

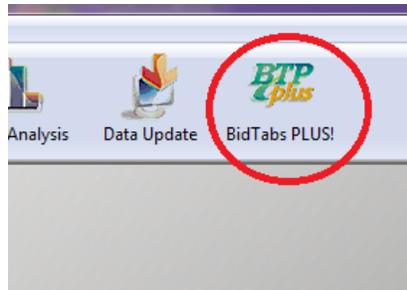


Chapter 4 – Creating Estimates

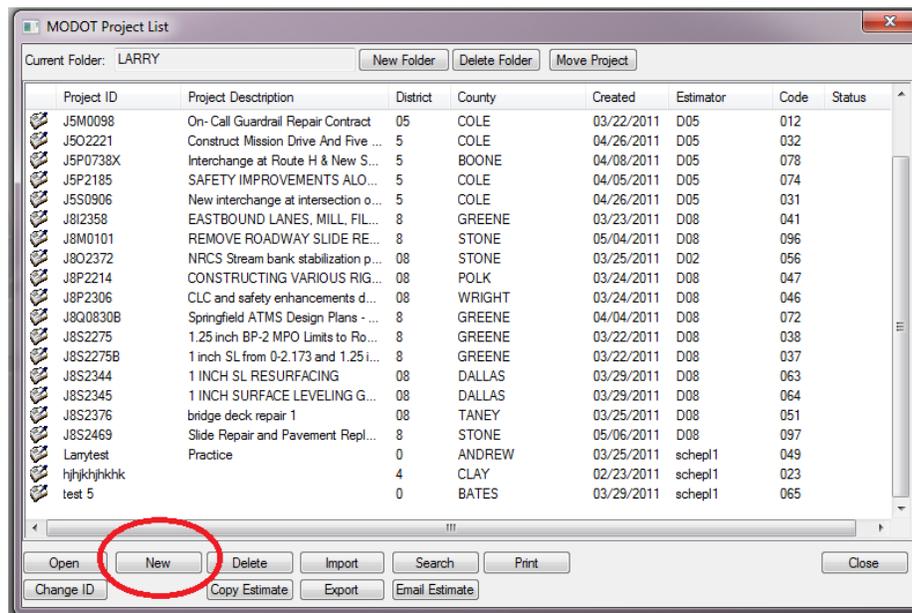
How to create a new estimate

Open Bid Tabs Professional.

Select BidTabs PLUS! button.



Select New on the MODOT Project List page. (This will place the New Estimate in the current folder. You may make a new folder here or place it in the current folder)



Fill in as much information about the project on the Project Information page. Select Save.

Project No. needs to be all CAPS: example J4P4567

Project Information

Project No.: Description:

Location: Route:

Pay Item Sort:

General Information | STIP Information | Project Notes | Funding Options | Categories

District: Federal Project No:

Primary County: Construction Engineering: %

Additional Counties: Priced Date:

Long/Lat: Long Lat Letting Date:

Urban/Rural: Construction Traffic:

Project Type:

Work Type:

Estimator:

Log Mile: Beg End

Station: Beg End

Project Length:

Private Job:

Mobilization %:

Surveying %:

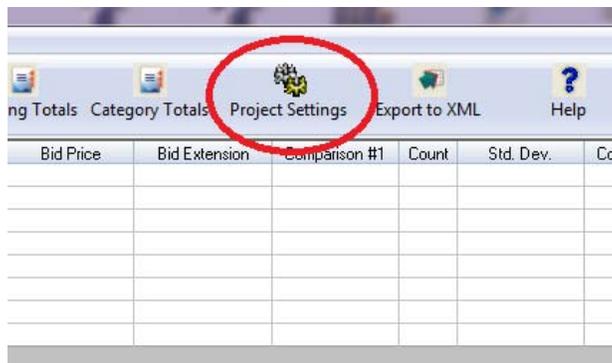
See Appendix 1 for a way to get accurate Long/Lat information

Information about this page:

- The description box is limited to 60 characters and needs to be formatted correctly; example:
W/O HIGHWAY MM NEAR NEW BLOOMFIELD, MO
- **District and Primary County MUST to be filled in to avoid possible errors in the PLUS file when edited at a later date.**
- The estimator is filled in by the user and will show in the Estimator box.
- The Federal Project No. will populate with the state project number. The Federal ID will be added at Central Office once the Fed ID is known.
- Priced Date can be entered allowing estimator to show the latest version.
- Both Mobilization and Surveying percent can be added here and will be calculated automatically based on the percent entered.
- ****Private Job – Grayed out to avoid locking files (if not grayed out, please do not use)**

Once saved, the remaining tabs (STIP Info., Project Notes, Funding Options, and Sections) for the estimate can be accessed.

To get back to the Project Information page after saving, do the following to access these tabs:
With the Project estimate open, select Project Settings



You are now ready to input information under the respected tabs.

Project Information

Project No.: larytest1 Description: 2007 Level Course

Location: Gasconade Co. Rte. 19/From Missouri River Bridge to Frene C Route: 19

Pay Item Sort: Section+Sort Code

General Information **STIP Information** Project Notes Funding Options Sections

District: Central Federal Project No: J5L0700V

Primary County: GASCONADE Construction Engineering: 0.00 %

Additional Counties: Priced Date: / /

Long/Lat: 91 26 16 Long 38 42 17 Lat map Letting Date: 11/17/2006

Urban/Rural: RURAL ROUTE Construction Traffic: Heavy Traffic (over 1700 DAT)

Project Type: LEVEL COURSE WORK

Work Type: ASPHALT PROJECTS

Estimator: D05

Log Mile: Beg End

Station: 0.066 Beg 0.347 End

Project Length: 0.281

Private Job:

Mobilization %: 4.00

Surveying %: 0.00

Save Cancel

STIP Information Tab

Project Information

Project No.: larytest1 Description: 2007 Level Course

Location: Gasconade Co. Rte. 19/From Missouri River Bridge to Frene C Route: 19

Pay Item Sort: Section+Sort Code

General Information **STIP Information** Project Notes Funding Options Sections

	Amount	Notes
PE	0.00	PE2
CE	0.00	CE2
Or enter a project percentage to calculate the CE value: 0.000 Calc		
R/W	0.00	RW2
Utilities	0.00	UT2
Total	0.00	

Save Cancel

- This screen was updated to allow the estimator to enter a CE percent.
- Once the estimate has been set up and saved, the amounts will populate in the respected fields.
- This information can be found in the TMS database <http://stipprod/stip/tp1000cw>

Project Notes Tab

The screenshot shows the 'Project Information' dialog box. The 'Project No.' is 'larrytest1', 'Description' is '2007 Level Course', 'Location' is 'Gasconade Co. Rte. 19/From Missouri River Bridge to Frene C', and 'Route' is '19'. The 'Pay Item Sort' is set to 'Section+Sort Code'. The 'Project Notes' tab is selected and circled in red. Below the tabs is a large empty text area for notes. At the bottom right are 'Save' and 'Cancel' buttons.

- Allows the user to include notes pertinent to the project.

Funding Options Tab

The screenshot shows the 'Project Information' dialog box with the 'Funding Options' tab selected and circled in red. The 'Project No.' is 'larrytest1', 'Description' is '2007 Level Course', 'Location' is 'Gasconade Co. Rte. 19/From Missouri River Bridge to Frene C', and 'Route' is '19'. The 'Pay Item Sort' is set to 'Section+Sort Code'. Below the tabs is a text area with the instruction: 'Use this screen to add all the funding options that will be used in the current project.' Below this is a table with columns 'FundCode', 'FundName', and 'Description'. At the bottom left are 'Add New Funding Option' and 'Delete Funding Option' buttons. At the bottom right are 'Save' and 'Cancel' buttons.

FundCode	FundName	Description
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- Allows the user to add various funding options if available for the project.
- Select Add New Funding Option, Add funds from other entities and click Save
- **Do not use this tab for funding. Funding will be added in WebTrnsport**

Sections (Categories) Tab

The screenshot shows the 'Project Information' dialog box with the 'Sections' tab selected. The 'Project No.' is 'larytest1', 'Description' is '2007 Level Course', 'Location' is 'Gasconade Co. Rte. 19/From Missouri River Bridge to Frene C', and 'Route' is '19'. The 'Pay Item Sort' is set to 'Section+Sort Code'. The 'Sections' tab is highlighted with a red circle. Below the tabs, there is a table with the following data:

Section	Description	Alternate	Funding	Estimated
0001	ROADWAY ITEMS		0	
0100	Non-Contractural Items		0	

At the bottom of the dialog box, there are buttons for 'Add New Section', 'Delete Section', 'Save', and 'Cancel'.

- Allows the user to add all categories that will be used for the project.
- **Note: As pay items are added, Bid Tabs recognizes and populates the proper category for the item selected.**
- Once the estimate is set up and categories are present, the user can come back to this screen, select a particular category and update needed information. Double click one of the sections and a separate screen will appear allowing you to change the description and input Alternate information if applicable. (Additional instructions will be available on setting up Alternates)
- This is where districts can add a Category for Bridge Estimation. Click Add New Section button, choose 0070 Bridge from the list and add the Estimated amount. This will then be totaled in the Price Report summary page when printing the estimate.

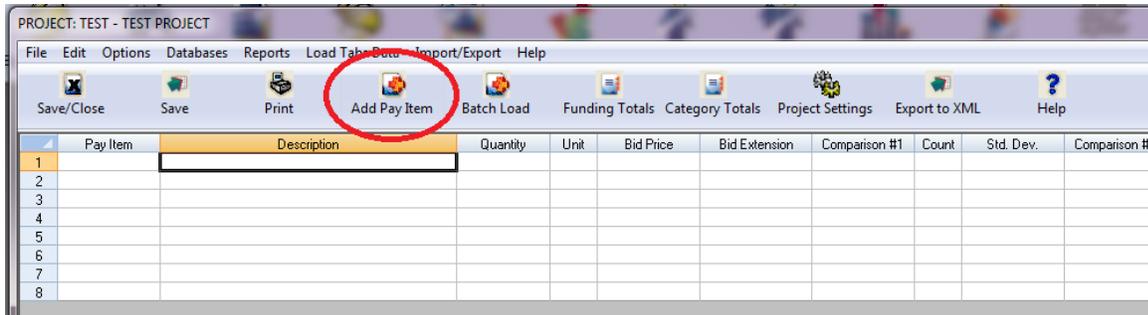
Once all the project information has been entered, you are ready to select the Save button.

Note: Section descriptions needs to be in all CAPS, edit the default section names as needed.

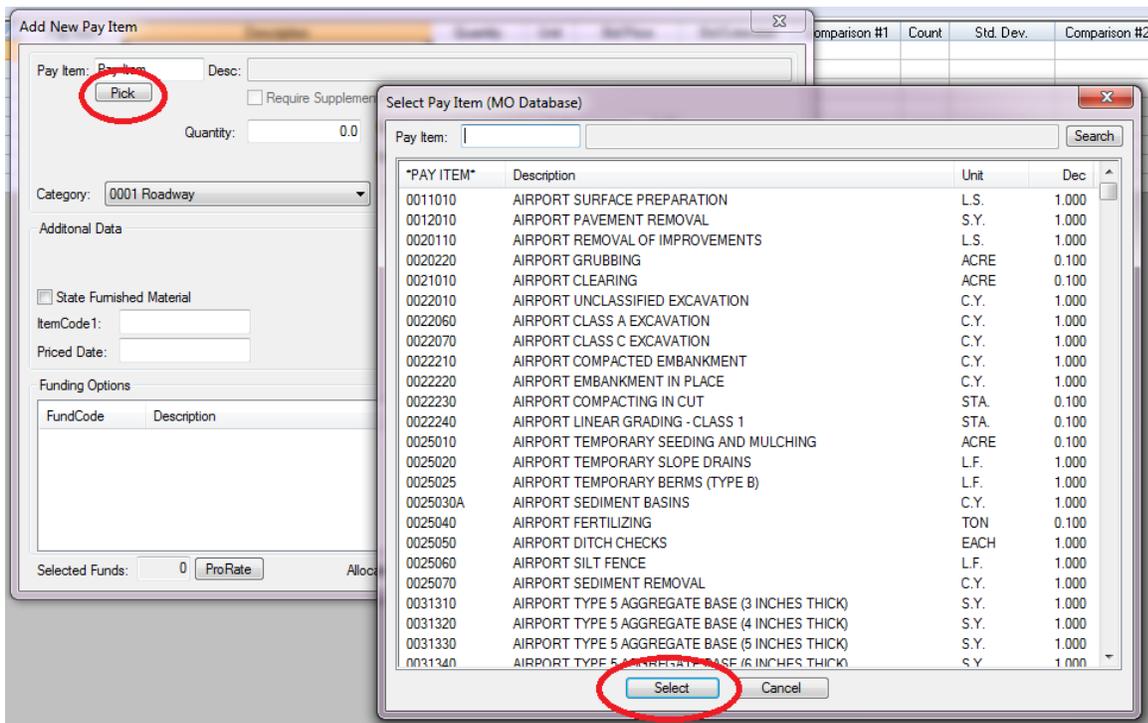
Entering Pay Items

There are multiple ways to enter pay items.

One way is to select the Add Pay Item button.



The following screen appears, from which you can select Pick, scroll or search for the item, Select.



- If the item number is known, you can enter it in the Pay Item box and skip the step above. Tab over to populate the Description. Enter the quantity.

Then enter the quantity for the item added. You can either save or save/Add another item.

The screenshot shows the 'Add New Pay Item' dialog box. The 'Quantity' field is highlighted with a red circle and contains the value '1,212.0'. The 'Save/Add Another' button at the bottom right is also circled in red. Other visible fields include 'Pay Item: 4010101', 'Desc: 8 INCHES, BITUMINOUS PAVEMENT', 'English Unit: S.Y.', 'Metric Unit: M2', and 'Category: 0001 Roadway'.

The item will be added to the estimate.

PROJECT: TEST - TEST PROJECT

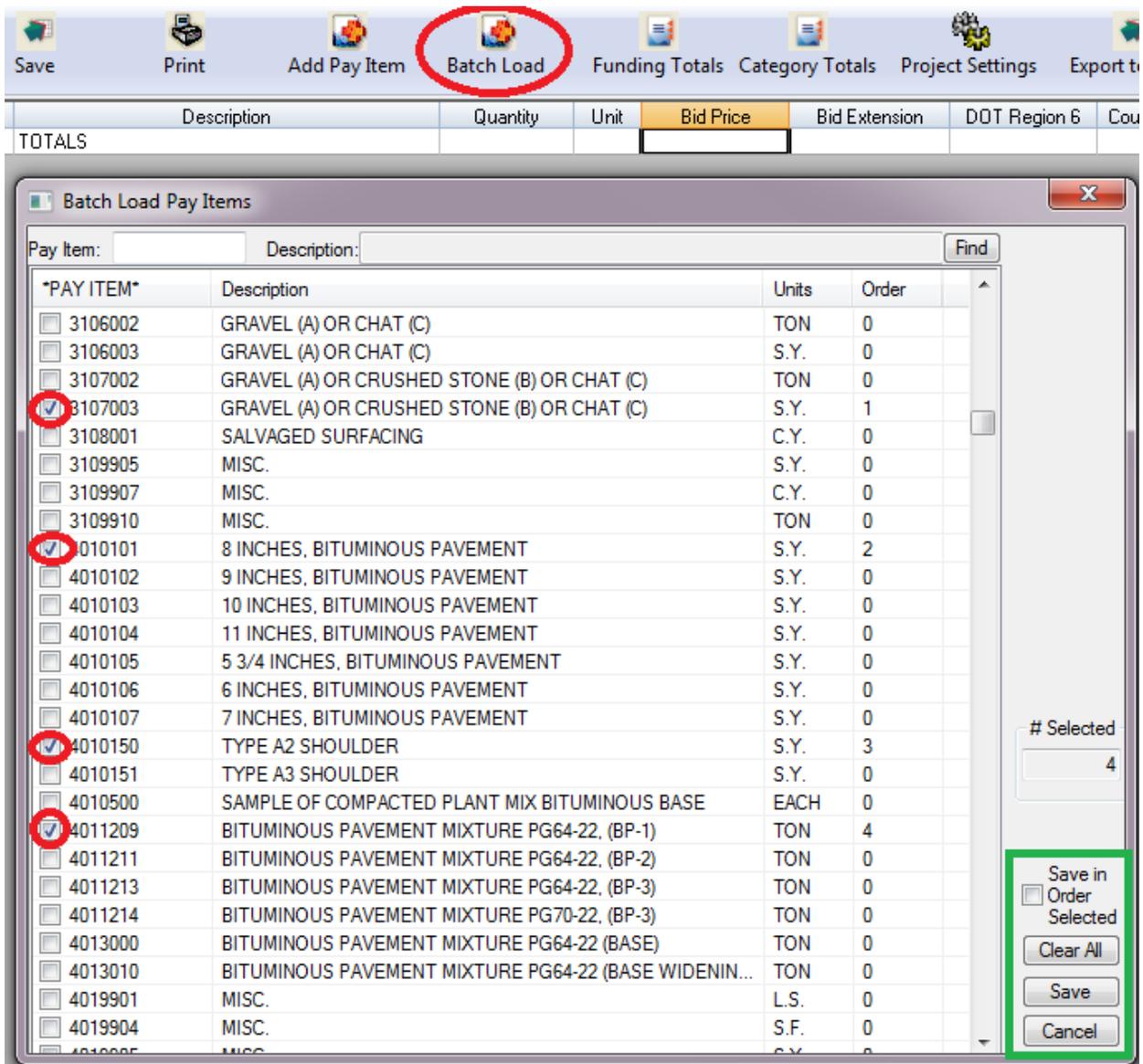
File Edit Options Databases Reports Load Tabs Data Import/Export Help

Save/Close Save Print Add Pay Item Batch Load Funding Totals Category Totals Project Settings Export to XML

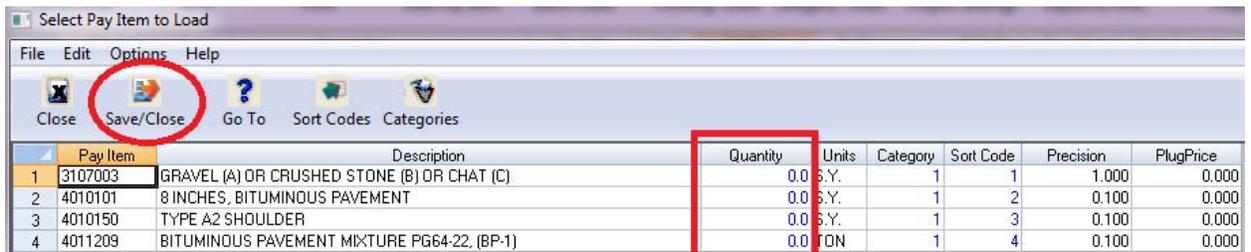
	Pay Item	Description	Quantity	Unit	Bid Price	Bid Extension	Comparison #1	Count	Cor
1	4010101	8 INCHES, BITUMINOUS PAVEMENT	1,212.0	S.Y.	0.00	0.00	0.00	0	
2									
3		Roadway SUB-TOTAL				0.00	0.00		
4									
5	9011010	RELOCATED POLE	0	EACH	0.00	0.00	0.00	0	
6									
7		Lighting SUB-TOTAL				0.00	0.00		
8									
9		TOTALS				0.00	0.00		

As an example, a Relocated Pole was also added and Bid Tabs assigned it to the Lighting Category. As mentioned earlier, Bid Tabs will recognize and assign the proper category for the item selected. This can always be adjusted later if needed. Simply double click on the item number (9011010) and the Edit Pay Item box will appear allowing you to make changes to the item selected.

Another way to add pay items is through Batch Load. This way works well for adding multiple items.



Once all the items desired are checked, select save. The box below will appear allowing you to enter quantities. Select Save/Close when complete and the items will be added to your estimate.



PROJECT: TEST - TEST PROJECT

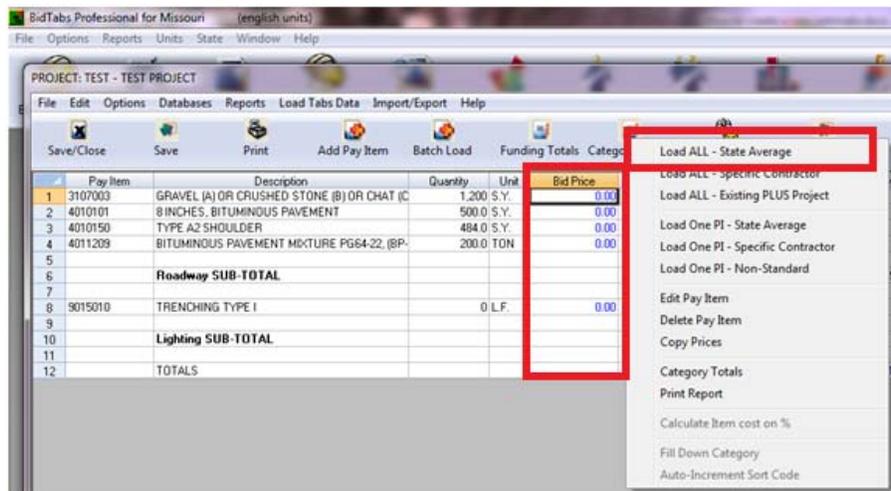
File Edit Options Databases Reports Load Tabs Data Import/Export Help

Save/Close Save Print Add Pay Item Batch Load

	Pay Item	Description	Quantity
1	3107003	GRAVEL (A) OR CRUSHED STONE (B) OR CHAT (C)	1,200.0 S.Y.
2	4010101	8 INCHES, BITUMINOUS PAVEMENT	500.0 S.Y.
3	4010150	TYPE A2 SHOULDER	484.0 S.Y.
4	4011209	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-	200.0 TON
5			
6		Roadway SUB-TOTAL	
7			
8	9015010	TRENCHING TYPE I	0 L.F.
9			
10		Lighting SUB-TOTAL	
11			
12		TOTALS	

Once you have all items added, it's time to load some item prices.

Right click in the Bid Price column and select Load ALL-State Average.



The following screen will appear:

Load Tabs Prices

Load Prices into:

Comparison #1 Comparison #2 Comparison #3

Select Contractor

Select Prices to Load

All Prices Only Low Prices Low 2 Low 3 Engr's Estimate

All Prices County DOT Region 5

All Dates Date Range Last 24 Months

All Jobs Specific Project Pick

Project Size Range: From: 0.00 To: 0.00

Pay Item Quantity Range
QTY >20.0% & <20.0% Set Parameters

Calc. Std. Deviation Only Load Zero Priced Items

Include Non-Standard Items

Select Items Advanced Load Cancel

There are several combinations from which to get prices. The selections above are just one example. Select Load when ready.

Below is the result of two price comparisons.

PROJECT: TEST - TEST PROJECT

Pay Item	Description	Quantity	Unit	Bid Price	Bid Extension	DOT Region 6	Count	State Averages
1	3107003 GRAVEL (A) OR CRUSHED STONE (B) OR CHAT (C)	1,200	S.Y.	0.00	0.00	0.00	0	4.61
2	4010101 8 INCHES, BITUMINOUS PAVEMENT	500.0	S.Y.	0.00	0.00	0.00	0	29.91
3	4010150 TYPE A2 SHOULDER	484.0	S.Y.	0.00	0.00	29.72	5	22.20
4	4011209 BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-	200.0	TON	0.00	0.00	105.16	6	53.48
5								
6	Roadway SUB-TOTAL				0.00	35,416.48		41,927.80
7								
8	9015010 TRENCHING TYPE I	0	L.F.	0.00	0.00	0.00	0	2.93
9								
10	Lighting SUB-TOTAL				0.00	0.00		0.00
11								
12	TOTALS				0.00	35,416.48		41,927.80

- As many as three comparisons can be done.

Once you are comfortable with a bid price, enter a price in the Bid Price column for each item. You can also copy prices from a comparison column by right clicking and selecting Copy Prices. Move the prices to the Bid Price column and adjust as needed.

Alternates and Add Alternates

- Alternates

In an effort to get the best value, create a competitive environment for concrete and asphalt paving industries and promote innovation, MoDOT requires alternate pavement options in the majority of contracts containing full depth pavement.

In the estimating system, these "Alternates" are separated by categories ALT A, ALT B, etc. The contractor bids on only one of the sections depending on what material being used.

Pay Item	Description	Quantity	Unit
4011211	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-	8,870.4	TON
4071005	TACK COAT	6,300	GAL
6161005	CONSTRUCTION SIGNS	631	S.F.
6161009	FLAG ASSEMBLY	24	EACH
6161025	CHANNELIZER (TRIM LINE)	250	EACH
6208065	TEMPORARY RAISED PAVEMENT MARKER, TYPE	1,275	EACH
6221001	COLDMILLING BITUMINOUS PAVEMENT FOR REM	171	S.Y.
6224010	MODIFIED COLD MILLING (DEPTH TRANSITIONS)	907	S.Y.
	ROADWAY - JOB NO. SUB-TOTAL		
4010102	"9 INCHES, BITUMINOUS PAVEMENT"	8,000.0	S.Y.
4010150	TYPE A2 SHOULDER	1,500.0	S.Y.
6261000A	BITUMINOUS SHOULDER RUMBLE STRIP	50.0	STA.
	ALT A - SUPERPAVE - JOB NO. SUB-TOTAL		
5021107	CONCRETE PAVEMENT (7 IN. NON-REINF)	8,000.0	S.Y.
5021340	TYPE A2 SHOULDER	1,500.0	S.Y.
6262000A	PORTLAND CEMENT CONCRETE SHOULDER RUM	50.0	STA.
	ALT B - PCCP - JOB NO. SUB-TOTAL		

In the example to the left the Base Bid calls for BITUMINOUS PAVEMENT MIXTURE PG64-22.

The first Alternate ALT A allows for the use of 9 INCHES, BITUMINOUS PAVEMENT and A2 SHOULDERS with a RUMBLE STRIP. Notice the units for these alternates are in S.Y.

The second Alternate ALT B allows for the use of 7" NON-REINF CONCRETE PAVEMENT and A2 SHOULDERS with CONCRETE RUMBLE STRIPS.

The contractor now has the option to bid on the Base items, or place their bid on the approved Alternate items.

The Pay Items involved with the Alternates are given another designation to help separate them. ALT A Items are given and Alternate ID of AA1 and ALT B Items are given the Alternate ID of AA2. This helps clarify which items go with which Alternate in the system.

- Additive Alternates

Project estimates may use a bidding procedure called additive alternates to help keep the awarded contract amount within budget. Under this procedure, a construction budget for the project (that is, the amount of funding available for construction) is known and the project is separated in a “base-bid” set of items and an “additive alternates” in the engineers estimate. The “additive alternates” are items that will be selected if the “base plus alternates” price is within budget. The priority of alternates must clearly be specified. The award will be based on the lowest responsive bid. This budgeted amount will be used to help determine which contractor the project will be awarded to, as MoDOT will be required to award the project to the contractor who can provide the most amount of work (base bid plus alternates) that is within the budget.

In the estimating system, these “Add Alts” are separated by categories AA1 (if there are no other alternates), BB1, CC1 etc. The contractor bids on all three sections.

4011211{1}	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-	5,067.7	TON
4071005{1}	TACK COAT	3,620	GAL
6161005{1}	CONSTRUCTION SIGNS	72	S.F.
6208065{1}	TEMPORARY RAISED PAVEMENT MARKER, TYPE	629	EACH
6224010{1}	MODIFIED COLD MILLING (DEPTH TRANSITIONS)	340	S.Y.
ADD ALT A - RTE ZZ - JOB NO. SUB-TOTAL			
4011211{2}	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-	5,111.8	TON
4071005{2}	TACK COAT	3,640	GAL
6161005{2}	CONSTRUCTION SIGNS	72	S.F.
6208065{2}	TEMPORARY RAISED PAVEMENT MARKER, TYPE	690	EACH
6224010{2}	MODIFIED COLD MILLING (DEPTH TRANSITIONS)	761	S.Y.
ADD ALT B - RTE F - JOB NO. SUB-TOTAL			

The example above shows a couple of Add Alt categories with items. These items are for additions to the Base bid and not an alternative to the materials being used. If the funding is available to add Route ZZ and or Route F to the project they will be included in the project. Contractors will place a bid on both of these alternates.

- Setting up an Alternate

Use the Category and name (in uppercase) of the ALT A – DESCRIPTION – JOB NO

In the Alternate box, type the specific letter combination AA1, AA2, etc

Once all the items have been added to the item list, click “Set Alternate for all Pay Items in Section” to assign AA1 to each pay item as the Alternate ID.

Project Category

Section: 0002 Alt A ALT A - SUPERPAVE - JOB NO.

Additional Section Information

Alternate: AA1

Estimated Section Total: 0

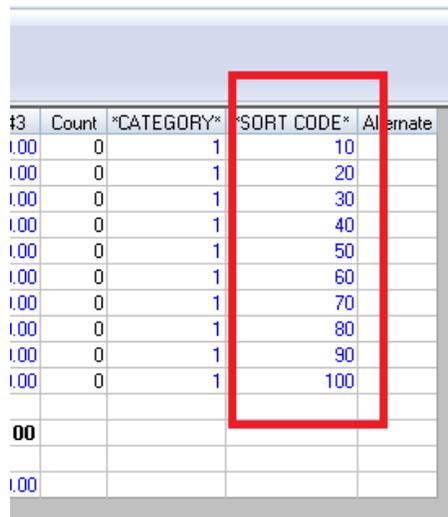
Section Funding

FundCode	Description	Priority	Federal	Percent

This will replace the funding options for all the pay items in the selected category.

Setting the Sort Code

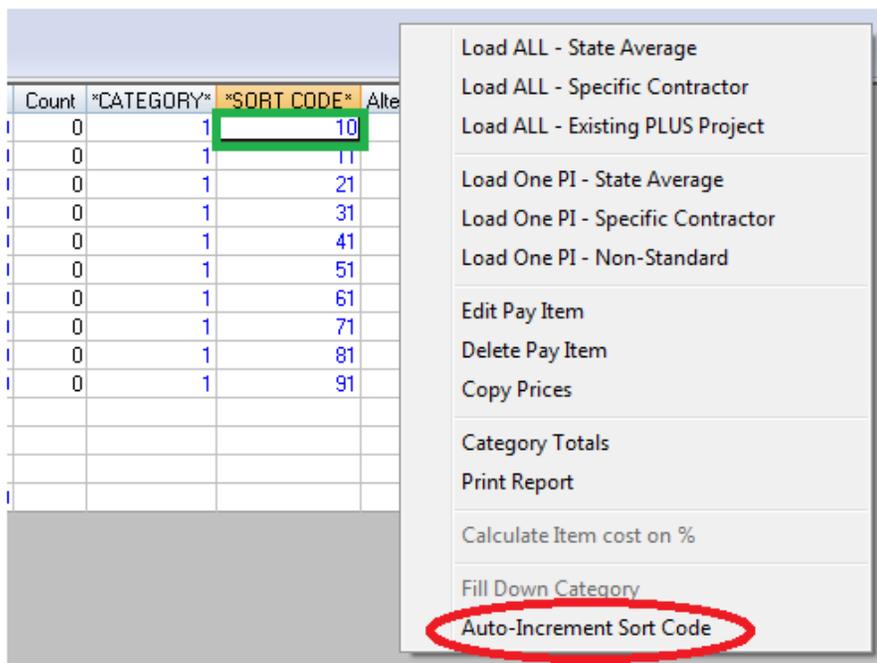
Once the estimate is complete and all items have been entered, verify that the sort order is correct. The top number should begin with 10 and increment by 10.



#3	Count	*CATEGORY*	*SORT CODE*	Alternate
1.00	0	1	10	
1.00	0	1	20	
1.00	0	1	30	
1.00	0	1	40	
1.00	0	1	50	
1.00	0	1	60	
1.00	0	1	70	
1.00	0	1	80	
1.00	0	1	90	
1.00	0	1	100	
00				
1.00				

If the sort order is not this way, follow the steps below to fix this:

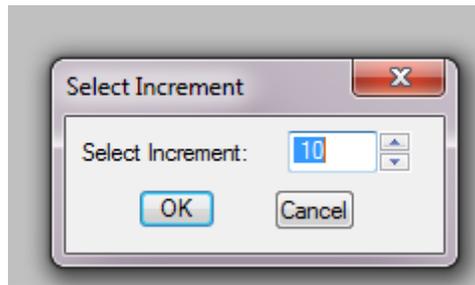
1. Manually enter the number 10 in the top box as shown in green. Right click the mouse button and a box will appear. In that box, select the Auto-Increment Sort Code.



Count	*CATEGORY*	*SORT CODE*	Alternate
0	1	10	
0	1	11	
0	1	21	
0	1	31	
0	1	41	
0	1	51	
0	1	61	
0	1	71	
0	1	81	
0	1	91	

- Load ALL - State Average
- Load ALL - Specific Contractor
- Load ALL - Existing PLUS Project
- Load One PI - State Average
- Load One PI - Specific Contractor
- Load One PI - Non-Standard
- Edit Pay Item
- Delete Pay Item
- Copy Prices
- Category Totals
- Print Report
- Calculate Item cost on %
- Fill Down Category
- Auto-Increment Sort Code**

2. The Select Increment box will appear. Make sure 10 is the increment number. Select OK.



3. The sort order will now be correct.

TEGORY*	*SORT CODE*	Alternate
1	10	
1	20	
1	30	
1	40	
1	50	
1	60	
1	70	
1	80	
1	90	
1	100	

Class Exercise & Quiz Chapter 4

1. Open Bid Tabs Pro
2. Start Bid Tabs Pro PLUS!
3. Create a new estimate: J5P1234(a,b,c,d,e,f,g,h,i,j,k,l,m,n,o)
4. Set the creation box up like those shown below (use cadduser as the Estimator):

5. Click Save to have the project created and displayed in the BTPP main window.

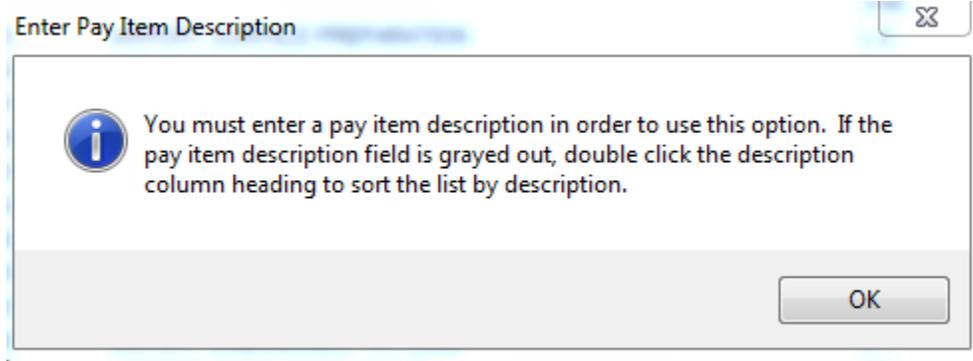
Project ID	Project Description	District	County	Created	Estimator	Code	Status
COUNTY	FOLDER						
TEST	FOLDER						
5561561		4	CALLAWAY	06/29/2011	smithm6	001	
5646516		3	BOLIVAR	06/29/2011	smithm6	002	
J052254	RESURFACING-RTE C	7	BOLLINGER	06/24/2011	harksg1	004	
J312175	OK	03	WARREN	07/26/2011	D03	005	
J3L1200D	1 inch CLC	03	AUDRAIN	08/16/2011	D03	006	
J5P1234	Class Project	4	COLE	10/11/2011	smithm6	009	
J6S2228	Add left turn lane(copy)	6	C036	07/26/2011	D06	007	LOCKED
J9S2233	Install ADA Sidewalk		IRON	04/13/2011	smithm6	003	
hjkjhj.	afasfds	1	CHARITON	09/07/2011	smithm6	008	

6. Open J5P1234

How many Sections were created by starting this project from New? _____ (Project Setting)

- Add the following items to this project: (either individually or using batch load)

Hint: When Searching for a pay item, and all you know is the description, such as Tack Coat, inside the Add Item dialog box, leave the Pay Item blank and choose Pick...in the next dialog, click on the description column to allow searching by pay item description.



PRICING REPORT

Date: 10/27/2011
Time: 08:45:49

Project: **Base from Rte 174 to Rte 39** Project ID: // State: **MO**
 Location: **LAWRENCE** Bid Date: //
 County: **Southwest** Route:
 District: **Southwest**

SortCd	Sect	Pay Item	Description	Quantity	Unit	Bid Price	Extension	#	Comparison #1	Extension	#	Comparison #2
10	1	4011211	bituminous pavement mixture pg64-22, (bp-2)	8,870.400	ton (0.1)	46.00	408,038.40	0	0.00	0.00	0	
20	1	4071005	tack coat	6,300.000	gal (10.0)	1.80	11,340.00	0	0.00	0.00	0	
30	1	6161005	construction signs	631.000	s.f. (1.0)	5.00	3,155.00	0	0.00	0.00	0	
40	1	6161009	flag assembly	24.000	each (1.0)	25.00	600.00	0	0.00	0.00	0	
50	1	6161025	channelizer (trim line)	250.000	each (1.0)	15.00	3,750.00	0	0.00	0.00	0	
60	1	6208065	temporary raised pavement marker, type 2	1,275.000	each (1.0)	1.86	2,371.50	0	0.00	0.00	0	
70	1	6221001	coldmilling bituminous pavement for removal of surfacing (3 in. thick or less)	171.000	s.y. (1.0)	1.00	171.00	0	0.00	0.00	0	
80	1	6224010	modified cold milling (depth transitions)	907.000	s.y. (1.0)	10.00	9,070.00	0	0.00	0.00	0	
ROADWAY - JOB NO. SUBTOTALS							438,495.90			0.00		
							26.8%			0.0%		
90	2	4010102	"9 inches, bituminous pavement"	8,000.000	s.y. (0.1)	35.00	280,000.00	0	0.00	0.00	0	
100	2	4010150	type a2 shoulder	1,500.000	s.y. (0.1)	22.00	33,000.00	0	0.00	0.00	0	
110	2	6261000A	bituminous shoulder rumble strip	50.000	sta. (0.1)	12.00	600.00	0	0.00	0.00	0	
ALT A - SUPERPAVE - JOB NO. SUBTOTALS							244,560.14			0.00		
							15.0%			0.0%		
120	3	5021107	concrete pavement (7 in. non-reinf)	8,000.000	s.y. (0.1)	42.00	336,000.00	0	0.00	0.00	0	
130	3	5021340	type a2 shoulder	1,500.000	s.y. (0.1)	33.00	49,500.00	0	0.00	0.00	0	
140	3	6262000A	portland cement concrete shoulder rumble strip	50.000	sta. (0.1)	39.00	1,950.00	0	0.00	0.00	0	
ALT B - PCCP - JOB NO. SUBTOTALS							250,948.20			0.00		
							15.3%			0.0%		

PRICING REPORT

Date: 10/27/2011
Time: 08:45:49

Project:
Location: **Base from Rte 174 to Rte 39**
County: **LAWRENCE**
District: **Southwest**

Project ID:
Bid Date: / / State: **MO**
Route:

SortCd	Sect	Pay Item	Description	Quantity	Unit	Bid Price	Extension	# Comparison #1	Extension	# Comparison
150	4	4011211{1}	bituminous pavement mixture pg64-22, (bp-2)	5,067.700	ton (0.1)	46.00	233,114.20	0	0.00	0
160	4	4071005{1}	tack coat	3,620.000	gal (10.0)	1.80	6,516.00	0	0.00	0
170	4	6161005{1}	construction signs	72.000	s.f. (1.0)	5.00	360.00	0	0.00	0
180	4	6208065{1}	temporary raised pavement marker, type 2	629.000	each (1.0)	1.86	1,169.94	0	0.00	0
190	4	6224010{1}	modified cold milling (depth transitions)	340.000	s.y. (1.0)	10.00	3,400.00	0	0.00	0
ADD ALT A - RTE ZZ - JOB NO. SUBTOTALS							313,600.00		0.00	
							19.2%		0.0%	
200	5	4011211{2}	bituminous pavement mixture pg64-22, (bp-2)	5,111.800	ton (0.1)	46.00	235,142.80	0	0.00	0
210	5	4071005{2}	tack coat	3,640.000	gal (10.0)	1.80	6,552.00	0	0.00	0
220	5	6161005{2}	construction signs	72.000	s.f. (1.0)	5.00	360.00	0	0.00	0
230	5	6208065{2}	temporary raised pavement marker, type 2	690.000	each (1.0)	1.86	1,283.40	0	0.00	0
240	5	6224010{2}	modified cold milling (depth transitions)	761.000	s.y. (1.0)	10.00	7,610.00	0	0.00	0
ADD ALT B - RTE F - JOB NO. SUBTOTALS							387,450.00		0.00	
							23.7%		0.0%	
250	100	1091036	(drive smart) sign	2.000	each (1.0)	72.00	0.00	0	0.00	0
NON CONTRACTUAL ITEMS - JOB NO. SUBTOTALS							0.00		0.00	
							0.0%		0.0%	

8. Sort the items by Pay Item and Section.
9. Auto Increment the sort code by 10, starting with number 10
10. Save the Estimate by clicking Save. This file will be used later for importing into WebTrnsport.