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

BidTabs PLUS!

Bid Tabs Pro Plus – Quick Start User's Guide

What is Bid Tabs Pro Plus? (BTP+)

BTP+ is software that allows a uses 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

For Questions and Help, Please contact:
Tomi Hume @ 360.705.7456 or

BTP plus

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.

Project List

Project	County	JobNo	BidDate	Code
redcabin			10/04/2010	009
MELLEN TO BLAKESLEE			09/16/2010	008
10C517			09/14/2010	007
09Z014	Eastern	007897	09/02/2010	003
7835	COWLITZ	007835	12/02/2009	004
09Y012			04/20/2009	001

[Open] [New] [Delete] [Import] [Export]   [Close]
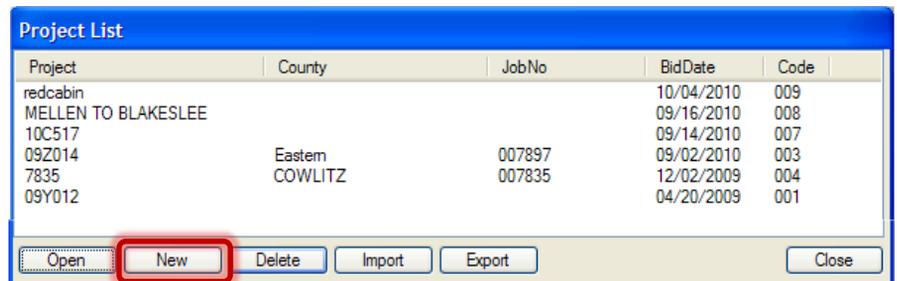
New Project

Project Name	09Z014
Project Location	Eastern Region
Project Number	007897
Pay Item Database	Washington
Pay Item Sort: ✱	Pay Item

Bid Date
09/02/2010

Units of Measure
⊙ English
○ Metric

[Save] [Cancel]

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**.

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.

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**.
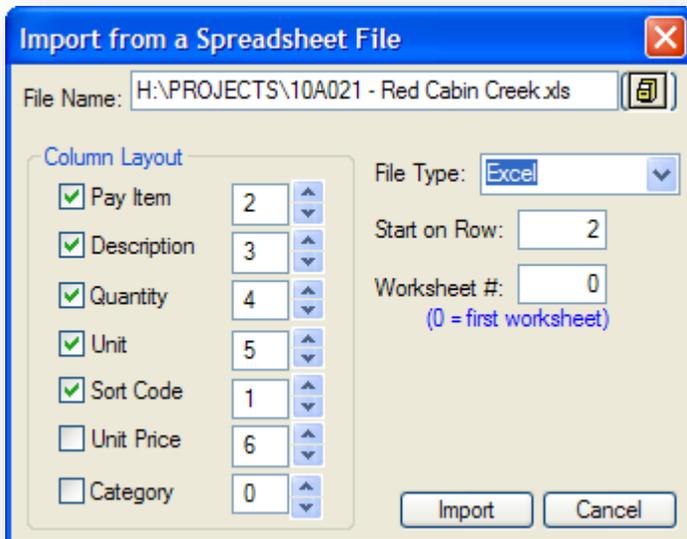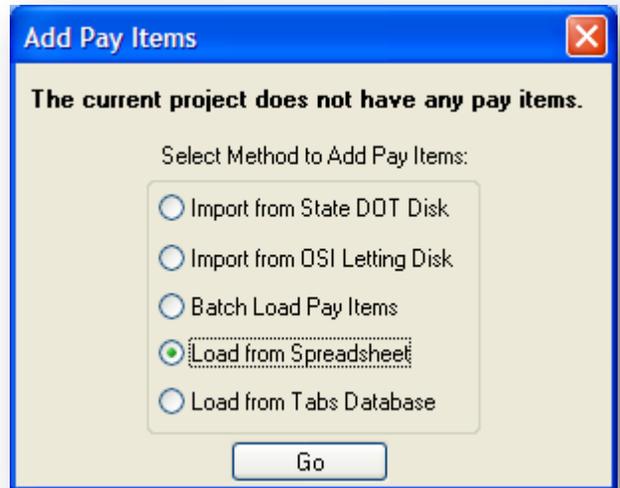
Pay Item = Standard Item Number.
Sort Code = Item sequence # .
            (if you have it listed in your spreadsheet)
Description = Item Name.
Quantity = Item Quantity from EBASE Estimate.
Unit = Unit of Measure.
Unit Price = Unit Price from EBASE Estimate.
Category = Section Header (rarely used).

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: DEMO

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

COMPARISON Columns

Save/Close   Save   Print   Add Pay Item   Delete   Funding Totals   Category Totals   Project Settings   Help

	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.

Load Tabs Prices

Load Prices into:
- ⦿ DOT Region 6   ○ GRANITE CONSTRU   ○ 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 [▼]
- ⦿ All Dates   ○ Date Range   [Last 12 Months ▼]
- ⦿ All Jobs   ○ Specific Project [▼]

Project Size Range: From: [0.00] To: [0.00]

Pay Item Quantity Range
[Set Parameters]

☑ Calc Std. Deviation   ☐ Only Load Zero Priced Items
☐ Include Non-Standard Items

[Select Items] [Advanced]   [Load] [Cancel]

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.

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

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

Pay Item Quantity Range: [Set Parameters] – (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"

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

Advanced Options

Type of Calculation
- ⦿ Quantity Weighted Average (default)
- ○ Straight Average (Mean)
- ○ Median Price (Middle Price)
- ☑ Omit high and low prices
- ☐ Prompt to Print Report (By Pay Item)

Region Options
   Select Region to Use: [DOT Region ▼]

Sort Options
Sort Jobs by: [BidDate & County ▼]
Sort Contractors By: [Contractor Name ▼]
Sort Pay Items By: [Pay Item ▼]

[Save] [Cancel]

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 **SELECT**ing the bid item cost, **CLICK**ing the **EDIT** menu and **SELECT**ing "**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.

Edit	Options	Databases	Rep
Edit Pay Item			
Add Pay Item			
Delete Pay Item			
Project Settings			
Category Totals			
Funding Totals			
Column Headings			
Alternates			
Freeze Columns		▶	
Zero Selected Items			
✔ Lock Pay Item Description			
✔ Lock Quantities			

or

Options	Databases	Reports	Load Tabs Data	Import/Export	Help
Copy Prices					
Copy Average of Comparisons to Bid				dd Pay Item	Delete
Compare Prices	▶		Quantity	Unit	
Zero Prices	▶	Delete Comparison 1 Prices			
Load Pre-Defined Categories		Delete Comparison 2 Prices			
Load Pay Item Groups as Categories		Delete Comparison 3 Prices			
✔ Show Number of Records Found		Delete Bid Prices			
✔ Show Standard Deviation			1.00 ACRE		

Refining Item Cost Data

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

To manipulate an items 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..

| 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 |
| Calculate Item cost on % |

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
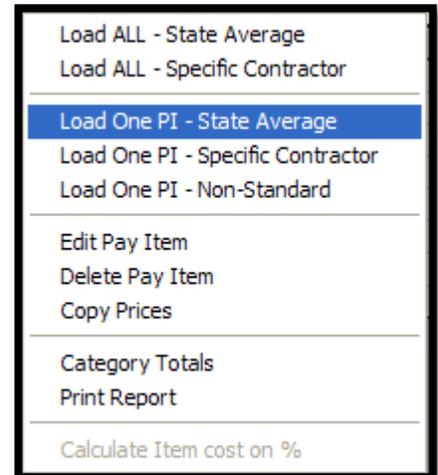
Select Pay Items

Pay Item 0025 CLEARING AND GRUBBING ACRE

Pos	Bid Date	Bidder	Quantity	Bid Price	County	Job Number	Job Size	Desc	N
6	02/19/2009	max j. kuney company	8.000	7,350.00	various	007649	17,747,153.15	i-5 mountlake terrace freeway stati	
1	02/19/2009	mid-mountain contractors, inc.	8.000	6,000.00	various	007649	17,747,153.15	i-5 mountlake terrace freeway stati	
3	02/19/2009	mowat construction company	8.000	7,000.00	various	007649	17,747,153.15	i-5 mountlake terrace freeway stati	
2	02/19/2009	pcl construction services, inc.	8.000	7,500.00	various	007649	17,747,153.15	i-5 mountlake terrace freeway stati	
4	02/19/2009	tri-state construction, inc.	8.000	3,000.00	various	007649	17,747,153.15	i-5 mountlake terrace freeway stati	
4	05/25/2011	ceccanti, inc.	8.460	4,700.00	pierce	008095	12,224,000.00	sr 161 24th st east to milton way w	
6	05/25/2011	d p k, inc.	8.460	4,100.00	pierce	008095	12,224,000.00	sr 161 24th st east to milton way w	
7	05/25/2011	gary merlino construction co...	8.460	1,500.00	pierce	008095	12,224,000.00	sr 161 24th st east to milton way w	

Number of Items Found:	945.00	Selected Pay Items:	325.00	Strt. Avg. of Selected:	6,957.61
Average of All Pay Items:	5,391.87	Median Price:	5,500.00	Wtd. Avg. of Selected:	6,488.59
☐ Show Excluded Items on Report				Standard Deviation:	6,531.24

Reset All | Delete Item | Preview | Export | Graph | Load Selected Item | Load Median | Load Strt Avg | Load Wtd Avg | Cancel

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

Menu:
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

EDIT PAY ITEM WINDOW

Pay Item: 0025   Desc: CLEARING AND GRUBBING
[Pick]
Quantity: 4   English Unit: ACRE
Metric Unit: HE

[Save/Add Another]
[Save] [Cancel]

> 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 menu:
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 dialog:
Copy FROM Column
○ Bid Price
◉ Comparison #1
○ Comparison #2
○ Comparison #3

Copy TO Column
◉ Bid Price
○ Comparison #1
○ Comparison #2
○ Compariosn #3

☐ Copy Selected Items Only
☐ Only Copy To Items with a Zero Price

[Copy] [Cancel]

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

Import/Export	Help
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	
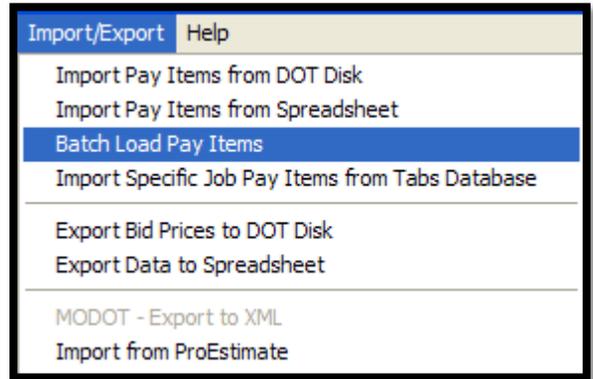
To Add a Custom Non Standard Bid Item:

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

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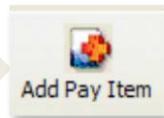
To add costs for a Non-Standard bid item that
has been used in a past WSDOT project,
See: LOAD ONE PI-NON STANDARD ITEM
in
Section 4-3 of the "How To Pages" in the back
of this guide

Edit	Options	Databases	Rep
Edit Pay Item			
Add Pay Item			
Delete Pay Item			
Project Settings			
Category Totals			
Funding Totals			
Column Headings			
Alternates			
Freeze Columns	▶		
Zero Selected Items			
✔ Lock Pay Item Description			
✔ Lock Quantities			

Add New Pay Item

Pay Item: Pay Item   Desc: ENTER A PAY ITEM DESCRIPTION
Pick

Quantity: 10.000   English Unit: EACH
Metric Unit: EACH
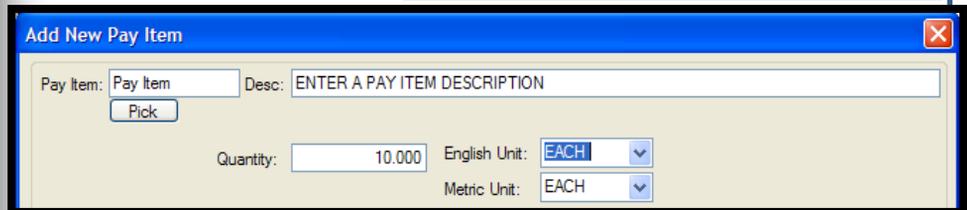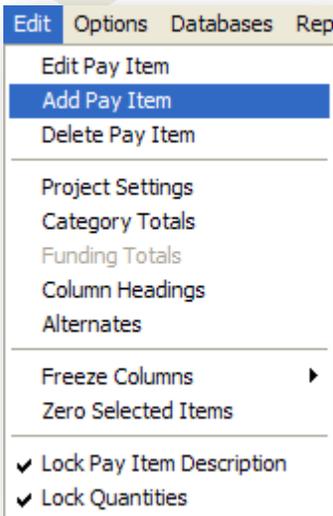
ENTER:
✓ **Pay Item Description**
✓ **Quantity**
✓ **English Unit**

Save/Add Another

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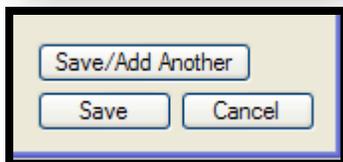
CLICK, SAVE to add one new non-standard bid item to the estimate
or
CLICK, SAVE/ADD ANOTHER to continue adding items

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.

BidTabs PLUS Report Options

Show On report
- ☑ Bid Prices   ☐ Show Extensions
- ☑ DOT Region 6   ☐ Show Extensions
- ☑ GRANITE CONSTRUC˙   ☐ Show Extensions
- ☐ comparison #3 Prices   ☐ Show Extensions

Report Options
- ☐ Double Space Report   ☐ Show Sort Code
- ☑ Print Gray Bar   ☐ Show Variance
- ☐ Show Categories   ☐ Show Record Count
- ☐ Show Std. Deviation

Paper Size: Letter (8-1/2" x 11")

[Print] [Preview] [Cancel]

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.

Data Update

BACK

Import Data

Where would you like to import the data from?

○ Import Data from your CD or Hard Disk

⦿ Import Data from the Internet
(You must be connected to the internet to use this option)

○ Copy data from a Shared Network Drive

Import   Cancel

Click on the DATE UPDATE Button.

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

Checking for Updates

User Name: ESK@WSDOT.WA.GOV   Password: •••••

Buy New State

Start   Cancel
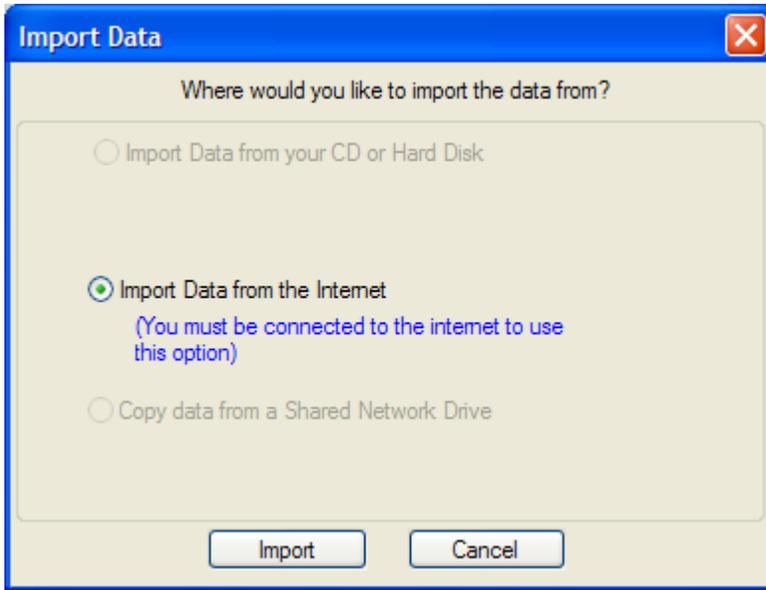
When the Checking for Updates window Is displayed,
Click,
START.

Data Updates

There are updates available for the following states. Click on the state to see the missing data.

Washington

Select the state to load OR press LOAD ALL to update all states.

Load All   Cancel
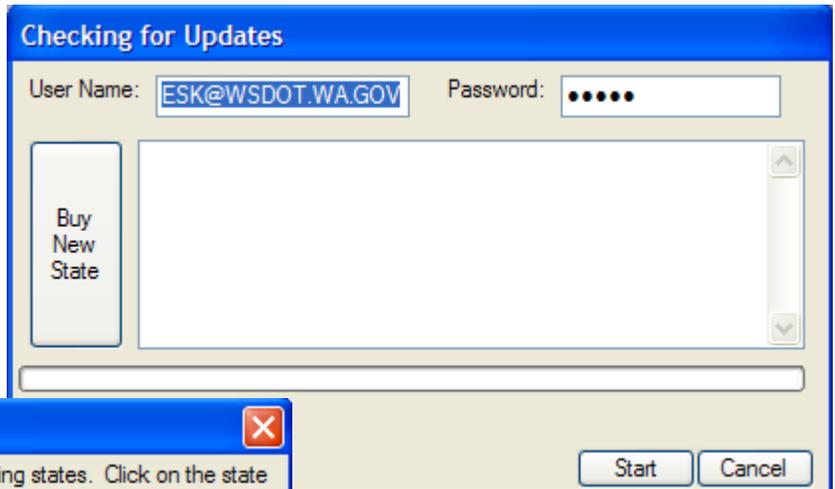
Select,
WASHINGTON
Click,
LOAD ALL

When the Windows close, your Updates are complete.

Sorting and User Regions

BACK
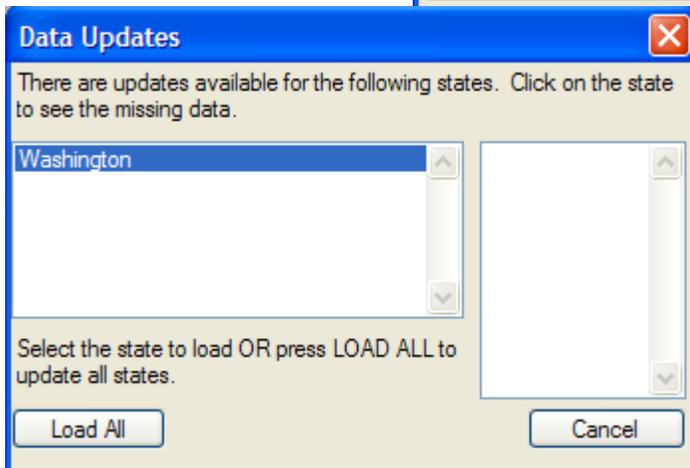
Setting Sort Options

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.
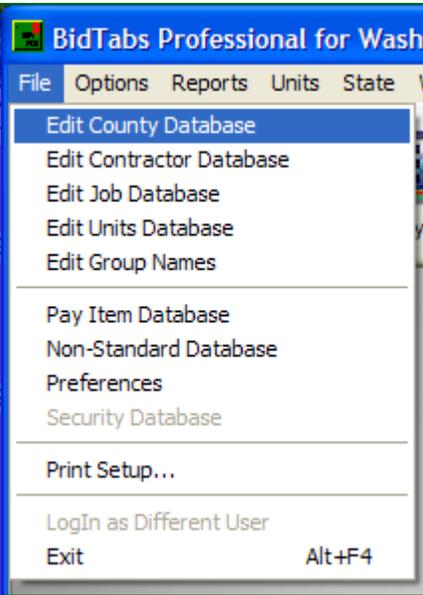
Select,
FILE
EDIT COUNTY DATABASE

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.

WA County Database
File Edit Window Help

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

Select Prices to Include

◉ All Prices   ○ Only Low   ○ Low 2   ○ Low 3

◉ All Counties   ○ Select County [▾]

○ All Regions   ◉ Sel USER Region [▾]
                                      9
◉ All Lettings   ○ Specified   All Lett 10   [▾]

Project Size: from: [0] to: [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.
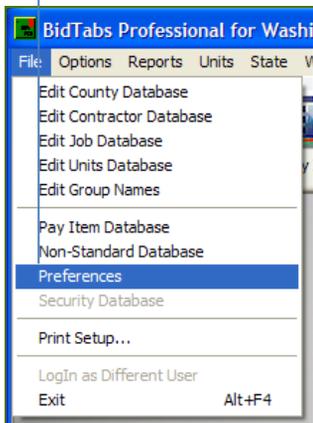
Click,
FILE
PREFERENCES
On the **SORT OPTIONS** tab
Select a User Region that you have
setup or select DOT Regions – to
include all Counties.
Click,
SAVE.

Program Preferences

Company Name: WSDOT
Data Directory: C:\Program Files\Oman Systems\WTabs\

Registration | Sort Options | PrintOptions | Communication/BackUp

Sort Jobs by: BidDate & County   ▾
Sort Contractors By: Contractor Name   ▾
Sort Pay Items By: Pay Item   ▾
Select Region Type: DOT Regions   ▾
                       DOT Regions
                       User Region 1
                       User Region 2
                       User Region 3
                       User Region 4
                       User Region 5

[Save] [Cancel]
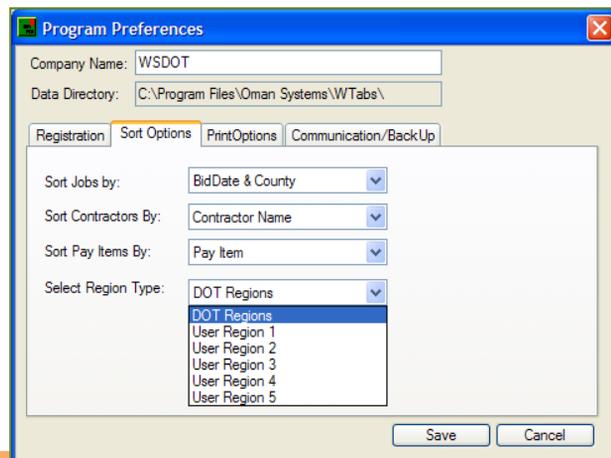
Export Data from EBASE to Excel

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.

🌐 Hyperlink   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

PS&E JOB NO: **TRAIN9**	DATE: 08/15/2007 PAGE: 1
CONTRACT NO: 000000	TIME: 14:00 VER: 1
WORK ORDER : XL1234	DOT-RGG100

OPEN:
The web page

From the EBASE web Page,
Under the TOOLS area,
SELECT:
"**EXPORT EBASE ITEM REPORT**"

Tools

- Export EBASE Item Rpt
- TRAINING Exercise
- Find A Control Section
- TAX Rates
- Trends in materials cost
- Starter Estimates
- Estimation Guidebook

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.

SQL Server Reporting Services
Home > Project > Construction >
CostAnalysis

Contents   **Properties**

📄 Preliminary Estimates by Item Category

📄 Preliminary Estimates by 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.
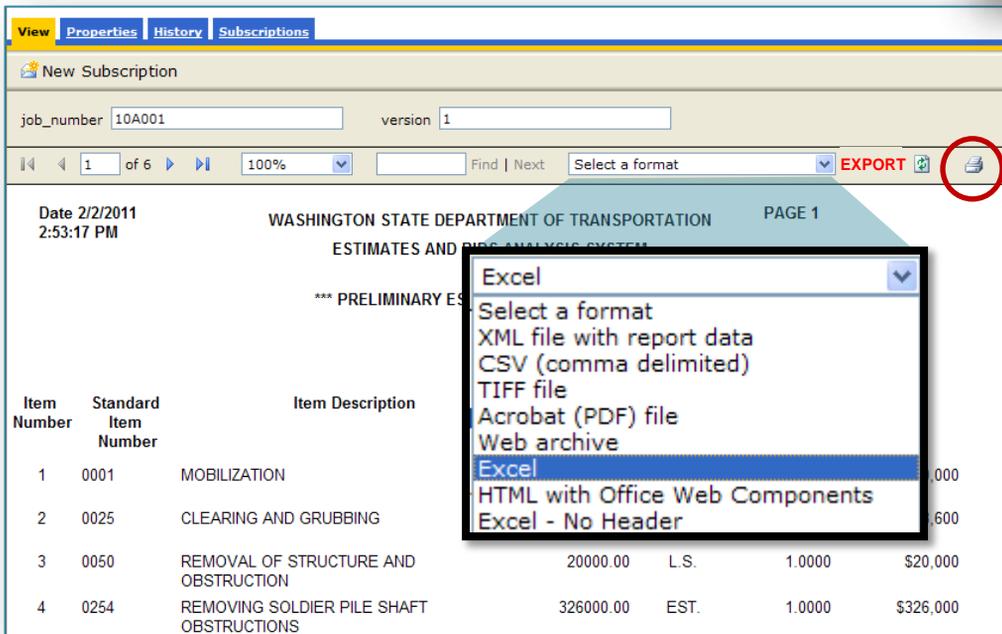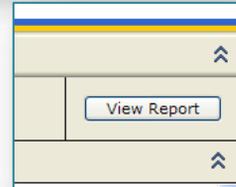
Print or Export

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.
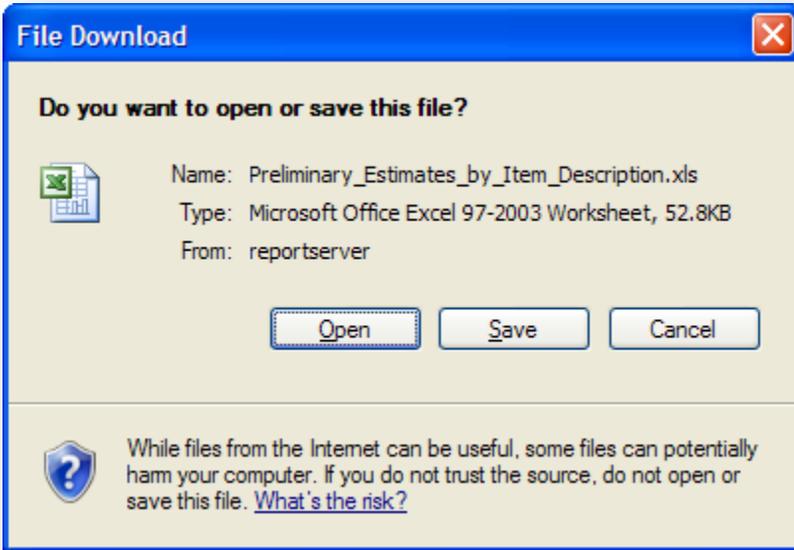
The "File Download" dialog box will be displayed:

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.

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.
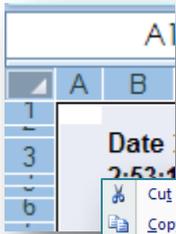
Right - Click the box before A1
SELECT:
    Format Cells
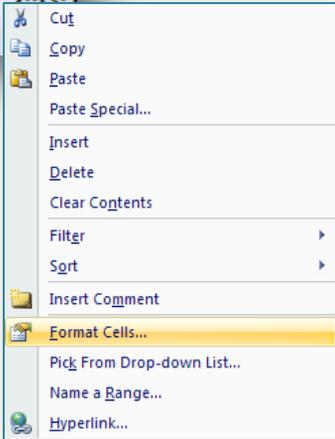
From the "Alignment Tab" Remove the checkmark from the "Merge Cells" Box.
CLICK:
    OK
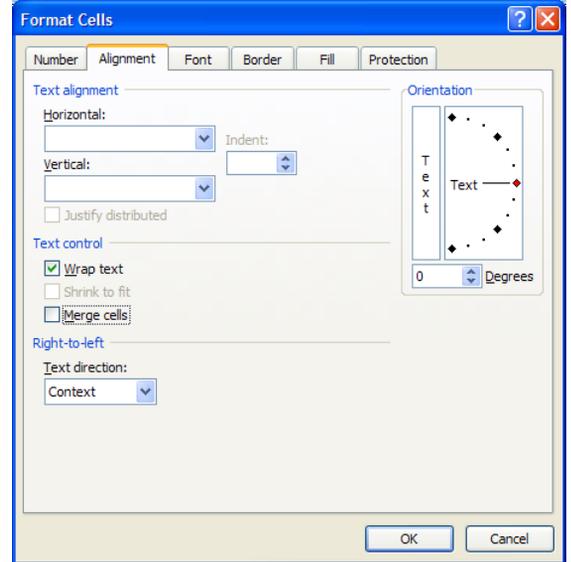
With the Merged Cells unmerged, Delete all of the extra Rows and Columns.

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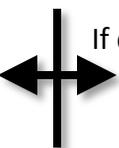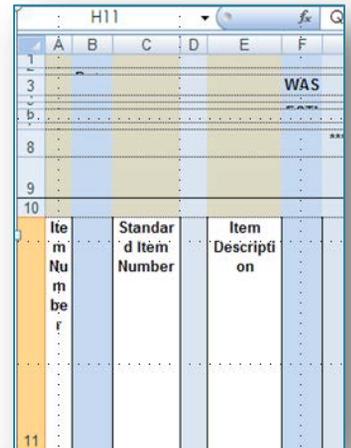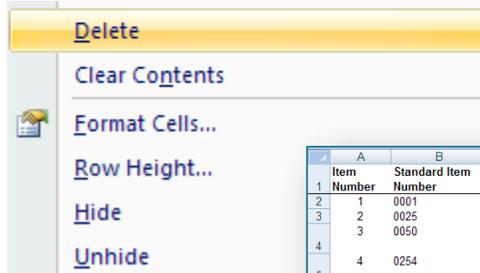
If desired, Format remaining Column widths
        To display field contents.

BTP Menu Functions

BACK

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/omanbidtabsplus.pdf

File	Edit	Options	Databases	Reports	Load Tabs Data	Import/Export	Help				
Save/Close	Save	Print	Add Pay Item	Delete	Funding Totals	Category Totals	Project Settings	Help			

File

New Project
Open Existing Project

Print
Print Exception Report
Print Category Totals
Export To Excel

Save
Save Copy
Save/Close

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
Add Pay Item
Delete Pay Item

Project Settings
Category Totals
Funding Totals
Column Headings
Alternates

Freeze Columns ▶
Zero Selected Items

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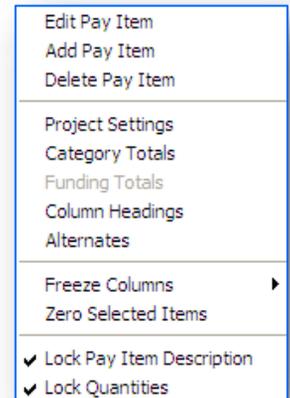
Edit Pay Item: Allows for revision of Description, Unit , Qty or to define as an Alternate..
Add Pay Item: (Icon Also Available) Insert a Std bid item from the PICK list or a user defined Bid Item.
Delete Pay Item: (Icon Also Available) Deletes selected item.
Project Settings: (Icon Also Available) Renames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

Options

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
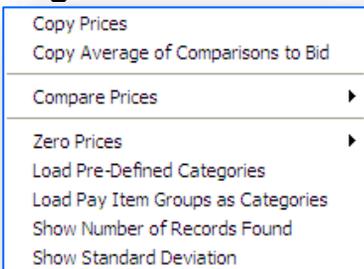
Copy Prices: Copies all the prices from one specified column to another.
Copy Average…: Replaces "Bid Price" with an average of the prices listed in the "Comparison" columns.
Compare Prices: Compares prices of the two user menu selected columns.
See UNIT VARIANCE and TOTAL VARIANCE columns on the far 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

BACK

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*)

Program Preferences

Company Name: WSDOT
Data Directory: C:\Program Files\Oman Systems\WTabs\

Registration | Sort Options | PrintOptions | Communication/BackUp

Sort Jobs by: BidDate & County
Sort Contractors By: Contractor Name
Sort Pay Items By: Pay Item
Select Region Type: User Region 3

DOT Regions
User Region 1
User Region 2
User Region 3
User Region 4
User Region 5

Save   Cancel

Load Tabs Data

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

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 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   ○ USER3 Region
⦿ All Dates ○ Date Range   Last 6 Months
⦿ All Jobs ○ Specific Project

Project Size Range: From: 0.00   To: 0.00

Pay Item Quantity Range

Set Parameters

☑ Calc Std. Deviation   ☐ Only Load Zero Priced Items
☐ Include Non-Standard Items

Select Items | Advanced   Load   Cancel

Load Prices from Exisisting PLUS Project

Select Project:

Search

Select Prices to Load
☐ Bid Prices
☐ Comparison #1
☐ Comparison #2
☐ Comparison #3

☐ Zero ALL Existing Prices for Selected Columns

Load   Cancel

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

BACK

PROJECT: BTP!

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

Save/Close   Save   Print   Add Pay Item   Delete   Funding Totals   Category Totals   Proje

	PAY ITEM	Description	Quantity	Unit	Bid Price	Bid Extension
1		HIGH VISIBILITY FENCE	0.00		0.00	0.00
2	0001	MOBILIZATION	1.00	L.S.	190,000.00	190,000.00
3	0080	REMOVING BITUMINOUS PAVEMENT	800.00	S.Y.	10.00	8,000.00

Pay Item Search

Project Pay Item

| HIGH VISIBILITY FENCE | 0.00 | |

Search Criteria

Pay Item: [ ]   ☐ Exact Pay Item Match

Description: [HIGH VISIBILITY]   [Copy] ☐ Check Units   [Search]

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, i...
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	cpm and subsidiaries

[Load Selected Item]

Totals

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

[Print] [Delete Item] [Reset All Items] [Advanced]   [Load Avg.] [Close]

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

<u>Load ONE PI – Non-Standard Item</u>:
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.

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:

<u>Import:</u> 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.

<u>Export Data to Spreadsheet</u>: 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~~