Bid Tabs Pro (BTP) is an easy to use program that allows a user to very quickly and simply sort through the WSDOT unit bid history data and to generate reports with data important to the user. Numerous parameters can be set for analysis with the click of a mouse, allowing historical data to be quickly organized and analyzed.

Keep in mind when using bid history, it is just that – history. Every project is unique and comes with a unique set of conditions. It is important when using bid history to develop your project estimate, that you apply the bid history with your project in mind.

There are many things that influence the cost of item in your project.

• Location - Considerations for urban, rural and availability of access to the work site.
• Timing of advertisement – The contractor needs time to plan, schedule and seek as many opportunities as possible to find efficiencies in their work plan. If a contractor has enough time to plan the work, his bids can be more competitive. A project that goes to Ad late in the season may receive fewer bids because the contractors schedules are already full and the bid prices will come in significantly higher.

Additionally when preparing your estimate be aware of the timing of the advertisement to account for any expected fluctuations in bid prices due to the season such as lower production during temperature extremes and additional protections for weather sensitive materials.
• Traffic control and work hour restrictions - night work, coordination with, utilities, railroads and permitting agencies. – Be aware of the complexity of the traffic control involved, these items can double or triple in cost is some cases. Work hour restrictions affect the contractor’s productivity, he will have to pay higher wages for things like nighttime work, and still will have to pay his crews for a full day even if the work is restricted to less.
• New technologies - methods and materials will impact the cost as risk perceived by the contractor that he may need to mitigate. Contractors don’t take risk – they bid it.
• Quantity of the item - Very Small or very large.

• Anything that impacts the productivity of the contractor
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Data Analysis Tools

The Bid Tabs Pro application provides a variety of query options for bid history data. This data may be sorted and filtered so that the estimator may use only that data most relevant to their project.

These queries may then be printed to preset reports or exported to a variety of formats for additional analysis or custom reporting needs.

Detailed Analysis Reporting

The detailed analysis reports allows the user to select specific details to include in the analysis of the bid history data.

By Contractor
Detailed history of bidding and item cost trends for all contractors who have bid on WSDOT projects

By Job
Detailed bid information for all WSDOT Projects. Includes Bids submitted by every contractor and the Engineers Estimate.

Averages prices for any pay item based on the criteria set by the Estimator.

This is also used to generate an Averages report for all bid items Statewide or by individual Region.

Pay Item (PI) Search
Finds bid history information for Non-Standard Bid Items by Key word search
Summary Reporting
The summary reports utilize the bid history data to create summary information for each report. These detailed reports will list the specific tabulation information in detail.

Letting Report
Generates a Bid Tabulation report for any Bid Opening date, i.e Low Bid Vs. Engineer’s estimate

Cont Analysis
Bidding activity of a contractor. Types of Projects and Regions that the Contractor has bid on for any selected date range

Comp Analysis
Compare Contractor’s bidding activities and their results against other Contractors and WSDOTs Engineer’s Estimate. Used to analyze most likely Low bidder.

Market Analysis
Overview report on various Contractors Market Share of WSDOT project bid on and their ranking of that Market Share as compared to other Contractors
Other Features
Bid Tab Pro provides some additional features to make reporting easier.

- **Print and Print set up**

- **FIND** – search the results of the displayed query/report

- **SELECT** – Select text to copy

- **PAN** – Scroll screen up or down by dragging

- **Page forward or back through the displayed query/report**

- **EXPORT** - reports to one of several formats for additional data analysis or reporting.

- **EMAIL as PDF** – Creates a pdf and places it in an email.

- **Document Editor** – Change report page orientation, add watermarks etc.
Using the Detailed Analysis Tools

By Pay Item
This is the most used query in BidTabs Pro for analyzing our bid history data.

The By Pay Item report provides an easy way to determine average prices of pay items. The user selects a standard WSDOT bid item and sets criteria to run the query.

Select a Pay item →
For Standard Item search. You may type in a standard item number or use the pull down to select. This pulldown is sortable by clicking on the column headings or you may use the included “FIND” field to search for items in any of the columns.
Setting the Criteria for the Item

**Bid prices** to include, from LOW bid only to all bids for the selected item.

- When using the bid prices, it is important to remember that the Low bidder (for the project) is not necessarily the low bidder for the bid item. When analyzing the bid prices, always use at least the “Low 3” bidders.

For bid items where pricing varies considerably for comparable quantities, consider using “All Prices” and throwing out bids that are mis-matched at the contract level.

  i.e. Contract 001234 has bids for Item A

  Bidder 1 = $20 ← Throw out, there is something else going on here
  Bidder 2 = $10
  Bidder 3 = $12
  Bidder 4 = $15

  (see listing report for deleting individual projects from the query)

- **Project Type** – Not Applicable. BTP categorizes WSDOT items differently than we categorize.

- **Category** – Not Applicable. BTP categorizes WSDOT items differently than we categorize.

- **Pay Item Group** – This is used to create a custom group of pay items to report on. (See Creating Custom Groups of Bid Items)

---

### Creating Custom Groups of Bid Items

If a specific set of items to analyze is needed, use the Set Up button, then **ADD** a new group and move desired items from the “Available Pay Items” to the “Selected Pay Items” area. **CLICK** the Save Changes button and Close. This group will now be available in the pull-down list every time you open BTP.

SEE ”Pay Item Group Setup” in the Quick Reference section
• **Location** – Select a type of location to query by.
  - **County** – Select and use the pulldown list to select a single county.
  - **Region** – By Region is the most used selection for querying.
    Select and use the pulldown to select any of the WSDOT regions, “All Regions” for statewide, or use the **Set Up** button to create a custom Region. ([See Creating Custom Regions](#))

  **Population Areas** – Select and choose either Urban, Suburban or Rural

• **Select Time Frame**
  - **Predefined Range** allows for the selection of preset time frames.
  - **Specific Dates** allows you to set a begin and end date for the query.
  - **Specific Years** allows you to set a range of years to query.

• **Project Size** – Allows you to specify to only include prices for the bid item from projects within a certain dollar range, i.e. $1,000,000 - $5,000,000

• **Quantity Range** – Allows you to specify to include prices for the bid item within a quantity range, i.e. 100 - 200

Putting too many criteria on your query can limit your dataset or give a message saying that there are “No Results” for your search. If this occurs try expanding the query to allow more results, and use the “Listing Report” to eliminate projects.

---

**Creating Custom Regions**

To Create a custom Region:
Click, **Add Custom Region**, CLICK on the counties to include, CLICK **Save Changes** and Close to create a custom region.

**SEE “Custom Region Setup” in the Quick Reference section**
Available Reporting Options

• Averages Report
• Listing Report
• Annual & Monthly Trend Report
  + Graphing of data
  + Export data to Excel

The Averages report

This report will generate a simple weighted average cost report for the bid item selected, or use the “Export” button to export to Excel.

A special feature of this report, leave the Standard Item number field blank to get a report listing the average cost of all items used for a selected time frame.

Listing Report

This report lists all the projects individually that were used in creating the weighted (WTD) average cost.
The Listing report has a very useful feature that allows you to eliminate projects from the query to better refine the results. To use this feature CLICK on the **Select Items** button to generate the report.

When the Listing report is generated using the **Select Items** button, you may click on any of the listed projects, tap the Delete key and remove the project from the query.

Additionally you may sort these results by clicking on any of the column headings, graph the results by clicking on the **Graph** button, or export the results to Excel for additional analysis by clicking on the **Export** button.

**Trend Reports**

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Total $</th>
<th>% Chg</th>
<th>Total Quantity</th>
<th>Wtd Avg</th>
<th>% Chg</th>
<th>% Chg</th>
<th>Count</th>
<th># Jobs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
<td>$4,054,280.00</td>
<td>-0.00</td>
<td>32,450,000</td>
<td>$12,044.00</td>
<td>-17.02%</td>
<td>-17.02%</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>2018</td>
<td>5</td>
<td>$2,363,656.25</td>
<td>-17.02%</td>
<td>31,365,000</td>
<td>$10,725.25</td>
<td>-14.16%</td>
<td>-14.16%</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2018</td>
<td>6</td>
<td>$174,600.00</td>
<td>-17.02%</td>
<td>1,500,000</td>
<td>$120.00</td>
<td>-96.24%</td>
<td>-96.24%</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2018</td>
<td>7</td>
<td>$1,516,205.00</td>
<td>70.00%</td>
<td>15,000,000</td>
<td>1,223.03%</td>
<td>1,223.03%</td>
<td>1,223.03%</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2018</td>
<td>8</td>
<td>$2,519,200.00</td>
<td>70.00%</td>
<td>15,000,000</td>
<td>1,223.03%</td>
<td>1,223.03%</td>
<td>1,223.03%</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**SUBTOTAL:** $12,696,342.12  

**REPORT PARAMETERS:**  
- Pay Item: 5767 - HMA CL. 1/2 IN. PG 70-28  
- Date Range: 3/31/2018 to 8/32/2018  
- User ID: huntep@wvdot.wv.gov  

Select one of the “Trend Report” options:  
- Annual  
- Quarterly  
- Monthly

DRAFT Bid Tabs Pro User’s Guide  
Detailed Analysis Reporting
This report details the items cost trending for the period selected. These trend results may also be graphed to visually depict the trending.

**Graphing**

Bid Tabs Pro produces a variety of graphs. Graphing the bid history data for your pay items can be useful in identifying trends in item costing, or as backup documentation for cost calculations.

---

Graphing the results for a “Listing Report” query will produce a Scatter Plot and includes a regression line.

Graphing the results for a “Trend Report” query will produce a Bar chart measuring the average unit price for the quantity used.
PI Search (Pay Item Search)
This query will allow you to search for non-standard bid item use and bid history by typing in a partial description of the item name. Although the most used feature of the Pay Item Search queries are to find bid history for non-standard bid items, it may also be used to search for Standard items with additional parameters, including; bids by specific contractors, and prices from individual contracts.

All results are exportable to Excel.

The criteria selection area is similar to the “By Pay Item” panel, but includes some additional fields:

- **Pay Item** – For Standard Item search. You may type in a standard item number or use the pull down to select. This pulldown is sortable by clicking on the column headings, or you may use the included “FIND” field to search for items in any of the columns.

- **Description** – Use this to enter a partial description of the Non-Standard item you are looking for. This field will return results on both Standard and Non-Standard items unless the “Non-Standard” radio button is highlighted.

- **Units** – Limits your query to items with a specific unit of measure.

- **All Contractors** – Use to select an individual contractor to find what they have bid for a specific pay item.

- **All Jobs** – Use this criteria to find bid item use in specific projects. i.e., type “HMA” in the description field and then select a job and CLICK Search. This will return any item with “HMA” in the description that was used in the project.
NOTE: the project queried must have a bid opening date within the “Time Frame” that has been selected.

EXAMPLE:
This example shows a query ran for “Visibility” entered in the “Description” field and “All Pay Items” selected. Both standard and non-standard use results are displayed.

<table>
<thead>
<tr>
<th>Pay Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Bid Date</th>
<th>Bidder Name</th>
<th>Project ID</th>
<th>Job Site</th>
<th>Job Desc</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>230,000</td>
<td>L.P.</td>
<td>5.00</td>
<td>9/12/2009</td>
<td>QUIGG BROKS, INC.</td>
<td>0000004</td>
<td>US 101 MP 2447- EMER...</td>
<td>JEFFERSON</td>
<td></td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>473,000</td>
<td>L.P.</td>
<td>8.00</td>
<td>9/20/2009</td>
<td>GUYOTT, ATKINSO...</td>
<td>0007894</td>
<td>135,024,719.99</td>
<td>I-5 / SR 36 WESTBOUND</td>
<td>PERRY</td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>1,750,000</td>
<td>L.P.</td>
<td>8.00</td>
<td>9/19/2009</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>430,218,107.34</td>
<td>McBROOM, CA</td>
<td>SANTA CRUZ</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>236,000</td>
<td>L.P.</td>
<td>3.30</td>
<td>8/30/2009</td>
<td>SANCHEZA BRICKS, INC.</td>
<td>0007894</td>
<td>386,307.00</td>
<td>SR 9 &amp; 6 MILE EAST OF</td>
<td>THORNTON</td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>2,050,000</td>
<td>L.P.</td>
<td>3.00</td>
<td>9/16/2009</td>
<td>TRILL STATE CONSTRUCT...</td>
<td>0007894</td>
<td>471,750.00</td>
<td>SR 169 GREEN RIVER BR...</td>
<td>KONG</td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>2,252,000</td>
<td>L.P.</td>
<td>3.75</td>
<td>11/12/2009</td>
<td>HUB CONSTRUCTION INC</td>
<td>0007894</td>
<td>11,159,676.33</td>
<td>US 395 COLUMBIA DR. T...</td>
<td>VARIOUS</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>360,000</td>
<td>L.P.</td>
<td>11.00</td>
<td>11/5/2009</td>
<td>BRAWN CONSTR. CO</td>
<td>0007894</td>
<td>3,999,829.70</td>
<td>SR 203 W 900 S TO P...</td>
<td>VARIOUS</td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>2,200,000</td>
<td>L.P.</td>
<td>3.50</td>
<td>11/30/2009</td>
<td>SMC GREEN CONSTRUCTION</td>
<td>0007894</td>
<td>5,986,353.00</td>
<td>I-80 RICHARDS BLD TO W...</td>
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<tr>
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<td>570,000</td>
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<td>INTERWEST CONSTRUCT...</td>
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<td>926,870.00</td>
<td>I-80 WEST VIEW SCHOOL ...</td>
<td>SISKIYOU</td>
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<td>5.05</td>
<td>11/21/2009</td>
<td>PETERSON BROTHERS, INC.</td>
<td>0007894</td>
<td>492,818.82</td>
<td>I-40 &amp; SR 399 N-I BLD FOR...</td>
<td>KONG</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>1,200,000</td>
<td>L.P.</td>
<td>6.00</td>
<td>11/20/2009</td>
<td>POL CONSTRUCTION SER...</td>
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<td>5,703,231.09</td>
<td>I-50 &amp; 1 TO 12TH AVE S...</td>
<td>KONG</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
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<td>L.P.</td>
<td>4.00</td>
<td>1/20/2009</td>
<td>CIMEX PACIFIC HOLDING...</td>
<td>0007894</td>
<td>2,133,389.00</td>
<td>I-5 ARIZONA CITY LINE ...</td>
<td>YAVAPAI</td>
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<td>HIGH VISIBILITY FENCE</td>
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<td>L.P.</td>
<td>3.00</td>
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<td>NORTHWEST CONSTRUCTION</td>
<td>0007894</td>
<td>12,375,831.63</td>
<td>I-5 172ND ST NE (SR 53) ...</td>
<td>RICHELIEU</td>
</tr>
</tbody>
</table>

EXAMPLE:
This example shows a query for “Visibility” in the “Description” field; “Standard” for the selection, and; “Granite Co.” selected for the contractor.

<table>
<thead>
<tr>
<th>Pay Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Bid Date</th>
<th>Bidder Name</th>
<th>Project ID</th>
<th>Job Site</th>
<th>Job Desc</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>180,000</td>
<td>L.P.</td>
<td>3.00</td>
<td>12/3/2009</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>US 395 1965 FT ETO A...</td>
<td>PACIFIC</td>
<td></td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>150,000</td>
<td>L.P.</td>
<td>5.00</td>
<td>6/14/2011</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>4,250,250.00</td>
<td>I-5 E FORK GLEN...</td>
<td>VARIOUS</td>
</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>350,000</td>
<td>L.P.</td>
<td>2.40</td>
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<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>821,444.30</td>
<td>SR 99 CASHOO...</td>
<td>LEWIS</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>400,000</td>
<td>L.P.</td>
<td>4.00</td>
<td>5/27/2006</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>2,099,999.00</td>
<td>US 97 BISSI RR...</td>
<td>KOLDEN</td>
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<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>760,000</td>
<td>L.P.</td>
<td>4.00</td>
<td>6/17/2014</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>9,287,455.00</td>
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<td>KOLDEN</td>
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<td>4.80</td>
<td>6/23/2011</td>
<td>GRANITE CONSTRUCTION CO</td>
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<td>396,313.83</td>
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<td>SOLANO</td>
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<td>500,895.31</td>
<td>I-5 SR 399 N-I BLD...</td>
<td>THURSTON</td>
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<tr>
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<td>US 101 &amp; SR 99...</td>
<td>GRAY HARBOR</td>
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<tr>
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<td>L.P.</td>
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<td>5,311,989.00</td>
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<tr>
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<td>2.00</td>
<td>4/29/2014</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>3,262,700.00</td>
<td>SR 599 UYEDA...</td>
<td>YAMASHITA</td>
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<td>PUYALLUP</td>
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<td>0007894</td>
<td>5,294,020.00</td>
<td>SR 9 AND SR 399...</td>
<td>THURSTON</td>
</tr>
<tr>
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<td>L.P.</td>
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<td>0007894</td>
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<td>I-5 SR 108 W...</td>
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<td>0007894</td>
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</tr>
<tr>
<td>HIGH VISIBILITY FENCE</td>
<td>1,370,000</td>
<td>L.P.</td>
<td>4.00</td>
<td>3/15/2006</td>
<td>GRANITE CONSTRUCTION CO</td>
<td>0007894</td>
<td>1,394,020.00</td>
<td>SR 121 BLOOM...</td>
<td>THURSTON</td>
</tr>
</tbody>
</table>

These results display Granites’ bid price for all contracts that they bid on, where the “visibility” Item was used and was a standard item.
By Job

This query provides detailed bid information for all WSDOT contracts that have been let and is an excellent resource for analyzing the bid results for any individual project.

- **Select Job** - For Job search. You may use the pull down to select a project. This pulldown is sortable by clicking on the column headings.

  You may also use the included “FIND” field to search for items in any of the columns.

- **Report Type** – Provides a variety of ways to view the data
  - **Sort by Contractor**, this creates a detailed bid report for each selected contractor.
  - **Sort by Pay item**, creates a bid report that shows what each selected contractor bid for the contract items.
- Sort by Pay Item Across Page. Compares contractors bids side by side for each pay item in the job.
- Compare Contractors Prices. This report is allows for the comparison of any 2 contractors.

Additionally, you can select to compare any of the bidders prices to the Engineer’s Estimate, the State Average price, or compared to the average of the other Bidders item prices for the job.
Setting Additional Criteria for the Job

Additional criterial may be set to refine your query to specific work within the job.

Use the "Select Items to include" to limit the results to a single bid item.

Or use a custom Group of items that you have previously setup to include in your query. 
(See Creating Custom Groups of Bid Items pg. 29)

NOTE: “Category” reporting is Not Applicable. BTP categorizes WSDOT items differently than we categorize and provides “generalized” information only.

- Graphing is available to visually depict what the high cost work is within each job, and how contractors compare, however it uses BTP categories, not WSDOT Sections.
By Contractor

This Query is useful for finding information about a specific contractor.

Allows you to select any “Contractor” and a “Time Frame” to see detailed job pricing information, job totals and average bid prices for items in jobs they have bid on.

- **Contractor** – Select a contractor from the list. You may also type in the name.

- **Report Type** – BTP provides several options to generate reporting for Contractor bidding practices, performance and history.

  - **Calculate Averages** - this report will list all items in all the jobs the contractor has bid on.

  - **Calculate Averages w/State Averages**, TO USE THIS, A SINGLE PAY ITEM MUST BE SELECTED. This report will compare the Contractors average bid for a single bid item, in all projects they have bid on, against the State average price.

  - **Categories Total Summary** – N/A, Reports on BTP categories of work (*different grouping than WSDOT sections*)
- **Job Totals Only** - Generates a report summarizing the Jobs the Contractor bid on, where it was located, their bidding position and their total bid for the project.

- **Job Detail Report** - This generates a by pay item report for each job the Contractor has bid. When running this report, leave the “All Jobs” selection as is to generate a report for all jobs the Contractor bid for the selected time frame, or select a specific contract to view result for a single job.

  The Job Detail Report by Sub Category and Job Detail Report Category Totals Only Summarize the Contractor bids by BTP Categories of work.

- **Select Items to Include** – Choose from the pull down menu what prices to include. i.e. “Only Low” will include prices from only those jobs where the selected Contractor was the Low Bidder.

- **All Jobs** – Leave this selection at “All Jobs” to include prices from all jobs the Contractor bid during the selected time frame, or select an individual job to report on.

- **All Pay Items** - Leave this selection at “All Pay Items” to include prices for all pay items in jobs the Contractor bid during the selected time frame, or select an individual pay item to report on.

- **All Categories** – N/A, BTP categories

- **All Pay item Groups** - Leave this selection at “All Pay Item Groups” to include prices for all pay items.
Using the Summary Analysis Tools

Letting Report (Bid Opening)
The Letting Report button allows you to either display a list of all the projects in a specific letting or to view letting amount totals over a period of time.

The Letting Report provides several reporting options for detailed or summary information about the Bid Openings.

- **Letting Detail**, this report will display all projects opened for the dates and parameters selected; the Engineer’s estimated price, each contractor’s bid, difference between the Engineer’s estimated price and the percent each bidder was over or under with their bid.

- **Letting Detail-Only Low Bidders**, This report lists the projects opened for the dates and parameters selected; The low bidder for the project, the low bid amount and the Engineer’s estimated amount.

- **Letting Summary**, This report summarizes the results of the bid openings for the selected dates and parameters.
- **Letting Summary by Region**,  
  This report summarizes the results of the bid openings for the selected dates and parameters by Region.

- **Letting Summary by Category**

- **Letting Summary by Project Type**
  These two reports provide summaries of the bid opening results by project type and work category.  
  *Please note the BTP Categories of work differ from WSDOTs and the results provided by these two reports provide “generalized” information only.*

**Setting query parameters**

Setting the parameters for your query is similar to that of all other reports, the exception being – for those reports that have the added, “Select Report Option” fields at the bottom of the Report Options panel, there is a “Sub Total” drop down field.  

The default for this is “Sub Total By Year”. This will work for all queries, however if you have set the “Select Time Frame” to include a date range instead a single bid opening date to report on, you may additionally choose to display sub totals:

- By Month
- By Quarter
Contractor Analysis

The Contractor Analysis report allows you to create reports showing bidding activity of any Contractor. This report will show what type of projects they bid, where they perform most of their work in the state and their performance compared to other contractors who bid the same jobs.

- **Contractor**
  Choose or enter a contractor from the list of those who have bid WSDOT projects.

- **Report Options**
  - **Show Low Bidder** – Report on only those projects where the selected contractor was the Low bidder.
  - **Show All Bidders** – Reports on all projects the selected contractor bid and their ranking compared to all contractors who bid the same project.
  - **Category Totals Report** – Provides a summary table of the selected performance on all projects the contractor bid for the time selected. This report also lists the BTP categories of work included in the projects the contractor bid, totals for each, how they performed, when they were the low bidder & not the low bidder.
  - **Show Single Bid Jobs** – Provides a summary table of the selected performance on all projects the contractor bid for the time frame selected, and a listing of all the projects bid where they were the only bidder.
Graphing, Mapping and Exporting

The Graphing button will generate a graph displaying the BTP Categories of work for the selected contractor. This shows the quantity of that work in all the projects they bid and the total dollars bid for that type of work.

**NOTE:** Blue bar indicates the selected contractor, and the red bar indicates the second low contractor in the combined work for the projects.
The Map button will generate a map displaying where the selected contractor bid projects and their performance for the projects they bid in those locations.

This map can be customized by selecting to display:

- $ dollar value of projects bid in various counties
- Number of jobs bid in each county
- Success rate for projects won by the contractor in each county.

After the color coded map is generated for any of the three options, use the mouse pointer to scroll over the county to display each numeric value.
Competitor Analysis

This report displays a report for any selected Contractor and a listing of their top competitors when bidding WSDOT projects. A competitor analysis may also be ran for any two selected Contractors. This can be especially useful for evaluating the bidding practices of contractors bidding in your area.

What do the Numbers Mean?

For the Contractor you have selected, 12 columns of data showing their bidding statistics are displayed. *(results displayed are dependent on the “Selected Time Frame”)

- **# Bids** – Number of projects bid on.
- **Avg. Bidders** – Average number of bidders per project.
- **Low** – How many times the selected Contractor was the Low Bidder.
- **Avg. Position** – Average Bidder position when bidding on projects.
- **% Low** – Percent of the time the selected Contractor wins Low bid.
- **$ Total Bid** – Dollar value of bids on all projects bid.
- **$ Avg. Bid** – Average dollar value bid per project.
- **Largest Bid** – Greatest dollar value bid for a project.
- **Left on the Table** – Total dollar value bid under Engineer’s estimate.
- **Total Low** – Total dollar value bid for all projects won.
- **% on Table** – Total dollar value bid under Engineer’s estimate for projects Won.
- **% Over Low** – Percent bid above Low Bidder on projects.
Comparing a Contractor to a Competitor

To view detailed information about how any two Contractors in your area compare when bidding against each other for projects,

Select a Contractor,  
Select a competitor,  
Check “List Projects”  
Select a Location, either a specific Region, or All Regions for a Statewide view.  
Select a Time Frame – 6 to 12 months just prior to the bid opening for your current project will return the best results for the analysis,

Click “Generate Report” button to view the Competitor Analysis Report.

Shown in the above example, Granite’s bids will normally come in lower than Lakeside.

If these were the only two bidders you expected to bid on your project, you could then use this information to further analyze Granite’s bidding practices for work in projects that is similar to that of your current project.
Market Analysis

This option allows you to create reports showing an overview of market share for Contractors bidding on WSDOT projects.

There are several different reports available for reporting on Contractor Market share.

- **Market Share** – Sorts by number of jobs won and dollar value
- **Number of Projects Bid** – Sorts by Contracts who bid on the most projects.
- **Value of Jobs Bid** – Sorts by the dollar value of projects bid.
- **Bidder Name** – Alphabetical List of all Contractors who bid on WSDOT projects.
- **Left on Table** – Sorts Contractors by % of project value above or below the Engineer’s estimate.

The Market Analysis reports by default, include all bid items of work in the contract the Contractor has bid.

When selecting items to include:

- Project Types
- Categories

Please remember that BTP Categories of work differ from WSDOTs and the results provided by these two reports provide “generalized” information only.

A graph may also be created by selecting a Time Frame and a Region or County. This will generate a visual depiction of the Contractors who do the most work in your area.

Additionally, any of the queried data may be exported to Excel for further analysis.
Quick Reference
Pay Item Group Setup

Setting up a custom pay item group is easy and useful when analyzing and creating reporting for multiple items of similar work type.

These custom pay item groups, once created, will be available for selection in the Report Options menu for reporting from the following data queries:

- By Contractor
- By Job
- By Pay Item
- PI Search
- Market Analysis

Creating a Custom Pay Item Group

In the Report Options menu, Select the Setup button next to the -- All Pay Item Groups --

The “Pay Item Groups” work area will be displayed
Click the Add button, This will display the “Edit Pay Item Group Name” box.

Create a Group Name for your custom item group.

If you would like this custom group to be visible only to you when using Bid Tabs Pro, uncheck the “Public Group” box.

Select bid items from the “Available Pay Items” list and move them into the “Selected Pay Items” box.

Click the “SAVE CHANGES” button that will appear at the bottom of the screen when you create the new Group, and click close to return to the main screen.

This custom group will now be available for all your Bid Tabs Pro sessions.
Custom Region Setup

Bid Tabs Pro by default has six Regions preset

- Region 1 = Northwest
- Region 2 = North Central
- Region 3 = Olympic
- Region 4 = Southwest
- Region 5 = South Central
- Region 6 = Eastern

You may use the Custom Region setup to create your own custom Regions, or a grouping of counties that you would like to be available when performing data analysis and reporting.

These custom Regions, once created, will be available for selection in the Report Options menu for reporting from the following data queries:

- By Contractor
- By Pay Item
- PI Search
- Market Analysis
- Con Analysis (contractor analysis)
- Comp Analysis (competitor analysis)

Shown below is an example of a custom Region for only counties that are considered Rural.
Creating a Custom Region

In the Report Options menu, under “Select Location
Select the Setup button next to the -- All Regions --

Click the “Add Custom Regions” button. This will display the “Region Name” box

Create a Custom Region Name for your new Region.

If you would like this custom Region to be visible only to you when using Bid Tabs Pro, uncheck the “Public Region” box.
**Adding Counties to your Custom Region**

To add counties to your custom Region, Click on the Region with your mouse. Each selected county will appear in the “County List” box. You may remove a county by clicking on it again.

Once all the counties for your custom Region have been selected, Click “Save Changes” and “Close”.

This custom Region will now be available for all your Bid Tabs Pro sessions.