



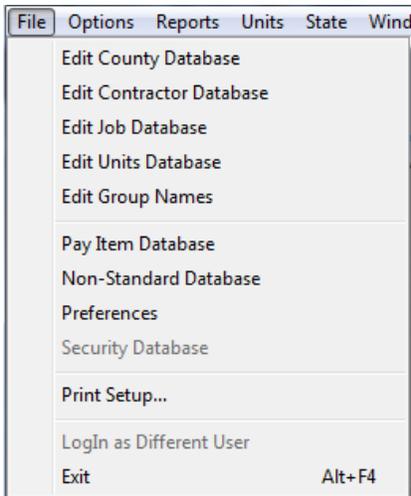
Bid Tabs Pro Functions

Bid Tabs Professional Tools

Several Tools exist in Bid Tabs Pro. This section illustrates the icons across the top of the screen and the pull down menus that are available. We do not touch on every icon or menu item in this basic course, however, you will learn about many of the mostly used tools.

File Menu

The file pull-down menu contains many Edit items that can only be changed by an administrator. We will not go over these functions.



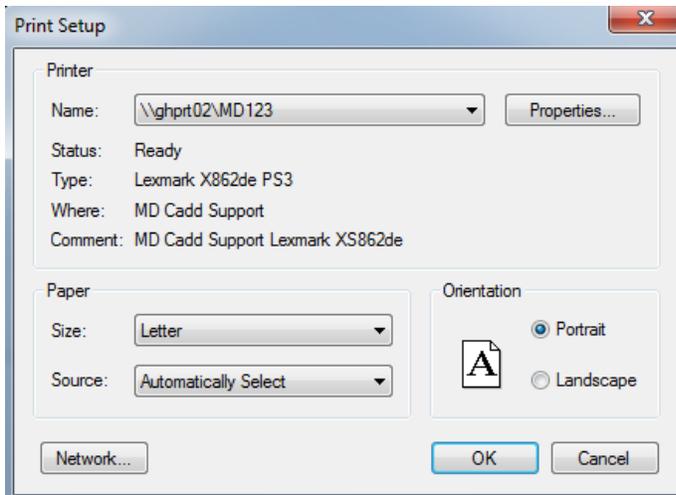
We already looked at Preferences. The only other items of interest in the File menu are "Pay Item Database" and "Print Setup..."

- Pay Item Database. If this is selected, Bid Tabs Pro will load and displace the most up-to-date Pay Items that have been installed on the R:/ Drive. These Pay Items are updated frequently. If you are concerned about what pay items are currently available for the program's use. Click this tool.

PI Group	PI ITEM	Description	English	Metric	Category
581	0 4031028	ASPHALT CEMENT (ASPHALTIC CONCRETE) 60-70	TON	TONN	ASPHALT
582	0 4031031	ASPHALT CEMENT (ASPHALTIC CONCRETE) 60-70	TON	TONN	ASPHALT
583	0 4031050	ALTERNATE ASPHALTIC CONCRETE WEARING SURFACE (BRIDGE)	S.Y.	M2	ASPHALT
584	0 4031055	ALTERNATE ASPHALTIC CONCRETE WEARING SURFACE (BRIDGE)	S.Y.	M2	ASPHALT
585	0 4031111	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-20	TON	TONN	ASPHALT
586	0 4031121	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-10	TON	TONN	ASPHALT
587	0 4031123	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-20	TON	TONN	ASPHALT
588	0 4031124	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-10	TON	TONN	ASPHALT
589	0 4031126	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-20	TON	TONN	ASPHALT
590	0 4031129	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-10	TON	TONN	ASPHALT
591	0 4031135	ASPHALT CEMENT (ASPHALTIC CONCRETE) PG 64-28	TON	TONN	ASPHALT
592	0 4031145	ASPHALT CEMENT (ASPHALTIC CONCRETE) PG 58-34	TON	TONN	ASPHALT
593	0 4031210	ALT. B. ASPH. CONC. MIXTURE TYPE C (1.75 IN.)	S.Y.	M2	ASPHALT
594	0 4032510	ASPHALT CEMENT (ASPHALTIC CONCRETE) AC-20	TON	TONN	ASPHALT
595	0 4032530	MINERAL AGGREGATE (ASPHALTIC CONCRETE)	TON	TONN	ASPHALT

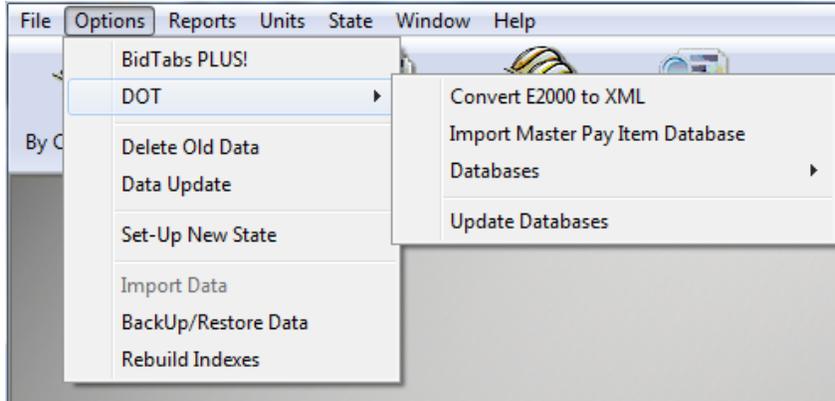
- Print Setup is used to setup how and where the program will print.

Other print options are available under the Preferences Dialog box.



Options Menu

- BidTabs PLUS! Is used to start the Bid Tabs Professional portion of the program to create new estimate projects and edit existing projects. This is the option that can be clicked to get to your actual estimate files.



- DOT > The only item that can be manipulated by a non-administrator is "Convert E2000 to XML" function. All other options must be performed by Central Office.
- Convert E2000 to XML is used to bring existing Estimate 2000 files into Bid Tabs Pro Plus by

first converting the BDW, BAMS etc into a single XML file. This file can then be imported into BTPP, which we will see a little later in the manual. (Must have all (4) Estimate 2000 Files)

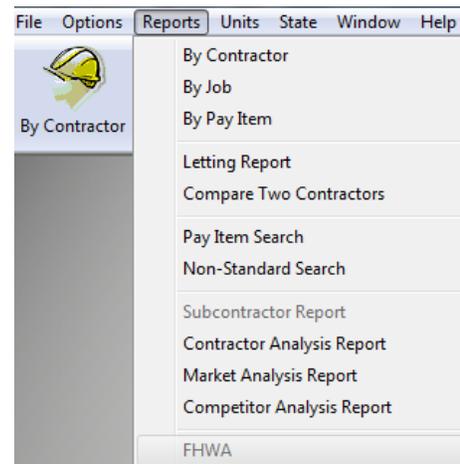
- Rebuild Indexes is very useful when a new pay item database has been created by Central Office.

NOTE: Sometimes the database will need to be Reindexed in order for the user to have the new pay items and have their descriptions match up to the pay item numbers. This does not occur very often, but it is the first thing to try if things start looking wrong when adding pay items to an estimate.

Reports Menu (See Appendix 2 for more Report Examples)

Bid Tabs Professional allows the user to run several reports on the current data. This pull-down contains the reports available. You can choose to report by Contractor, Job, Pay Item, report on past Lettings or Compare Contractors. Search for pay items in the pay item database or do your own search.

- By Contractor



Fill out all the information you wish to search on, for example, if you want a contractor report on Apac-Missouri, select that contractor. The other options narrow your search, such as, specific projects, specific pay items, specific lettings or a project price range. You can even select certain categories such as roadway, lighting, bridge, etc. Click the Preview Button to display what has been queried. You can also Print the output or save it (export) to a file.

NOTE: You may also click the Advanced button for more options. Sorting, Price details and location are some of the options you can specify.

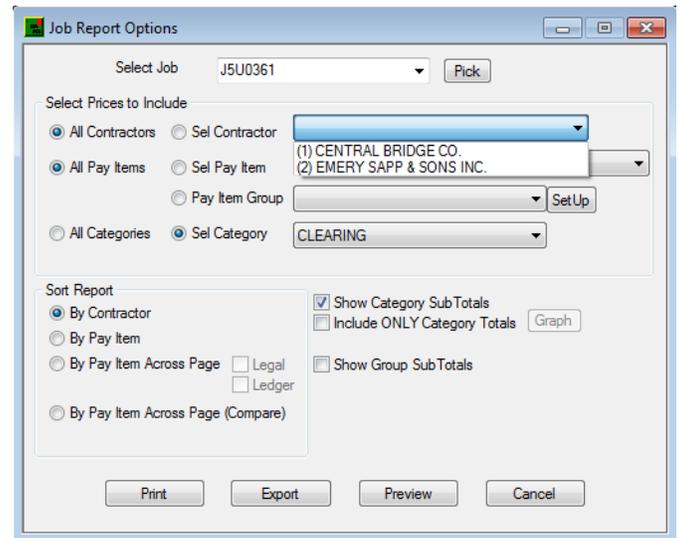


- By Job

Fill out all the information you wish to search on, for example, Select a Job Number to search the items contained within. You can choose a contractor and see only what they bid, or see what all contractors bid. You can narrow it down to a specific pay item or items only in a certain category. Choose how to sort the report, which these options will vary as to what prices are included in the above portion of the dialog box.

NOTE: Item Groups are not used by MoDOT as all items are currently grouped in Group 0. The only option is to use All Pay Items here.

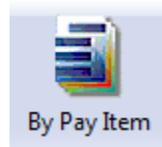
Preview the report with the Preview button at the bottom of the dialog. You may also Export the report to a file or Print the report out.



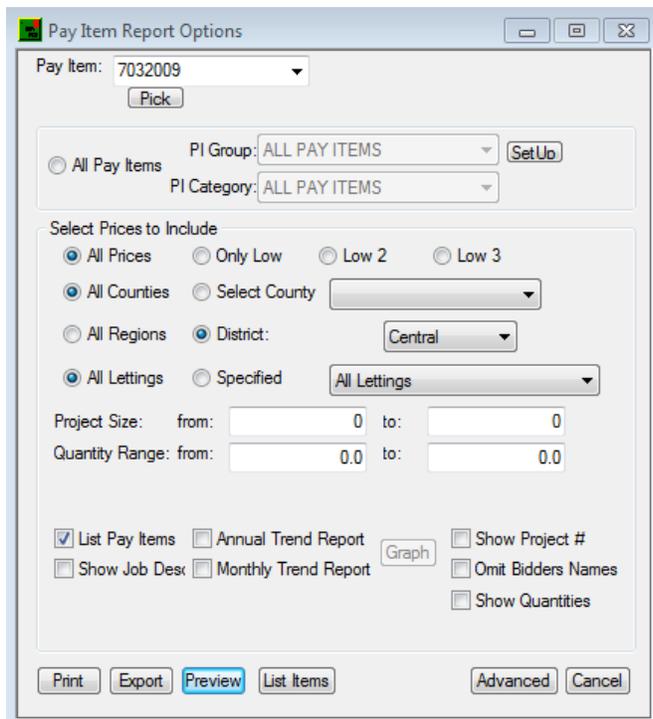
- By Pay Item

Bid Tabs Pro allows you to search for data in many ways. This option allows you to see what pay items have been used based on the criteria you enter.

The Pay Item field allows you to pick the exact pay item that you wish to gain information



about. You may also select All Pay Items and gain a report on all pay items and their history. This option would produce a very lengthy report if you chose all pay items, in all counties, for all prices, in all regions for all lettings. The radio buttons are here to narrow down the report.



NOTE: You cannot have Select County and District radio buttons running at the same time.

You may choose to only show pay items based on the lowest 3 bids in a give letting or only the low.

Choose a particular letting to see all the pay items that were involved in that letting and what prices and location were used.

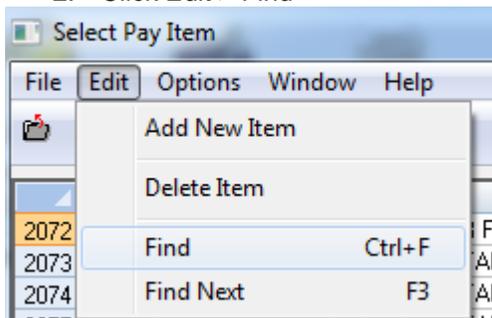
A number of checkbox items appear towards the bottom of the dialog. List Pay Items, Annual Trend Report, Show Job Descriptions, Monthly Trend Report. Place a check in the appropriate boxes to see the information displayed on your report. You can also show

the project number, remove the bidders from the reports and have the report display the quantities for the pay items.

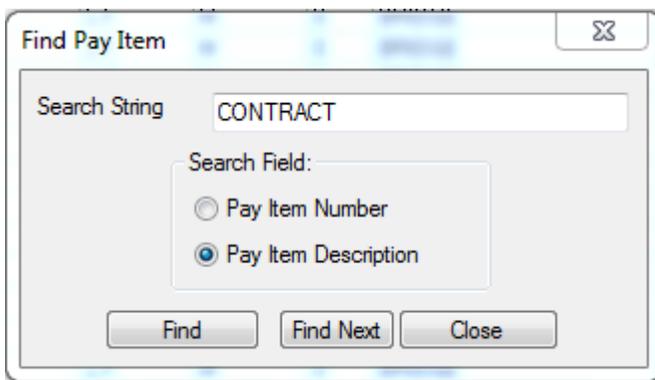
NOTE: You may also click the Advanced button for more options. Sorting, Price details and location are some of the options you can specify.

Searching Pay Items:

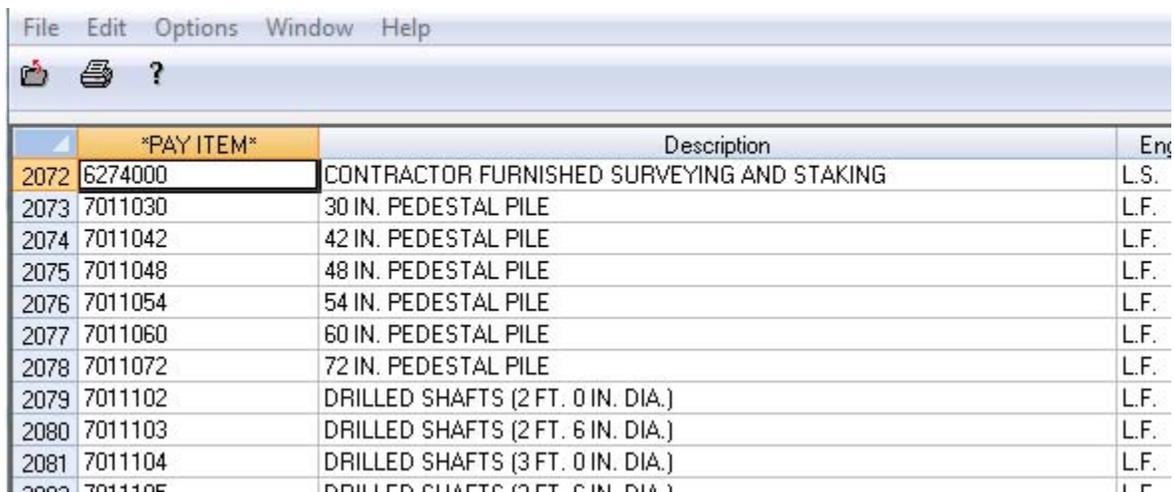
1. To Search for pay items, click the Pick Button.
2. Click Edit > Find



This option only allows you to search the first word of the item. Example, to find Contract Furnished Surveying, you have to type Contract.



3. Click the Pay Item Description or Number and click Find.

A screenshot of the main application window showing a list of pay items. The window has a menu bar with "File", "Edit", "Options", "Window", and "Help". Below the menu bar are icons for a folder, a printer, and a question mark. The main area contains a table with the following data:

	PAY ITEM	Description	Eng
2072	6274000	CONTRACTOR FURNISHED SURVEYING AND STAKING	L.S.
2073	7011030	30 IN. PEDESTAL PILE	L.F.
2074	7011042	42 IN. PEDESTAL PILE	L.F.
2075	7011048	48 IN. PEDESTAL PILE	L.F.
2076	7011054	54 IN. PEDESTAL PILE	L.F.
2077	7011060	60 IN. PEDESTAL PILE	L.F.
2078	7011072	72 IN. PEDESTAL PILE	L.F.
2079	7011102	DRILLED SHAFTS (2 FT. 0 IN. DIA.)	L.F.
2080	7011103	DRILLED SHAFTS (2 FT. 6 IN. DIA.)	L.F.
2081	7011104	DRILLED SHAFTS (3 FT. 0 IN. DIA.)	L.F.
2082	7011105	DRILLED SHAFTS (3 FT. 6 IN. DIA.)	L.F.

The row for item 2072 is highlighted in yellow.

- Letting Report

This report allows you to get information on MoDOT lettings.

You can enter a Specific Letting Date, or click the button labeled “Specific Letting Date” and it will change to “Enter Date Range” and you can choose more than one letting depending on the dates selected.

Note: If you receive any errors during this process, try Re-building Indexes first. This seems to remedy any errors.

Place a checkmark in “Letting Totals Only” to narrow down the report to a more specific project, such as the size of the project in dollar amounts, searching by Categories or a range of lettings. Also check any other items you would like to see on the report, choose the Sub-Total information by changing the radio button to Month, Quarter or Year:

Show Average # of Bidders: Adds a column for the average number of bidders per project for a letting year.

MISSOURI

LETTING SUMMARY

Missouri DOT Date: 10/05/2011
Time: 08:32:24

Year	Letting Total	No. Jobs	% Change	Avg # Bids
1994	236,062,266.07	152		4.599
1995	427,786,753.78	292	81.22%	4.445
1996	471,675,687.18	309	10.26%	4.382
1997	410,315,637.36	288	-13.01%	4.531

Breakdown By Category: Splits out the different categories used during the year and shows a percentage of total cost used by that category. *(this option removes the ability to choose MAP button)*

MISSOURI		LETTING SUMMARY		Date: 10/05/2011
Missouri DOT				Time: 08:36:44
<u>Year</u>	<u>Letting Total</u>	<u>No. Jobs</u>	<u>%</u>	
1994	236,062,266.07	152		
GRADING/EXCAVATION	37,395,244.72		15.84%	(% of Total)
BRIDGE	38,874,908.84		16.47%	
ASPHALT	30,592,573.31		12.96%	
BASE STONE	12,624,537.12		5.35%	
DRAINAGE-PIPE	4,632,660.37		1.96%	
DRAINAGE-INLETS/CATCH BASINS	1,919,096.06		0.81%	
CONCRETE-CULVERTS	2,381,881.42		1.01%	
CONCRETE-MISC	6,522,896.36		2.76%	
TRAFFIC CONTROL	3,685,024.34		1.56%	
GUARD RAIL	1,344,311.77		0.57%	
FENCING	466,337.60		0.20%	
GRASSING	1,632,377.41		0.69%	
CLEARING	6,529,477.60		2.77%	
EROSION CONTROL	2,310,906.30		0.98%	
RETAINING WALL	79,981.00		0.03%	
SIGNALIZATION	1,549,121.65		0.66%	
SIGNS-PERMANENT	1,048,403.86		0.44%	
STRIPING/PAVEMENT MARKING	2,222,562.81		0.94%	
PAINTING STRUCTURES	806,397.60		0.34%	
UTILITY-WATER	1,949,129.36		0.83%	
UTILITY-SEWER	808,888.37		0.34%	
MOBILIZATION	9,478,656.40		4.02%	
CONCRETE PAVEMENT	61,816,690.15		26.19%	
MISC STONE/RIPRAP	1,787,007.94		0.76%	
ROADWAY LIGHTING/ELECTICAL	827,048.28		0.35%	
UNDERDRAIN	1,472,145.43		0.62%	
ALTERNATES/BONUS/TIME	1,304,000.00		0.55%	

Breakdown By Project Type: Splits out the percentage of total type of projects during a given year based on the total cost for the type of project.

MISSOURI		LETTING SUMMARY		Date: Tim
Missouri DOT				
<u>Year</u>	<u>Letting Total</u>	<u>No. Jobs</u>	<u>% Change</u>	
1994	236,062,266.07	152		
Type: None	214,245.30		0.09%	(% of Total)
Type: GRADING/EXCAVATION	33,291,360.34		14.10%	
Type: GRASSING	174,950.00		0.07%	
Type: CLEARING	56,928.25		0.02%	
Type: SIGNAL/LIGHTING/ELECTRICAL	1,248,483.71		0.53%	
Type: SIGNS-PERMANENT	303,675.32		0.13%	
Type: STRIPING/PAVEMENT MARKING	16,896.50		0.01%	
Type: PAINTING STRUCTURES	223,028.16		0.09%	
Type: BRIDGE	47,085,356.65		19.95%	
Type: MOBILIZATION	19,900.00		0.01%	
Type: CONCRETE PAVEMENT	113,862,195.69		48.23%	
Type: ASPHALT/BASE	35,026,974.06		14.84%	
Type: ALTERNATES/BONUS/TIME	1,304,000.00		0.55%	
Type: DRAINAGE	1,235,127.90		0.52%	
Type: CONCRETE-MISC	1,999,144.19		0.85%	

Subtotal By Region: This report will show where the money is being distributed or spent. Notice in the % Change column. 2009 was the ARRA projects, and then the lettings drop back down considerably. *(this option and 'Subtotal By Fiscal Year' removes the MAP and GRAPH buttons – grayed out)*

MISSOURI LETTING SUMMARY

Missouri DOT

Year	Letting Total	No. Jobs	% Change
2008	162,154,717.83	69	
Region 1	18,073,203.33	9	
Region 2	6,970,645.40	8	
Region 3	54,196,590.91	15	
Region 4	14,727,848.17	9	
Region 5	19,409,102.03	9	
Region 6	37,959,146.04	12	
Region 7	10,818,181.95	7	
2009	1,325,911,562.38	412	717.68%
Region 1	99,933,859.86	39	
Region 2	68,982,699.71	33	
Region 3	186,426,722.53	64	
Region 4	111,855,555.68	51	
Region 5	481,392,342.31	92	
Region 6	234,092,020.97	72	
Region 7	143,228,361.32	61	
2010	670,276,325.58	352	-49.45%
Region 1	48,570,363.86	37	
Region 2	39,765,160.98	29	
Region 3	114,530,927.02	53	
Region 4	117,325,608.74	59	
Region 5	203,367,927.23	62	
Region 6	95,974,249.69	68	
Region 7	50,742,088.06	44	
2011	398,257,887.11	230	-40.58%
Region 0	2,864,509.94	9	
Region 1	29,111,234.68	23	
Region 2	13,383,953.16	14	
Region 3	75,772,035.12	34	
Region 4	40,538,959.52	22	
Region 5	102,735,927.85	48	
Region 6	81,945,764.44	51	
Region 7	51,905,502.40	29	

REPORT TOTAL:	2,556,600,492.90
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<u>Report Settings</u> Letting Dates: Last 36 Months	
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Class Exercise and Quiz Chapter 3

Use the Various Report options to answer the following questions:

1. What is Item Number 2022010? _____

2. Using the information below, How many gallons of Tack Coat did the contractor bid on? _____

Report Settings	
Contractor:	0010550 :boone construction co.
Include Bidders:	All Bids
Selected Job:	J2P0389 :LINN
Selected Pay Item:	All Pay Items
Selected Letting:	All Lettings
Sel County/Reg:	All Regions / All Counties
Omit High/Low Price:	NO
Averages Type:	Weighted Average

3. What County is job number J4P0937 located in? _____

4. What year was the bid date for job number J3P0792B? _____

5. How many bids did J9P0597, have? ____ Who were the contractors involved?

6. For the August 26, 2011 letting, what was the total of all low bids for the letting? \$ _____

7. What is the weighted average price in Kansas City for a S.Y. of Type 1 Aggregate for Base (4 inches thick)(3040143) for Specific Letting Period 1/21/2011 to 10/6/2011? \$ _____ the Highest Price \$ _____ Lowest Price \$ _____

8. For Pay Item 3040143, what is the weighted average price in Kansas City for projects between 2000 S.Y. and 5000 S.Y. in all lettings? \$ _____

9. What is the pay item number for "CONTRACTOR FURNISHED SURVEYING"? _____

10. Using the By Contractor Report, what project job numbers make up call 110826-C01? _____
What Route is it located on in CASS County? _____.