

Bid Tabs Pro - Plus

Creating and Analyzing Estimates
With the Advanced Features of BTP

Quick Start
Guide

SAEO

Strategic Analysis & Estimating Office





BidTabs PLUS!

Bid Tabs Pro Plus – Quick Topics

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BidTabs PLUS!

Bid Tabs Pro Plus – Quick Start User’s Guide

What is Bid Tabs Pro Plus? (BTP+)

BTP+ is software that allows a user to build an estimate or quickly evaluate estimate pricing. A user may import a project estimate from several electronic formats, including Excel, then compare that estimate to historic bid costs.

The user may employ the criteria selection tools to fit the conditions of their specific project. This allows for the use of up to three different sets of criteria at a time to evaluate the bid item costs based on a variety of factors.

This Bid Price data may then be easily transferred into the estimated bid item cost field and exported into Excel.

This guide is intended to help a user to quickly get started using BTP+ and will guide you through the **basic** steps of estimate creation and evaluation. Additionally, “How To Pages” have been included as an appendix where supplementary instructions may be needed.

For fully detailed information of the various functions of BTP+, please see the complete user guide that is published on line at:

<http://www.wsdot.wa.gov/publications/fulltext/ProjectDev/AdReady/BidTabsPro/omanbidtabsplus.pdf>



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BidTabs PLUS!

Bid Tabs Pro Plus allows you to quickly analyze any estimate, whether it is an existing Estimate, or one that you may want to quickly compile from a preliminary list of bid Items.

Getting Started

Open the Bid Tabs Professional application.

Prior to beginning a BTP – Plus project, Run a [DATA UPDATE](#) to insure that the most recent cost data is available for your analysis. Additionally, set any [Sort Option](#) preferences at this time.
See pages 1-1 and 1-2 of the “How To Pages”

There are multiple methods for creating an estimate using Bid Tabs Plus. This guide will explain three of these methods:

- Batch Load Pay Items
- Load From a Spreadsheet
- Import Pay Items from Tabs Database

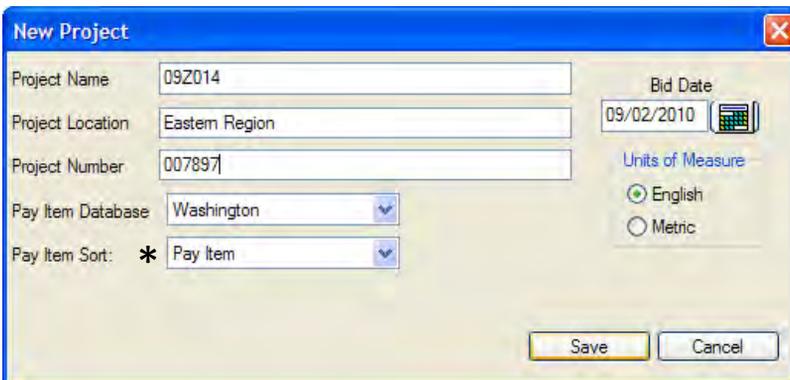
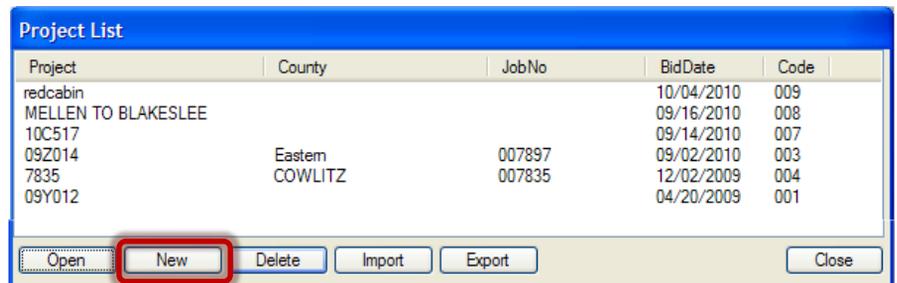
For information on additional methods, please **CLICK** “HELP” and select PLUS MANUAL, or Click this Link:

[the Oman Systems Users Guide for Bid Tabs Plus.](#)

Create a new project:

CLICK the BTP Plus icon.

When the Project List Window Is displayed click **NEW**.



Enter the relevant project identification information.

*Pay Item Sort - Default sort is by **PAY ITEM NUMBER**. If you need it to match As shown in the EBASE Standard Item Table, Change this to **“SORT CODE”**

[NEXT] Choose a method for loading Bid Items.

Populating a Bid Tabs Plus Estimate with data

Batch Loading

This Option allows for the creation of an estimate from the Standard Bid Items List.

For a new project **SELECT** the “Batch Load Pay Items” Option and **CLICK GO**. This will open the Standard Bid Items list.

On the “Batch Load Pay Items” screen. Select the needed Bid Items.

CLICK, SAVE.

PAY ITEM	Description	ACRE	L.S.	EST.	C.Y.	EACH
<input checked="" type="checkbox"/>	0001	MOBILIZATION				
<input type="checkbox"/>	0002	MOBILIZATION				
<input type="checkbox"/>	0025	CLEARING AND GRUBBING				
<input type="checkbox"/>	0030	CLEARING AND GRUBBING - SITE				
<input checked="" type="checkbox"/>	0035	CLEARING AND GRUBBING				
<input checked="" type="checkbox"/>	0038	ARCHAEOLOGICAL AND HISTORICAL SALVAGE				
<input type="checkbox"/>	0040	CLEARING AND GRUBBING - SITE				
<input type="checkbox"/>	0044	STRIPPING INCL. HAUL				
<input type="checkbox"/>	0045	STRIPPING INCL. HAUL - SITE				
<input type="checkbox"/>	0046	ARCHAEOLOGICAL AND PALEONTOLOGICAL				
<input type="checkbox"/>	0047	REMOVING MANHOLE				
<input checked="" type="checkbox"/>	0048	REMOVING CATCH BASIN				
<input checked="" type="checkbox"/>	0049	REMOVING DRAINAGE STRUCTURE				

Add Pay Items

The current project does not have any pay items.

Select Method to Add Pay Items:

Import from State DOT Disk

Import from OSI Letting Disk

Batch Load Pay Items

Load from Spreadsheet

Load from Tabs Database

Go

All Selected Bid Items will be displayed in a Spreadsheet format. Enter the Quantity for the Bid Item. If the quantity is unknown at the time of entry, enter “1” in the spreadsheet view. If no entry is made in this field, you will be required to skip through each bid item prior to saving.

	Pay Item	Description	Quantity	Units	Category	Sort Code
1	0025	CLEARING AND GRUBBING	1.000	ACRE	13	1
2	0030	CLEARING AND GRUBBING - SITE	0.000	ACRE	13	2
3	0038	ARCHAEOLOGICAL AND HISTORICAL SALVAGE	0.000	EST.	13	3
4	0040	CLEARING AND GRUBBING - SITE	0.000	L.S.	13	4

Pay Item Quantity

This pay item does not have a quantity. You MUST enter a quantity for this pay item.

Pay Item: 0001 MOBILIZATION

Quantity: 0.000 L.S.

Set Quantity

CATEGORIES [i.e. HMA(14), TRAFFIC(18)] and SORT CODES may be set at this time as well.



CLICK the open folder to **SAVE** and close, or The closed folder to **CLOSE** without saving.

FOR EXISTING ESTIMATES

If you have an existing estimate and would like to add multiple Standard Bid items at the same time:

- Open that job from the Project List window.
- Select **Import/Export**,
- Select **batch load pay items**.

Loading from a Spreadsheet

This Option allows for the creation of an estimate from an Excel Spreadsheet

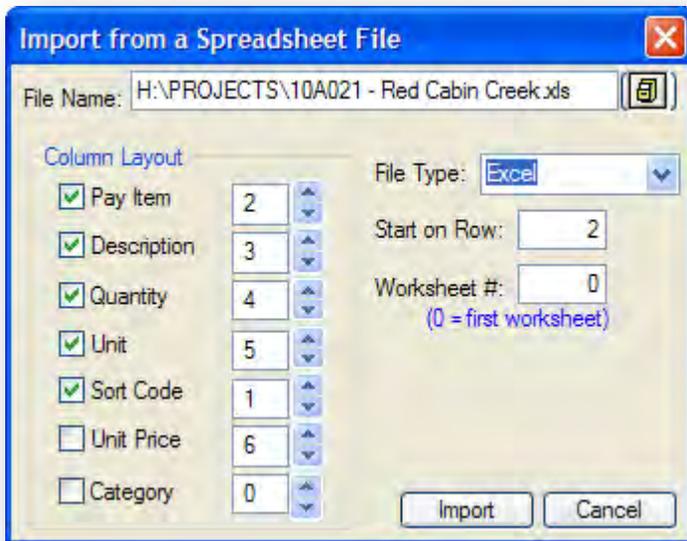
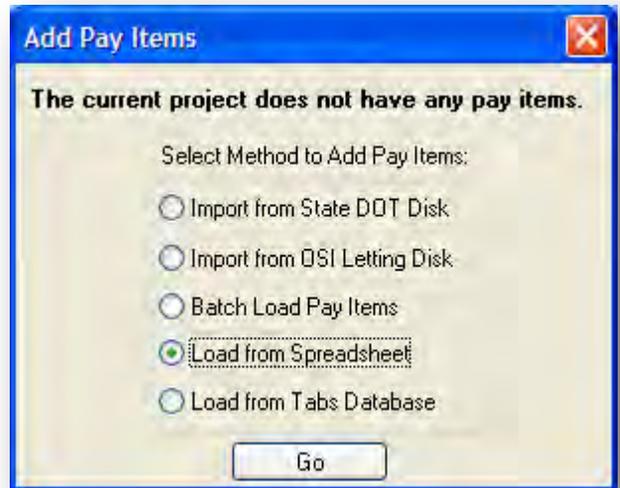
For a new project **SELECT** the **Load from Spreadsheet** Option and **CLICK GO**. This will open the "Import from A Spreadsheet window "

CLICK the file cabinet icon to browse to the location The spreadsheet is stored and select the spreadsheet.

Match the Estimate column Numbers to the Column Layout Fields to insure that the estimate data is imported to The correct location in BTP+ file.

Place a green check mark to select which columns to import. Unchecked columns will not be imported.

CLICK, IMPORT.



Pay Item = Standard Item Number.

Sort Code = Item sequence # .

(if you have it listed in your spreadsheet)

Description = Item Name.

Quantity = Item Quantity from EBASE Estimate.

Unit = Unit of Measure.

Unit Price = Unit Price from EBASE Estimate.

Category = Section Header (rarely used).

File Type = EXCEL (default)

Start on Row = Row that the estimate data starts on. Depends on how you format your Excel worksheet. (default = 2)

Worksheet # = What tab the estimate data is located on in your workbook. (default = 0, meaning tab1)

CLICK here

(Or see Section 3-1 in the How to area of this workbook)

Instructions for Exporting an existing EBASE Estimate (Items, Quantities and Costs) to Excel Spreadsheet format.

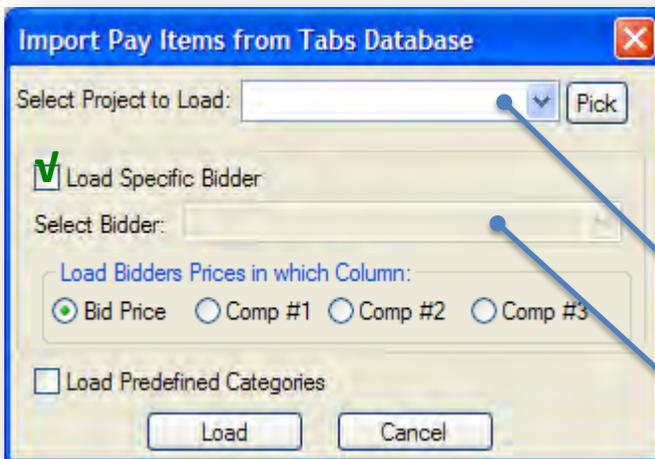
Load From a Tabs Database

This Option allows for the creation of an estimate from an existing project that has been let for bids by WSDOT and resides in the BTP database.

For a new project, **SELECT** the **Load from Tabs Database** Option and **CLICK GO**.

This will open the "Import Pay Items from Tabs Database" selection box.

SELECT a previous project (listed by contract number Yrs. Available, 2005 – Present). All other available selections are Optional.



Once a project has been selected, you may load only the project bid items by clicking the LOAD button, or you may select from the Bidder list to load what a particular bidder bid for each of the items in the selected project.

To include a bidder's prices, **CLICK** the check box "LOAD SPECIFIC BIDDER".

This will bring up a list of the contractors who bid the project, as well as the engineer's estimate.

SELECT any in the list.

When you select a bidder it will load the price data in the "Bid Price" column (default), if you will be entering your own prices in the Bid Price column, **SELECT** one of the "Comp"arison columns for the bid data to be placed.

We are not using the Predefined Categories at this time. See bottom of Pg. 14

Get Cost Data for an Estimate

Bid Tabs Pro provides a simple, quick method to obtain costs for any estimate comprised of standard Bid Items

- ✓ Cost data may be entered into the BID PRICE or any of the COMPARISON columns. (blue text is modifiable)
- ✓ Use the comparison columns to analyze the bid cost data. Once the costs have been refined, enter the cost for that bid item in the BID PRICE column.
- ✓ This cost data may be printed as a report, or exported to Excel

For PROJECT Window Menu feature descriptions see , Page 4-1 of the "How To Pages"



Entering Cost Data in a Comparison Column

You may either load prices for All Bid Items in you estimate, or just one at a time.

You may load Cost data based on Bid Items used; Statewide, by Region, by County or by specific Contractor.

PROJECT: ITEMS										
COMPARISON Columns										
PAY ITEM	Description	Quantity	Unit	Bid Price	Bid Extension	DOT Region 6	Count	Std. Dev.	GRANITE	
1	0001 MOBILIZATION	1.00	L.S.	0.00	0.00	249,526.08	57	359,059.58	607,186.83	
2	0025 CLEARING AND GRUBBING	1.00	ACRE	400.00	400.00	487.50	2	236.88	7,149.96	
3	2945 ROADWAY EXCAVATION INCL. HAUL	1.00	C.Y.	0.00	0.00	6.48	536	15.64	0.00	
4	4512 HEAVY LOOSE RIPRAP	1.00	TON	0.00	0.00	75.30	2	0.00	0.00	
5	5767 HMA CL. 1/2 IN. PG 70-28	1.00	TON	0.00	0.00	54.35	34	33.53	68.89	
6	6420 SEEDING	1.00	ACRE	0.00	0.00	365.00	3	0.00	0.00	
7										
8	TOTALS				400.00	250,514.71			614,405.68	

To Load Bid Cost data for all items By a specific Region

CLICK on the Comparison column heading to select, then **RIGHT-CLICK** to display the menu.

SELECT, Load ALL – State Average.

From the "Load Tabs Prices" window, **SELECT** a Comparison Column to load the data to.

- COMPARISON #1
- COMPARISON #2
- COMPARISON #3

Right-Mouse Menu

- 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

Column Headings

Use this screen to enter custom column headings for the comparison prices columns.

Comparison #1: Eastern Region
Spec PayItem/All Contractors/All Lettings

Comparison #2: GRANITE CONSTRUCTION CO
Contractor/GRANITE CONSTRUCTION CO/All Lettings

Comparison #3: User Entered Prices

Bid Price:

Clear Save

The heading will automatically be revised to reflect the Cost Data that has been loaded, or the Comparison Column heading may be renamed to a custom heading by double-clicking on the Column Heading and typing in a new name.

- SELECT:**
- All
 - Some
 - Low bid, or
 - Engineer’s Estimate prices to load.

- SELECT:**
- All Prices (all Regions),
 - County (a specific county) or
 - DOT Region** (a specific Region)

- SELECT:**
- All Dates (2005-present),
 - Date Range (allows user to specify range),
 - or a Pre-Set time frame from the pull-down.

- SELECT:**
- All Jobs or select
 - a specific Project from the pull-down.

Project Size Range (not req’d) may be specified to pull cost data for only those projects that fall within the specified range.

Do not use too restrictive of parameters. 50%-100% above and below is a good general depending on project size.

Pay Item Quantity Range: – (not req’d) *Advanced Feature* See Plus Manual under “Help”

Calc Std Deviation: Checked is [DEFAULT.] Un-check to disable automatic calculation of the Standard Deviation (does not affect Cost Data)

Only Load Zero Priced Items: Once you have performed the initial load of the Cost Data, some cells may have a blue filled background. This indicates that nothing was found for the settings you used for those pay items. Change some parameters (such as STATEWIDE instead of REGION), check this box and load prices again. The Blue cells will be re-evaluated and cost data will be entered based on the new criteria.

Include Non-Standard Items – *Advanced Feature*

Advanced Options (button) : Allows the user to change the way BTP Calculates the averages. Settings should be left set to “Weighted Averages: & “Omit High & Low prices”

Once all desired criteria for Cost Data has been Specified, **SELECT, LOAD**

Working with the Cost Data

Once the Cost Data has been imported, it may be further refined.

PAY ITEM	Description	Quantity	Unit	DOT Region 6	Count	GRANITE	Count
0001	MOBILIZATION	1.00	L.S.	249,526.08	57	607,186.83	81
0025	CLEARING AND GRUBBING	4.00	ACR	487.50	2	7,149.96	35
2945	ROADWAY EXCAVATION INCL. HAUL	1.00	C.Y.	75.30	0	0.00	0
4512	HEAVY LOOSE RIPRAP	1.00	TON	54.35	34	68.89	60
5767	HMA CL. 1/2 IN. PG 70-28	1.00	TON	365.00	0	0.00	0
6420	SEEDING	1.00	ACR	6.40	0	0.00	0
	TOTALS			250,514.63		614,405.68	

Retrieving Cost Data for zeroed items

Some Bid Items may not meet the Criteria set in the original Cost Data load. If this is the case, those bid item cost cells will turn Blue.

To retrieve costs for those items it will be necessary to revise the criteria parameters. For multiple Bid items, this is explained on the previous page **“Only Load Zero Priced Items”**. If only one bid item is to be revised, **RIGHT-CLICK** the zeroed cost for that item and **SELECT “LOAD ONE PI”**.

Then, Specify revised criteria.

The new Cost Data results will be bolded to indicate a different set of criteria was used on that item.

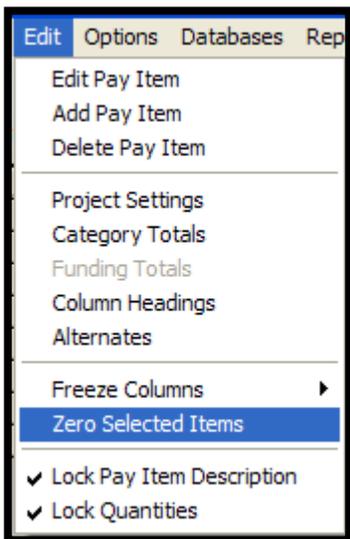


Revising the Bid Item cost may performed on any bid item, not just those whose cost were zero.

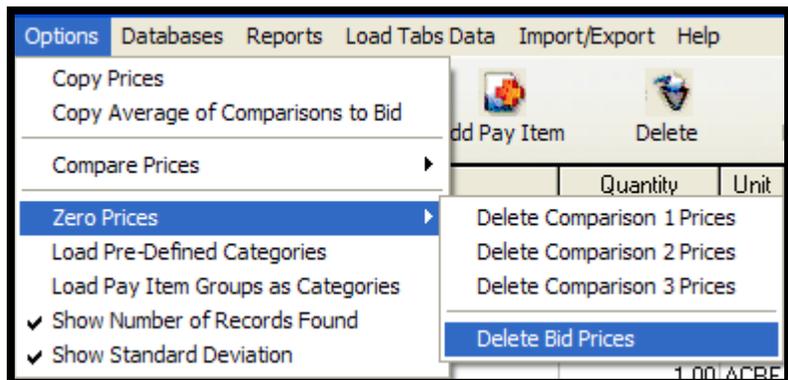
Returning Item Cost Data to zero

You may return item costs to zero individually by simply typing “0” in the cost field, or by **SELECTing** the bid item cost, **CLICKing** the **EDIT** menu and **SELECTing “ZERO SELECTED ITEMS”**.

To return all item costs in a Column to zero, **CLICK , OPTIONS, CLICK, ZERO PRICES,** then **SELECT** the Column to zero prices in.



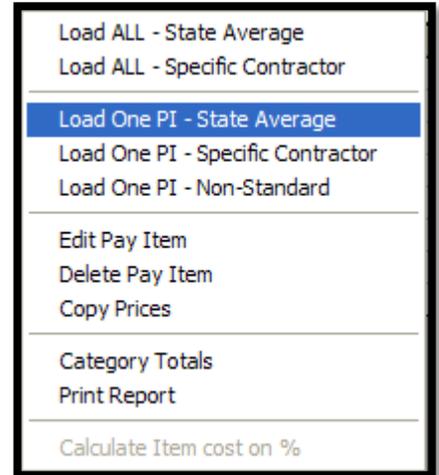
or



Refining Item Cost Data

The Cost Data - data set for any Standard Bid Item may be manipulated allowing the user to include only those projects that are similar in nature or location, or to exclude any projects whose data is known to be skewed.

To manipulate an item's dataset, **RIGHT-CLICK** on a bid item cost entry in any Comparison Column where Cost Data has been placed by a data LOAD. [cost data may not be zero, or a typed in entry]



SELECT, Load One PI – State Average

In the “Load Tabs Prices” criteria selection window

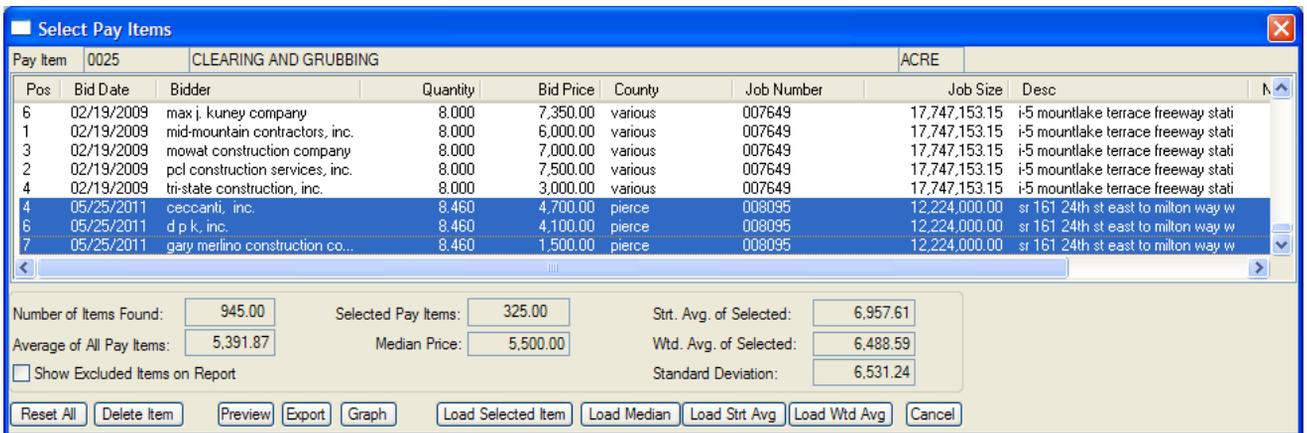
Select Items **CLICK** the **SELECT ITEMS** button..

The “Select Pay Items” window will be displayed. This screen contains all the projects that were initially evaluated by the criteria entered for that bid item.

Delete any projects whose Cost Data you want to exclude.

To delete a project, **CLICK** the line to highlight in blue and **SELECT DELETE ITEM**.

For multiple selections, **SELECT** the first project to delete, hold the **SHIFT** key down and select the last job, or for non-contiguous selections, hold the **CNTL** key while selecting projects. Once all selections are complete, **CLICK, DELETE ITEM** **Delete Item**



When the data set has been pared down to only those projects whose Cost Data is to be included,

CLICK, LOAD WTD. AVG. **Load Wtd Avg**

The weight average cost of bid items in those projects selected will be transferred to the estimate spreadsheet.

Use the **PREVIEW** button to open or print a report of this data set.

Preview **Export** Use the **EXPORT** button to export the data set to Excel

Refining Bid Items, Bid Price and Quantity

Bid Item quantities may be revised at anytime.

To Revise a Bid item Quantity,

CLICK , to select the Bid Item,

RIGHT-CLICK to display menu,

SELECT, EDIT PAY ITEM

Enter quantity of bid item to be used for this project.

CLICK, SAVE

The new quantity will be calculated by the BID PRICE column resulting in a total item cost in the BID EXTENSION field.

PAY ITEM	Description	Quantity	Unit	Bid Price	Bid Extension
0001	MOBILIZATION	1.00	L.S.	0.00	0.00
0025	CLEARING AND GRUBBING	4.00	ACRE	5,000.00	20,000.00
2945	ROADWAY EXCAVATION INCL. HAUL	1.00	C.Y.	0.00	0.00
4512	HEAVY LOOSE RIPRAP				0.00
5767	HMA CL. 1/2 IN. PG 70-28				0.00
6420	SEEDING				0.00
	TOTALS				20,000.00

- Load ALL - State Average
- Load ALL - Specific Contractor
- 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

Pay Item: Desc:

Quantity: English Unit:

Metric Unit:

EDIT PAY ITEM WINDOW

 Do Not Rename a STANDARD ITEM BTP will no longer be able to find the item.

Bid Prices may be typed in, or copied from a Comparison Column.

Once all the Bid Item Cost Data has been refined in one of the Comparison Columns ,it may be easily transferred to the BID PRICE column.

CLICK, OPTIONS
SELECT, COPY PRICES
SELECT FROM and **TO** Columns
CLICK, COPY

The Bid Price Column now contains all of the Cost Data from the selected Comparison Column.

Options Databases Reports Load Tabs

Copy Prices

Copy Average of Comparisons to Bid

Compare Prices

Zero Prices

Load Pre-Defined Categories

Load Pay Item Groups as Categories

Show Number of Records Found

Show Standard Deviation

Copy Columns

Copy FROM Column

Bid Price

Comparison #1

Comparison #2

Comparison #3

Copy TO Column

Bid Price

Comparison #1

Comparison #2

Comparison #3

Copy Selected Items Only

Only Copy To Items with a Zero Price

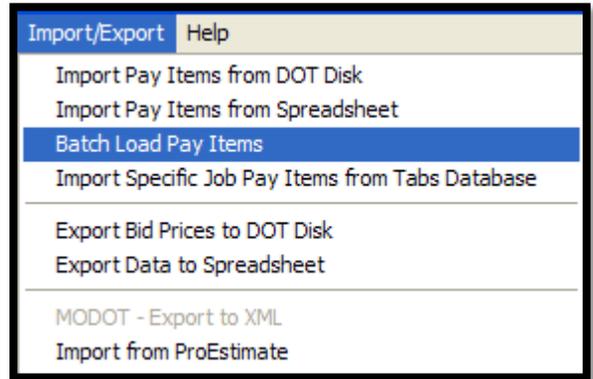
Adding additional Bid Items to an existing estimate

To add Standard Bid Items:

CLICK, IMPORT/EXPORT

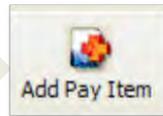
SELECT, one of the following and follow the procedures outlined previously for "Populating a Bid Tabs Plus Estimate with data" Pages 3-5.

- IMPORT PAY ITEMS FROM SPREADSHEET
- BATCH LOAD PAY ITEMS
- IMPORT SPECIFIC JOB PAY ITEMS FROM TABS DATABASE

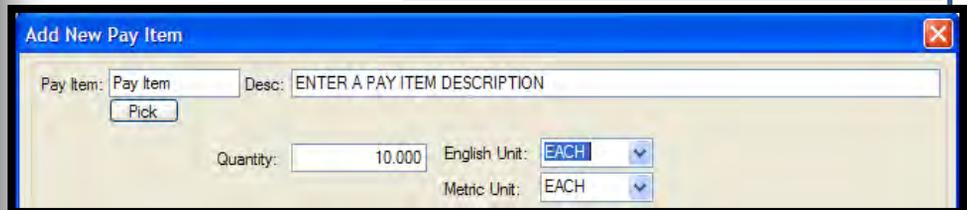
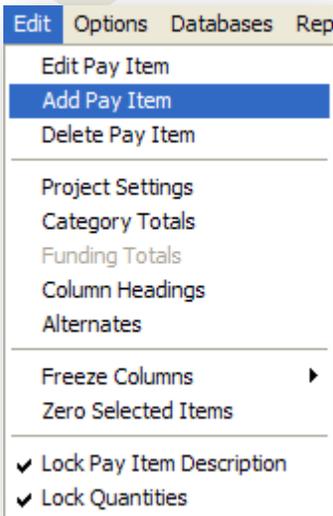


To Add a Custom Non Standard Bid Item:

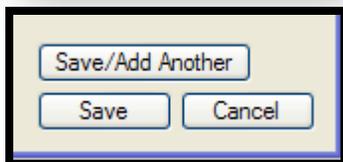
Either **CLICK** the **ADD PAY ITEM** button or **CLICK, EDIT SELECT, ADD PAY ITEM**



To add costs for a Non-Standard bid item that has been used in a past WSDOT project, See: LOAD ONE PI-NON STANDARD ITEM in Section 4-3 of the "How To Pages" in the back of this guide



- ENTER:**
- ✓ Pay Item Description
 - ✓ Quantity
 - ✓ English Unit



CLICK, SAVE to add one new non-standard bid item to the estimate or **CLICK, SAVE/ADD ANOTHER** to continue adding items

Bid Tabs Pro Plus Reports

SHOW ON REPORT

Prices:

This options allows the user to select which of the Comparison Columns (incl. Bid Price) to display the report. All reports will display the pay item number, description, quantity and unit of measure.

Show Extensions:

For Prices that have been selected to include on the report, the price extensions (total bid item cost) for each may be included in the report as well, by checking the "Show Extensions" box

REPORT OPTIONS

Double Space:

Prints the report Double-Spaced.

Print Gray Bar:

Single-Spaced report with a grey bar in the background of every other line.

Show Categories:

Select this option to print the report sorted by category number. This option will also add Subtotals for each Category as well as a "percent of project" total. and will print a subtotal and percentage for each category.

Paper Size:

Selections available are 8.5 x 11 and 8.5 x 14.



BTP CATEGORY DESIGNATIONS

BTP "Categories" do not align with WSDOT "Sections".
So when using Categories, Standard Bid Items will be grouped differently.

i.e. WSDOT bid items

REM. CEMENT CONC. PAVEMENT & REM. CONC. BARRIER are both under the "Section" PREPARATION
in BTP

REM. CEMENT CONC. PAVEMENT is in "Category" – CONCRETE PAVEMENT &
REM. CONC. BARRIER is in "Category" – CLEARING

How To Pages



How to Update Bid Data

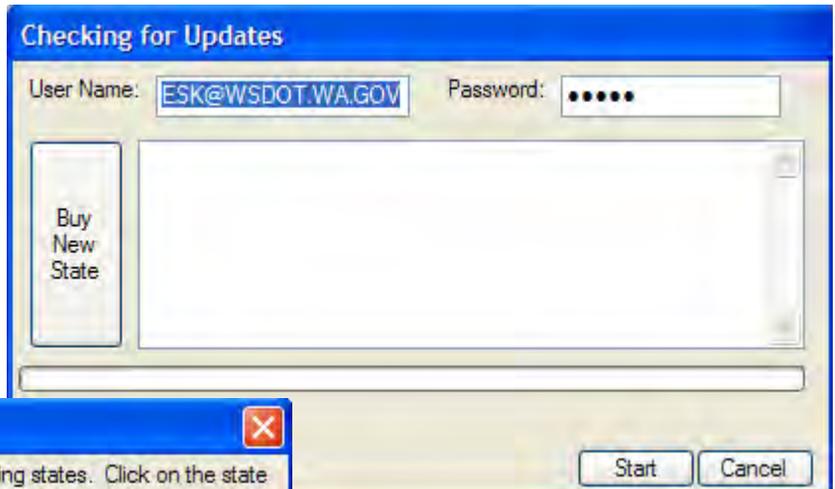
This process should be done each week or at least each time you open Bid Tabs to insure that the most current data is available for analysis.

Click on the DATE UPDATE Button.

Once the Import Data window is displayed, Select, **IMPORT DATA FROM THE INTERNET** Click, **IMPORT**.

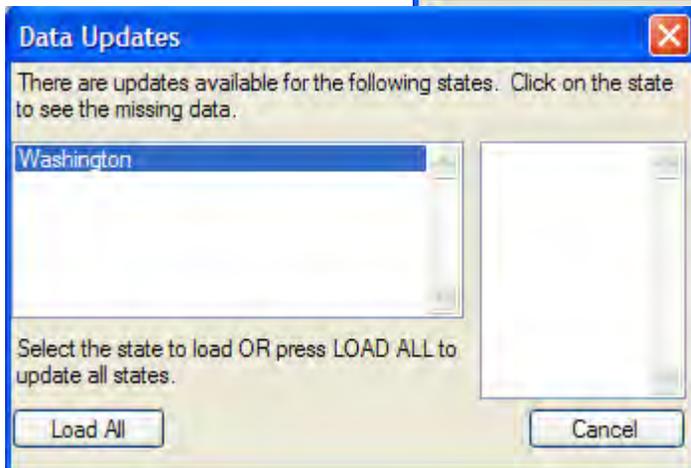


When the Checking for Updates window is displayed, Click, **START**.



Select, **WASHINGTON** Click, **LOAD ALL**

When the Windows close, your Updates are complete.

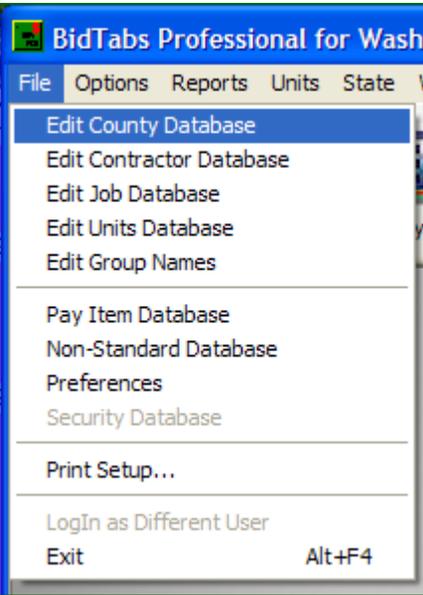




Setting Sort Options

You may Sort by different County groupings by setting up User Regions In the County Database

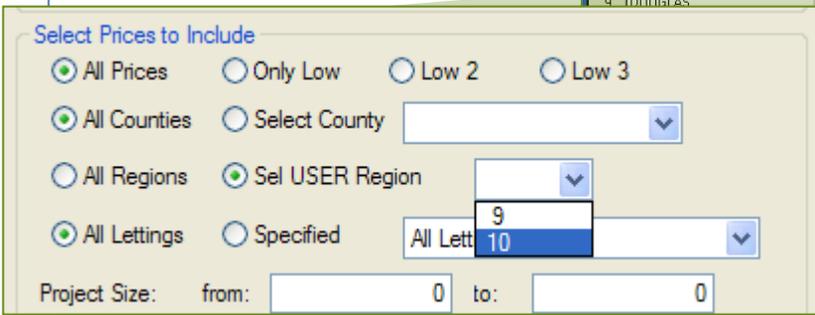
To enable multiple options for sorting, Edit the County database.



Select, **FILE**
EDIT COUNTY DATABASE

Once the County database is displayed, User Region columns are Available for setting up custom Regions. Shown here is an example of how user Region 1, is using [10] to Group Western Wa. And [9] to group Eastern Wa.

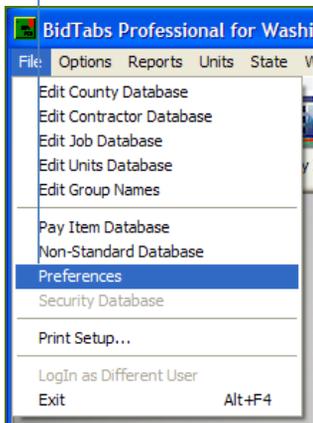
	County	DOT Region	User Region	User Reg 2	User Reg 3	User Reg 4	User Reg 5
1	ADAMS		6	10	0	0	0
2	ASOTIN		5	10	0	0	0
3	BENTON		5	10	0	0	0
4	CHELAN		2	10	0	0	0
5	CLALLAM		3	9	0	0	0
6	CLARK		4	9	15	0	0
7	COLUMBIA		5	10	0	0	0
8	COWLITZ		4	9	0	0	0
9	Douglas		2	10	0	0	0
			6	10	0	0	0
			5	10	0	0	0
			5	10	0	0	0
			2	10	0	0	0
			3	9	0	0	0



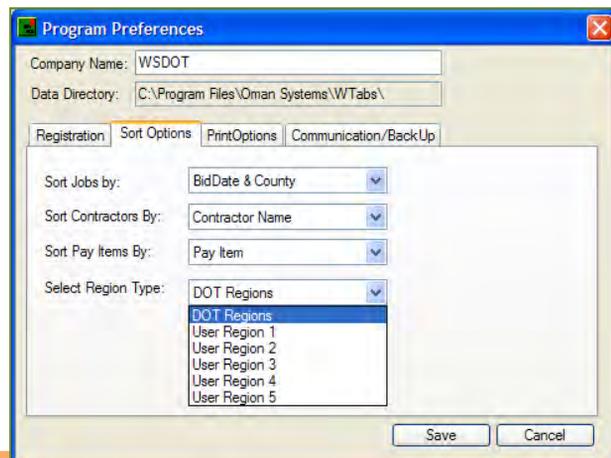
By Setting up User Region 1 this way, you can select either just those Counties in Eastern or Western Wa. For your analysis By simply clicking **SEL USER REGION** and selecting either 9 or 10.

Setting Default Sort Options

Prior to running an analysis, set you default sort to the User Region that you need to use for the best results.



Click, **FILE**
PREFERENCES
On the **SORT OPTIONS** tab Select a User Region that you have setup or select DOT Regions – to include all Counties.
Click, **SAVE**.





Export Data from EBASE to Excel

EBASE estimate bid items may be exported to an Excel workbook using an application included as part of the tools on the EBASE Web page.



<http://www.wsdot.wa.gov/Design/ProjectDev/EngineeringApplications/>

To lookup your estimate you will need:

The PS&E job number (i.e. 10A001)

As well as the version number of the estimate you will be exporting.

These will be at the top of any EBASE Estimate

OPEN:

[The web page](#)

From the EBASE web Page,
Under the TOOLS area,

SELECT:

“EXPORT EBASE ITEM REPORT”

This will take you to the [Cost Analysis Web Page](#). Estimate items may be exported to Excel by either of Two methods.

- Item Category (grouped by section header)
- Item Description.

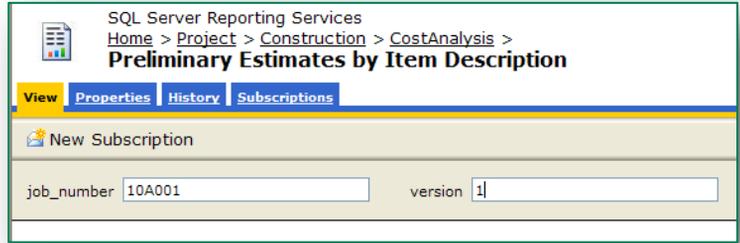
Item Description is the suggested export method. It contains Standard Item Numbers as well as Item names, and is better Formatted for Importing into Bid Tabs Pro.



CLICK:

Item Description

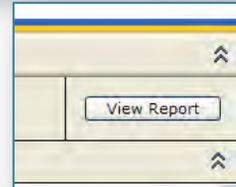
This will open the estimate selection Window. Type in the EBASE Job Number and enter the estimate Version Number.



On far right of the same bar as "job_number" is a Button, **View Report**.

CLICK:

this button to generate a report based on the information entered.



Item Number	Standard Item Number	Item Description				
1	0001	MOBILIZATION				000
2	0025	CLEARING AND GRUBBING				600
3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000.00	L.S.	1.0000	\$20,000
4	0254	REMOVING SOLDIER PILE SHAFT OBSTRUCTIONS	326000.00	EST.	1.0000	\$326,000

Print or Export

The resulting report may be printed or exported to Excel.

To Export the report to Excel:

CLICK:

the "Select Format" pull-down menu

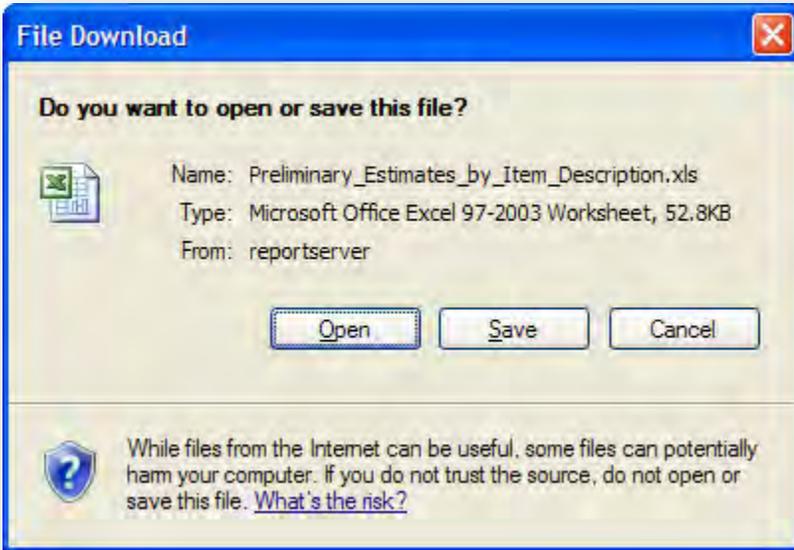
SELECT:

Excel

CLICK:

the word **EXPORT** directly to the right of the selection menu.





The “File Download” dialog box will be displayed:

CLICK:

Open

This will open the report in EXCEL. Once excel is open with the estimate items displayed, the data may be sorted, analyzed and edited just like any Excel workbook.

Once you have Verified this is the data you needed.

SAVE:

To your folder of choice.



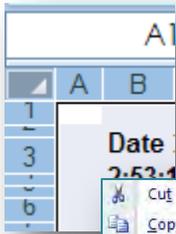
Please note that if this worksheet data will later be used in Bid Tabs Pro, it needs to be saved as an Excel - .xls type.

The current version of Excel defaults to a .xlsx type.

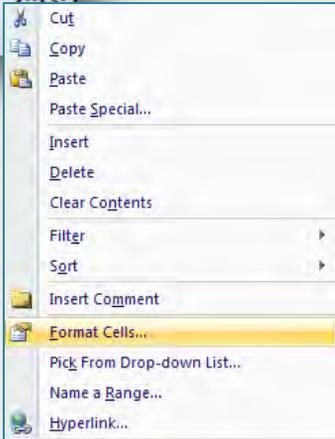
Item	Standard	Item Description	QUANTITY	Unit of	Unit Price	Total
1	0001	MOBILIZATION	710000	L.S.	1	\$710,000.
2	0025	CLEARING AND GRUBBING	3.1	ACRE	6000	\$18,600.
3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000	L.S.	1	\$20,000.
4	0254	REMOVING SOLDIER PILE SHAFT	326000	EST.	1	\$326,000.
5	0258	REMOVING SIGN STRUCTURE SHAFT	15000	EST.	1	\$15,000.
6	0140	REMOVING ASPHALT CONC. CURB	1820	L.F.	6	\$10,920.
7	0145	REMOVING CONC. BARRIER	370	L.F.	15.25	\$5,642.5
8	0170	REMOVING GUARDRAIL	2150	L.F.	7	\$15,050.
9	0182	REMOVING GUARDRAIL ANCHOR	1	EACH	350	\$350.
10	0185	REMOVING GUIDE POST	80	EACH	15	\$1,200.
11	0187	REMOVING PAINT LINE	9640	L.F.	0.35	\$3,374.
12	0200	REMOVING PLASTIC TRAFFIC MARKING	2	EACH	60	\$120.
13	0208	REMOVING RAISED PAVEMENT MARKER	5	HUND	100	\$500.
122	7083	CHAIN LINK FENCE TYPE 3	2260	L.F.	15	\$33,900.
123	7084	CHAIN LINK FENCE TYPE 4	1640	L.F.	25	\$41,000.
124	7097	END, GATE, CORNER, AND PULL POST FOR	22	EACH	250	\$5,500.
125	7132	GLARE SCREEN TYPE 1 DESIGN B	1540	L.F.	15.3	\$23,562.
126	9605	CONNECTION TO DRAINAGE STRUCTURE	13	EACH	650	\$8,450.
127	3100	ADJUST CATCH BASIN	2	EACH	300	\$600.
128	3110	LOCKING SOLID METAL COVER AND FRAME	3	EACH	500	\$1,500.
129	7480	ROADSIDE CLEANUP	1250	EST.	1	\$1,250.
130	7725	REIMBURSEMENT FOR THIRD PARTY DAMAGE	5	EST.	1	\$5.
131	7728	MINOR CHANGE	-1	CALC	1	-\$1.
132	7736	SPCC PLAN	2500	L.S.	1	\$2,500.
133	7530	CONSTRUCTION GEOTEXTILE FOR	2700	S.Y.	2.5	\$6,750.
134	7550	CONSTRUCTION GEOTEXTILE FOR	1031	S.Y.	2.5	\$2,577.5
135	7569	NO TRESPASSING SIGN	40	EACH	75	\$3,000.
136	7570	HEALTH AND SAFETY PLAN	2500	L.S.	1	\$2,500.
137	7571	FA-SITE CLEANUP OF BIO. AND PHYSICAL	3500	EST.	1	\$3,500.



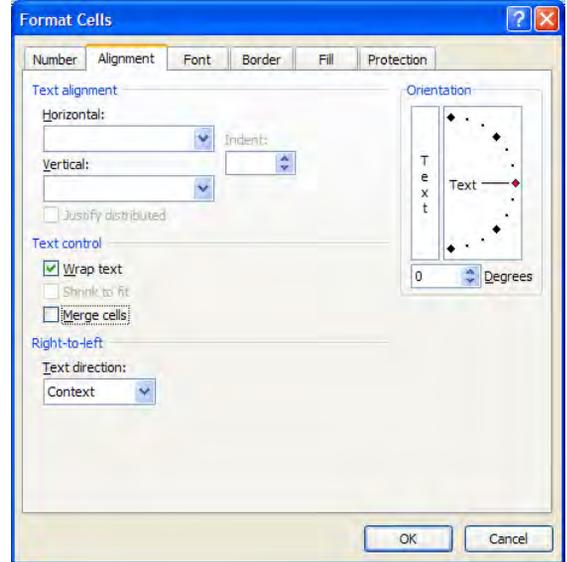
The exported file contains a heading area and merged cells. It may be imported into Bid Tabs Pro without removing the merged cells and blank columns, but it is easier to insure that the data is aligning correctly if they are removed.



Right - Click the box before A1
SELECT:
 Format Cells



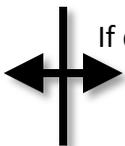
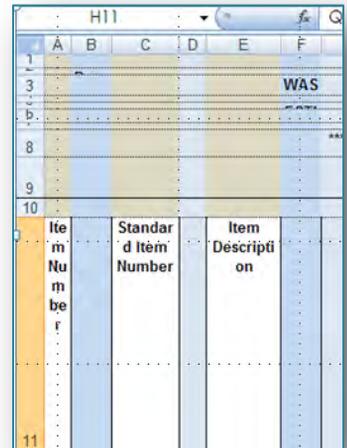
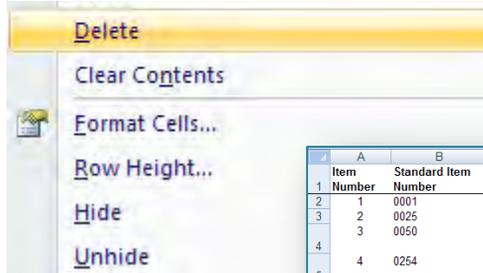
From the
 "Alignment Tab"
 Remove the
 checkmark from
 the "Merge Cells"
 Box.
CLICK:
 OK



With the Merged Cells unmerged, Delete all of the extra Rows and Columns.

Rows 1 – 10 should be deleted leaving the Bold Column headers on Row 2.
Columns B, D, F, G, J, K, M – T (Optionally A, if you don't need the sort code) Are the columns deleted. Check your individual setting to verify.

With either Rows or Columns selected, Right – Click anywhere within the Selected area and **SELECT:**



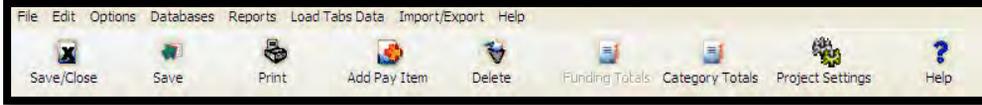
If desired, Format remaining Column widths
 To display field contents.

	A	B	C	D	E	F
1	Item Number	Standard Item Number	Item Description	QUANTITY	Unit of Measure	Unit Price
2	1	0001	MOBILIZATION	710000	L.S.	1
3	2	0025	CLEARING AND GRUBBING	3.1	ACRE	6000
4	3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000	L.S.	1
5	4	0254	REMOVING SOLDIER PILE SHAFT OBSTRUCTIONS	326000	EST.	1
6	5	0258	REMOVING SIGN STRUCTURE SHAFT OBSTRUCTIONS	15000	EST.	1
7	6	0140	REMOVING ASPHALT CONC. CURB	1820	L.F.	6
8	7	0145	REMOVING CONC. BARRIER	370	L.F.	15.25
9	8	0170	REMOVING GUARDRAIL	2150	L.F.	7
10	9	0182	REMOVING GUARDRAIL ANCHOR	1	EACH	350
11	10	0185	REMOVING GUIDE POST	80	EACH	15
12	11	0187	REMOVING PAINT LINE	9640	L.F.	0.35
13	12	0200	REMOVING PLASTIC TRAFFIC MARKING	2	EACH	60
14	13	0208	REMOVING RAISED PAVEMENT MARKER	5	HUND	100
15	14	0220	REMOVING CHAIN LINK FENCE	3800	L.F.	3

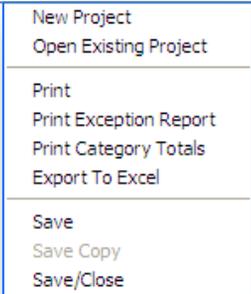


This Section Explains where to find the most commonly used features Of Bid Tabs Pro – Plus. To learn about the more in depth analysis and reporting features of Bid Tabs Pro – Plus, please see the full user’s guide Located at:

<http://www.wsdot.wa.gov/publications/fulltext/ProjectDev/AdReady/BidTabsPro/omanbidtabspplus.pdf>

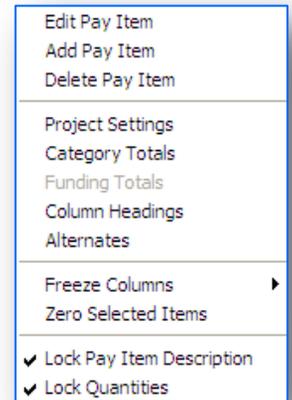


File



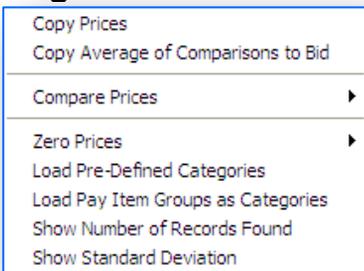
New project: Allows for the creation of a new project.
Open Existing Project: Opens an existing BTP+ project. *Closes the current Open Project*
Print: Prints current project, Use checkbox selection to define what to show on the report and how it will look.
Export To Excel: Saves BTP+ project to an Excel workbook.
Save: Saves revisions to project (Icon Also Available)
Save/Close: Saves then closes BTP+ (Icon Also Available)

Edit



Edit Pay Item: Allows for revision of Description, Unit , Qty or to define as an Alternate..
Add Pay Item: (Icon Also Available) Insert a Std bid item from the PICK list or a user defined Bid Item.
Delete Pay Item: (Icon Also Available) Deletes selected item.
Project Settings: (Icon Also Available) Renames Project, allows for revision to general project information.
Freeze Columns: Locks column from scrolling’ similar to Excel freeze columns.
Zero SelectedItems: Removes cost data from all selected cells or columns.

Options



Copy Prices: Copies all the prices from one specified column to another.
Copy Average...: Replaces “Bid Price” with an average of the prices listed in the “Comparison” columns.
Compare Prices: Compares prices of the two user menu selected columns. See UNIT VARIANCE and TOTAL VARIANCE columns on the far right to view results. *(Default is compare Bid Price to Comparison #1)*
Zero Prices: Returns all unit prices to zero in the menu selected column.
Show Number of Records and Show Standard Deviation: CLICK on these selections Placing a check mark, to insert columns in the BTP+ spreadsheet to display # of Records evaluated and the Std Deviation.

For all options relating to “Categories”: These are not aligned well with WSDOT “Sections”. Use of Category tools may not return expected results .



Databases

- Pay Item Database
- Units Database
- Category Database
- County Database
- Project Categories

Pay Item Database: Opens the Standard Item database list. This list may be sorted By double clicking on column headings.

Also allows for numeric entry in the PI GROUP column.

By entering a number in this column, items may be “grouped” under the same number for analysis and reporting purposes.

Units Database: Opens the Unit of Measure database

BTP+ project. *Closes the current Open Project*

County Database: Opens the County database listing. DOT Region column contains the WSDOT County Region assignments: 0 – 6.

User regions may be defined with any other number. For example all Eastern Washington may be grouped under “15” So later data analysis and reporting may be ran for cost only in Eastern Wa.

(to change “User Regions”, use the FILE; PROGRAM PREFERENCES area of BTP, *must close BTP+ to access*)



Load Tabs Data

- Load ALL - State Averages
- Local ALL - Specific Contractor
- Load ONE PI - State Averages
- Load ONE PI - Specific Contractor
- Load ONE PI - Non-Standard Item
- Load ALL - Existing Plus Project

Based on the parameters selected in the form box that is displayed when the LOAD TABS DATA button is clicked (see form box right)

Load ALL ***: Loads State Averages or averages for a specified Contractor for all Standard Bid items in the selected column.

Load ONE PI ***: Loads State Average or average for a specified Contractor for the selected bid item in any column

For more info on “Load ONE PI – Non Standard item, See Section 4 – 3.

Load ALL – Existing Project: Loads all bid items from any previous BTP+ project that has been created into the selected column





PROJECT: BTP+

PAY ITEM	Description	Quantity	Unit	Bid Price	Bid Extension
1	HIGH VISIBILITY FENCE	0.00		0.00	0.00
2	MOBILIZATION	1.00	L.S.	190,000.00	190,000.00
3	REMOVING BITUMINOUS PAVEMENT	800.00	S.Y.	10.00	8,000.00

Load Tabs Data

continued:

- Load ALL - State Averages
- Local ALL - Specific Contrator
- Load ONE PI - State Averages
- Load ONE PI - Specific Contractor
- Load ONE PI - Non-Standard Item
- Load ALL - Existing Plus Project

Load ONE PI – Non-Standard Item:

In the example shown, "HIGH VISIBILITY FENCE" was a non-standard item during the selected time frame. However an average cost per L.F. may still be found by searching for all or part of the Item name.

(leave PAY ITEM field blank for all Non-Std item searches)

*Copy button copies the name of the selected item estimate item to the search field.

The only criteria that *must* be entered is either a "DESCRIPTION" or a "Pay Item" number (applicable to std items only)

CLICK **SEARCH** to initiate query.

Pay Item Search

Project Pay Item: HIGH VISIBILITY FENCE 0.00

Search Criteria
 Pay Item: Exact Pay Item Match
 Description: HIGH VISIBILITY Check Units

Load Options
 All Prices Only Low Low 2 Low 3
 All Lettings Selected Lettings From: 01/11/2006 To: 12/06/2006
 All Cty/Reg Sel USER3 Reg/Cty County: Region: 0
 Quantity Range: From: 0.00 To: 0.00
 Specific Contractor: All Contractors

Pay Item	Pay Item Description	Bid Date	Quantity	Unit	Bid Price	Bidder
007203(2)	high visibility fence	10/04/2006	200.000	l.f.	5.00	a-1 landscaping and co...
007158(1)	high visibility fence	06/01/2006	1,360.000	l.f.	5.00	abhe & svoboda, inc.
007123(3)	high visibility fence	04/12/2006	420.000	l.f.	3.50	ace paving co., inc.
007084(5)	high visibility fence	02/15/2006	580.000	l.f.	4.35	acme concrete paving, l...
007182(7)	high visibility fence	07/12/2006	470.000	l.f.	3.00	active construction, inc.
007119(8)	high visibility fence	03/29/2006	466.000	l.f.	4.00	american construction c...
007082(16)	high visibility fence	05/24/2006	2,150.000	l.f.	5.00	apollo, inc.
007091(1)	high visibility fence	02/15/2006	550.000	l.f.	5.00	aztech electric, inc.
007101(4)	high visibility fence	03/01/2006	30.000	l.f.	11.00	bruch & bruch construct...
007185(1)	removing high visibility fence	08/09/2006	21,773.000	l.f.	1.65	buckley nursery compa...
007185(2)	high visibility fence	08/09/2006	1,874.000	l.f.	2.70	buckley nursery compa...
007185(3)	force account high visibility fence	08/09/2006	1.000	est.	28,950.00	buckley nursery compa...
007191(13)	high visibility fence	08/03/2006	5,100.000	l.f.	2.75	central washington asp...
007089(6)	high visibility fence	02/08/2006	500.000	l.f.	2.00	concrete barrier, inc.
007080(52)	high visibility fence	03/08/2006	69,221.000	l.f.	3.75	com and subsidiaries

Totals
 Avg. Quantity: 3,846.03 Weighted Average: 2.95 Count: 65.00

Refining the Analysis data:

Once the search query has been ran, the results may be modified to better match current project conditions. Double click on the column headings to sort from HIGH ← → LOW. Specifically, you should sort by QUANTITY. Use the SHIFT of CNTL key to select all quantities that fall too far below or too far above valid analysis parameters for the quantity in the current project, CLICK

DELETE ITEM

The Weighted Average will be automatically revised to reflect the new analysis based on projects with quantities similar to the current project.

CLICK , either **LOAD SELECTED ITEM** to load price of one found item, or **LOAD AVG.** to load avg of all found items.

Import / Export:

Import: features enable data to be imported into the current project via the various methods described at the beginning of this guide, using the same methods as importing data for new projects.

Export Data to Spreadsheet: Exports current BTP+ Project to Excel.

Import/Export

- Import Pay Items from DOT Disk
- Import Pay Items from Spreadsheet
- Batch Load Pay Items
- Import Specific Job Pay Items from Tabs Database
- Export Bid Prices to DOT Disk
- Export Data to Spreadsheet
- MODOT - Export to XML
- Import from ProEstimate