**Bid Date (REQUIRED)** Any date can be entered in this field, but most users enter the date the project will be bid. The bid date is used by the system to sort the projects when a list of projects is displayed. The project lists are always listed according to the bid date, with the oldest bid date last. If no date is entered, the current system date is automatically used. Entering the latest date for a project will cause the project to always be displayed first in a list. Any date can easily be entered by selecting the calendar icon and double clicking on the date you want.

**Units of Measure (REQUIRED)** This option is used to select whether the job will be bid using English or Metric Units. However, even if you selected the incorrect units of measure when setting up the job, you can still change it to English or Metric after the project is imported. (Select Edit: Project Settings and change the setting). Also, this feature can be used if a job is Metric, but you would rather view the quantities and prices in English. Just import the job in PLUS, convert it to English to work on the prices, then convert it back to Metric before exporting.

After entering the project information, press the SAVE button to create the project file. You will then be asked how you want to enter the pay items for the project. This will be explained in detail in the next section. You can edit the project settings and make any changes, including the way the pay items are sorted, at any point in time.

## Adding Pay Items to a Project

After entering the initial project information, the next step is to load pay items and quantities for the project. This can be accomplished a number of different ways. You can import pay item data from a DOT bid disk, import data from a spreadsheet file, pick individual pay items from a master database (batch load), add pay items one at a time, or load pay items from the Tabs Database.

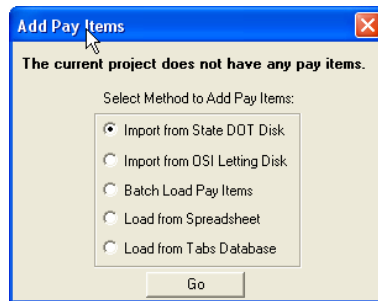


Figure 2.3

### Import from State DOT disk

This option is by far the *fastest* method to set up all pay items and quantities for a job **if the state disk is available**. Depending on the software the DOT uses, you can either import directly from the DOT file or you can export the data from an EBS program (such as Expedite) and then import the pay item data into PLUS. In some cases you can download the DOT bid file from the DOT's web site and then import that into PLUS. For most states, this is the most common method of importing upcoming jobs.

### Import from OSI Letting Disk

This option is available only if the user subscribes to receive letting disks from Oman Systems, Inc. The letting disk is currently only available in Tennessee.

### Batch Load Pay Items

This option is the *fastest* method to set up a new job **if a state disk is NOT available AND most of the needed pay items already exist in the master pay item database for that state**. After selecting this option, a spreadsheet will be displayed on the screen showing all of the pay items in the master pay item database for the state selected. Double click on each item you want to load into the new job.

### Load from Spreadsheet

Using this option, a user can import projects from many of the popular spreadsheet programs including Lotus and Excel. Some states, such as Illinois, have their upcoming jobs in an Excel spreadsheet format, which can be easily loaded into PLUS.

### Load From Tabs Database

Using this option, a user can import all pay items from any past DOT project that is in *BidTabs Professional*.

Each of these options is explained in greater detail on the following pages.

## Import from State DOT Disk

*Overview:* This option is used to load a list of pay items and quantities from a State DOT-supplied bid disk into a project file. This option makes it extremely easy to set a job up, especially one with a long list of pay items. The information loaded from the State disk varies depending on the DOT program but usually includes: Pay Item Number, Description, Bid Quantity, and Unit Description. Some states also include Category Number, Alternate Codes, and Sort Codes. After selecting this option, you will see the screen shown in Figure 2.4.

To import from a State DOT disk:

- If the DOT program requires you to export the data from their program, follow the instructions in the DOT program to create an export file. **See Chapter 3 for more information on specific DOT bid programs.**
- Set up a new project (see the section titled "Setting Up a New Project" earlier in this chapter for details on creating a project). **When setting up the project, the "Pay Item Database" in the NEW PROJECT Window MUST be set to the proper state for the uploading to work properly.**
- Select "Import from State DOT Disk" from the screen shown in Figure 2.3 and press GO.
- You will then see the screen shown in Figure 2.4. See below for each of the options on this screen.

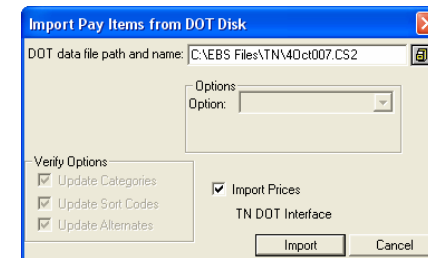


Figure 2.4

### DOT Data File Path and Name

This option allows the user to enter the path and file name of the file containing the pay item information on the state supplied disk. The program will automatically display the default state file name that was entered in the pay item database (if one was entered).



### Filing Cabinet Button

This option allows you to locate the desired DOT bid file using the standard "File Open" dialog box in windows.

### Option

This option is only used if the DOT issues a new file format that requires us to support both the new and the old formats. You will be instructed if you need to use this option. **NOTE:** If there is an option to load from "Estimator" you can import pay item data from the "Estimator" system. This option only applies to DOT users.

### Import Prices

Check this box to import prices that were previously entered into an electronic bidding system such as Expedite. By selecting this option the prices will be entered into the Bid Price column of the Project Window.

### IMPORT Button

After you have selected the desired options on this screen, press the IMPORT button. It will load pay item information into the new project. Once this is done it will bring you back to the Project List window where you can then select and open your new project and start to load up average prices for all of these pay items.

## Batch Load Pay Items

**Overview:** This option allows you to easily select pay items for a project from the Master Pay Item Database. This option should only be used if most of the needed pay items already exist in the Master Pay Item Database. If only one or two Pay Items need to be added to an existing job in PLUS, the procedure outlined in the next section (Loading Pay Items One at a Time) may be faster.

You can use the Batch Load option for either a new project or from within an existing project to add more items:

- 1) **FOR A NEW PROJECT:** After you have named your new project and are at the screen shown in Figure 2.3, select the “Batch Load Pay Items” option. This will open the master pay item database showing all the standard pay items for the selected state. See Figure 2.5a.
- 2) **FOR AN EXISTING PROJECT:** If you want to add several more pay items all at once rather than one at a time in an existing job, open that job from the Project List window. Select Import/Export, and then select batch load pay items. The screen as shown in Figure 2.5a will be displayed. Follow the procedure outlined below to add pay items.

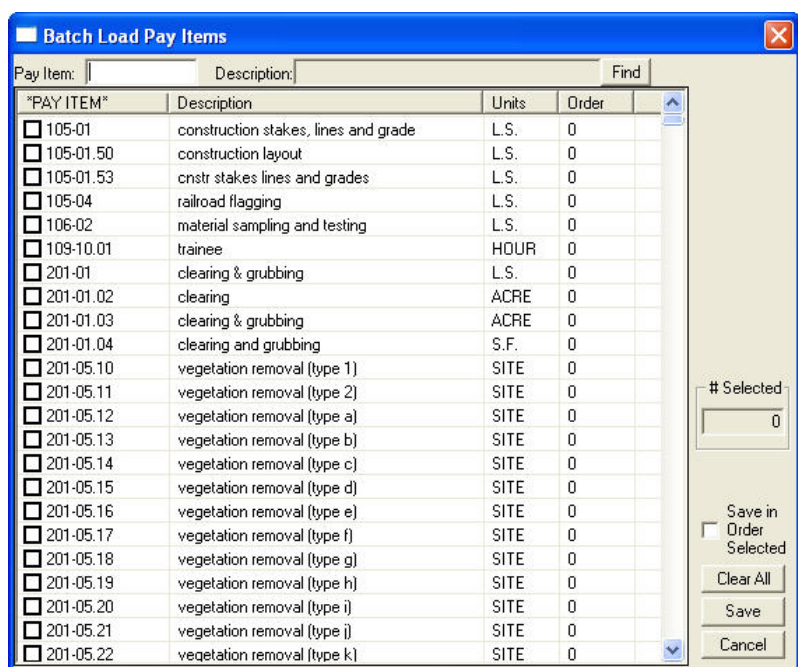


Figure 2.5a

If you are adding just one or two pay items to a project, it may be quicker to use the “Add Pay Item” option on the main PLUS window. For instructions on using this option, see the section entitled “Load Pay Items One at a Time” shown on Page 17.

When the window shown in Figure 2.5a is first opened, the list is sorted by Pay Item. You can change the sort by clicking the column heading. You can sort the list by Pay Item, by Description or by Unit of Measure. You can also search the list for all or part of a pay item or pay item description. NOTE: In order to search by Pay Item or Description, you must first sort the list by that column. For example, to search by description, the list must be sorted by description.

To select a pay item for this project either double-click the line that the pay item is on or put a check mark in the box next to the pay item number. Each time a pay item is selected, the system automatically puts in a corresponding sequence or order number for that pay item. To remove all saved pay items from a job and start over, press the Clear All button.

To save these pay items to be displayed in the order in which you selected them, put a checkmark by “Save in Order Selected” and then select SAVE. (You can also sort pay items in other ways at a later time). If you did not put a checkmark by “Save in Order Selected” the system automatically displays the pay items by pay item number. The system will then bring you to a summary screen “Select Pay Items To Load”. See Figure 2.5b.

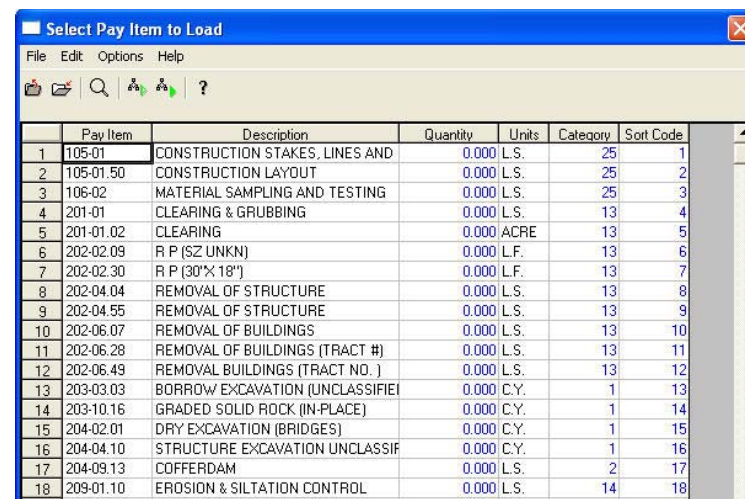


Figure 2.5b

The system assigns a pre-defined category and a sort code number for each pay item. From this screen, you can enter for each pay item (1) quantities, (2) categories and (3) sort codes.

There are a couple of short cuts you can use when entering categories and/or sort codes:

**Automatically Increment Sort Codes:** After you have entered the first sort code, you can select this option to automatically fill down the remaining sort codes and automatically increase the next sort code by a predefined number. After selecting this option, you will see the window shown in Figure 2.5c. For example, the option shown on the screen below will increment each sort code by 10 (example: 10, 20, 30, 40 etc.). You can select this option from either the OPTIONS menu or by Right-Clicking the mouse.

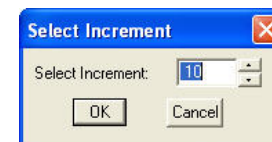


Figure 2.5c

**Auto Fill Categories:** This option allows you to fill down all the categories below the current item with the value in the current item. You can also highlight a group of cells and fill down the items in only that group with the first value selected. You can select this option from either the OPTIONS menu or by right-clicking the mouse.

After you have entered all the quantities, categories and sort codes, select FILE: CLOSE AND SAVE (this is the second button on the tool bar from the left). It is required that you enter a non-zero quantity for each item. If you did not enter a quantity for any item, you will be prompted to enter a quantity as shown in Figure 2.5d.

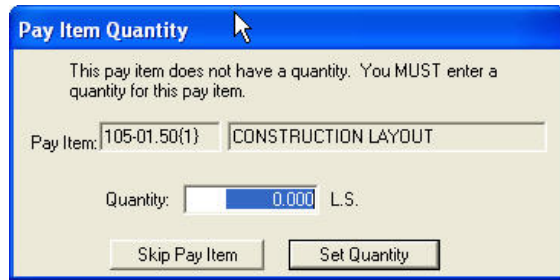


Figure 2.5d

If any pay item does not have a quantity assigned to it, the system allows you to either enter a quantity at this time or to select Skip Pay Item—which will delete the pay item from your project. When all pay items are saved the system will bring you to the Project List window. (If you select FILE: Close without saving, none of the pay items you selected will be saved.)

## Load from Spreadsheet

*Overview:* This option allows you to load a list of pay items from a spreadsheet file into *BidTabs PLUS*. The information loaded from the file can include any of the following information: Pay Item Number, Description, Bid Quantity, Unit Description, and Sort Codes. Most users load only pay item number, description, bid quantity and unit description. If your estimating system has the ability to export pay item information to a spreadsheet file, you can use this option to import that data.

### \*\* Spreadsheet Program File Versions\*\*

The following file formats and file versions are currently supported by *BidTabs PLUS*:

Microsoft Excel	Ver 2.1-11.0 (Office 95 and later)
Lotus 1-2-3	Version 1.0 to 5.0
Paradox	Version 3.0 to 7.0

After selecting “Load from Spreadsheet” from the “Add Pay Items” window (shown in Figure 2.3), the following screen (Figure 2.6) is displayed:

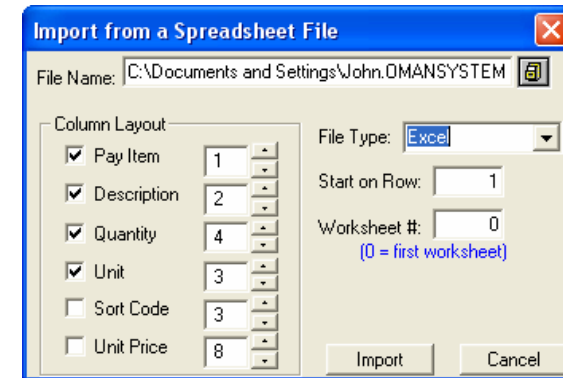


Figure 2.6

#### File Name

This option is used to select the name of the spreadsheet file containing the pay item data. The file **MUST** be a supported file type AND must be within the version range shown in the table above.

#### Column Layout

These fields allow you to select the items to import and the column number (in the spreadsheet file) that contains the data. If an item is **NOT CHECKED**, that item will **NOT** be loaded into PLUS. For example, if the pay item numbers were in column three of an Excel spreadsheet, you would select 3 next to pay item in the window in Figure 2.6. Do the same for all columns you want to import.



#### File Cabinet Icon

Once selected, this option allows you to search through your computer to find the file you want to import. This will display the standard File:Open Windows dialog.

#### File Type

This option is used to select the type of file to import from. Available file types are: Excel, Lotus, and Paradox.

Start on Row

Use this option to enter the first row within the spreadsheet file that contains pay item data, but NOT column headings, etc. For example many spreadsheet job files start on row 8. *NOTE:* The pay item data must be listed in consecutive rows within the worksheet file (i.e., no blank rows between pay items.)

Worksheet #

You can select the worksheet number that contains the pay item data. The default value is "0" for the first worksheet in the spreadsheet file.

**\*\* MAKE SURE THE DATA IS PROPERLY FORMATTED \*\***

To ensure the data is properly imported into *BidTabs PLUS*, you must be sure the first line of data within the spreadsheet file is of the proper type (i.e., a number or a character string). When importing the data, the system will assume the data in the first data row is formatted the way the entire column will be formatted.

The following circumstance may cause an error importing the pay items:

Pay Item	Description
1	Clearing
1B	Stump Removal
2	Grading

In this case, the system will assume (INCORRECTLY) that all of the pay items are numbers. To prevent this from happening, you should change the pay item number in the first row in the spreadsheet file to a text value (e.g. change "1" to "1A"). If you do not, it would not import the 1B Stump Removal in the above example and would only import pay item 1 and 2.

## Load from Tabs Database

*Overview:* This option is used to load a list of pay items and quantities from an old project currently existing in *BidTabs Professional*. This is useful to perform post bid analysis on old projects. The information loaded from *BidTabs Professional* includes: Pay Item Number, Description, Bid Quantity, and Unit Description. You can also load a specific contractor's prices from a specific job and include predefined pay item categories for each item as well. After selecting this option, you will see the screen shown in Figure 2.7.

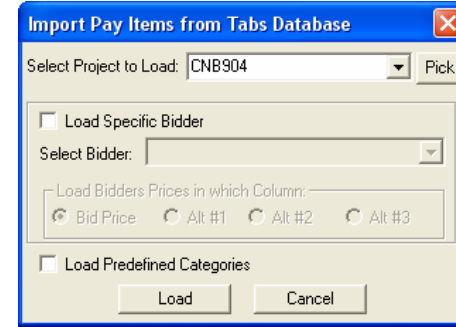


Figure 2.7

*Select Project to Load*

Use this field to select the project to load. All the projects in the *BidTabs Professional* database will be listed. If you cannot remember which project number to load, pressing the PICK button will display a list of all projects along with Bid Dates, County Name, Description, and Alternate Job Number. Simply scroll through the database and double-click on the desired project to select it.

*Load Specific Bidder*

Check this box if you want to load a specific bidder's prices from a job into PLUS. Once you check this box, the "Select Bidder" list box will be enabled and you can select a bidder.

*Select Bidder*

You must check the "Load Specific Bidder" check box to enable this option. Only the contractors who have bid the selected project will be listed. The engineer's estimate for a job can be selected here as well. Press the down arrow and select the desired bidder.

*Load Bidders Prices*

These buttons allow you to select which column to load the selected bidder's prices into.

*Load Predefined Categories*

Check this box to load the predefined categories (as set up in *BidTabs Professional*) into the category column. You can then obtain subtotals within *BidTabs PLUS* for each category.

*LOAD Button*

Once the project (and, optionally, the bidder) has been selected; press the LOAD button to load the prices into *BidTabs PLUS*.

## Load Pay Items One at a Time

*Overview:* After you have created your job and are at the Main Spreadsheet Screen, there may be times when you just need to add one or two pay items, or there may be a pay item that is not in the Pay Item Database. In these circumstances, the only method available is to use the “Add Pay Item” menu option on the main spreadsheet screen. This option allows you to add pay items to the project one at a time. From the Main Spreadsheet Screen, select the “Add Pay Item” option on the Edit menu. You will see the screen shown in figure 2.8. Each of the options on this screen is explained below.

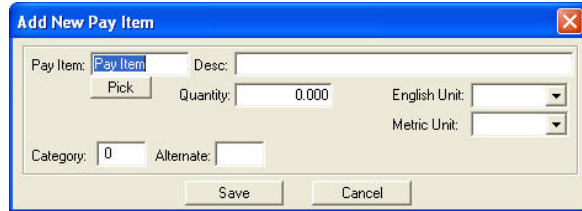


Figure 2.8

### *Pay Item*

If you know the pay item is in the pay item database, you can press the “PICK” button below the pay item, and select the pay item from the displayed list. After you enter the pay item number, and if the pay item was found in the pay item database, the pay item description and the units of measure will automatically be entered for you. Otherwise, you can type in the pay item description and you will have the option to save the pay item to the database.

### *Description*

This field allows you to enter the pay item description. *BidTabs PLUS* allows you to enter up to 45 characters for the description.

### *PICK Button*

If the pay item you want to add already exists in the pay item database, press the PICK button below the Pay Item line to display a window showing all the pay items in the database and you can easily select the desired Pay Item. After you double-click the pay item, the pay item description and the English and Metric units will automatically be filled in.

### *Category*

Using categories allows pay items to be grouped into related work areas (like Grading Items or Bridge Items).

### *Alternate*

The alternate option allows you to mark the current pay item as an alternate.

### *Units*

These fields allow you to enter the unit of measure for the new pay item. When you select the English units, the Metric equivalent will automatically be selected in the Metric field (and vice versa).

#### **\*\* NOTE ON ENTERING UNIT DESCRIPTIONS\*\***

When entering units for a pay item or task, the unit description entered must be in the UNITS database. If you need to add a new unit to the database, from the Main Spreadsheet Screen, select DATABASES: UNITS DATABASE. When entering a new unit of measure, you MUST enter both English and Metric units as well as the conversion factor. A conversion factor of one (1) indicates that there is no difference between the English and Metric units (for example, Lump Sum is L.S. in both English and Metric).

### *SAVE button*

After you have entered all of the desired information for the new pay item, select the SAVE button to add the pay item to the project. If the pay item you selected is not found in the Pay Item database, you will be prompted on whether or not you would like to add the pay item to the database.

## Using the Spreadsheet Screen

**Overview:** After setting up a new project and importing the pay item data, the next step is to load average prices into a new spreadsheet you have created in PLUS. This main spreadsheet (shown in Figure 2.9 is where you can import historical tabs data from BTP, set up pay item categories (if not previously loaded) and quickly work up a bid. There are four primary columns in which you can enter information: three "Alternate" columns and the "Bid Price" column. For example, in Alternate column #1 you may want to load state average prices by low bidders, in alternate column #2 load prices by a competitor and in Alternate column #3 your own past prices. By looking at what those prices were you can quickly enter your own prices for the project in the "Bid Price" column. NOTE: You can easily copy all prices all at once from an alternate price column into the bid price column. This is accomplished by making a selection under the Options menu on the Main screen. You also have the ability to plug prices into any cell. All these prices can easily be changed and overwritten.

Pay Item	Description	Quantity	Unit	Bid Price	Alternate #1	Count	Alternate #2	Count	Alternate #3	Count	Category	SORT CODE*	Alternate
4	AGGREGATE SURFACE COURSE (ADU)	4,800.00	C.Y.	0.00	23.15	0	23.15	0	0.00	0	4	4	40
5	501(01)	ASPHALTIC CONCRETE	30,387.00	TON-C	0.00	33.48	0	40.34	0	0.00	3	3	50
6	501(01)(A)	ASPHALTIC CONCRETE (PAVED DRIVE	1,350.00	TON-C	0.00	40.66	0	41.86	0	0.00	3	3	60
7	509(01)	COLD PLANING ASPHALTIC PAVEMEN	2,158.00	S.Y.	0.00	1.12	0	1.15	0	0.00	3	3	70
8	701(10)(I)	REINFORCED CONCRETE PIPE (EXTEN	98.00	L.F.	0.00	100.19	0	98.92	0	0.00	5	5	80
9	701(10)(K)	REINFORCED CONCRETE PIPE (EXTEN	162.00	L.F.	0.00	98.85	0	101.32	0	0.00	5	5	90
10	701(10)(M)	REINFORCED CONCRETE PIPE (EXTEN	8.00	L.F.	0.00	124.63	0	124.59	0	0.00	5	5	100
11	704(01)(B)	GUARD RAIL (SINGLE THRIE BEAM)(6-	886.10	L.F.	0.00	28.60	0	28.60	0	0.00	10	10	110
12	704(01)(D)	GUARD RAIL (SINGLE THRIE BEAM)(3-	500.00	L.F.	0.00	29.59	0	30.35	0	0.00	10	10	120
13	704(03)	BLOCKED OUT GUARD RAIL	1,800.00	L.F.	0.00	14.59	0	14.66	0	0.00	10	10	130
14	704(08)(A)	GUARD RAIL TRANSITIONS (DOUBLE	200.00	L.F.	0.00	44.13	0	41.58	0	0.00	10	10	140
15	712(03)	SACKED CONCRETE REVEITEMT	100.00	S.Y.	0.00	40.30	0	39.63	0	0.00	27	27	150
16	713(01)	TEMPORARY SIGNS & BARRICADES	1.00	L.S.	0.00	33,663.24	0	33,608.12	0	0.00	9	9	160
17	713(03)(E)	TEMPORARY PAVEMENT MARKINGS (C	48.00	L.F.	0.00	0.98	0	0.64	0	0.00	9	9	170
18	713(04)(A)	TEMPORARY PAVEMENT MARKINGS (I	18.25	MILE	0.00	244.54	0	253.35	0	0.00	9	9	180
19	713(04)(B)	TEMPORARY PAVEMENT MARKINGS (I	3.12	MILE	0.00	232.32	0	224.49	0	0.00	9	9	190
20	713(05)(A)	TEMPORARY PAVEMENT MARKINGS (C	60.60	MILE	0.00	265.98	0	321.29	0	0.00	9	9	200
21	714(02)	WATER	122.00	C.Y.	0.00	1.06	0	1.27	0	0.00	12	12	210
22	716(01)	VEGETATIVE MULCH	31.50	TON-C	0.00	199.43	0	200.23	0	0.00	12	12	220
23	716(02)	EMULSIFIED ASPHALT	4,725.00	GAL	0.00	1.06	0	1.10	0	0.00	12	12	230
24	717(01)	SEEDING	810.00	LBS	0.00	6.06	0	6.11	0	0.00	12	12	240
25	718(01)	FERTILIZER	18,000.00	LBS	0.00	0.21	0	0.21	0	0.00	12	12	250
26	724(01)(A)	PAVEMENT PATCHING (12" MINIMUM	1,300.00	S.Y.	0.00	32.83	0	36.37	0	0.00	3	3	260
27	726(01)	BEDDING MATERIAL	3.00	C.Y.	0.00	35.72	0	35.46	0	0.00	27	27	270
28	727(01)	MOBILIZATION	1.00	L.S.	0.00	124,721.92	0	130,937.29	0	0.00	25	25	280
29	729(16)	OBJECT MARKER ASSEMBLY	28.00	EACH	0.00	73.65	0	71.71	0	0.00	17	17	290
30	729(16)(A)	OBJECT MARKER ASSEMBLY (TYPE 2)	34.00	EACH	0.00	54.06	0	54.58	0	0.00	17	17	300
31	731(02)	REFLECTORIZED RAISED PAVEMENT	1,187.00	EACH	0.00	4.72	0	4.96	0	0.00	18	18	310
32	732(01)(E)	PLASTIC PAVEMENT STRIPING (24" W)	60.00	L.F.	0.00	3.09	0	3.14	0	0.00	18	18	320
33	732(02)(A)	PLASTIC PAVEMENT STRIPING (SOLID	30.30	MILE	0.00	1,810.30	0	1,804.72	0	0.00	18	18	330
34	732(03)(A)	PLASTIC PAVEMENT STRIPING (BROKI	4.56	MILE	0.00	746.80	0	752.76	0	0.00	18	18	340
35	S-001	CONSTRUCTION LAYOUT	1.00	L.S.	0.00	15,393.76	0	0.00	0	0.00	25	25	350
36	S-002	MAILBOXES	56.00	EACH	0.00	12.23	0	0.00	0	0.00	10	10	360
37	S-003	MAILBOX SUPPORTS (SINGLE)	55.00	EACH	0.00	120.70	0	0.00	0	0.00	10	10	370
38	S-004	MAILBOX SUPPORTS (DOUBLE)	1.00	EACH	0.00	178.74	0	0.00	0	0.00	10	10	380
39	S-005	CONCRETE PIPE COLLARS	28.00	EACH	0.00	502.78	0	0.00	0	0.00	6	6	390
40	S-007	SAW CUTTING CONCRETE DRIVES (FL	88.30	L.F.	0.00	3.00	0	3.03	0	0.00	9	9	400
41	S-101	GUARD RAIL END TREATMENT (FLARE	28.00	EACH	0.00	1,699.03	0	0.00	0	0.00	10	10	410
42	S-103	GUARD RAIL ANCHOR BLOCK	8.00	EACH	0.00	1,180.11	0	0.00	0	0.00	10	10	420
43													
44	TOTALS				0.00	1,855,594.86		1,810,152.58		0.00			

Figure 2.9

From this Main screen you can also enter sort codes, alternates and categories. Sort codes allow you to change the order in which pay items will be listed both in this window and when they are printed out. Categories can be used to change the order in which pay items are listed. You can also print out subtotals for each category. Other columns of information that compare prices from numbers in the first alternate to numbers that are in the Bid Price column are located to the right of the "alternate" columns and can be viewed by scrolling to the right. By double clicking on the column headings, you can sort by pay item number, description, category, and sort code. Each of the menu options available on this screen is explained on the following pages.

## Menu Options

- File
  - New Project
  - Open Existing Project
  - Print
  - Exception Report
  - Print Category Totals
  - Close
- Edit
  - Edit Pay Item
  - Add Pay Item
  - Delete Pay Item
  - Project Settings
  - Category Totals
  - Column Headings
  - Freeze Columns
  - Zero Selected Items
  - Lock Pay Item Description
  - Lock Quantities
- Options
  - Copy Alternate #1 to Bid
  - Copy Alternate #2 to Bid
  - Copy Alternate #3 to Bid
  - Compare Prices
  - Zero Prices
  - Load Pre-Defined Categories
  - Show Number of Records Found
  - Show Standard Deviation
- Import/Export
  - Import Pay Items from DOT Disk
  - Import Pay Items from Spreadsheet
  - Batch Load Pay Items
  - Import Job from Tabs Database
  - Export Bid Prices to DOT Disk
  - Export Data to Spreadsheet
- Help
  - Contents
  - Email OSI
  - About

### FILE MENU

#### NEW PROJECT

This option allows you to create a new project. See "Creating a New Project" earlier in this chapter for more information on this topic.

#### OPEN EXISTING PROJECT

You can open another project from the Project List window. The current project will then be closed.

#### PRINT

Displays the print options window. See "Printing Reports" on Page 37 for more information on this topic.

#### EXCEPTION REPORT

This option allows you to compare prices from your own bid price column or any alternate column to any other column of prices. It also allows you to set a maximum percentage variance for pay items as well as a dollar amount variance. For more detail about this option see the section on "Exception Report" on Page 39.

#### PRINT CATEGORY TOTALS

Once you have loaded prices for pay items and set up categories for each pay item, you can then view category totals using this option. See Figure 2.9a for an example of this.

Category	Bid Price	State Averages	State Averages	Alternate #3
1 Base Bid	68,698.79	68,698.79	68,698.79	0.00
2 Grading Items	456,826.61	456,826.61	456,826.61	0.00
3 Bridge Items	81,775.51	81,775.51	81,775.51	0.00
4 Landscaping Items	45,111.78	45,111.78	45,318.10	0.00
TOTALS	651,612.69	651,612.69	655,819.01	0.00

Figure 2.9a

**CLOSE**

Selecting this lets you close the current project and returns you to BTP, automatically saving any changes.

**EDIT MENU**

**EDIT PAY ITEM**

Displays the Edit window for a specific pay item. From this window you can change the pay item description, quantity, category, alternate number, or unit of measure.

Figure 2.10

**ADD PAY ITEM**

This option allows you to add a pay item, one at a time, to the project. You can either select a pay item from the master pay item database (by hitting the Select button which opens up the database of pay items) OR you can enter the fields in the window to add a new pay item.

**DELETE PAY ITEM**

By selecting any pay item and choosing this option, you can delete a pay item from the project. By holding down the CTRL key you can delete multiple pay items. **Warning:** Deleting a pay item cannot be undone.

**PROJECT SETTINGS**

This option allows you to change the settings for the current project. You can change name, location, project number, date, pay item sort, and units of measure for the project. Ensure that the pay item database matches the state to which these pay items belong. If you change the units of measure, the system will automatically convert all units, quantities and prices for all pay items. Since the sort option for category is for Category + Pay Item OR Category + Sort Code, the system will toggle between these two options. To change the date, click the calendar and double click the desired date. See Figure 2.11.

Figure 2.11

**CATEGORY TOTALS**

This option displays the total amount for the bid column and the total amount for each of the three alternate columns broken down by work category (see Figure 2.12). You must first assign category numbers to each pay item (by selecting OPTIONS: LOAD PRE-DEFINED CATEGORIES you can load the pre-defined categories assigned by Oman System, but you are not limited to these categories). By selecting EDIT: CATEGORY TOTALS you can view the dollar amounts in each category as shown in Figure 2.12. To print out this list go to FILE: Print Category Totals. You can also view this data as a pie chart by pressing the GRAPH button at the bottom of Category Totals window (see Figure 2.13).

Category	Bid Price	State Avera...	Region 3 Avg	Jackson Co...
CLEARING	0.00	102,245.36	118,615.65	106,153.11
EROSION CONTROL	0.00	39,986.54	34,891.40	32,120.49
SIGNALIZATION	0.00	20,942.14	13,701.88	12,406.40
SIGNS-PERMANENT	0.00	51,214.51	36,954.29	36,072.33
STRIPING/PAVEMENT ...	0.00	45,524.18	47,058.27	47,149.75
UTILITY-WATER	0.00	150.00	250.00	250.00
UTILITY-SEWER	0.00	4,400.00	3,000.00	3,000.00
MOBILIZATION	0.00	260,249.39	562,225.27	277,850.60
ROADWAY LIGHTING/...	0.00	82,010.90	41,519.00	29,581.88
TOTAL	0.00	2,248,944.86	2,664,986.20	2,214,081.44

Figure 2.12

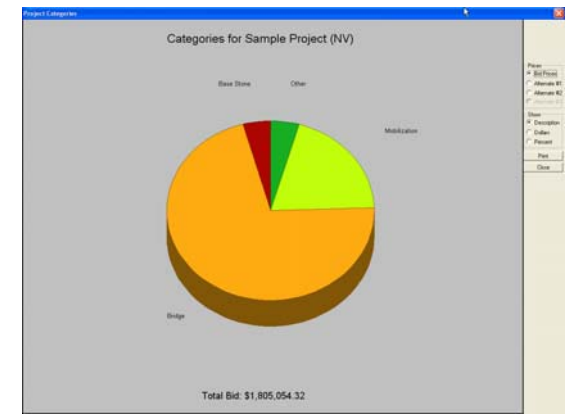


Figure 2.13

#### *COLUMN HEADINGS*

When you load all prices into alternate columns, the program automatically inserts a label such as “State Averages” on top of each column to identify and remind you of prices that were loaded. These labels can be changed by using this option. You can select this option by double clicking on the bid price column heading or any of the alternate column headings.

#### *FREEZE COLUMNS*

This option allows you to select the number of columns that will be “frozen” on the left side of the screen. A “frozen” column will not disappear off the left side of the screen as you scroll to the right. For example, if you want to always see the pay item and description columns, then you would set the number of frozen columns to “2.”

#### *ZERO SELECTED ITEMS*

This option allows you to select any number of cells and change the value to zero.

#### *LOCK PAY ITEM DESCRIPTION*

By un-checking this option, text descriptions for all pay items change to blue and you can edit and change all text descriptions rather than do it one at a time as with the EDIT PAY ITEM BUTTON. After editing, check the option again to lock in the new descriptions.

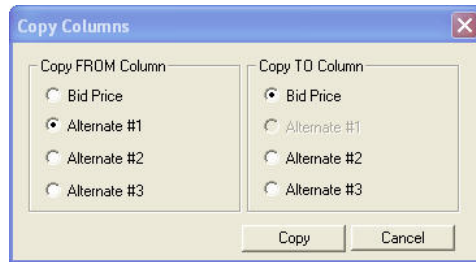
#### *LOCK QUANTITIES*

By un-checking this option, quantities for all pay items change to blue and you can edit all quantities rather than do it one at a time as with the EDIT PAY ITEM BUTTON. After editing, check the option again to lock in the new quantity.

#### OPTIONS MENU

##### *COPY PRICES*

This option will allow you to quickly copy all of the prices from one column to another column. After selecting this option, the following screen is displayed.



Select the column you want to copy from and the column to copy to then press the COPY button. NOTE: This option will overwrite all the prices in the column you are copying to.

##### *COMPARE PRICES*

These six options allow you to select which two columns of prices you wish to compare. By scrolling to the right, the last two columns on the right side of the spreadsheet contain columns titled: UNIT VARIANCE (difference in price between one unit) and TOTAL VARIANCE (difference in price between the total quantity price for this pay item). The default setting is to compare the prices from the Bid Price Column to ALTERNATE #1.

##### *ZERO PRICES*

These options allow you to quickly zero all the prices for all the pay items in the bid column or any of the three alternate price columns. WARNING: THIS OPTION CANNOT BE UNDONE.

#### *LOAD PRE-DEFINED CATEGORIES*

This option allows you to load “pre-defined” categories into the category column for the current project. Oman Systems has identified 31 pre-defined categories of pay items. You can see a listing of these categories by going to DATABASES: Project Categories. You can overwrite these values by typing in a different number. In addition, you can fill down any number of cells with an identical number by selecting a cell that has a number, dragging your mouse down to highlight the desired number of cells and then right clicking on the mouse. Select “Fill Down” and all highlighted cells will now have the same category number.

#### *SHOW NUMBER OF RECORDS FOUND*

This option allows you to display a column next to each alternate column that shows the number of records found (the number of times a pay item was bid) based on the criteria settings used when loading bid tabs data for average prices. You can toggle this display on by selecting it and toggle it off by selecting it again.

#### *SHOW STANDARD DEVIATION*

This option allows you to display a column next to each alternate column that shows the standard deviation for each weighted average price. You can turn this option on by selecting the menu option or turn it off by selecting this menu option again.

#### DATABASES MENU

##### *PAY ITEM DATABASE*

This option displays the entire Master Pay Item database for a state. It does not display non-standard “special” pay items. From this screen you can enter pay item groups and scroll through the database to find a specific pay item. You can also change the way the database is sorted by double clicking on the column headings: Pay Item, Description or Category. You can also find a pay item using the EDIT: FIND option.

##### *UNITS DATABASE*

This option displays the Units Database. The Units Database contains both the English and the Metric units of measure as well as the conversion factor for each unit of measure. In order for the system to properly convert between English and Metric units, all the units used within a project must be found in this Units Database. The entire list can be exported to an Excel spreadsheet or printed. NOTE: Oman Systems maintains the master units database and this database will be overwritten with our master database whenever you update your system. If you would like to add new units of measure to this database, please contact Oman Systems.

##### *CATEGORY DATABASE*

This option displays each category name and corresponding number. The program defaults to a predefined list of 31 categories of pay items. The names of the categories can be changed but the numbers remain the same and correspond to the default category settings.

##### *COUNTY DATABASE*

This option allows you to view which counties are in a specific DOT region for a particular state. It allows you to create a user-defined area (pick the counties you want to include for a search) as opposed to using regions determined by the DOT. For information about using

this option, refer to the section entitled “Using DOT and User Regions” from Chapter 3 in the BidTabs Professional Manual.

## PROJECT CATEGORIES

This shows you the name of each work category and the corresponding number for that category. The program comes with 31 pre-defined categories of pay items. Before you can display category totals within PLUS you will also need to enter a category number for each pay item in the project. You can do this by either entering the number in the CATEGORY column (one pay item at a time) on the main PLUS spreadsheet OR by selecting the OPTIONS: LOAD PRE-DEFINED CATEGORIES menu option. To use the default category names in the program go to EDIT: Load Pre-defined Categories. To save the category names you have entered as the default for future projects in PLUS, select the EDIT: SET AS DEFAULT menu option. Since all category labels and numbers can be overwritten, you can customize your program and change pre-defined numbers and labels to your preference.

## LOAD TABS DATA

The most powerful feature of this program is this option. It allows you to load tabs data for pay items in the current project from BTP. You can load tabs data for a single pay item OR for all pay items at once. You can base this on specific contractors’ prices or on all contractors’ prices (state average.) When you load data for a single pay item, you have the option to select an exact quantity range as well as other criteria in calculating the averages. When you load data for *all pay items* you have the option to set quantity parameters according to percentages rather than a quantity range. See the sections on “Loading Tabs Data” and “Set Quantity Parameters” later in this chapter for more information on these topics. You can also load prices for non-standard (special) pay items (see the section on NON-STANDARD PAY ITEMS later in this section).

## IMPORT/EXPORT

These options allow you to import and export pay item data from and to other files. The four main options on importing data were described earlier in this chapter and shown on Page 41. In order to export prices to a DOT disk, you must first have a DOT disk interface for the state you are using in a project. Many columns of information from projects can also be exported to a spreadsheet file, including any or all alternate prices as well as the project itself and your own bid prices. These export options are explained in more detail later in this chapter.

## HELP MENU CONTENTS

Displays help fields. This option is currently inactive.

## E-MAIL OSI

By selecting this option you can easily send an email to Oman Systems with any question you may have, technical support issues, or ideas for enhancements.

## ABOUT

Displays product information including version number.

## Loading Tabs Data

The most powerful feature of BidTabs PLUS is the ability to load historical prices automatically for all pay items at one time from BTP into a project. Using this option you can load prices into three “alternate price” columns. For example, in one column you could load state-wide average prices, in another you could load a competitor’s prices, and in a third column you could load your own prices. You can then copy the prices in any of these alternate columns into your own “Bid” column for this project. You can also use your prices for quickly creating an estimate for a bid bond.

Once average prices have been loaded for all items, you can “fine tune” your bid for any single pay item by using exact quantity ranges for any single pay item. See Figure 2.14 which shows what the screen looks like to find single pay item averages. NOTE: the “quantity range” option on the lower left is only available when you are loading data for a single pay item. You can set up quantity parameters (percentages) when loading average prices for *ALL* pay items. Advance to the “Set Quantity Parameters” section in this chapter for more detail. If you selected the option to load prices for ALL pay items, then the “quantity range” option will not be available, but you will be able to select the “Set Quantity Parameters” button shown in Figure 2.15. This option is explained in more detail on Page 31.

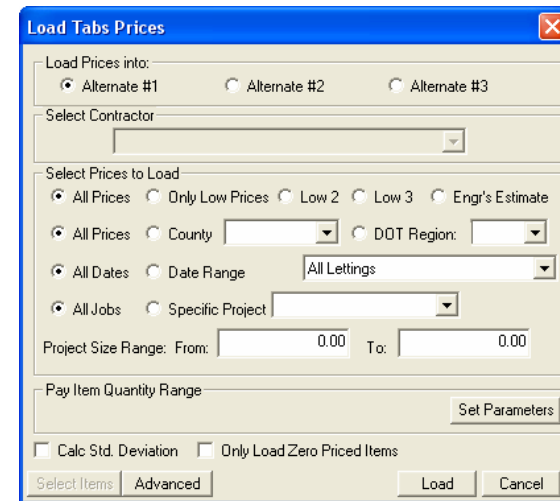


Figure 2.14



Figure 2.15

*Load Prices into*

Select the alternate column into which the prices will be loaded.

*Select Contractor*

This option will only be available if you selected to load a competitor’s prices rather than state averages. Select the Contractor prices to load from the list box. This list box displays all of the available contractors in the selected BTP database.

*All/Low/Low 2/Low3*

This option allows you to load prices and calculate averages from all bidders, only the low bidders, the low two, or the low three. Some states only provide data for the low three bidders, not all bidders. Some states provide the engineer’s estimate for pay items and those prices may be used as an option as well.

*All/County/Region*

This option allows you to load prices and calculate averages from projects that were bid in either a specific county or region. The button that is selected (All Prices, County or DOT Region) will determine what parameter is being utilized. If "All Prices" is selected it is a statewide average. This option can also search through a "User-Defined" Region (See the manual for BTP on "Using DOT and User Regions" in Chapter 3).

*Date Range*

This option allows you to load prices and calculate averages from a specific letting or range of lettings. There are three types of date ranges you can enter: (1) all dates, (2) specific dates (i.e. starting and ending dates) as shown in Figure 2.16 or (3) pre-defined date ranges (i.e. last 6 months, last year, etc.) as shown in figure 2.17

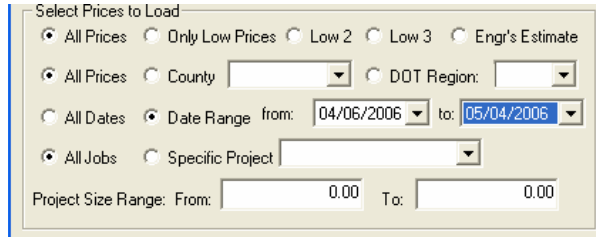


Figure 2.16

When selecting a pre-defined date range you can select from the choices listed below. Note that the first four options by month will begin with TODAY'S date when computing the amount of data to display so if the tabs database is not up to date and is more than 6 months behind, then the report will not return any data if you select the "Last 6 Months" option.

- Last 6 Months
- Last 12 Months
- Last 24 Months
- Last 36 Months
- Current Year
- Last Year

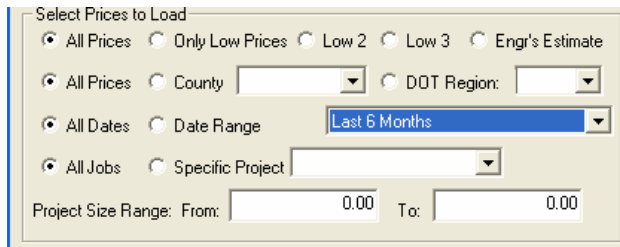


Figure 2.17

*Project*

This option allows you to load prices based on all jobs or a specific project. This is useful if you are bidding a project that is similar to a past project.

*Project Size*

This option allows you to select a range of total project sizes (based on the low bidder's total bid) from which to load averages. For example, you may want to calculate the average prices for pay items in projects that were over \$1,000,000 in size. To do that enter 1,000,000 in the "From" column and leave the "To" quantity set to zero.

*Quantity Range*

These two fields allow you to enter a quantity range for a specific pay item. **NOTE: This option is only available if you are loading averages for a single pay item.** If you want to load prices for all quantities greater than a specified value, simply enter the amount of the specified value in the "From" column and leave the "To" quantity set to zero.

*Select Items*

Pressing this button will display a window showing you a list of all the pay item unit prices that make up the average price. **NOTE: This option is only available if you are loading averages for a single pay item.** See the section entitled "Select Items" later in this chapter for more information on how to use this option.

*Advanced*

Pressing this button will display a window showing you a list of the different types of averages the system can calculate. See the section titled "Advanced Settings" later in this manual.

*Only Load Zero Priced Items*

This box does not need to be checked for the initial loading of prices. However, sometimes after you load prices, not all cells will be filled with numbers. The background will be blue, which indicates that nothing was found for the settings you used for those pay items. Change some parameters (such as a longer time frame), check this box and load prices again. Now, prices for the cells that were formerly blue (only those cells) will be based on the latter settings.

**LOAD**

Press the LOAD button to start the process of loading prices into your project in one of the three alternative columns. Normally this does not take long but could take a number of minutes depending on a number of factors: speed of your computer, size of the Tabs database, and number of pay items. The more restrictive you can make the data, the faster the processing time. After the prices have been loaded, if you have some prices with a zero value, the background color will change to blue indicating that no data was found for those items according to the criteria set.

## SELECT ITEMS

To use this feature, you must first select a cell for a pay item either in the Alt #1, #2 or #3 column. Go to Load Tabs Data/State Averages (One PI) and determine the settings on which you want to base your price. When you choose the SELECT ITEMS button in the lower left corner of Figure 2.14, the screen shown in Figure 2.18 will be displayed.

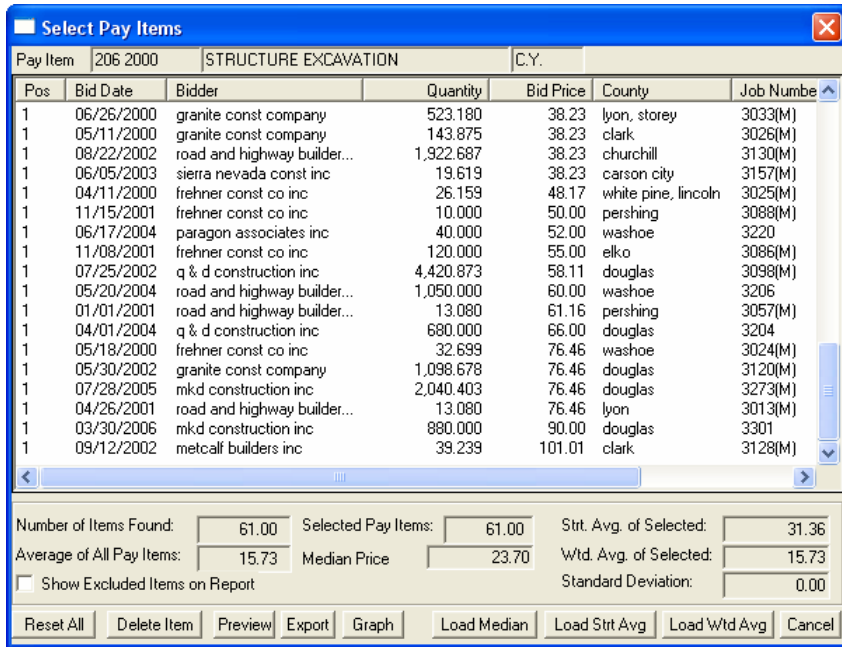


Figure 2.18

This window displays a detailed list of all the prices that make up the average price based on the criteria you selected from the previous screen. You can click on any column heading to sort the list based on that column. For example, clicking on "Bid Price" column heading, will sort the list based on the unit price from low to high. To remove a pay item from the average (if you feel that a price is too low or too high and is skewing the average price) simply double-click the item you want deleted. The average prices are shown at the bottom of the screen and will automatically be updated as you remove items. Once you have the price set, you can choose which price to load (Weighted Average, Straight Average, Median Price) by pressing the Load button.

- Delete Item** Highlighting a pay item and then pressing the DELETE ITEM button will remove a specific price from the list and the averages will be automatically recalculated. You can also double click on an item to delete the item from the list.
- Reset All** Pressing the RESET ALL button will reload all the prices that were initially displayed. Any prices you deleted will be reloaded.
- Preview** This option allows you to preview and then print a report showing all the prices you have selected along with the averages shown on the screen. A sample report is shown in Figure 2.19.

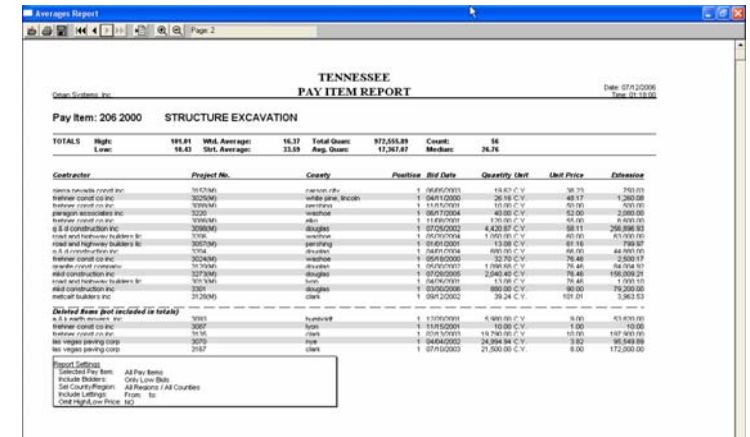


Figure 2.19

**Show Excluded Items on Report** If you select this option, when you print a report of this data it will include a section showing all the items that have been removed from the list of items.

**Graph** This option will display a graph of all the prices as shown in Figure 2.20.

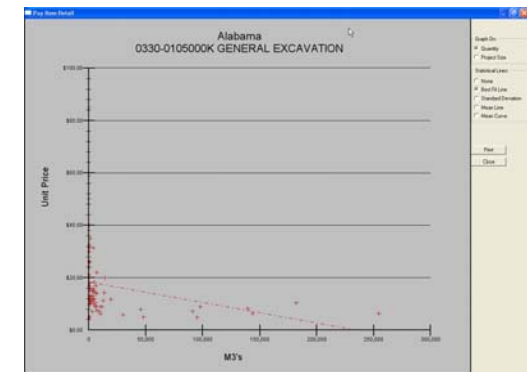


Figure 2.20

- Load Median** This option will load the Median Price for the selected pay item. The median price is simply the middle price in a series of numbers. The system will sort the list by price and the median price is the price with an equal number of prices above and below that price.
- Load Strt Avg** This option will load the Straight Average price for the selected pay item. The straight average is a simple average computed by adding up all the prices and dividing by the number of items.
- Load Wtd Avg** This option will load the Weighted Average price for the selected pay item. This is a quantity weighted average that gives more "weight" to larger quantities.

## SET QUANTITY PARAMETERS

---

Loading prices for State Averages All or Competitors Averages All allows you to use quantity parameters. When loading averages for *all* pay items, you are not able to enter an exact quantity range. This is because you are including many different types of units such as gallons, tons, cubic yards and so on rather than only one unit. In this case, in place of a quantity range field, you will see a button labeled: SET QUANTITY PARAMETERS. The window that is displayed when you press this button is shown in Figure 2.21. This screen allows you to enter a quantity range based on percentage rather than exact amounts when loading averages. Also, you can enter project size ranges to use when calculating averages for lump sum pay items. Once you set those numbers, press the Load button and the parameters you entered will be shown on the Load Tab Prices window. To make price calculations for ALL parameters, hit the Load button on the Load Tab Prices window. Once prices are displayed in a column, move your mouse over the column heading to see what settings were used for prices in that column.

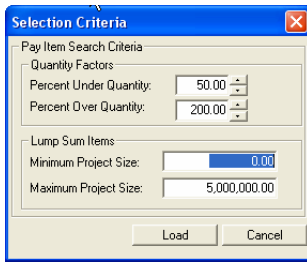


Figure 2.21

### *Quantity Factors*

This option helps determine a quantity range for every pay item. It allows you to enter the minimum quantity parameter and maximum quantity factor to use when calculating the average price for each pay item. This number is entered as a percentage of the project quantity. Note that LUMP SUM pay item will use the project size parameters entered below.

Typical values for the “Percent Under Quantity” would be 50% and for “Percent Over Quantity” would be 100%. For example, if an upcoming job called for 1,000 cubic yards for a specific pay item, by entering the above numbers the program would search through all projects that used from 500 cubic yards to 2000 cubic yards for the same pay item.

### *Lump Sum Items*

Since Lump Sum Items all have a quantity of one (1), we have given you the ability to load prices for these items from projects of similar size (dollar value). By choosing the project size for lump sum items, you will have the average of the particular lump sum item from similar projects.

### *Minimum Project Size*

This option is used to enter the minimum project size to use when calculating the average price for lump sum pay items. When using the project size in calculations, the system will use the total bid price of the low bidder.

### *Maximum Project Size*

This option is used to enter the maximum project size to use when calculating the average price for lump sum pay items. When using the project size in calculations, the system will use the total bid price of the low bidder. If you leave this field set to zero AND you enter a number in the MINIMUM project size field, the system will include all projects over the minimum project size.

After you have selected the desired parameters, press the LOAD button to save your entries. The parameters you selected and the range you put for lump sums will be indicated on the Load Tabs Prices window. NOTE: Each time you use another alternative column you must remember to hit “Set Quantity Parameters” and “Load” inside the window in order for the system to use those parameters.

## NON-STANDARD PAY ITEMS

This option will provide searches for all standard or non-standard (or special) items. Non-Standard pay items are pay items whose descriptions change from job to job and are NOT unique. For example, item 770-01 may be 6" water line on one job and the same pay item number may be water line fittings on another job. To use this option, highlight one of the alternate prices for the pay item you wish to search for, then select Load Tabs Data: Non-Standard Item. A window will open as shown in Figure 2.22.

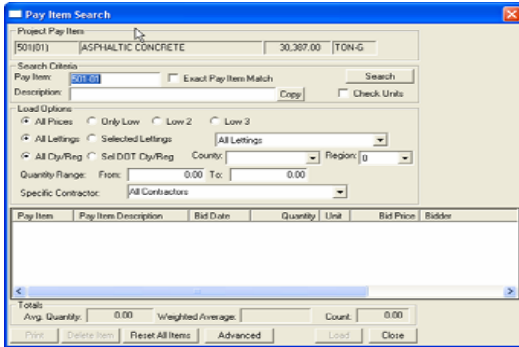


Figure 2.22

From this window, enter the Search Criteria and the Load Options you wish to load. Under the "Search Criteria" you can enter a pay item number or a pay item description or both. You can also enter a partial pay item number or description. Each option is explained in detail below.

### SEARCH CRITERIA

#### *Pay Item*

This value is initially set to the pay item number in the project but can be changed. Make sure this is the correct pay item you want. Also, you do not have to enter the entire pay item number. If you enter a partial pay item number, then the system will search for all pay items that match the partial number you entered.

#### *Exact Pay Item Match*

Since you are able to enter a partial pay item number in the field above, you may need to check this box if you only want the system to find the exact pay item number. For example, if you enter pay item number 301-01 and do NOT check this box, the system will find pay item numbers 301-01 and 301-01.01.

#### *Description*

This field allows you to enter a pay item description. You can enter all or part of the description. You can also press the COPY button to copy the current pay item description.

#### *Copy*

Select the COPY button to copy the pay item description (shown at the top of the screen) into the Description field.

#### *Check Units*

If this box is checked the system will compare the unit of measure and only load items with matching units of measure.

### LOAD OPTIONS

#### *Prices*

You can search for prices by all bidders, just the low bidders, low two or low three bidders.

#### *All Lettings/Selected Lettings*

You select the time span which you want your report to include.

#### *All Cty/Reg Sel DOT Cty/Reg*

You select whether you want to search through all counties and regions, a specific county, or a specific region.

#### *Quantity Range*

You select the quantity range for the pay item.

#### *Specific Contractor*

You can select to load prices from all contractors or a specific contractor.

Search

Once the above parameters are selected, press the search button located near the upper right hand corner. For each item found it will list the pay item number, description, bid date, quantity, unit of measurement, bid price, contractor, county, job number, and bidding outcome (1st, 2nd, etc) for each contractor. Clicking on the column heading will resort the information.

On the bottom of the window, totals are given for the average quantity, average price, and count (number of items found). After pressing the SEARCH button and the results are displayed, you can select from one of the options at the bottom of the screen.

Print

Print a report showing the results of the search.

Delete Item

This option will delete a selected item from the search results. The totals at the bottom of the screen will automatically recalculate after you delete an item.

Reset All Items

Pressing the RESET ALL ITEMS button will reload all the prices that were initially displayed. Any prices you deleted will be reloaded.

Advanced

This option allows you to select how the system will calculate the averages. See the ADVANCED section in the next section for more information on this option.

Load

This option will load the selected average into the current item in PLUS. The price loaded will depend on the setting selected in the advanced option above. You can load the weighted average, straight average or the median price.

Close

This option will close the window WITHOUT saving.

## ADVANCED SETTINGS

All of the options under LOAD TABS DATA on the main menu offer this feature. It is a button called "ADVANCED". By selecting this button, you can quickly change several filters and settings. You can choose to calculate and display the weighted average price, or straight average price (with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Figure 2.23

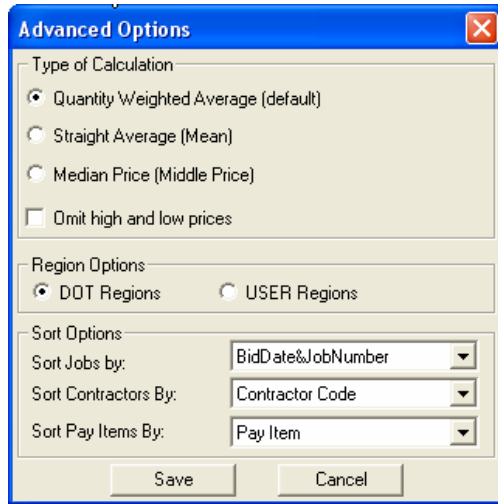


Figure 2.23

There are three different ways the system can calculate the average for a pay item. An example of each of these computations is shown below.

**Quantity Weighted Average** This is the default setting and the setting the system used before we added this option. This average gives more "weight" to items with a higher quantity. Items with smaller quantities have less of an impact in the average.

**Straight Average** The straight average is the simple average of each price in the sample with no weight given to the quantity.

**Median Price** The median price is simply the middle price. There are an equal number of prices above and below the middle price.

**Omit High and Low Prices** This option will remove the highest and lowest unit price before calculating the average. This option does not apply to the median prices since removing the high and low price has no affect on the middle price.

**Region Options** This option allows you to switch between DOT Regions (as defined by each DOT) or USER regions that you can customize.

**Sort Options** Other options include several ways in which to sort out, display and print jobs and pay items.

## SAMPLE COMPUTATIONS

	Quantity (L.F.)	Unit Price
Record 1	1,000	\$3.50
Record 2	500	\$5.00
Record 3	2,000	\$3.00
Record 4	10	\$15.00
Record 5	750	\$4.00

### Straight Average

$$3.50 + 5.00 + 3.00 + 15.00 + 4.00 = \$30.50$$

$$30.50 / 5 = \$6.10$$

### Straight Average (omitting the high an low prices)

$$3.50 + 5.00 + 4.00 = 12.50$$

$$12.50 / 3 = \$4.17$$

### Quantity Weighted Average

$$1,000 \times 3.50 = 3,500 +$$

$$500 \times 5.00 = 2,500 +$$

$$2,000 \times 3.00 = 6,000 +$$

$$10 \times 15.00 = 150 +$$

$$750 \times 4.00 = 3,000 = 15,150$$

Total quantity = 4,260

$$\text{Weighted Average} = 15,150 / 4260 = \$3.56$$

### Quantity Weighted Average (omitting high and low prices)

$$9,000 / 2,250 = \$4.00$$

### Median

Sort Prices by value: 3.00, 3.50, 4.00, 5.00, 15.00  
The middle price is \$4.00

Straight Average	\$6.10
Straight Avg (omitting high and low)	\$4.17
Weighted Average	\$3.56
Weighted Avg (omitting high and low)	\$4.00
Median Price	\$4.00

## PRINTING REPORTS

To print information from *BidTabs PLUS*, you can select from several different report options. Go to File: Print. Figure 2.24 shows the report options screen.

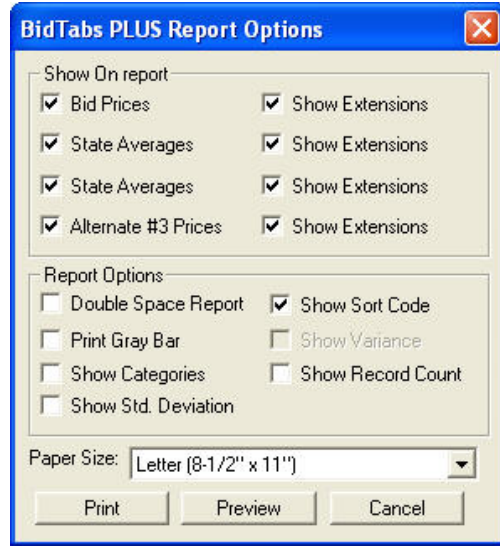


Figure 2.24

### SHOW ON REPORT

#### *Prices*

These options allow you to select which prices to show on the report. All reports show the pay item number, description, quantity and unit. You can choose to print alternative prices and extensions as well as your own bid price.

#### *Show Extensions*

After you have selected which prices to include on the report, you can then select whether or not to show the price extensions for each price. If the "Show Extensions" box is not checked, then only the unit price will be listed on the report.

### REPORT OPTIONS

#### *Double Space Report*

Select this option to double space the report. Double-spacing the report makes it easier to read.

#### *Print Gray Bar*

Select this option to print a gray bar background on every other line on the report. It can facilitate reading.

#### *Show Categories*

Select this option to print the category number (or category name) for each pay item. The category numbers are found to the left of each pay item once the report is displayed. This option will also sort the pay items by category and will print a subtotal and percentage for each category. An example of this report is displayed in Figure 2.25.

#### *Show Sort Code*

Select this option to print the sort code that will be to the left of each pay item once the report is displayed.

#### *Show Variance*

This option is only available if you check no more than one of the alternate prices. Selecting this option will display additional columns to the right showing the percent and dollar variance between the bid price and the selected alternate price for each pay item.

#### *Show Record Count*

Checking this option adds a column displaying the number of records found for each pay item that meets the search criteria you selected.

#### *Show Standard Deviation*

Checking this option adds a column displaying the standard variation for each pay item according to the criteria you set.

#### *Paper Size*

This option allows you to select the size of the paper you will be printing the report on. Using legal (8.5" x 14") or ledger (14" x 11") size paper allows you to print more columns on the page than with standard letter (8.5" x 11") size paper.

## Sample PLUS Report

Cat	Pay Item	Description	Quantity	Unit	state averages	Extension	#	region 3 avg	Extension	#
1	0330-0105000K	general excavation	6,061.000	M3	8.31	50,366.91	69	10.54	63,882.94	32
1	0330-0126000K	stone embankment	3.400	M3	13.28	45.15	17	21.51	73.13	6
1	0340-0100000Q	watering	334.502	K.L.	6.52	2,180.95	38	5.52	1,846.45	11
1	0350-0105000J	subgrade geotextile	8,726.000	M2	1.03	8,987.78	60	1.22	10,645.72	28
1	0510-0101000A	structure excavation	1.000	L.S.	12,663.86	12,663.86	62	20,558.57	20,558.57	39
<b>GRADING-EXCAVATION SUBTOTALS</b>						<b>74,244.65</b>			<b>97,006.61</b>	
						<b>3.3%</b>			<b>3.6%</b>	
2	0530-0100000A	reinforcement	1.000	L.S.	96,070.11	96,070.11	78	157,301.68	157,301.68	51
2	0540-0107000A	structural concrete, class 25	1.000	L.S.	154,685.29	154,685.29	60	122,119.08	122,119.08	39
<b>BRIDGE SUBTOTALS</b>						<b>250,735.40</b>			<b>279,420.76</b>	
						<b>11.1%</b>			<b>10.6%</b>	
3	0620-0106000J	cold plane pavement removal, 0 - 75 mm deep	341.500	M2S	2.02	689.83	12	8.31	2,837.87	3
3	0620-0122000J	cold plane pavement removal, 75 mm deep	5,583.900	M2	1.42	7,929.14	6	1.86	10,386.05	3
3	0730-0100000M	asphalt in tack coat	12.600	MGR	247.24	3,115.22	58	217.81	2,744.41	26
3	0745-0302000M	level 3, 12.5 mm dense hmac	6,534.600	MGR	24.55	160,424.43	51	24.39	159,378.89	23
3	0745-0640000M	pg 70-22 asphalt in hmac	372.500	MGR	158.77	59,141.83	40	218.07	81,231.08	33
3	0749-0110000E	asphalt approaches	44.000	EACH	407.45	17,827.80	5	462.65	20,356.60	6
3	0749-0116000J	asphalt slope paving	500.000	M2	17.88	8,940.00	2	26.39	13,195.00	5
3	0749-9Z90000E	sec 0749 miscellaneous extra for temporary as	10.000	EACH	623.61	6,236.10	5	312.13	3,121.30	3
<b>ASPHALT SUBTOTALS</b>						<b>264,404.35</b>			<b>293,251.20</b>	

Figure 2.25

## Exception Report

Another report you can print is the Exception Report. This report will print any items that are outside a predetermined price range as set by the user. To print this report select: File: Exception from the main Plus menu. Figure 2.26 shows the report options screen. An example of this report is displayed in Figure 2.27.

Figure 2.26

*Compare These Prices*

Select the first set of prices for comparison.

*To These Prices*

Select the second set of prices for comparison.

*Percentage Variance*

Enter a number to use as a percentage variance. All prices with a variance equal to or greater than the percentage number you enter here will be listed in the report.

*List Items with \$ Variance Over*

Once the box is checked you can enter a dollar variance amount. All items with a dollar variance equal to or greater than the value you enter here will be listed in the report. (The dollar amount compared is the extended price for each item.) NOTE: This is an OR comparison, not an AND, so any item with a percentage variance over the percentage entered OR a dollar variance over the entered dollar amount will be displayed.

## Sample Exception Report

Pay Item	Description	Quantity	Unit	Alternate #1	Alternate #2	\$ Variance	% Variance
0330-012600K	stone embankment	3.400	M3	13.28	21.51	-27.98	-61.973
0510-0101000A	structure excavation	1.000	L.S.	12,663.86	20,558.57	-7,894.71	-62.340
0530-0100000A	reinforcement	1.000	L.S.	96,070.11	157,301.68	-61,231.57	-63.736
0620-0106000J	cold plane pavement removal, 0 - 75	341.500	M2S	2.02	8.31	-2,148.04	-311.386
0445-0735050F	tv pipe inspection tv pipe inspect	520.000	M	3.22	5.43	-1,149.20	-68.634
0445-0700120E	sloped end sections, 300 mm	1.000	EACH	210.06	498.38	-288.32	-137.256
0470-0404000E	water quality structures, type spec	1.000	EACH	3,000.00	8,566.67	-5,566.67	-185.556
0490-0105000E	adjusting inlets	10.000	EACH	387.78	694.83	-3,070.50	-79.181
0820-0102000F	concrete barrier, modified	7.500	M	162.51	483.90	-2,410.43	-137.766
0225-0100000A	temporary protection and direction	1.000	L.S.	34,045.68	65,496.03	-31,450.35	-92.377
0225-0152000F	temporary striping	4,080.000	M	0.21	0.36	-612.00	-71.429
1070-0102000E	mailbox concrete collars	21.000	EACH	58.62	113.77	-1,158.15	-94.081
0905-9290000A	sec 0905 miscellaneous remove, tran	1.000	L.S.	11,500.00	833.33	10,666.67	92.754
0910-0100000K	wood sign posts	3.070	M3	29.63	2,533.06	-7,685.53	-8,448.971
0920-0100000A	sign support footings	1.000	L.S.	13,790.69	5,033.76	8,756.93	63.499
0930-0129000A	square tube sign supports	1.000	L.S.	3,597.77	1,758.67	1,839.10	51.118
0940-0127000J	type "w4" signs in place	5.020	M2	48.83	157.10	-543.52	-221.728
0850-0114000E	pavement legend, type a: "school cr	2.000	EACH	616.67	1,095.00	-956.66	-77.567
0850-0144000J	pavement line, type a	60.000	M2S	37.04	66.67	-1,777.80	-79.995
0445-0650240E	pipe tees, 600 mm	1.000	EACH	150.00	250.00	-100.00	-66.667
0210-0100000A	mobilization	1.000	L.S.	260,249.39	562,225.27	-301,975.88	-116.033

Figure 2.27

## IMPORTING DATA

There are several options for importing data. Import pay items from DOT Disk, import pay items from spreadsheet, batch load pay items and import pay items from an existing job in the tabs database are all explained earlier in this chapter.

## EXPORTING DATA

Within BidTabs PLUS you can export your bid prices to a DOT bid disk or export to a spreadsheet file. Both options are explained below.

### Export to State Bid Disk

This option is used to export bid prices from BidTabs PLUS to a file that can then be imported into a DOT electronic bidding program (such as Expedite). Expedite has an import routine that can import prices from this file.

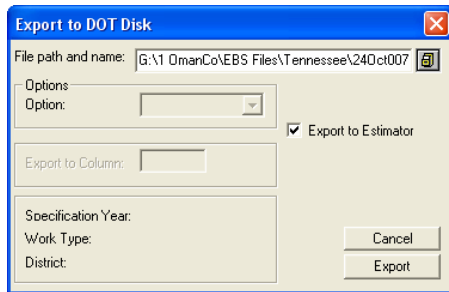


Figure 2.28

**\*\* WARNING \*\***

This option must be used with extreme care and is used at your own risk. To verify that the proper numbers were loaded onto the disk, the State program should be run, and all totals and sub-totals **MUST** be verified.

After selecting this option the following options are displayed:

*DOT File Path and Name* - This field is used to enter both the PATH AND FILE NAME of the file into which the system will export the data.

**\*\* NOTE TO EBS/EXPEDITE USERS\*\***

After exporting the bid data to a disk, the file must still be imported into the EBS System by using the "IMPORT" option within the DOT program. See Chapter 3 for more information on specific DOT bid programs.

**\*\* ESTIMATOR SYSTEM USERS\*\***

Check the "Export to Estimator" check box to create an export file that can be imported into Estimator. You will have to refer to documentation for instructions on importing files into Estimator.

## Export to Spreadsheet

This option allows certain estimate information to be downloaded (or copied) into a spreadsheet file. Note: When exporting pay item data, the program creates a new sheet--you cannot export a file into a spreadsheet file that is already opened. At this time *BidTabs PLUS* can export to the following spreadsheet formats:



Figure 2.29

- Microsoft Excel Version 2.1-11.0 (Office 95 and later)
- Lotus 1-2-3 Version 1.0 to 5.0
- Quatro Pro Version 1.0 to 6.0

The exported file contains the following information: Pay Item Number and Description, Bid Quantity and Unit, Bid Price, and Extension as well as any of the other information checked in Figure 2.29.

The export option does not provide any spreadsheet formulas in the spreadsheet file. All the numbers are actual and not based on any calculation within the spreadsheet. This allows the user to set up any spreadsheet format and manipulate the numbers in any way desired.

The following options will be displayed after the job is selected:

<i>File type</i>	This option allows the user to select the type of file to create. You can select one of the following types: Excel, Lotus, or QuatroPro.
<i>Sort Code</i>	This option allows you to include the Sort Code for each pay item.
<i>Category</i>	This option allows you to include the Category for each pay item.
<i>Select Prices to Export</i>	These three options allow you to select which Alternate prices to export along with the bid prices. You can export any or all of the alternate prices.
<i>Export</i>	Once you have selected all of the options and the file type, press the EXPORT button to create the file. After pressing this button, you will be prompted to select the path and file name to export.

## CHAPTER 3

### DOT ELECTRONIC BIDDING SYSTEM (EBS)

### DOT BID PROGRAMS

*Overview:* This chapter explains in detail the procedures to import and export pay item data from specific Department of Transportation bid programs. Most, but not all states, use Electronic Bid Files which can come in several different formats. *BidTabs PLUS* works with any electronic bid file a state uses. The table below lists the states that use Expedite. The second table lists what format other states use.

#### STATES THAT USE EXPEDITE

Alabama	Massachusetts	Oklahoma
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	South Carolina
Colorado	Mississippi	Tennessee
Florida	Missouri	Texas
Georgia	Montana	Vermont
Idaho	Nebraska	Virginia
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming
Maine	North Dakota	
Maryland	Ohio	

STATE	PROGRAM	STATE	PROGRAM	STATE	PROGRAM
Alaska	CUSTOM	Kentucky	CUSTOM	Oregon	CUSTOM
California	CUSTOM	Louisiana	EXCEL	Rhode Island	CUSTOM
Connecticut	CUSTOM	New Hampshire	CUSTOM	South Dakota	CUSTOM
Delaware	CUSTOM	New Jersey	CUSTOM	Utah	CUSTOM
Hawaii	CUSTOM	Nevada	CUSTOM	Washington	CUSTOM
Illinois	EXCEL				

## Expedite Bid System

To import an EXPEDITE file into BidTabs PLUS, you will first need to configure your EBS program to export to a CSV or a CS2 file format. NOTE: You must use the configurations as described below in order to import a job into PLUS. Some estimating systems use different export format configurations in EXPEDITE. You must use the configuration settings shown below to properly import data into PLUS.

- **STEP 1 – CONFIGURE EXPEDITE**

To configure Expedite for the proper file format, start the Expedite program and select the TOOLS: OPTIONS menu command. See Figure 3.1. Then from the displayed window, select the EXPORT FORMAT tab at the top of the page. On this screen select the “CS2” as the default file format and UNCHECK the “Export Labels” option. The rest of the “Field Names” section of the window should list the following items (in this order): LineNumber 6, AltCode 6, ItemNumber 15, Quantity 16, Unit 6, UnitPrice 16, and ShortDesc 40.

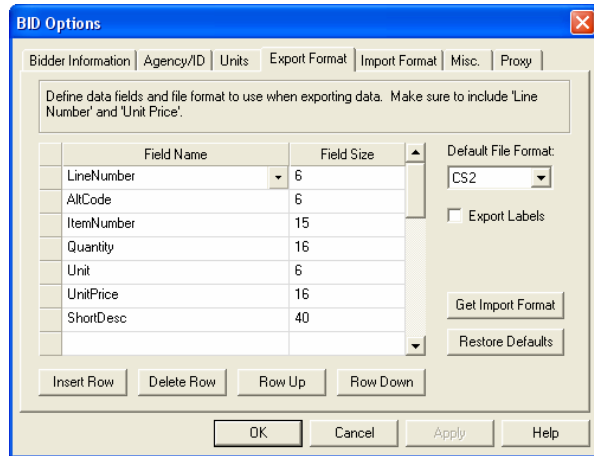


Figure 3.1

After configuring the EXPORT FORMAT, you should select the IMPORT FORMAT tab at the top of the page and set the default file format to “CS2.”

- **STEP 2 - EXPORT FILE from EXPEDITE**

After you have configured Expedite to export the correct file format, open the desired project and select TOOLS: EXPORT PROPOSAL. You will then be prompted where to save the new CS2 file. **Be sure to remember the path and file name of the exported file.** You will need this path and file name when you import the file into BidTabs PLUS. See Figure 3.2

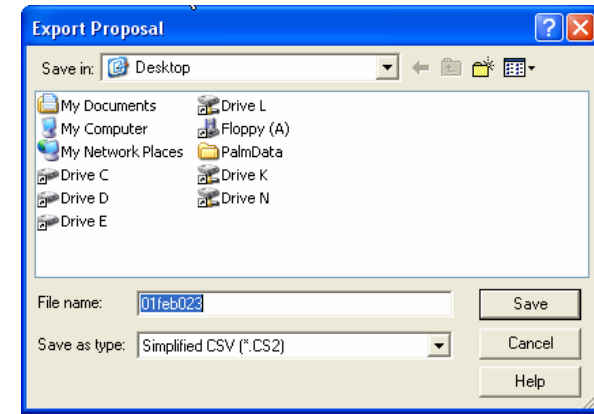


Figure 3.2

- **STEP 3 - IMPORT FILES into BIDTABS PLUS**

After creating the export file within Expedite, you are ready to import the file into *BidTabs PLUS*. After you have set up a new project within *BidTabs Plus* (for more information, see “Setting up a New Project” in Chapter 2), you will be prompted on how you want to import pay item data into the project. Select the “IMPORT FROM STATE DOT DISK” option and enter the correct path and file name. Make sure you select the CS2 file.

## Custom DOT Programs

Some states use their own program to accept bids. In this section we will detail how to import and export data to these programs. If your state is not listed AND your state does not use Expedite or EBS AND your state does have an electronic bidding program, contact us and we will send you instructions on how to interface with that program.

### ILLINOIS DOT

The Illinois Department of Transportation uses a Microsoft EXCEL worksheet. The pay item data from this worksheet can be imported into BidTabs PLUS using the “Load from Spreadsheet” option. When importing from the DOT worksheet, make sure to set up the fields in the correct column and enter the proper starting row. For more information about importing from a spreadsheet file, see the previous chapter.

### Louisiana DOT

The Louisiana Department of Transportation uses a worksheet similar to Excel. The pay item data from this worksheet can be imported into BidTabs PLUS using the “Load from Spreadsheet” option. When importing from the DOT worksheet, make sure to set up the fields in the correct column and enter the proper starting row. For more information about importing from a spreadsheet file, see the previous chapter.

### UTAH DOT

The Utah Department of Transportation uses a custom bidding program that has an import and export routine built in. *BidTabs PLUS* has the ability to import and export the files from the UDOT program.

### SOUTH DAKOTA DOT

The South Dakota Department of Transportation uses a custom bidding program that has an import and export routine built in. *BidTabs PLUS* has the ability to import and export the files from the SDDOT program.

### KENTUCKY TRANSPORTATION CABINET

The Kentucky Department of Transportation uses a custom bidding program that has an import and export routine built in. *BidTabs PLUS* has the ability to import and export the files from the KY-DOT program. Within the KY DOT program, select the “Working Project” from the “Project Menu,” then select “Export Working Project Data” option from the “Project Menu.” See Figure 3.3.

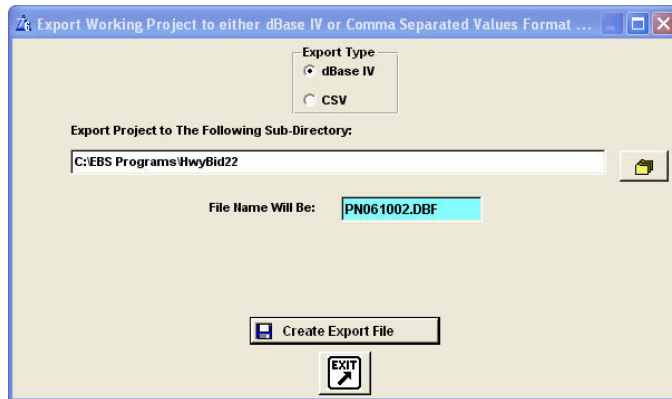


Figure 3.3

Once you have exported the file, you can then use the “Import From DOT Disk” option within BidTabs PLUS to import this same “DBF” file into PLUS.