Estimate Example Using Bid Tab Plus (The 3 Steps)

For the purpose of this training, contract **IB-30854** is used as an example. The pay item list used in is example is what was advertised on the web as “Schedule of Pay Items” for contractors to bid on.

- **Contract:** IB 30854
- **Corridor:** 098
- **Route:** S.R. 25
- **Lead Des. No:** 0401053
- **Other Des. No:** 0900139
- **Location:** Kokomo Pike (NB & SB)
- **District:** La Porte
- **County:** Cass
- **Letting:** 08/10/2011

After importing the pay item list from excel, the following sets of search criteria will be used:

**Comparison 1:**

- **Low 3**
- **La Port District**
- **Letting Range:**
  - From 07/07/2010 to 07/13/2011
- **Project Prefix:** Select Multiple
  - **B, IB, R, IR**
- **Quantity Range Factors:**
  - **Advanced:**
    - **Check Omit high and low prices**
Comparison2: Same as Comparison 1 except:

- All Prices instead of La Port District
- Advanced (optional):
  Uncheck Omit high and low prices

![Advanced Options dialog]

Comparison3: Same as Comparison 2 except:

- Letting Range:
  From 07/29/2009 to 7/13/2011
  if no changes, then try
  From 07/09/2008 to 07/13/2011
- No Project Prefix selected

![Advanced Options dialog with date range]

Make sure Quantity Range Factors is selected

At the end, if there are:

- Zeros in Comparison 1: then copy the same non zero values from Comparison 2 replacing the zeros in Comparison 1.
- Zeros in Comparison 1 and 2: then copy the same none zero values from Comparison 3 into both 1 and 2.
- Zeros in Comparison 1, 2 and 3: then use Load One PI – State Average to get the data for each zero item (see next page for more details)

Disclaimer: The above three sets were selected as an example only. It is up to the estimator to decide what set of search criteria to be used. Many factors to consider: location, project size, time, type of project…etc.
Using “Load One PI – State Average “:

To get data for a specific item, such as “Embankment” with a quantity of: 45,813.00 C.Y.

- Click on the item to select it,
- Click on the right button of the mouse and choose: Load One PI – State Average
- On the next menu, click on Select Items
- On the next menu, click on the column heading to sort.

- The quantity we have for the item is: 45,813.00 C.Y. Highlight the low and large quantity data lines, then click on Delete Item.
Now, you can either **Load Selected Item**, or **Load Wtd Avg**

Using “Load One PI – Non Standard”:

- Click on the item to select it,

- Click on the right button of the mouse and choose: **Load One PI – Non-Standard**

- In the next menu, keep the first part of the item number 203- and under Description, type: **EMBAN..** *(notice the two dots at the end as wild card search)*

- This will search for all item which starts with number 203, and description that starts with **EMBAN** with optional lettings of **Last 36 months**.

- Looking at the results, you can click on the column headings to sort and eliminate what is not needed, and then click on **Load Avg**.
Notes:

**Exporting/Importing files:**
In most programs, you can use Save As to save the file in certain location. In Oman, you should use “Export” instead.
To open the file from a different machine, use: “Import”.
You can also make a backup copy of the file using “Copy Estimate”

**Sorting Columns:**
Double click on the headings of those columns to sort them: Pay Item, Description, Quantity and Unit

<table>
<thead>
<tr>
<th>“PAY ITEM”</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>105-06845</td>
<td>CONSTRUCTION ENGINEERING</td>
<td>1.00</td>
</tr>
<tr>
<td>2</td>
<td>105-06359</td>
<td>LIQUIDATED DAMAGES</td>
<td>1.00</td>
</tr>
<tr>
<td>3</td>
<td>105-06330</td>
<td>CONTRACT LIENS</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Renaming Columns:**
Double click on the headings of those columns to rename them: Unit Price, Comparison #1, Comparison #2, and Comparison #3

Copy Search/ Parameters Sets:
Click on **Section Totals** button, then on the button:
“Copy Parameters to Clipboard”.
You can paste the data in Excel or Word

**Copying, Pasting:**
It is useful to use the short cut key to copy the content of a cell and paste into another using: (Ctrl + C) to copy, (Ctrl + V) to paste