



Users Manual

VERSION 6.05

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FORWARD

More than 100 years of construction experience has provided us with the resources to develop outstanding software products for the construction industry. At one time, Oman Construction Company was one of the largest construction firms in the world. Projects that Oman Construction Company built include military bases around the world, dams, railroad lines, work on the Panama Canal and Alaskan Pipeline, and of course, thousands of miles of Department of Transportation (DOT) highway work in dozens of states.

Oman Construction Company has since phased out of directly working on highway jobs, but Oman Systems, Inc. (OSI) is engaged in the construction industry in a different aspect. OSI develops software products primarily geared for the heavy/highway construction industry.

BidTabs Professional (BTP) combines a database of historical bid tabulation data with an analysis system that is like no other product in the world. This system allows you to see industry trends, study your competition, map where the work is, view averages in specific regions, etc. Using multitudes of options, you can refine and target your searches to just the information you are looking for, whether it is pay item averages for a certain county or quantity range, or mapping where the asphalt work has been let in a state. The many applications of this information make this product an invaluable tool to anyone performing work with any DOT. *BidTabs Professional* has data from Department of Transportations in 46 states at this printing.

BidTabs PLUS (PLUS) is a companion software product to *BidTabs Professional*. It is a separate add-on module (program) that allows the user to set up a mini-estimating program. You can import pay item data for an upcoming job from any electronic format (such as Expedite or Excel) and then load pay item prices (averages) from BTP. Using BidTabs PLUS, you can quickly (in just a few seconds) “tab out” and categorize a project to see project size and work breakdown. You can compare your prices on an upcoming job to state average prices or to average prices for a specific contractor. You can also use this system to load prices from other similar projects that may have been bid in the past.

OSI has also developed easy-to-use yet powerful Windows-based estimating programs: **ProEstimate LITE**, **ProEstimate HEAVY** and **ProEstimate NETWORK**. Slideshow demos for the estimating systems are available on the Oman Systems Web Site (www.OmanCo.com).

INTRODUCTION

BidTabs Professional (BTP) is a one-of-a kind software program that allows a user to very quickly and easily sort through Department of Transportation (DOT) bid tabs data to generate reports on what is important to the user. Numerous parameters can be combined and set with the click of a mouse, allowing historical data to be sifted and sorted in ways never before possible. Consequently, an almost unlimited number of reports can be generated. Reports can be viewed, printed, or exported to spreadsheets.

The amount of historical bid tabs data varies from state to state. Some states have data back to 1993 while others go back a shorter period of time. Currently, OSI supports 46 states and is always working to add more. See the table below for the amount of data we have for each state.

State	Starting Date	State	Starting Date	State	Starting Date
Alabama	01/26/96	Arizona	04/17/03	Arkansas	02/01/95
California	05/01/96	Colorado	11/06/97	Connecticut	01/14/04
Delaware	04/09/02	Florida	07/28/99	Georgia	04/22/94
Idaho	07/18/00	Illinois	04/25/97	Iowa	07/15/97
Indiana	09/20/94	Kansas	08/19/98	Kentucky	01/22/93
Louisiana	01/27/99	Maine	04/23/97	Maryland	05/20/99
Massachusetts	10/06/01	Michigan	04/05/96	Minnesota	01/10/96
Mississippi	10/28/03	Missouri	06/30/94	Montana	03/28/02
Nebraska	08/13/98	Nevada	03/09/00	N. Hampshire	07/18/02
N. Mexico	01/15/99	N. Carolina	05/21/96	N. Dakota	06/15/01
Ohio	01/07/98	Oklahoma	01/23/97	Oregon	07/09/98
Pennsylvania	11/11/97	Rhode Island	11/18/98	S. Carolina	07/14/98
S. Dakota	03/10/05	Tennessee	07/29/94	Texas	01/07/97
Texas - Maint	07/07/98	Utah	02/05/97	Vermont	01/07/00
Virginia	03/17/93	Washington	01/05/00	W. Virginia	11/19/96
Wisconsin	01/21/97	Wyoming	03/12/98		

Updates for the latest bid tabs data are made available to BTP users soon after the letting results are made public by the DOT. Data updates are typically available one week after the DOT posts the data for a letting. Minor or subsequent postings for a letting may be delayed until the next posting.

Once the data is available from the DOT, we verify and convert the data for use within BTP and then post the data (in a ZIP file) on the Oman Systems web site (www.OmanCo.com). Users may automatically download the data directly into their BTP program from the Internet or download the data onto hard drives on their computers and then import the data in to BTP. Users can also receive updates on floppy disks.

REPORT OPTIONS

There are two main categories of reports available in *BidTabs Professional*:

Summary Reports (Chapter 3)	Detailed Reports (Chapter 2)
Letting Report	By Contractor
Contractor Analysis	By Pay Item
Competitor Analysis	By Job
Market Analysis	PI Search
Pricing Trend Reports	Compare Two Contractors

The summary reports utilize the detailed tabs data to create summary information for each report. The detailed reports will list the specific tabulation information in detail. Each of these reports along with all the available options for each report is explained in more detail in Chapter 2 and Chapter 3.

Common Report Option Buttons

Print

This button will print a report to your current default printer. If this button is grayed out, you have not entered some required information.

Preview

This button will display a report on your screen. If this button is grayed out, you have not entered some required selection criteria.

Export

This button will export a report to a file. If this button is grayed out, you have not entered some required selection criteria. The file type is set on the File: Preferences screen.

Graph

This button will display a graph using the current report settings. If this option is grayed out, then the graph is not available for the current settings. (This option is only available on the By Job, By Pay Item, Letting, Contractor Analysis, and Market Analysis reports.)

Map

This button will display a state map by county showing the current report settings. If this option is grayed out, then the map is not available for the current settings. (This option is available on the Contractor Analysis and the Letting reports as well as the county database when selecting user defined regions.)

Advanced

This button allows you to change the way the system will calculate the averages (weighted average, straight average, median price). This option is explained in more detail in Chapter 4 in the Advanced Settings on Page 74.

Cancel

This button will close the current window.

LICENSE AGREEMENT

Please take a few moments to read the following license agreement. BY INSERTING ANY DISK AND/OR BY USING THIS PROGRAM, YOU WILL BE INDICATING THAT YOU UNDERSTAND THIS AGREEMENT AND AGREE TO USE THIS PRODUCT ON THE TERMS AND CONDITIONS DETAILED BELOW.

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CHAPTER 1

GETTING STARTED

**PLEASE CONTACT REGION I.T. SUPPORT FOR
INSTALLATION OF THE BID TABS PRO SOFTWARE**



CHAPTER 2

DETAILED REPORT OPTIONS

BY CONTRACTOR REPORT

This report is particularly useful for finding information about a specific contractor. It allows you to select any contractor and see detailed price information, job totals, average prices, etc. The Report Options screen for this report is shown in Figure 2.1. Each of the options on this screen is explained below. Basic reports include:

- Average Price Report by Pay Item or Category
- Job Totals Only
- Detailed Job Listing Report

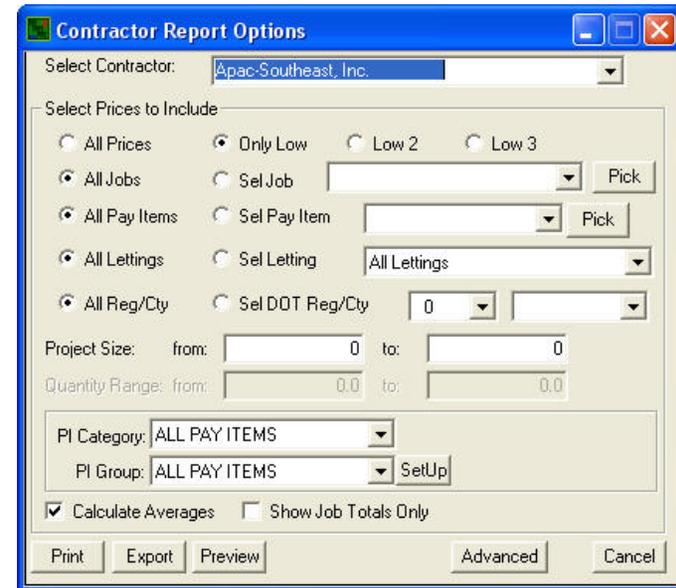


Figure 2.1

Select Contractor

Click on the down arrow to display a list box showing all contractors in the database; you can select the desired contractor from the list OR you can start typing the contractor name and the list box will scroll to the name you are typing. When you see the desired name in the list, click on the name and it will be selected.

All Prices/Only Low/Low2/Low3

Click on one of these four buttons to select the bid position of the prices to include in the report. For example, to include projects and prices only when the selected contractor was the low bidder, select "Only Low"; selecting "Low 3" will include the prices when the selected contractor finished low, second lowest or third lowest. The report will yield the contractors average prices followed by a # indicating the number of times the contractor has bid each pay item with the selected criteria, i.e.: Low, low 2, low 3, etc. Note that some states only publish tabs data for the three low bidders on each project.

All Jobs/Sel Job

Selecting “All Jobs” will include all jobs this contractor has bid. Selecting “Sel Job” allows you to select a specific job in the box to the right. You can enter the job number by 1) clicking on the down arrow to see a list of all job numbers and select a job from that list 2) pressing the Pick button to open up a database of all the jobs from that state. On the PICK screen you can change the order in which the jobs are displayed by double-clicking on the column heading. For example, to sort the jobs by county, double-click the column heading “County.” Once you have located the desired job, double-click anywhere on the row and it will be entered into the “Sel Job” field.

All Pay Items/Sel Pay Item

Selecting “All Pay Items” will include all pay items for the contractor you have selected. To run a report for a specific pay item, you must first select a specific pay item in the list box. You can directly enter the pay item number, or you can click on the down arrow to see a list of all pay item numbers and select the one you want. (Please note that some states, such as Illinois and Texas, have an enormous number of pay items where a list box-displaying numbers is not feasible. Pay items for these states will need to be typed in OR selected by using the PICK button.) Select the PICK button to open up the database of all pay items. You can double-click on the column headings to sort the list based on that column. For example, double-clicking on the word “Description” will sort the pay items based on the pay item description. Once the database is open you can also hit your control key and the letter F or go to Edit/Find and a window will open that will allow you to find a specific pay item by number or by the first word of the description. Double-clicking the desired pay item will close the PICK window and enter the pay item number in the pay item field.

All Lettings/Sel Letting

This option allows you to load prices and calculate averages from a specific letting or range of lettings. There are three types of date ranges you can enter: (1) all dates, (2) specific dates (i.e. starting and ending dates) as shown in Figure 2.1a or (3) pre-defined date ranges (i.e. last 6 months, last year, etc.) as shown in figure 2.1b.



Figure 2.1a

When selecting a pre-defined date range you can select from the choices listed below. Note that the first four options by month will begin with TODAY'S date when computing the amount of data to display so if the tabs database is not up to date and is more that 6 months behind, then the report will not return any data if you select the “Last 6 Months” option.

- | | |
|--------------------------------------|------------------------------------|
| <input type="radio"/> Last 6 Months | <input type="radio"/> Current Year |
| <input type="radio"/> Last 12 Months | <input type="radio"/> Last Year |
| <input type="radio"/> Last 24 Months | |
| <input type="radio"/> Last 36 Months | |



Figure 2.1b

All Reg/Cty / Sel DOT Reg/Cty

“Reg” stands for “region” or “district;” “Cty” stands for “county.” By selecting “All Reg/Cty” you are including all the regions and all the counties--which mean this setting is statewide in scope. Selecting “Sel Region/Cty” allows the user to select either 1) a specific region; click on the down arrow for the first box to the right and select the desired region, OR 2) a specific county; click on the down arrow for the box furthest to the right and select the desired county. If

the “Use Custom Regions” option is selected under File: Preferences; see the next option.

Select USER Reg/Cty

When the “Use Custom Regions” option is selected under File: Preferences or via the Advanced Button on the report options, the “DOT Region” will be replaced with “USER Region” in the report options. For more information about setting up USER regions, see “Using DOT and User Regions” in Chapter 4 on page 69.

Project Size

By entering amounts in these fields, you can set up parameters to include only pay items from projects of a certain size. For example, if you were interested in pay items from projects from \$5–10 million in size, you would type in 5,000,000 and 10,000,000 in the “from” and “to” fields; if you were interested in projects greater than \$5 million, you would only type in 5,000,000 in the “from” field and leave the “to” field set to zero. By leaving these boxes blank (set to zero), the system will include all projects. The system uses the low bidder’s total bid to determine project size.

Quantity Range

You can search for a specific pay item by quantity range. By leaving these boxes blank the report will include all quantities of pay items. This option is only available if a specific pay item is selected.

PI Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems, and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to “ALL PAY ITEMS”, which indicates that no specific category is selected for the desired report.

To select pay items from a group of categories, from the drop down box, scroll to the last item and select the “Selected Categories” option. You will then see a “Select” button next to the category selection box. Press SELECT button to display the window shown in Figure 2.1c. Click on the box next to the categories you want to include, and then select save.

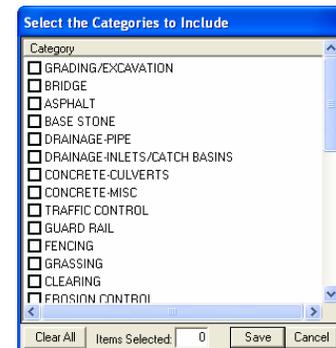


Figure 2.1c

Pay Item Group

In order for this option to work you must first create a group of pay items by selecting the “SETUP” button. For more information on creating and using pay items groups, see the section titled “Using Custom Pay Item Groups” in Chapter 4 on Page 72. The “All Pay Items” must be selected before this option is available. (“ALL PAY ITEMS” indicates that no group is selected for the desired report). To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names of groups that you have

previously set up. Only those pay items contained in the selected pay item group will be included in the report.

Calculate Averages

By checking this box the program will display each pay item number, description, average quantity, unit, average price, high bid, low bid, and number of times bid for every pay item meeting the selection criteria previously entered.

When a pay item is selected and the Calculate Averages box is UN-checked, the program will display all jobs this pay item was bid in, the quantity for the job, the unit price, and extended price, followed by a Pay Item Averages summary box that contains the average price, high price, low price, average quantity, total quantity and number of times bid.

Show Job Totals Only

If this box is checked, the program will display the job number, county, bid date, position, metric or English units, and total bid amount for all the jobs meeting the selection criteria previously entered. It will not list weighted average prices for all pay items from those jobs. A sample of this report is shown in Figure 2.1d.

Detailed Job Listing

If both the “Calculate Average” AND “Show Job Totals Only” boxes are UN-checked, the report will list all pay items and prices for all the jobs meeting the selection criteria previously entered.

Subtotal By Category

This option is available only if “Calculate Averages” and “Show Job Totals Only” are UN-checked AND a specific project is selected. When this option is selected, after the project detail is printed, the system will list totals for each pre-defined pay item category. When “Calculate Averages” is unchecked and “Show Job Totals Only” and “Subtotal by Category” are checked you can see dollar amounts, quantities and percentages for all work categories by a contractor.

Print Job Descriptions

This option is found under File/Preferences. When the “Calculate Averages” is UN-checked and print job descriptions is checked under File/Preferences, the By Contractor report will display a brief description of the project depending upon what information your state publishes electronically.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can select DOT regions or USER defined regions. You can sort both jobs and pay items to customize your reports. See Chapter 4 on Page 74 for more information on this option.

By Contractor Sample Report

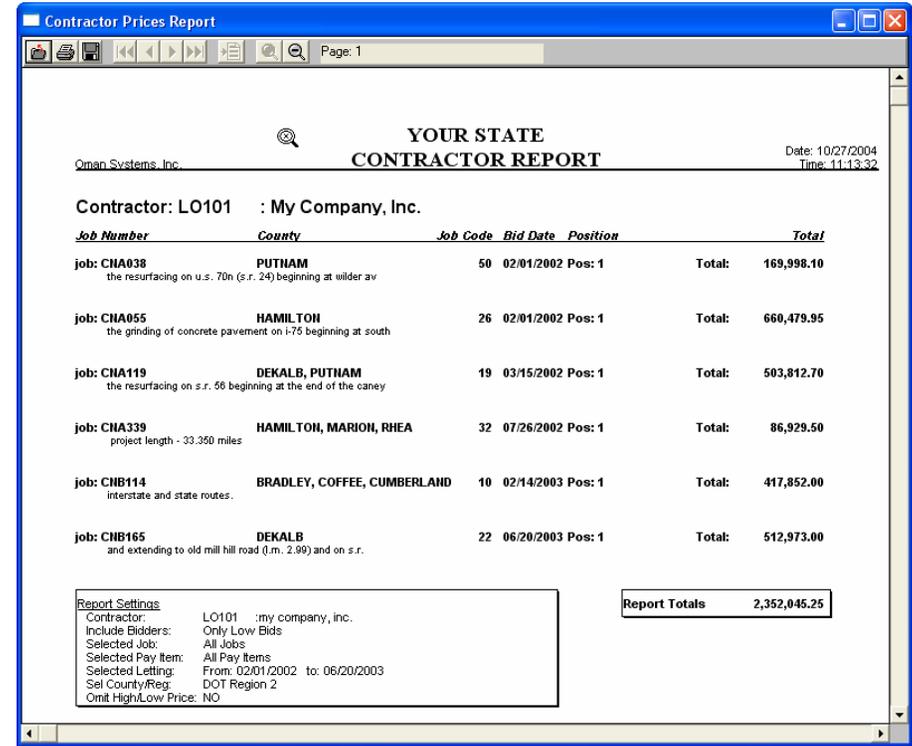


Figure 2.1d

BY JOB REPORT

This report is particularly useful for finding detailed information on any one particular job. It will print a listing of pay item prices for one or all contractors for a specific project. Please note that some states only list the low three bidders. The Report Option screen for this report is shown in Figure 2.2. Basic reports include:

- Detailed Job Report for one contractor
- Detailed Job Report for all contractors
- Load prices from the Engineers Estimate
- Review all prices for one category or all categories
- Graph the category breakdown of a project

Figure 2.2

Select Job This field is used to enter the job number for the desired report. You can enter the job number by 1) clicking on the down arrow to see a list of all job numbers and select a job from that list, or 2) pressing the “Pick” button to open up a database of all the jobs as shown in Figure 2.2a. On the PICK screen you can change the order the jobs are displayed by double-clicking on the column heading. For example, to sort the jobs by county double-click the column heading “County.” Once you have located the desired job, double-click anywhere on the row and it will be entered into the “Select Job” field.

Job No	County	BID DATE	Job Code	AB Job No
1	DENVER	10/14/2004	3	MTCE 06-062
2	ADAMS, JEFFERSON	10/07/2004	2	MTCE 06-045
3	OURAY, MONTROSE	10/07/2004	3	SHE 5502-047
4	MOFFAT, ROUTT	09/23/2004	1	SHE 0403-049
5	REGION 3	09/16/2004	7	MTCE 03-009
6	REGION 3	09/16/2004	6	MTCE 03-019
7	MINERAL	09/16/2004	2	STA 1424-021
8	LA PLATA	09/16/2004	5	NH 1802-100
9	LA PLATA	09/02/2004	3	MTCE 09-049
10	REGION 6	09/02/2004	3	MTCE 06-049
11	DOUGLAS	09/28/2004	1	SHE 4701-105
12	JEFFERSON, DOUGLAS	09/19/2004	3	MTCE 06-046
13	REGION 3	09/19/2004	8	MTCE 03-017
14	WELD	09/19/2004	1	C 090A-006
15	REGION 6	09/12/2004	2	MTCE 06-048
16	JACKSON, LARIMER	09/12/2004	5	MTCE 04-053
17	EL PASO	09/12/2004	1	NH 0243-069
18	SUMMIT	09/12/2004	6	STA 0951-016
19	REGION 4	09/05/2004	6	MTCE 04-055
20	REGION 4	09/05/2004	7	MTCE 04-054
21	WELD	09/05/2004	4	MTCE 04-048
22	GARFIELD, SUMMIT, EAGLE	09/05/2004	8	IM 0702-250
23	PARK	09/06/2004	5	STA 2954-107
24	CLATSOP	09/06/2004	5	STA 0709-102

Figure 2.2a

All Contractors/Sel Contractor Once a job is selected, choosing “All contractors” will include the names and relevant information of all contractors who bid the job on your report. Selecting “Sel Contractor” allows the user to select a specific contractor in the box to the right. Clicking on the down arrow opens a list box of all the contractors for that project and their bid position.

Engineers Estimate

Some states publish the Engineers Estimate. To select this option, see the Select Contractor procedures (above) rather than selecting a specific contractor, select the last option in this list which is Engineers Estimate. You can select either a Specific Contractor or the Engineers Estimate.

All Pay Items/Sel Pay Item Once a job is selected, choosing “All Pay Items” will include all pay items from that project in your report. Selecting “Sel Pay Item” allows you to select just one specific pay item from that project. Clicking on the down arrow opens a list box of all the pay items for that project.

Pay Item Group

In order for this option to work, you must first create a group of pay items by selecting the “Setup” button. For more information on creating and using pay item groups see the section titled “Using Custom Pay Item Groups” in Chapter 4. The “All Pay Items” must be selected before this option is available. (“ALL PAY ITEMS” indicates that no group is selected for the desired report). To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names that you have previously set up. Only those pay items contained in the selected pay item group will be included in the report.

All Categories/Sel Category This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to “ALL PAY ITEMS”, which indicates that no specific category is selected for the desired report.

To select pay items from a group of categories, from the drop down box, scroll to the last item and select the “Selected Categories” option. You will then see a “Select” button next to the category selection box. Press the SELECT button to display the window shown in Figure 2.2b. Click on the box next to the categories you want to include, and then select save.

Figure 2.2b

SORT REPORT OPTIONS

By Contractor Selecting this option creates a report which shows the entire list of prices and pay items bid by each contractor, one contractor after another.

By Pay Item Selecting this option creates a report that shows what each contractor bid on each pay item, one pay item after another.

By Pay Item Across Page This option lists the unit prices and extensions for the top three bidders for a project across the page (landscape style). By checking the “Legal” box the report will display up to five bidders in landscape mode on legal size paper and by selecting the “Ledger” box the report will display up to six bidders on ledger size paper. All five will be displayed on your screen and will print correctly using Legal sized paper. See Figure 2.2d for an example of this report.

By Pay Item Across Page (Compare) This option lists the unit prices for the top six bidders for a project. If you select a specific bidder, then the report will compare that bidders prices to the other bidders and highlight the prices where the other bidders were lower. Unlike the previous report, this report lists only the unit prices, not the extended prices.

Show Category Subtotals By selecting this option, you will see prices for each pay item as well as totals for each category.

Include ONLY Category Subtotals When selected, only the totals for each category will be listed.

GRAPH Color graphs can be created for any contractor on any job. The graph will show a breakdown of the project by the category of work rather than by individual pay items. To view a graph, first select a job, then select a contractor. Check “Show Category Subtotals” and “Include ONLY category totals” then select the graph button. Once the graph is displayed you have the option to see categories of the job in a pie chart by description, dollar amount or percentage of job amount. The total dollar amount of the job by the selected contractor is displayed on the bottom of the report. If no specific contractor is selected, the settings will default to the lowest bidder. An example of a graph is shown in Figure 2.2c.

Sample By Job Report

Pay Item	Description	Quantity	Unit	Low Bidder		2nd Bidder		3rd Bidder	
				MID-TECH PAVING CO INC	Unit	CIVIL CONSTRUCTORS, INC.	Unit	JENCO CONSTR., INC.	Unit
201-01	Clearing & Grubbing	1,000	L.S.	14,000.00	14,000.00	21,780.00	21,780.00	25,000.00	25,000.00
202-04-01	Removal Of Structure	1,000	L.S.	525.00	525.00	250.00	250.00	500.00	500.00
202-06-01	Removal Of Buildings	1,000	L.S.	5,250.00	5,250.00	2,500.00	2,500.00	10,000.00	10,000.00
203-01	Road & Drainage Excavation (Unclass)	4,847,000	C.Y.	12.30	57,158.10	10.50	48,793.50	14.25	68,219.75
203-03	Borrow Excavation (Unclass)	271,000	C.Y.	15.50	4,200.50	3.00	813.00	15.00	4,065.00
203-06	Water	4,000	M.G.	10.00	40.00	15.00	60.00	5.00	20.00
203-07	Furnishing & Spreading Topsoil	61,000	C.Y.	15.50	945.50	25.00	1,525.00	15.00	915.00
204-07	Bedding Material (Pipe) Class B	260,000	C.Y.	26.00	6,760.00	25.40	6,604.00	22.00	5,720.00
209-03	Check Dams	10,000	S.F.	50.00	500.00	10.00	100.00	10.00	100.00
209-05	Sediment Removal	20,000	C.Y.	1.00	20.00	3.00	60.00	10.00	200.00
209-06	Baled Hay Or Straw Erosion Checks	1,000,000	BALE	4.25	4,250.00	6.00	6,000.00	5.00	5,000.00
209-08-01	Temporary Filter Barrier	1,100,000	L.F.	2.00	2,200.00	1.75	1,925.00	2.00	2,200.00
303-01	Mineral Aggregate, Type A Base, Ora	2,224,000	TON	14.00	31,136.00	14.00	31,136.00	13.85	30,802.40
307-01.01	Bit Plant Mix Base (BpmB-Hm)	603,000	TON	51.00	30,753.00	40.00	24,120.00	38.50	23,215.50
307-01.08	Bit Plant Mix Base (Hm) Or B-Mod2	305,000	TON	52.00	15,860.00	50.00	15,250.00	49.50	15,097.50
402-01	Bituminous Material (Pc)	5,000	TON	325.00	1,625.00	260.00	1,300.00	264.00	1,320.00
402-02	Aggregate For Cover Material (Pc)	17,000	TON	25.00	425.00	25.00	425.00	24.75	420.75
403-01	Bituminous Material (Tc)	1,000	TON	325.00	325.00	250.00	250.00	244.20	244.20
411-01.01	Asphalt Cement (Ac) Grading D	28,000	TON	260.00	7,280.00	275.00	7,700.00	264.00	7,392.00
411-01.02	Mineral Aggregate (Ac) Grading D	432,000	TON	50.00	21,600.00	40.00	17,280.00	38.50	16,632.00
411-01.07	Asphalt Conc Surfaces(Hm) Gr. E (13,000	TON	60.00	780.00	45.00	585.00	44.00	572.00
415-01.02	Cold Planing Bituminous Pvmt	2,850,000	S.Y.	2.75	7,837.50	3.50	9,975.00	3.30	9,405.00
604-01.01	Class A Concrete	1,000	C.Y.	1,050.00	1,050.00	1,250.00	1,250.00	962.50	962.50
604-01.02	Steel Bar Reinforcement (Roadway)	61,000	LBS	5.25	320.25	2.00	122.00	1.10	67.10
607-03.02	18" Conc Pipe Culvert (Class II)	606,000	L.F.	36.00	21,816.00	39.00	23,834.00	28.00	16,968.00
607-05.02	24" Concrete Pipe Culvert (Class II)	492,000	L.F.	47.50	23,370.00	50.70	24,944.40	38.50	18,942.00
611-01.02	Manholes > 1m - 2m Depth	1,000	EACH	3,100.00	3,100.00	2,090.00	2,090.00	2,500.00	2,500.00

Figure 2.2d

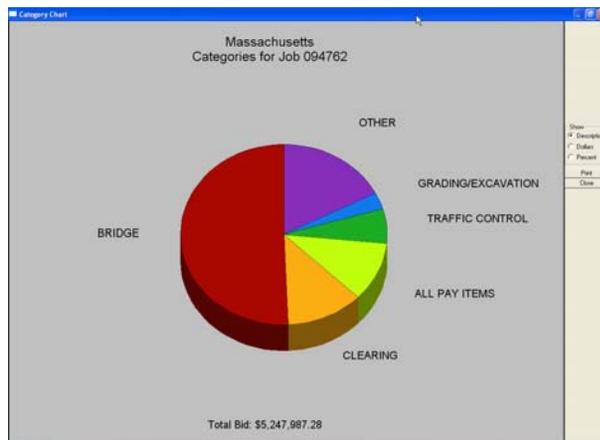


Figure 2.2c

BY PAY ITEM REPORT

This report is among the most useful and most used reports created in *BidTabs Professional*. This report is excellent for determining average prices of pay items according to criteria set by the user. Quantity range, territory range and other parameters can be changed to generate an almost unlimited number of different reports. Every report includes statistics which reflect the high, low, weighted average, straight average, total quantity, average quantity and number of times this pay item was found in the report. Specific pay item reports will also include a list showing each time the pay item was bid and in which project, as well as the bid price. The Report Options screen for this report is shown in Figure 2.3. Each option is explained below. Basic reports include:

- Weighted Average/Straight/Median Price by Pay Item
- Detailed List of All Pay Items
- Monthly Trend Reports
- Annual Trend Reports
- Graphs

Figure 2.3

Pay Item

To run a report on a specific pay item, you must first select a specific pay item in the box on this line. You can directly enter the pay item number, or you can click on the down arrow to see a list of all pay item numbers and select the one you want. (Please note that some states, such as Illinois and Texas, have such a tremendous number of pay items that a list box displaying numbers is not feasible. Pay items for these states will need to be typed in OR selected by using the PICK button.) Select the PICK button to open up the database of all pay items. You can double-click on the column headings to sort the list based on that column. For example, double-clicking on the word “Description” will sort the pay items based on the pay item description. Once the database is open you can also hit your control key and the letter F or go to Edit/Find and a window will open that will allow you to find a specific pay item by number or by the first word of the description. Double-clicking the desired pay item will close the Pick window and enter that pay item number in the pay item field.

Pay Item Group

In order for this option to work, you must first create a group of pay items by selecting the “Setup” button. For more information on creating and using pay item groups, see the section titled “Using Custom Pay Item Groups” in Chapter 4 on Page 72. The “All Pay Items” must be selected before this option is available. (“ALL PAY ITEMS” indicates that no group is selected for the desired report). To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names that you have previously set up. Only those pay items contained in the selected pay item group will be included in this report.

PI Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems, and pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to “ALL PAY ITEMS”, which indicates that no category is selected for the desired report.

You can also select a group of categories by selecting the “Selected Categories” option at the bottom of the list. You can then press the SELECT button to display the window shown in Figure 2.3a and select the categories you want to include.

Figure 2.3a

All Prices/Only Low/Low 2/Low 3 Click on one of these four buttons to select the bid position of the prices to include in the report. For example, to include projects and prices only when the selected contractor was the low bidder, select “Only Low”; selecting “Low 3” will include the prices when the selected contractor finished low, second lowest or third lowest. Note that some states only publish tabs data for the three low bidders on each project and thus “All Prices” would include the same data as “Low 3”.

All Counties/Sel County Selecting “All Counties” will include all the counties in the state in the report. Selecting “Sel County” allows the user to only search through a specific county in the box to the right. You can directly enter the county name or click on the down arrow to see a list of all available counties and select one from the list.

All Regions/Sel DOT Reg “Reg” stands for “region” or “district;” By selecting “All Regions” you are including all the regions, and there will be a zero in the box to the right. Selecting “Sel DOT Region” allows the user to select a specific DOT region; click on the down arrow for the first box to the right and select the desired region. The DOT regions are a group of counties defined by the Department of Transportation. If the “Use Custom Regions” option is selected under File: Preferences, see the next option.

All Regions/Sel USER Reg Select **FILE** (top left on main BTP screen) then **PREFERENCES**; if the “Use Custom Regions” option is selected, the “DOT Region” will be replaced with “USER Region”. This can also be accomplished using the Advanced Button. For more information about setting up USER regions, see “Using DOT and User Regions” in Chapter 4 on Page 69.

All Lettings/Sel Letting This option allows you to load prices and calculate averages from a specific letting or range of lettings. There are three types of date ranges you can enter: (1) all dates, (2) specific dates (i.e. starting and ending dates) as shown in Figure 2.3b or (3) predefined date ranges (i.e. last 6 months, last year, etc.) as shown in figure 2.3c.



Figure 2.3b

When selecting a predefined date range, you can select from the choices listed below. Note that the first four options by month will begin with TODAY'S date when computing the amount of data to display so if the tabs database is not up to date and is more than 6 months behind, then the report will not return any data if you select the “Last 6 Months” option.

- | | |
|--------------------------------------|------------------------------------|
| <input type="radio"/> Last 6 Months | <input type="radio"/> Current Year |
| <input type="radio"/> Last 12 Months | <input type="radio"/> Last Year |
| <input type="radio"/> Last 24 Months | |
| <input type="radio"/> Last 36 Months | |



Figure 2.3c

Project Size By entering amounts in these fields, you can set up parameters to include only pay items from projects of a certain size. For example if you were interested in pay items from projects from \$5–10 million in size, you would type in 5,000,000 and 10,000,000 in the “from” and “to” fields; if you were interested in projects greater than \$5 million, you would only type in 5,000,000 in the “from” field and leave the “to” field set to zero. By leaving these boxes blank (set to zero), the system will include all projects. The system uses the low bidder’s total bid to determine project size.

Quantity Range These two fields allow you to narrow the search to include specific quantity ranges. The type of units (gallons, cubic yards, etc.) is automatically selected for each pay item. For example, if you wanted to see the range from 50 – 500, you would type 50 in the first field and 500 in the second field. If you wanted to search through quantities of 500 or greater, you would type in 500 in the first field and leave the second field blank. If you wanted to search through quantities of less than 500, you would type in 499 in the second field. If you wanted all quantities, keep both fields blank. NOTE: This option is only available when a single pay item is selected.

Show Quantities When this box is checked it will display the average quantity, unit, weighted average bid, high bid, low bid, number of times a pay item was bid, the total quantity, and total dollars. This will work for a single pay item, a category, a group of items or all items.

List Pay Items This box can only be checked if you are searching for a specific pay item, not for a category or group. If just the List Pay Item box is checked, it will display the pay item number and description, county, position, bid date, quantity, unit price,

and extension. When this box is checked, the “Show Project #” box becomes available and can be checked to give more detail for your report.

Show Job Desc When this box is checked, the system will display a description of the job (not available for all states) under the project number on the final Pay Item Report. It will only be displayed after selecting the Preview button, not the List Item button. This option is available only for a single pay item.

Annual Trend Report When this box and the “List Pay Items” box is selected, the report will display the number of times in each year a pay item was bid, the total quantity, the average quantity, and prices for the high bid, the low bid, the weighted average bid, the straight average bid and median bid. The report will also yield the dollar and quantity percent change for each year.

Monthly Trend Report When this box and the “List Pay Items” box is selected, the report will display the number of times in each month this pay item was bid, the total quantity, the average quantity, and prices for the high bid, the low bid, the weighted average bid, the straight average bid and median bid. The report will also yield the dollar and quantity percent change for each month.

Graphs Graphs are available for both monthly and annual trend reports on a pay item. Once the criteria are set for a trend report, check either monthly or annual and then select graph. A bar graph will be shown which lists average unit prices over a set period of time. A line graph showing average or total quantities for that pay item can be toggled on and off. See Figure 2.3d.

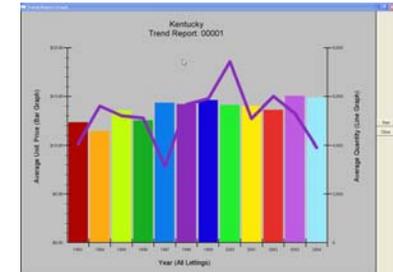


Figure 2.3d

Show Project # When this box and the “List Pay Item” box are selected, it displays the pay item number and description, the contractors who bid on this item, the project numbers, the counties, the position by the contractors, bid date, quantity, unit, unit price, extension, the high bid, low bid, weighted average, straight average, total quantity, average quantity and number of times a pay item was bid.

Advanced By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or User defined regions. You can sort both jobs and pay items in many ways. See Chapter 4 on Page 74 for more information on this option.

List Items

Selecting the List Items option from the report option screen will display a window listing all the prices that match the search criteria you selected (see Figure 2.3e). From this window you can eliminate prices that may skew the averages. To delete a price from the list, simply double click on that line and the system will automatically recalculate the average at the bottom of the window.

Pos	Bid Date	Bidder	Quantity	Bid Price	County	Job
1	06/03/2005	rogers group, inc.	97.000	148.49	coffee	CND
1	02/04/2005	mountain states contractors	98.000	40.00	maury	CND
1	02/04/2005	summers-taylor, inc.	253.000	67.50	greene	CND
1	03/11/2005	bluegrass contr. corp.	261.000	14.00	macon	CND
1	07/15/2005	ferrell paving, inc.	295.000	26.00	shelby	CND
1	03/11/2005	sessions paving company	528.000	16.00	williamson	CND
1	07/15/2005	ford construction co.	535.000	4.00	haywood	CND
1	07/15/2005	summers-taylor, inc.	539.000	55.00	sullivan	CND
1	02/04/2005	mountain states contractors	579.000	12.00	tipton	CND
1	04/22/2005	dement construction co. llc	603.000	6.00	tipton	CND
1	06/03/2005	tennessee asphalt co.	612.000	25.99	knox	CND
1	04/22/2005	general constructors inc.	680.000	12.00	smith	CND
1	06/03/2005	sessions paving company	928.000	22.00	davidson	CND
1	06/03/2005	rogers group, inc.	967.000	7.50	anderson	CND
1	04/22/2005	general constructors inc.	1,122.000	5.00	trousdale	CND
1	02/04/2005	highways, inc.	1,300.000	10.00	cumberland	CND
1	06/03/2005	ford construction co.	1,313.000	5.00	obion	CND
1	07/15/2005	wright paving contr. inc.	1,530.000	4.59	bedford	CND

Figure 2.3e

After you have completed deleting prices you can select one of the options at the bottom of the screen. Each of these options is explained below.

RESET ALL This option will reload any prices that have been deleted.

DELETE ITEM You can either double click an item to delete the item from this report or you can click on the item, which highlights it, and then click the DELETE ITEM button. To delete a group of pay items from this list, click on the column heading Quantity, which sorts the quantity from lowest to highest. Click on the row to delete, then holding your shift key down, click on the last one in the column you want to delete from this listing. All the highlighted data can now be removed from this report by selecting the Delete Item button.

SHOW EXCLUDED ITEMS ON REPORT To create this report and also show the data that was deleted from this report, check the box "Show Excluded Items on Report" located at the bottom of the Select Pay Items window. The bottom half of the report shown in Figure 2.3g lists the items that have been excluded in the totals.

PREVIEW Selecting this button will display the final report which shows all the prices you have selected. To print this report, you must first select preview then print from the preview screen.

EXPORT This option will export the data to a spreadsheet file.

CANCEL

This option will close the List Items window and return you to the By Pay Item report options window.

GRAPH

This option will display a point graph with all the data as shown on Figure 2.3f

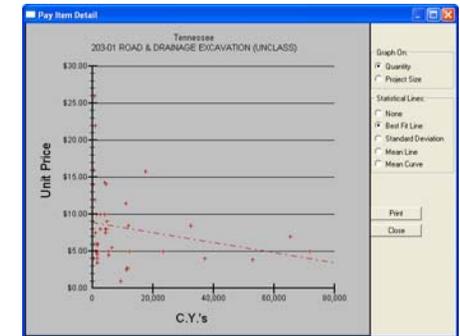


Figure 2.3f

Sample Pay Item Detail Report

Contractor	Project No.	County	Position	Bid Date	Quantity	Unit	Unit Price	Extension
dement construction co llc	CNE070	lawrence alex	1	06/03/2005	5,102	115.00 C.V.	5.30	4,815,134.50
sublink asphalt paving and sealing	CNE051	humpreys	1	04/20/2005	2,254	261.00 C.V.	2.35	5,297,724.85
ford construction co.	CNE078	bowling	1	04/20/2005	14,301	00 C.V.	7.70	47,101.00
delta contracting company, l	CNE103	henderson	1	06/02/2005	46,066	00 C.V.	3.00	140,598.00
thomson & thomson, inc.	CNE167	seiton	1	09/07/2005	1,579	00 C.V.	3.60	5,724.60
wright brothers construction	CNE153	ferrell	1	04/20/2005	2,396	083.00 C.V.	9.50	8,176,260.50
ford construction co.	CNE165	clerk	1	04/20/2005	1,672	00 C.V.	4.00	7,488.00
ford construction co.	CNE087	tipton	1	06/02/2005	2,219	00 C.V.	5.00	11,095.00
wells construction inc.	CNE230	shelby	1	05/07/2005	13,007	00 C.V.	5.60	73,541.20
king construction co.	CNE170	tipton	1	06/02/2005	1,317	00 C.V.	6.00	7,902.00
charles black & sons, inc.	CNE207	knob	1	05/07/2005	37,208	00 C.V.	6.17	448,106.47
renfro constr. co., inc.	CNE120	knob	1	04/20/2005	56,002	00 C.V.	6.50	364,213.00
ford construction co.	CNE186	seiton	1	04/20/2005	5,044	00 C.V.	7.00	35,308.00
shelby-roberts company	CNE101	shelby, fayette	1	04/20/2005	5,000	00 C.V.	8.00	40,000.00
lh annell company	CNE212	hennock	1	06/07/2005	13,611	00 C.V.	8.75	119,100.75
dement construction co llc	CNE903	shelby	1	04/20/2005	2,916	00 C.V.	10.00	29,160.00
ford construction co.	CNE173	obion	1	04/20/2005	150	00 C.V.	10.00	1,500.00
highways, inc.	CNE199	warren	1	04/20/2005	11,847	00 C.V.	11.00	1,303,170.00
hazen maste, inc.	CNE081	greene, harrison	1	04/20/2005	8,426	00 C.V.	11.36	107,076.36
charles black & sons, inc.	CNE239	knob	1	06/02/2005	3,718	00 C.V.	15.00	55,770.00

Figure 2.3g

COMPARE 2 CONTRACTORS REPORT

This report allows the user several ways to compare prices for a contractor. See Figure 2.4 for the report options screen. Basic reports include:

- Compare Average Prices For All Jobs
- Compare Average Prices For One Job
- Compare Contractor's Prices To State Averages
- Compare Contractor's Prices To Others Bidder's Averages
- Compare Contractor's Prices To the Engineer's Estimate (where available)

User Hint: To quickly create a report for a specific project, make sure the contractor fields are blank, then select the job, and then select the preview button. The program will then display a window showing a list of all the contractors who bid on that job. See Figure 2.4a. Simply place a check next to the two contractors you want to view and press the "Go" button to compare the prices on the selected job. An example of this report is shown in Figure 2.4h.

Figure 2.4

Select 1st Contractor

Click on the down arrow to display a list box showing all contractors in the database; you can select the desired contractor from the list OR you can start typing the contractor name and the list box will scroll to the name you are typing. When you see the desired name in the list, click on the name and it will be selected. See the USER HINT above if you are comparing prices on a specific project.

Select 2nd Contractor

By clicking on the down arrow, you can see a list of all available contractors to compare with the first contractor. If you are using one of the three following options to compare the 1st Contractor to the state average, other bidders or engineer's estimate, then you do not need to select a 2nd Contractor.

Compare to State Averages Select this option to compare the 1st Contractor prices to the state average prices. The state average price will be computed based on the settings you select below. Depending on the size of the tabs database and the search criteria you select, this option may take a few minutes to complete.

Compare to Averages of Other Bidders Select this option to compare the 1st Contractor prices to the average prices of all the other bidders on a specific project.

Compare to Engineer's Estimate Select this option to compare the 1st Contractor prices to the engineer's estimate on a specific project. NOTE: This option is only available for states that publish the detailed engineer's estimate for each pay item. If the option is not displayed, then the currently selected state does not support this feature.

All Jobs/Sel Job

Selecting "All Jobs" will include all jobs in the lettings you want to include for this report. You can enter the job number by 1) clicking on the down arrow to see a list of all job numbers and select a job from that list, or 2) pressing the Pick button to open up a database of all the jobs from that state. On the PICK screen you can change the order the jobs are displayed by double-clicking on the column heading. For example, to sort the jobs by County double-click the column heading "County." Once you have located the desired job, double-click anywhere on the row and it will be entered into the "Sel Job" field.

Figure 2.4a

All Pay Items/Sel Pay Item Selecting "All Pay Items" will include all pay items for the contractor you have selected. To run a report for a specific pay item, you must first select a specific pay item in the list box. You can directly enter the pay item number, or you can click on the down arrow to see a list of all pay item numbers and select the one you want. (Please note that some states, such as Illinois and Texas, have such a tremendous number of pay items that a list box displaying numbers is not feasible. Pay items for these states will need to be typed in OR selected by using the PICK button.) Select the PICK button to open up the database of all pay items. You can double-click on the column headings to sort the list based on that column. For example, double-clicking on the word "Description" will sort the pay items based on the pay item description. Once the database is open you can also hit your control key and the letter F or go to Edit/Find and a window will open that will allow you to find a specific pay item by number or by the first word of the description. Double-clicking the desired pay item will close the Pick window and enter the pay item number in the pay item field.

All Counties/Sel County

Selecting "All Counties" will include all the counties in the state in the report. Selecting "Sel County" allows you to only search through a specific county. You can directly enter the county name or click on the down arrow to see a list of all available counties.

All Regions/Sel DOT Reg

"Reg" stands for "region" or "district;" by selecting "All Regions" you are including all the regions, and there will be a zero in the box to the right. Selecting "Sel DOT Region" allows you to select a specific DOT region; click on the down arrow for the first box to the right and select the desired region. The DOT regions are a group of counties defined by the Department of

Transportation. If the “Use Custom Regions” option is selected see the next option.

All Regions/Sel USER Reg When the “Use Custom Regions” option is selected under File: Preferences, the “DOT Reg” will be replaced with “USER Reg.” This can also be accomplished using the Advanced Button. For more information about setting up USER regions, see “Using DOT and User Regions” in Chapter 4 on Page 69.

All Lettings/Sel Letting This option allows you to load prices and calculate averages from a specific letting or range of lettings. There are three types of date ranges you can select: (1) All dates, (2) specific dates (i.e. starting and ending dates) as shown in Figure 2.4b or (3) predefined date ranges (i.e. last 6 months, last year, etc.) as shown in figure 2.4c.



Figure 2.4b

By selecting All Lettings, then clicking on the down arrow, you can select from a predefined date range. Note that the first four options by month will begin with TODAY’S date when computing the amount of data to display so if the tabs database is not up to date and is more that 6 months behind, then the report will not return any data if you select the “Last 6 Months” option.

Options: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Current Year, Last Year. See Figure 2.4c.



Figure 2.4c

PI Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems, and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to “ALL PAY ITEMS”, which indicates that no specific category is selected for the desired report.

You can also select a group of categories by selecting the “Selected Categories” option at the bottom of the list. You can then press the SELECT button to display the window shown in Figure 2.4d and select the categories you want to include.

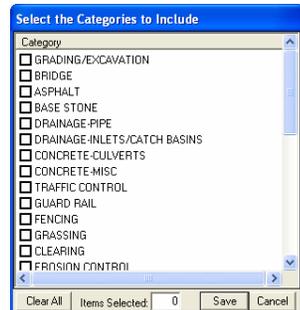


Figure 2.4d

Pay Item Group

In order for this option to work you must first create a group of pay items by selecting the “Setup” button. The “All Pay Items” must be selected before this option is available. (“ALL PAY ITEMS” indicates that no group is selected for the desired report). For more information on creating and using pay item groups,

see the section “Using Custom Pay Item Groups” in Chapter 4. To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or numbers that you have previously set up. Only those pay items contained in the selected pay item group will be included in the report.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Chapter 4 on Page 74 for more information on this option.

Options

By selecting this button you can enter the range parameters you want to use to compare prices between any two bidders. You can specify a dollar amount or a percentage amount or both. On the report, amounts over a designated amount will be displayed in green and amounts under will be in red. To disable this option, set both values to zero. NOTE: This will display on the screen in color and if you have a color capable printer it will be printed in color. If your printer is not color, then this option will not display properly on the printed report.

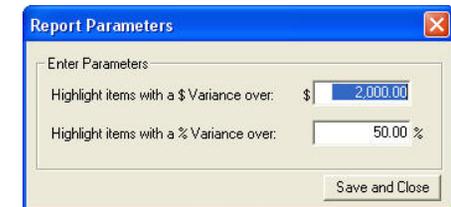


Figure 2.4e

Graph

There are two types of graphs that can be displayed. The first graph is a bar chart “variance breakdown” that graphs the total for each category for each of the two selected contractors. This graph is shown in Figure 2.4f. The second type of graph is a pie chart showing the relative proportion of each category for either of the two selected contractors. This graph is shown in Figure 2.4g

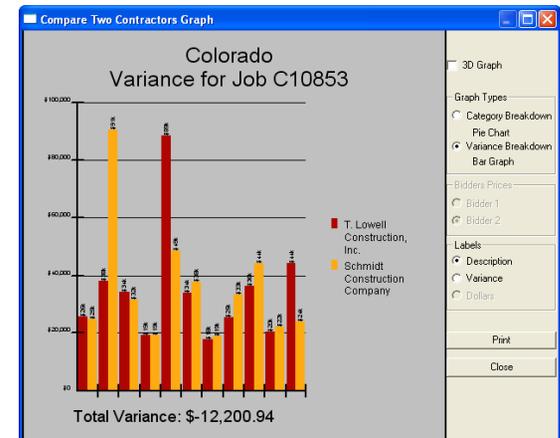


Figure 2.4f

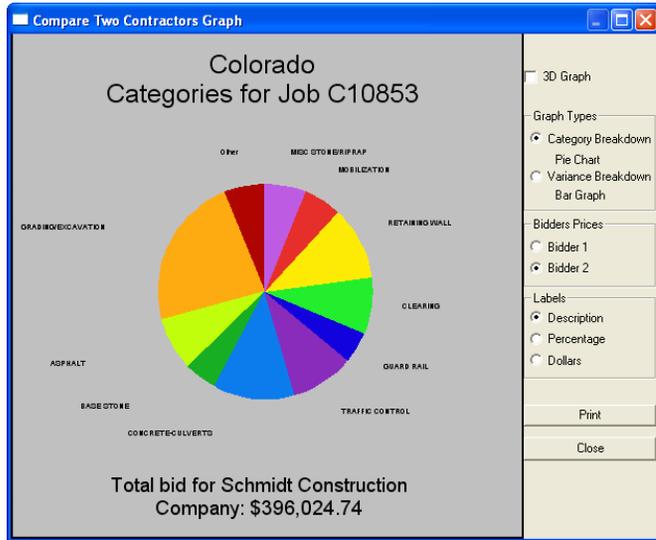


Figure 2.4g

PAY ITEM SEARCH REPORT

This option allows the user to (a) find exact prices, as opposed to average prices, for contractors, (b) find non-standard ("special") pay items as well as standard pay items, (c) search for a pay item by a partial description (text) or unique number and d) search by category type of pay items. The Report Options screen for this report is shown in Figure 2.5.

NOTE: This option yields a report in two stages. The initial report is an overview and allows for quick searching through results. That report can then be expanded to full screen size, which displays much more detail. Basic Reports include:

- Exact Prices for Any Pay Item by Any Contractor
- Exact Prices for Any Pay Item by Low Three Bidders
- Exact Prices for Standard and Non-Standard Pay Items
- Search by One-Word Description or Number

Figure 2.5

Sample Compare Two Contractors Report

Compare Two Contractors Report

YOUR STATE
COMPARE TWO CONTRACTORS

Contractor (1): LO101 My Company, Inc. bid position: 1
Contractor (2): HM100 Hma Contractors, Llc bid position: 2

Job: CNB173 DAVIDSON bid date: 06/20/2003
hickory boulevard (l.m. 7.10) and extending to the ceatham

Pay Item	Description	Quantity	Unit	LO101 Unit Price	HM100 Unit Price	Total \$	Variance %
303-01	Mineral Aggregate, Type A Base, Gra	654.000	TON	13.60	14.50	-588.60	-6.62%
307-01.11	Asphalt, Cement (Epmic-Hm) Grading C	94.000	TON	226.00	226.00	-7,144.00	-50.67%
307-01.12	Aggregate (Epmic-Hm) Grading Cs Mix	1,465.000	TON	27.90	25.00	4,248.50	10.39%
403-01	Bituminous Material (Tc)	16.000	TON	200.00	222.00	-352.00	-11.00%
411-01.01	Asphalt, Cement (Accs) Grading D	396.000	TON	150.00	231.00	-32,076.00	-54.00%
411-01.02	Mineral Aggregate (Accs) Grading D	6,192.000	TON	28.50	25.00	21,672.00	12.26%
607-39.02	18" Pipe Culvert (Side Drain)	100.000	L.F.	8.00	18.00	-1,000.00	-125.00%
607-39.03	24" Pipe Culvert (Side Drain)	100.000	L.F.	10.00	24.00	-1,400.00	-140.00%
712-01	Traffic Control	1.000	L.S.	4,500.00	10,000.00	-5,500.00	-122.22%
712-04.01	Flexible Drums (Channelizing)	50.000	EACH	7.50	5.00	125.00	33.33%
712-05.01	Warning Lights (Type A)	8.000	EACH	7.50	5.00	20.00	33.33%
712-06	Signs (Construction)	597.000	S.F.	8.25	5.00	1,940.25	39.39%
712-08.03	Arrow Board (Type C)	2.000	EACH	750.00	500.00	500.00	33.33%
716-02.01	Plastic Pavement Marking (Line)	21.000	L.M.	2,100.00	2,335.00	-4,935.00	-11.19%
716-05.01	Painted Pavement Marking (Line)	21.000	L.M.	500.00	556.00	-1,176.00	-11.20%
717-01	Mobilization	1.000	L.S.	5,000.00	10,000.00	-5,000.00	-100.00%
Category: 3	ASPHALT			294,045.50	307,697.00	-13,651.50	-4.64%
Category: 4	BASE STONE			8,894.40	9,483.00	-588.60	-6.62%
Category: 5	DRAINAGE-PIPE			1,800.00	4,200.00	-2,400.00	-133.33%
Category: 9	TRAFFIC CONTROL			11,368.25	14,275.00	-2,916.75	-25.66%
Category: 18	STRIPING/PAVEMENT MARKING			54,600.00	60,711.00	-6,111.00	-11.19%
Category: 25	MOBILIZATION			5,000.00	10,000.00	-5,000.00	-100.00%
Totals:				375,700.15	406,366.00	-30,665.85	-8.16%

Report Settings:
Contractor #1: My Company, Inc.
Contractor #2: Hma Contractors, Llc
Selected Job: CNB173 :davidson
Selected Pay Item: All Pay Items
Set County/Region: All Regions / All Counties
Lettings: All Lettings
Omit High/Low Price: NO

Figure 2.4h

Pay Item

You can enter pay item numbers in any of three ways: 1) type in all or part of the pay item number, 2) press the down arrow on the list box and select the desired pay item number, or 3) press the Pick button and select the desired pay item number from the displayed list. If you type in a partial pay item number, then the system will search for all pay items that match that partial number. For example, if you type in 301-, the system will return all pay items that start with 301- like 301-01 and 301-02.

NOTE: Some states, such as Illinois and Texas, have such a large number of pay items that a list box displaying numbers is not feasible. Pay items need to be typed in or selected using the Pick button.

The main pay item database for each state contains only standard (unique) pay items. However, several states use non-standard ("special") pay items.

Non-standard pay items are those items whose descriptions are not unique. The state may use the same pay item number with different descriptions and different units of measure. To see reports for these non-standard items, type in the pay item number and then hit the tab key.

Pay Item Description

This field is used to search for pay items by entering some or all of the pay item description. You do not have to enter the entire pay item description, (you could enter just part of any word of the description) but the more words you enter the more precise your search will be. If you typed the word “concrete” for example, all the pay items with that word in the description will be found. However, please note that some written descriptions use the abbreviation “conc” and consequently that item would need different search criteria.

To search for two different terms in a pay item description, separate the two by two periods (.). For example, to search for all pay items with the word “concrete” and “6”, type in “concrete..6.” The system ignores capitalization for this parameter.

You can also search for non-standard items—as well as standard pay items—by typing in all or part of the pay item description in the “Pay Item Description” field and hitting the tab key.

PI Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to “ALL PAY ITEMS”, which indicates that no specific category is selected for the desired report.

You can also select a group of categories by selecting the “Selected Categories” option at the bottom of the list. You can then press the SELECT button to display the window shown in Figure 2.5a and select the categories you want to include.

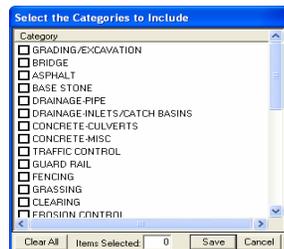


Figure 2.5a

Pay Item Group

In order for this option to work, you must first create a group of pay items by selecting the “Setup” button. For more information on creating and using pay item groups see the section titled “Using Custom Pay Item Groups” in Chapter 4. (“ALL PAY ITEMS” indicates that no group is selected for the desired report). To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names that you have previously set up. Only those pay items contained in the selected pay item group will be included in the report.

Job Number

This field is used to enter the job number for the desired report. You can enter the job number by 1) clicking on the down arrow to see a list of all job numbers and selecting a job from that list, or 2) pressing the Pick button to open up a database of all the jobs from that state. On the PICK screen you can change the

order the jobs are displayed by double-clicking on the column heading. For example, to sort the jobs by county double-click the column heading “County.” Once you have located the desired job, double-click anywhere on the row and it will be entered into the “Job Number” field.

County

This field allows you to select a specific county and search just through that county. You can directly enter the county name or click on the down arrow to see a list of counties to select from. If this field is left blank, the search will go through all counties.

DOT/USER Region

When the “Use Custom Regions” option is selected under File: Preferences, the “DOT Reg” will be replaced with “USER Reg.” For more information about setting up USER regions, see “Using DOT and User Regions” in Chapter 4.

Contractor

By clicking on the down arrow, a list box opens up; you can start typing in the contractor name and the system will scroll to the name as you type. Once the desired contractor is displayed, select it with your mouse.

Predefined Range

This option allows you to determine how far back you want to search through bid tabs data. When first opening this report, the system initially displays All Lettings. By selecting the down arrow you can select from these choices: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Current Year, and Last Year. Click on the words “Predefined Range” and the field will change to ‘Specific Dates’. You can now select your dates to range from specific letting to letting. NOTE: The system begins with TODAY’S date when computing the amount of data to display so if the tabs database is not up to date and is more than 6 months behind, then the report will not return any data if you select the “Last 6 Months” option.

Project Size

By entering amounts in these fields, you can set up parameters to include only pay items from projects of a certain size. For example if you were interested in pay items from projects from \$5–10 million in size, you would type in 5,000,000 and 10,000,000 in the “from” and “to” fields; if you were interested in projects greater than \$5 million, you would only type in 5,000,000 in the “from” field and leave the “to” field set to zero. By leaving these boxes blank (keeping zeros in each field), the system will include all projects. The system uses the low bidders total bid to determine project size.

Quantity Range

These two fields allow you to narrow the search to include specific quantity ranges. The types of units (gallons, cubic yards, etc.) are automatically selected for each pay item. For example, if you wanted to see the range from 50 – 500, you would type 50 in the first field and 500 in the second field. If you wanted to search through quantities of 500 or greater, you would type in 500 in the first field and leave the second field blank. If you wanted to search through quantities of up to 500, you would type in 499 in the second field. If you wanted all quantities, keep both fields blank (zeros in each field). NOTE: This option is only available when a single pay item is selected. It will not function if you attempt to search by category or by group.

Low Bids Only

When this box is checked, the report yields prices only by the low winning bids.



After entering the desired search criteria, the system will perform the search. The time the search takes is directly proportional to the number of items that match the search criteria. If the search is limited to less than 100 matches, the search is relatively fast. If this button is grayed out (the text is not black), you have not entered sufficient data to start the search.

Clear Settings

This button will clear all entries you may have entered in any of the fields on this screen.

Cancel

This button will close the Pay Item Search window.

Figure 2.5b shows a sample of the initial search result screen. Remember, this report option yields a report in two stages. The initial report is an overview and allows for quick searching through results.

However, this report can be expanded to the second stage report, which is a full screen size and displays much more detail. You can print that report or export from here. This is done by pressing the printer icon which opens up a window which allows you to print, preview, export or cancel the report.

This initial screen is divided into two parts. The top half of the screen displays information about the job. The lower half of the screen displays the pay items and prices that were found matching your search criteria. You can use the scroll bar in the lower right corner of the screen to scroll through the pay items for the job. Note that only those pay items that match the search criteria you entered previously will be displayed. From this screen you can click on the buttons at the top of the screen to perform the following actions:



Closes the Pay Item Found Window



Prints a report showing the search results



Jumps to the FIRST job



Skips to the PREVIOUS job



Skips to the NEXT job



Jumps to the LAST job

In addition to the above buttons, you can use the scroll bar in the lower right corner of the screen to scroll through the pay items for the job. Note that only those pay items that match the search criteria will be displayed.

Search Results Job 1 of 309

Job: 1496 County: CHESTER Bid Date: 02/02/2001
Call #: 0 Metric:

Bidder	Bid Total
Low Bidder: Counce Constr Serv Inc	1,000,585.27
2nd Bidder: Volunteer Bridge Construction	1,019,038.79
3rd Bidder: Ford Construction Co.	1,057,000.90

Pay Item	Pay Item Description	Quantity	Unit	Unit Prc	Extension	Pos
203-01	ROAD & DRAINAGE EXCAVATION	7513.281	M3	2.61590	19653.99	1
203-01	ROAD & DRAINAGE EXCAVATION	7513.281	M3	3.26988	24567.53	2
203-01	ROAD & DRAINAGE EXCAVATION	7513.281	M3	6.53975	49134.98	3
203-01	ROAD & DRAINAGE EXCAVATION	7513.281	M3	7.19373	54048.51	4

Figure 2.5b

To change the order in which the jobs are sorted, go to the File: Preferences screen and change the "Sort Jobs By" option to the sort method of your choice.

Once you press the printer icon and select "Preview", a second stage, detailed, full-page report opens up. (The report can be printed prior to opening up by selecting "Print" or once it is open you can print from there as well). This report shows exact prices for the search criteria previously entered. If, for example, you wanted to see the price for a certain pay item by a certain contractor, the report would show that price, even if the selected contractor was not one of the three low bidders. If he came out fifth on a job, for example, it would not list him by name but would include his price in the far right column under the heading Bidder #5. Keep in mind that prices for a contractor who was the low bidder on a project will not always have the lowest prices for all pay items. You can also print, export or cancel the report when in the preview mode, see Figure 2.5c for an example of this report.

Sample PI Search Report

YOUR STATE PAY ITEM SEARCH REPORT Date: 10/27/01 Time: 11:14

Oman Systems, Inc.

Job #	Contractor	Bid Date	Job Type
1307	SULLIVAN	09/15/2000	(Metric Job)
Low Bidder:	Thomas Constr. Co., Inc	3,580,972.68	
2nd Bidder:	Summers-Taylor, Inc.	3,758,699.27	
3rd Bidder:	Bullington Contracting	3,970,994.94	
203-01	road & drainage excavation (unclass)	195,999.005 C.Y.	Price #1: 2.22 Price #2: 2.48 Price #3: 2.29
1311	SULLIVAN	06/23/2000	(Metric Job)
Low Bidder:	Bullington Contracting	2,698,259.19	
2nd Bidder:	Baker'S Const & Excavating	2,730,241.70	
3rd Bidder:	Oman Contracting, Inc.	2,868,483.46	
203-01	road & drainage excavation (unclass)	160,530.002 C.Y.	Price #1: 3.78 Price #2: 3.86 Price #3: 4.28
1325	BLOUNT	08/11/2000	(Metric Job)
Low Bidder:	Bullington Contracting	8,623,765.52	
2nd Bidder:	Oman Contracting, Inc.	9,959,913.20	
3rd Bidder:	Wright Brothers Construction	10,142,799.95	
203-01	road & drainage excavation (unclass)	1,301,009.254 C.Y.	Price #1: 1.71 Price #2: 1.64 Price #3: 1.87
1525	SEVIER	12/08/2000	(Metric Job)
Low Bidder:	Bullington Contracting	29,986,832.93	
203-01	road & drainage excavation (unclass)	135,490.597 C.Y.	Price #1: 4.59 Price #2: Price #3:
1659	SEVIER	03/16/2001	(Metric Job)
Low Bidder:	Bullington Contracting	12,489,668.56	
2nd Bidder:	Whaley & Sons Inc	13,886,945.30	
3rd Bidder:	Hay & Hay Construction Company, Inc	14,480,788.66	
203-01	road & drainage excavation (unclass)	910,714.195 C.Y.	Price #1: 1.45 Price #2: 1.80 Price #3: 1.87
1764	LOUDON	06/15/2001	(Metric Job)
Low Bidder:	Bullington Contracting	6,296,644.49	
2nd Bidder:	Garrett Contracting Company	6,365,178.04	

Figure 2.5c

Using 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 report options screen for this report is shown in Figure 3.1. Basic reports include:

- Detailed Letting Report for a single letting
- Letting Totals Report by month or year
- Letting Graphs
- Letting Maps

To display information about a single letting, the user needs to first ensure the “Letting Totals Only” option is UN-checked. Please note that some states only publish the low three bidders for each project, while other states include information for all bidders for each project. See Figures 3.1e and 3.1f for examples of these reports.

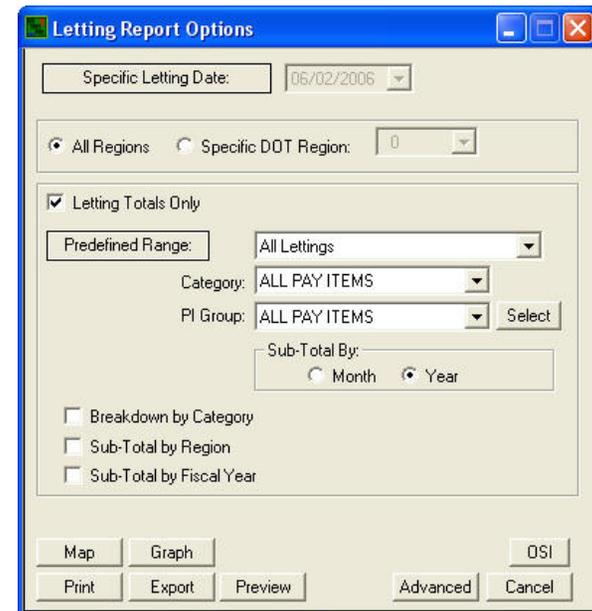


Figure 3.1

Specific Letting Date

This option allows you to determine how far back you want to search through bid tabs data. When first opening this report the system defaults to Specific Letting Date and displays the latest letting date available. By selecting the down arrow you can select any other letting date. Click the words “Specific Letting Date” and the field will change to ‘Enter Date Range’. By clicking on the down arrows you can now select the specific letting date range you want to include in your report. This will work for all regions or a specific region. This option is grayed out when you put a checkmark by “Letting Totals Only”.

If you press the “Specific Letting Data” button, you can then select a range of dates to include in the report.



If your DOT publishes engineer's estimates for jobs, by checking the "Show Engineer's Estimate" box, this report show the engineer's estimate for each project along with prices by each contractor.

Changing the program preferences will change the order the report is sorted and displayed. Options include sorting by county, bid date and job number, bid date and county, or bid date and order number. See Chapter 4 on Additional Program Options for instructions on how to sort the data.

All/Specific Regions

Selecting "Specific DOT Region" allows the user to select a specific DOT region; click on the down arrow for the first box to the right and select the desired region. The DOT regions are a group of counties defined by the Department of Transportation. For more information about setting up USER regions, see "Using DOT and User Regions" in Chapter 4 on page 69.

NOTE: The following options are only available if the "Letting Totals Only" option is selected. See figure 3.1d for an example of this report.

Predefined Range

Click on 'Specific Dates' to change to this option. Note that the first four options by month will begin with today's date when computing the amount of data to display so if the tabs database is not up to date and is more that 6 months behind, then the report will not return any data if you select the "Last 6 Months" option. When selecting a pre-defined date range you can select from these choices: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Last Year, or Current Year.

Specific Dates

Click on 'Predefined Range' to change to this option. This option allows you to load prices and calculate averages from a specific letting or range of lettings.

Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems, and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to "ALL PAY ITEMS", which indicates that no specific category is selected for the desired report.

To select pay items from a group of categories, from the drop down box, scroll to the last item and select the "Selected Categories" option. You will then see a "Select" button next to the category selection box. Press SELECT button to display the window shown in Figure 3.1a. Click on the box next to the categories you want to include, and then select save.

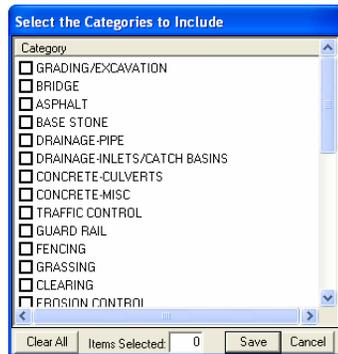


Figure 3.1a

Pay Item Group

In order for this option to work, you must first create a group of pay items by selecting the "Setup" button. For more information on creating and using pay item groups see the section titled "Using Custom Pay Item Groups" in Chapter 4 on Page 72. "ALL PAY ITEMS" indicates that no group is selected for the desired report. To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names that you have previously set up. Only those pay items contained in the selected pay item group will be included in the report.

Sub-Total by Month/Year This option allows you to select how to sub-total the report by month or by year. This will also affect how the graphs will be displayed.

Breakdown by Category This option is only available when ALL PAY ITEMS option in the CATEGORIES option is selected. If checked, the report will be broken down by work category.

Sub-Total by Fiscal Year This option will affect how the totals for each year are calculated. Checking this option will then display a list box allowing the user to select the month that the fiscal year starts on. For example, if the DOT fiscal year runs from July through June, you would select the Sub-Total by Fiscal Year option and select July as the starting month.

Show Engineer's Estimate Select this option to list the engineer's estimate total. NOTE: This option is only available for states that publish the detailed engineer's estimate for each pay item. If the option is not displayed, then the currently selected state does not support this feature.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Chapter 4 on Page 74 for more information on this option.

Graph

The graph option is only available if the Show Letting Totals Only option is selected. The data displayed on a graph will vary depending on the options you select. Figure 3.1b shows an example of a letting totals graph.

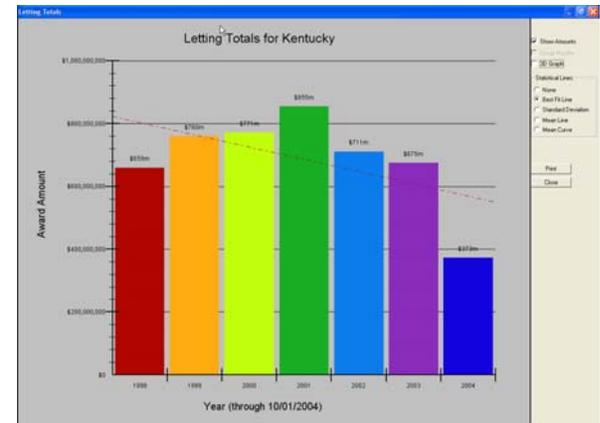


Figure 3.1b

Map

The map option is only available if the Show Letting Totals Only option is selected. The data displayed on the map will vary depending on the options you select. Figure 3.1c shows an example of a letting totals map.

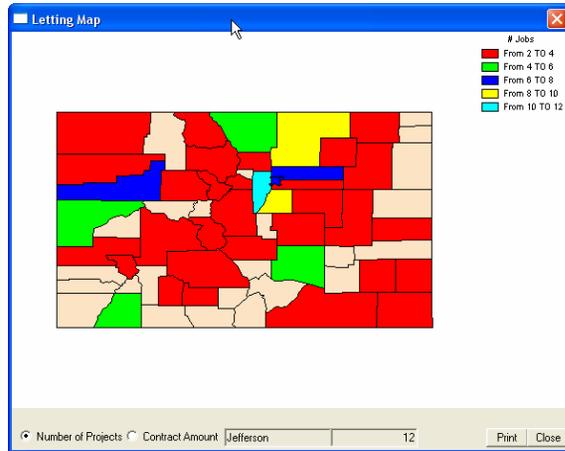


Figure 3.1c

Figure 3.1d is a printed report showing the map as well as the data.

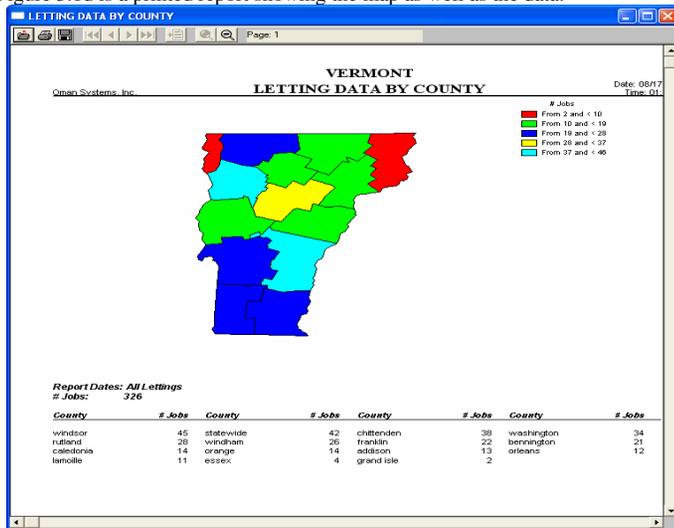


Figure 3.1d

Please note that all letting results are not always awarded at once for all projects, but may be available over a staggered period of time. Consequently, selecting the most recent letting date may not necessarily include results from all the projects bid for the selected letting. As updates from the DOT's become available and are imported into BTP, they will be incorporated into the correct letting date. Also, some states release bid tabs data before awards are actually made. Consequently, in those states, the bid tabs may reflect prices and bids on projects that were NOT actually awarded.

Sample Letting Report (Single Letting)

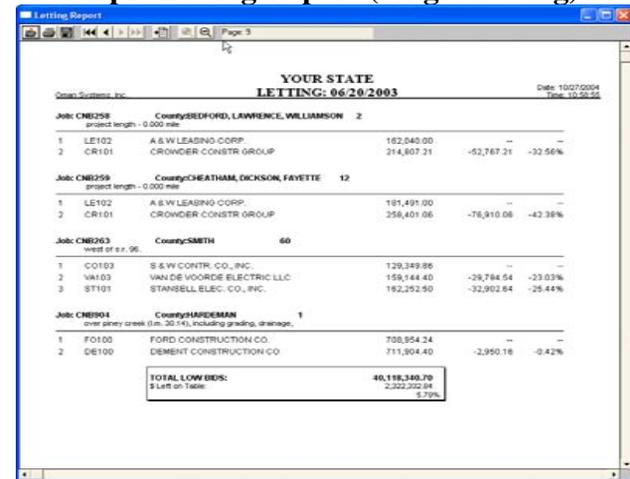


Figure 3.1e

Figure 3.1e shows a sample letting report for a single letting. This report will list all bidders on all projects and the amount and percentage that each bidder was over the low bidder. If the engineer's estimate is available for your state, you can optionally list the engineer's estimate total for each project.

Sample Letting Report (Letting Totals Only)

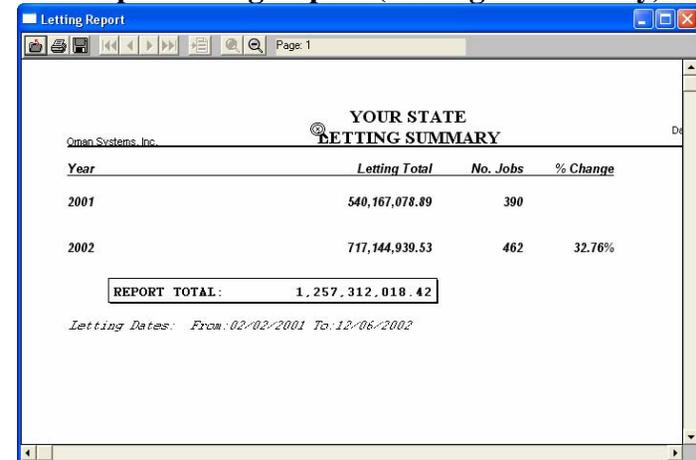


Figure 3.1f

Figure 3.1f shows a sample "Letting Totals" report. This report will list either by year or by month the total low bids for each year (or month). Just as with the letting report above, if the engineer's estimate is available for your state, these totals will be listed also.

CONTRACTOR ANALYSIS REPORT

This option allows you to create reports showing bidding activity and bidding results over a set period of time. Figure 3.2 displays the report options screen. Basic reports include:

- By An Individual Contractor
- For All Contractors
- Graphs
- Maps

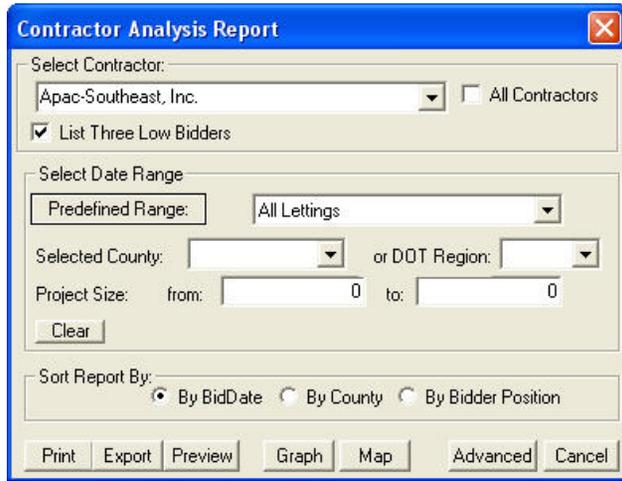


Figure 3.2

With these reports you have the following options:

Select Contractor

If you select a specific contractor, the report will list the totals in a summary form as well as information about each project bid by the selected contractor (within the selected time frame). See Figure 3.2e for a sample report.

All Contractors

Selecting this option will list the totals for all the contractors over the selected time period. The information on this report is the same as the summary line of the sample report (Figure 3.2e).

List Three Low Bidders

This option is only available if you select a specific contractor. If you check “List Three Low Bidders” the report also includes the name of bidders that came in second and third for each job.

Predefined Range

This option allows you to determine how far back you want to search through bid tabs data. When first opening this report the system defaults to Predefined Range and All Lettings. By selecting the down arrow you can select from these choices: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Current Year, and Last Year. Click the words “Predefined Range” and the field will change to ‘Specific Dates’. You can now select your dates to range from specific letting to letting. NOTE: The system begins with TODAY’S date when computing the amount of data to display so if the tabs database is not up to date and is more than 6 months behind, then the report will not return any data if you select the “Last 6 Months” option.

Selected County/Region

You can run the report for ALL counties and regions or select a specific county or region. By keeping the county blank and DOT Region zero this will include all counties and all regions (a statewide average). When the “Use Custom Regions” option is selected under File: Preferences, the “DOT Region” will be replaced with “USER Region”. This can also be accomplished using the Advanced Button. For more information about setting up USER regions, see “Using DOT and User Regions” in Chapter 4 on Page 69.

Project Size

Reports can be limited by project size (total dollar amount range). Leave these values set to ZERO to include all projects.

CLEAR

Use this option to clear any previously selected county or region.

Sort Report

This option allows you to sort and display results by 1) bid date 2) county or 3) bidder position.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Chapter 4 on Page 74 for more information on this option.

GRAPH

This option is NOT available if the “All Contractors” option is selected. Once you have selected the contractor and any other desired report criteria, press the GRAPH button to display a graph of the results. There are three basic types of graphs that can be displayed. The first graph (shown in Figure 3.2a) is a pie chart showing a breakdown of the selected contractor’s bid position.

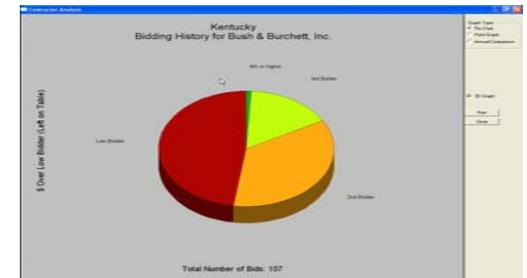


Figure 3.2a

The second graph (shown in Figure 3.2b) is a point graph showing every project the selected contractor has bid on and their relative position to the low bidder. Bids below the “0” line are bids where they are the low bidder. The amount below the line indicates the amount they left on the table. Bids above the “0” line are bids they did not get and the amount above the line indicates the amount they missed the job.

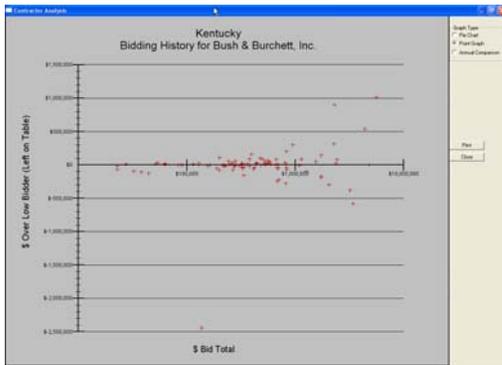


Figure 3.2b

The last graph type is a bar chart (shown in Figure 3.2c) showing the number of times (by year) that the selected contractor finished 1st, 2nd, 3rd, or higher in each year.

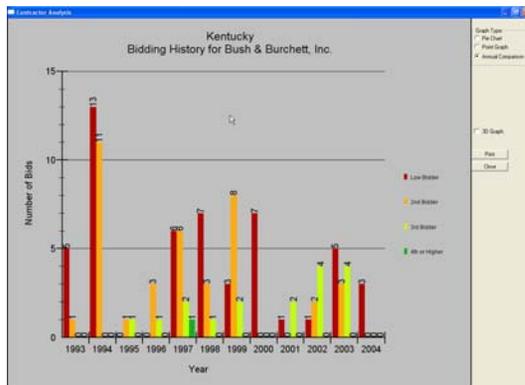


Figure 3.2c

MAP

Like the GRAPH option, this option is only available on a single contractor report. Once you have selected the contractor and any other desired report criteria, press the MAP button to see a map of where the selected contractor has bid projects. A sample of this map is shown in figure 3.2d.

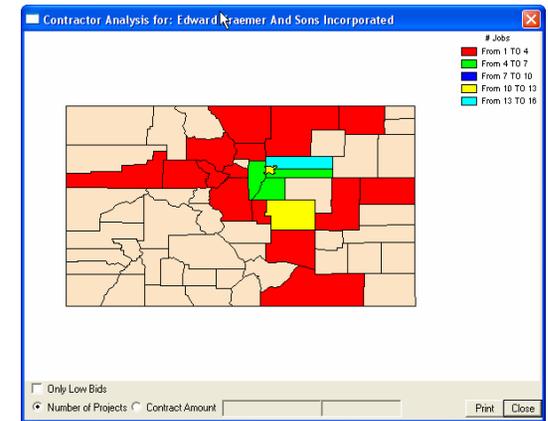


Figure 3.2d

You can base the map on the NUMBER of projects bid OR on the DOLLAR VALUE of projects bid. Also, by checking and un-checking the “Only Low Bids” check box, you can switch between viewing ALL projects bid and viewing only the projects that the selected contractor was the low bidder.

Sample Contractor Analysis Report

Contractor Analysis Report

VERMONT
CONTRACTOR ANALYSIS REPORT

Contractor: **Omni Systems, Inc.** # Bids: 40 5 2.6 12.5% \$ Total Bid: 1,754,946 Largest Bid: 10,000,873 Total Low: 4,492,946 \$ on Table % on Table% over Low: 183,700 4.1% 24.1%

Date Range: All Lettings

Job Number	County	Bid Date	Job Code	Bid Amount	Position	Low Bidder	(\$ On Table)	\$ Over Low	Low 3 Bidders
97D150	Franklin	06/06/2003	3	2,252,100	3	1,667,702	584,407	(1) jake industries, incorporated (2) frank w. whitcomb construction corporation (3) s.c. paving corp.	
03A016	washington	06/08/2003	4	1,580,432	3	1,266,621	313,811	(1) jake industries, incorporated (2) frank w. whitcomb construction corporation (3) s.c. paving corp.	
98C096	washington	04/02/2004	1	999,401	1	999,401	(-100,154)	(1) s.c. paving corp. (2) frank w. whitcomb construction corporation (3) jake industries, incorporated	
98C110	Franklin	04/09/2004	1	3,332,319	3	2,239,866	1,092,453	(1) jake industries, incorporated (2) frank w. whitcomb construction corporation (3) s.c. paving corp.	
04H000	statewide	05/08/2004	2	1,491,913	4	1,146,706	345,207	(1) jake industries, incorporated (2) frank w. whitcomb construction corporation (3) frank w. whitcomb construction corporation	
01B022	washington	02/25/2005	1	2,429,692	2	1,924,733	504,959	(1) jake industries, incorporated (2) s.c. paving corp.	
98B106	calderonia	04/01/2005	1	1,470,303	2	1,423,204	47,099	(1) jake industries, incorporated (2) s.c. paving corp.	
05K022	statewide	06/24/2005	1	1,286,250	2	1,037,154	249,096	(1) jake industries, incorporated (2) s.c. paving corp.	

Report Settings
Contractor: 11010965 s.c. paving corp.
Selected Letting: All Lettings

Figure 3.2e

Figure 3.2e is a sample “Contractor Analysis Report”. There are two sections to this report: the top section is a summary of all the bids a selected contractor has bid (within the selected report options), and the bottom section of the report lists every project the contractor has bid.

MARKET ANALYSIS REPORT

This option allows you to create reports showing an overview of market share and ranking of bidders. This report can be sorted by category, region, county, and date range. Figure 3.3 displays the report options screen. Reports can focus on:

- All pay items
- A specific category of pay items
- Graphs

This report lists the following information for each bidder: 1) rank of the contractor in regards to dollars won 2) name of contractor 3) number of jobs won 4) number of jobs bid 5) winning percentage of contractor 6) total dollar amount from low bids 7) percentage of amount won from total amount let 8) percentage of money won from all jobs bid 9) percentage of money left on the table from jobs in which they were the low bidder.

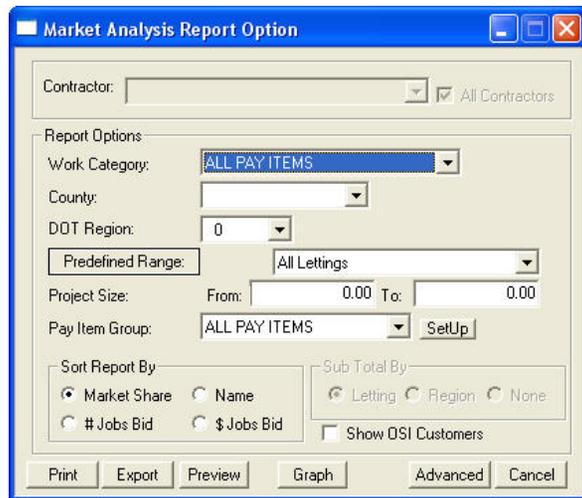


Figure 3.3

Select Contractor

This option has not yet been implemented on this report. By default, the report will include all contractors.

Work Category

This option allows you to include pay items that are in a predefined work category. These categories are defined by Oman Systems, and the pay items are assigned to each of these categories by Oman Systems. NOTE: The system defaults to "ALL PAY ITEMS", which indicates that no specific category is selected for the desired report.

To select pay items from a group of categories, from the drop down box, scroll to the last item and select the "Selected Categories" option. You will then see a "Select" button next to the category selection box. Press SELECT button to display the window shown in Figure 3.3a. Click on the box next to the categories you want to include, and then select save.

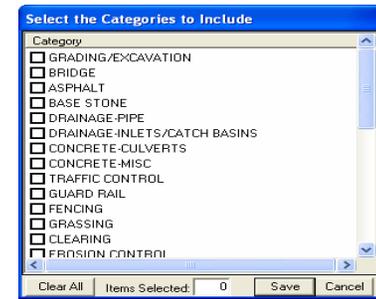


Figure 3.3a

County/Region

You can run the report for ALL counties and regions or select a specific county or region. By keeping the county blank and DOT Region zero this will include all counties and all regions (a statewide average). When the "Use Custom Regions" option is selected under File: Preferences, the "DOT Region" will be replaced with "USER Region". This can also be accomplished using the Advanced Button. For more information about setting up USER regions, see "Using DOT and User Regions" in Chapter 4.

Predefined Range

This option allows you to determine how far back you want to search through bid tabs data. When first opening this report the system defaults to Predefined Range and All Lettings. By selecting the down arrow you can select from these choices: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Current Year, and Last Year. Click the words "Predefined Range" and the field will change to 'Specific Dates'. You can now select your dates to range from specific letting to letting. NOTE: The system begins with TODAY'S date when computing the amount of data to display so if the tabs database is not up to date and is more than 6 months behind, then the report will not return any data if you select the "Last 6 Months" option.

Project Size

Reports can be limited by project size (total dollar amount range). Leave these values set to ZERO to include all projects.

Pay Item Group

In order for this option to work, you must first create a group of pay items by selecting the "Setup" button. For more information on creating and using pay item groups see the section titled "Using Custom Pay Item Groups" in Chapter 4 on Page 72. ("ALL PAY ITEMS" indicates that no group is selected for the desired report). To run a report on a custom-made pay item group, click on the down arrow to display a list of group numbers or names that you have previously set up. Only those pay items contained in the selected pay item group will be included in the report.

Sort Report

There are four ways this report can be sorted. The default sort option is by market share. This sorts the report by market share percentage with the largest percentage at the top. Other sort options include alphabetically (by the contractor's name), or by number of jobs bid or by dollar amount of jobs bid. See Figure 3.3c for a sample report.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Chapter 4 on Page 74 for more information on this option.

Graph

Once the criteria are set on what to view, pie graphs can be created by selecting the GRAPH button. A pie graph (see Figure 3.3b) shows the top 10 bidders for any or all categories of work and the graph can be depicted by contractor name, dollar amount or percentage amount of bids let. The total amount and time frame for the report is also displayed.

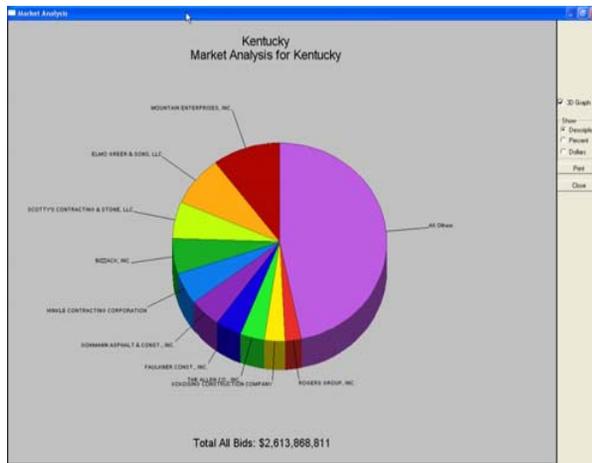


Figure 3.3b

Sample Market Analysis Report

Rank	Contractor	# Jobs Won	Total \$ Let	Total \$ Bid	% Won of All Jobs	# Jobs Bid	% Won (# of Jobs Bid)	% Won (\$ of Jobs Bid)	% Let on Table
1	PKE INDUSTRIES, INCORPORATED	9	20,103,363	27,951,485	29.5123%	12	75.0000%	72.1000%	4.0%
2	KURBICKY CONSTRUCTION CORP.	3	12,008,873	18,482,082	17.8308%	5	60.0000%	64.9812%	16.9%
3	FRANK W. VAHTONEN CONSTRUCTION CORPORATION	4	8,881,500	9,390,573	13.0383%	5	80.0000%	94.5789%	12.7%
4	J.A. McDONALD, INC.	1	7,480,915	16,954,224	10.9822%	3	33.3333%	44.1242%	2.3%
5	DON WESTON EXCAVATING, INC.	1	6,477,988	6,477,988	9.5896%	1	100.0000%	100.0000%	3.2%
6	BECK & BELLUCCI, INC.	1	3,780,382	11,408,875	5.8643%	3	33.3333%	33.2878%	23.7%
7	MILLER CONSTRUCTION, INC.	1	2,157,899	4,923,714	3.1879%	4	25.0000%	43.8287%	3.6%
8	LUCK BROTHERS, INC.	1	2,060,021	8,453,568	3.0242%	2	50.0000%	21.7909%	10.6%
9	DUBOIS CONSTRUCTION, INC.	1	832,693	832,693	1.2224%	1	100.0000%	100.0000%	2.0%
10	HEWAY SAFETY SYSTEMS, INC.	1	883,337	883,337	1.0032%	1	100.0000%	100.0000%	16.3%
11	ENGINEERS CONSTRUCTION, INC.	1	589,292	7,581,845	0.8786%	2	50.0000%	7.9049%	0.0%
12	A.L. STONOR CONSTRUCTION, INC.	1	587,736	587,736	0.8628%	1	100.0000%	100.0000%	11.1%
13	BLOOM & COTE, INC.	3	535,419	9,763,065	0.7860%	11	27.2727%	6.4729%	18.1%
14	TREMELAY CONSTRUCTION, LLC	1	521,249	521,249	0.7852%	1	100.0000%	100.0000%	2.0%
15	NICOM COATRINGS CORP.	2	369,475	369,475	0.5424%	2	100.0000%	100.0000%	64.4%
16	ROUND HILL FENCE	1	301,450	301,450	0.4425%	1	100.0000%	100.0000%	19.4%
17	BFC, INC.	1	274,275	274,275	0.4050%	1	100.0000%	100.0000%	16.4%
18	ALPINE CONSTRUCTION, L.L.C.	1	214,848	2,012,217	0.3151%	2	50.0000%	10.6671%	42.6%
19	HARCON CORPORATION	1	120,100	120,100	0.1762%	1	100.0000%	100.0000%	100.4%
20	PARENT CONSTRUCTION, INC.	1	117,106	1,419,968	0.1719%	5	20.0000%	8.2471%	13.5%
21	A.P. REALE & SONS, INC.	0	0	811,877	0.0000%	1	0.0000%	0.0000%	0.0%
22	A.C. PAVING CORP.	0	0	5,188,845	0.0000%	3	0.0000%	0.0000%	0.0%
23	ANNISEL, INC.	0	0	903,530	0.0000%	2	0.0000%	0.0000%	0.0%
24	BELDEN COMPANY, INC.	0	0	1,708,847	0.0000%	1	0.0000%	0.0000%	0.0%
25	CARLOT EARTHMOVING, INC.	0	0	849,333	0.0000%	1	0.0000%	0.0000%	0.0%

Figure 3.3c

COMPETITOR ANALYSIS REPORT

This report displays a listing of top competitors and their success rate versus any contractor. Figure 3.4 displays the report options screen for this report.

This report displays the names of all competitors who have bid against the selected contractor. It lists the number of times they bid against each other, the overall average ending position of each competitor for those bids, the overall average ending position for the contractor, the overall percentage success rate for the contractor against each competitor, the success rate for the last 10 bids, the number of times a competitor was low bidder for those jobs, the number of times the contractor was low bidder for those jobs, and the total dollar amount of low bids won by each competitor and by each contractor against each competitor.

Because of the nature of this report, these statistics become much more meaningful when reports include many bids.

Figure 3.4

Contractor

Select the desired contractor by clicking on the down arrow and clicking on the contractor name.

Predefined Range

This option allows you to determine how far back you want to search through bid tabs data. When first opening this report, the system defaults to Predefined Range and All Lettings. By selecting the down arrow you can select from these choices: Last 6 Months, Last 12 Months, Last 24 Months, Last 36 Months, Current Year, and Last Year. Click the words "Predefined Range" and the field will change to "Specific Dates". You can now select your dates to range from specific letting to letting. NOTE: The system begins with TODAY'S date when computing the amount of data to display so if the tabs database is not up to date and is more that 6 months behind, then the report will not return any data if you select the "Last 6 Months" option.

Selected County/Region

You can run the report for ALL counties and regions or select a specific county or region. By keeping the county blank and DOT Region zero this will include all counties and all regions (a statewide average). When the "Use Custom Regions" option is selected under File: Preferences, the "DOT Region" will be replaced with "USER Region". This can also be accomplished using the Advanced Button. For more information about setting up USER regions, see "Using DOT and User Regions" in Chapter 4 on Page 69.

Project Size

Reports can be limited by project size (total dollar amount range). Leave these values set to ZERO to include all projects.

Advanced

By selecting this button, you can quickly change several filters and settings for your report. You can choose to calculate and display the weighted average price, straight average price (both with or without omitting the high and low prices), or the median price. You can choose to utilize DOT regions or user defined regions. You can to sort out both jobs and pay items in many ways so they will be displayed differently on reports. See Chapter 4 on Page 74 for more information on this option.

Graph

This option has not yet been implemented on this report.

Sample Competitor Analysis Report

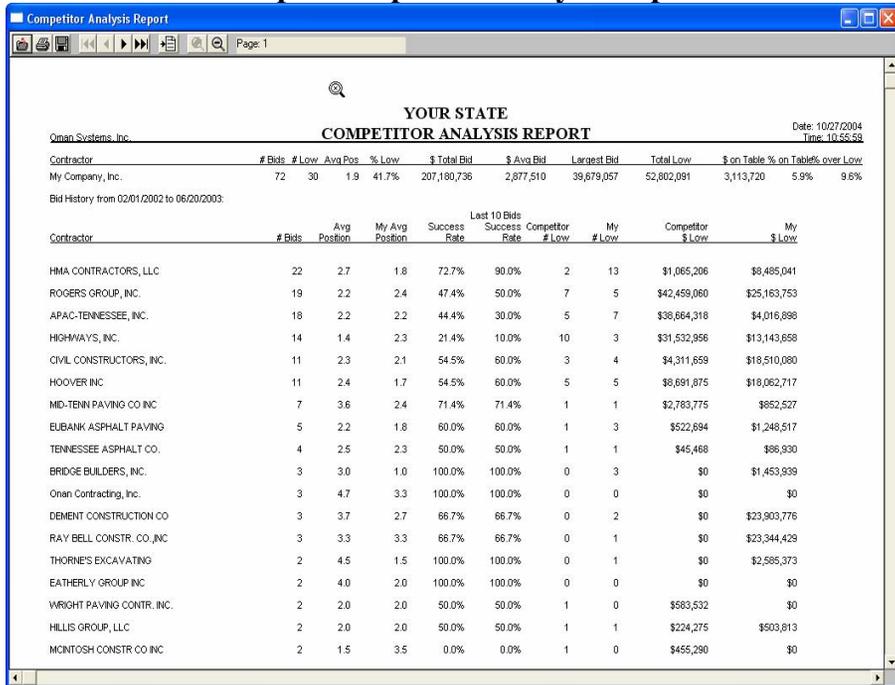


Figure 3.4a

Figure 3.4a is a sample "competitor analysis report." This report has two sections. The top section of the report is a summary of all the bids the selected contractor has bid. The bottom section of the report is a detailed listing of the data for each of the selected contractor's competitors based on the report parameters you selected. This report is sorted by the number of times each contractor has bid against the selected contractor.

Chapter 4

PROGRAM OPTIONS

PROGRAM PREFERENCES

The Program Preference screen allows the user to change many of the settings that control the way the program runs and how some reports are displayed. From the Main Menu, select File: Preferences to display this screen. Figure 4.1 below shows the Program Preference screen, and each of the options on this screen are explained below.

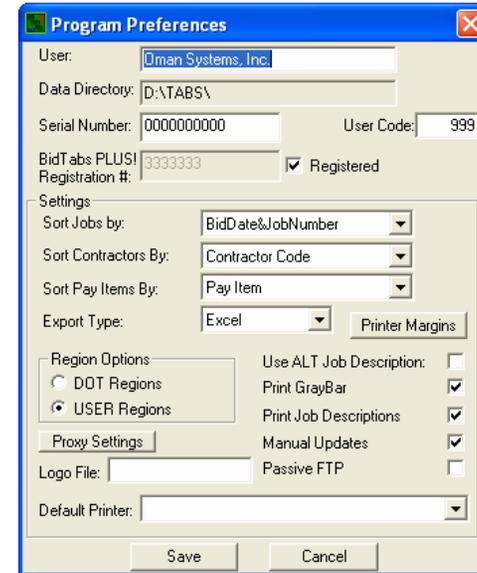


Figure 4.1

- User** Enter your company name on this line. The name entered here will be displayed on all reports.
- Data Directory** This is the location where the tabs data files are located. This field cannot be changed.
- Serial Number** This is the unique identifying number assigned to you by Oman Systems for your program.
- User Code** If you have purchased custom reports from Oman Systems, use this option to enter the custom user code assigned by Oman Systems to enable these reports.
- BidTabs PLUS Registration #** This is the unique registration number (installation code) generated when a customer purchases PLUS. When the correct registration number is entered and saved for PLUS, there will be a checkmark in the “Registered” box.
- Sort Jobs By** On the pay item search report you can determine the order in which you want to display the jobs. Options include by county, bid date and job number, bid date and county, and bid date and order number.
- Sort Contractors By** Options include sorting by contractor name or contractor code.

Sort Pay Items By

Select the order in which you want to initially display pay items. Options include pay item, description, and pay item value. Pay item value is used for states that use a true numerical sequence for pay items. Virginia is a state which uses this method.

Export Type

This option allows you to choose the type of file format to use when exporting reports. Available formats include: ASCII (text), Dbase, Excel, Lotus, Paradox, Quattro Pro, and Symphony.

Proxy Settings

This option is for OSI use only and should not be changed.

Region Options

These two options allow you to select between “DOT” and “USER” regions. DOT regions are defined by the state. USER regions allow you to group counties into regions defined by you. For more information, see “Using DOT and User Regions” later in this chapter.

Use Alt Job Desc

Some states use a different job nomenclature than the job numbers normally used in BTP. Selecting this box will display these alternate numbers for those jobs. By selecting this option, job numbers will be changed in all reports.

Print Graybar

When this option is checked, every other line in a report has a light gray background to facilitate reading. It is utilized on the following reports: By Contractor, By Job, By Pay Item and Compare 2 Con.

Print Job Descriptions

Selecting this option will display Job Description information as furnished by the state. These descriptions can be found in the Job Database. When selected, the Job Descriptions will display on the By Contractor, By Pay Item, Contractor Analysis, By Job and Compare 2 Con reports. Note: Not all states provide text descriptions of jobs.

Manual Updates

Each day you start BidTabs Professional, the program will inform you what version you have of the program and if there are any new versions available. If you check this box the system will NOT check for program updates each day and will NOT display the version status message.

Passive FTP

This option is only used if you are having problems connecting to our server when using the “update via internet” option. Some firewalls do not allow “Active FTP” file transfers. If you cannot download updates, check this box and try again. If you continue to encounter problems updating via the internet, contact Oman Systems for additional help.

Logo File

This option allows you to display your company logo on the BidTabs Professional desktop. Place your logo into the WTABS folder then enter the name of the file in this field. The next time you restart the program, your company logo will be displayed in the upper left corner of the screen.

Default Printer

If you have more than one printer connected to your computer, by hitting the down arrow you can select which printer you want to use for a default.

PRINTER OPTIONS

On the “Preferences” screen, pressing the Printer Margins button will display the window shown in Figure 4.3. Using this screen you can set the printer margins that will be used on all reports. The values are entered as inches. Most reports are optimized for a margin size of 0.6”. However, some printers may require larger margins (for example, some inkjet printers require a larger bottom margin).

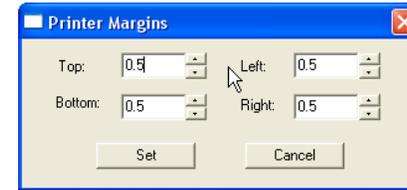


Figure 4.3

The window shown in figure 4.4 is the standard print window found in most windows software programs. It allows the user to select the printer to use to print reports, the size paper, whether landscape or portrait, whether to use color, etc.

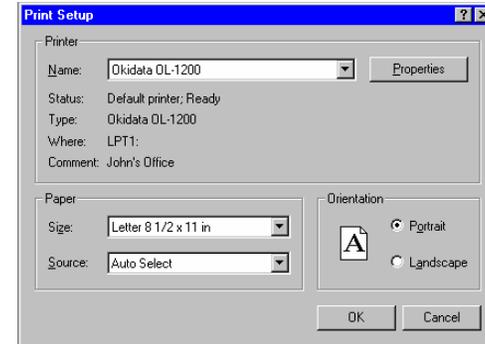


Figure 4.4

IMPORTING DATA

When you first installed BTP onto your computer, the program CD included all the bid tabs data up to that point in time. Over time, Oman Systems will post additional tabs data. We have attempted to make it as easy as possible to update your bid tabs program and keep your data up to date. There are four basic methods to update the tabs data on your system. In each instance you will be notified via email when the latest updates are available for the states that you subscribe to.

OPTION #1 – Download updates from our web site

This is a two step process. First you will need to download the files from our website. You will then import those files into *BidTabs Professional*. Before you can download files from our website, you will need your user name and password that were assigned to you when you purchased the program.

The first time you visit our web site, you will need to Log In. From our home page (<http://www.OmanCo.com>) enter your User Name and Password on the right side of the page and press the Submit button shown in Figure 4.5.

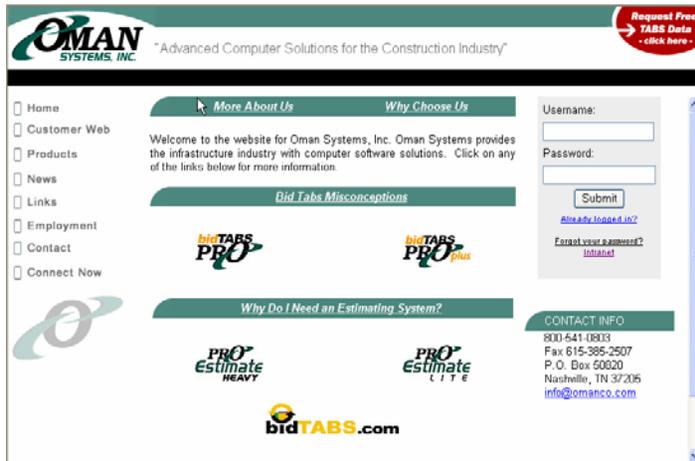


Figure 4.5

After you have successfully logged in, you will be directed to our Customer Web page (shown in Figure 4.6). On the right side of this page under the “YOUR STATES” section you will see a list of states that you subscribe to.

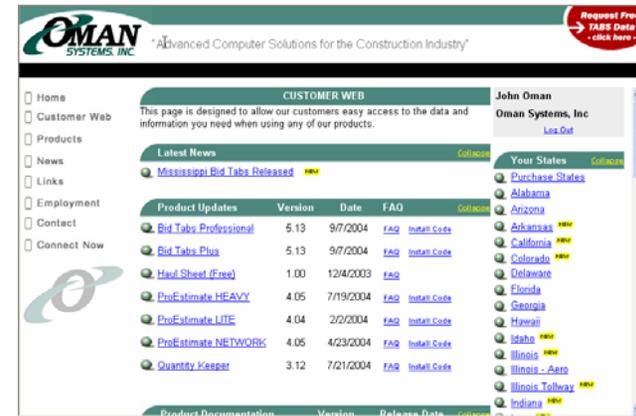


Figure 4.6

You will see a “NEW” flag next to any states that have posted new data that you have not yet downloaded. Click on the state that you want to download data for and you will be brought to a screen that lists two tables of historical bid tabs (see Figure 4.7).

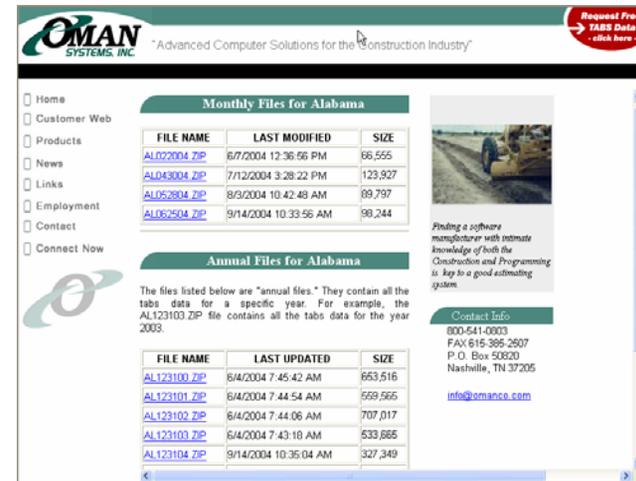


Figure 4.7

The first table labeled “Monthly files for Alabama” as shown in Figure 4.7, lists specific letting data files. The file names are formatted using the following format: “XXmmddyy.ZIP”, where “XX” is the state abbreviation and “mmddyy” is the date of the most recent letting contained in the data update file. When scrolling down further on the page, the second table, labeled “Annual Files for Alabama as shown in figure 4.7, list “annual files.” Annual files are similarly formatted: “XX1231yy.ZIP” where “XX” is the state abbreviation and “yy” is the year contained in this file. These files contain ALL the data for the specified year. If you are not sure if you missed some data, then you can download the annual file for the year. It will in no way harm your system to re-import data that is already loaded on your system (it will just take longer to download and install).

To download a file, simply left click on the blue file name and when prompted, select “Save”. You can save it to your desktop, C: drive, or you may want to create a special folder to hold this data. Make sure to note where you saved the file on your system. We usually recommend you create a “tabs data downloads” folder to save all the data updates into. **You must NOT save the data update file into your tabs program folder (usually C:\WTabs).**

After you have downloaded the data file(s), you are ready to import the data file(s) into *BidTabs Professional*. From the *BidTabs Professional* program, press the “Data Update” button. You will then see the window shown in Figure 4.8.

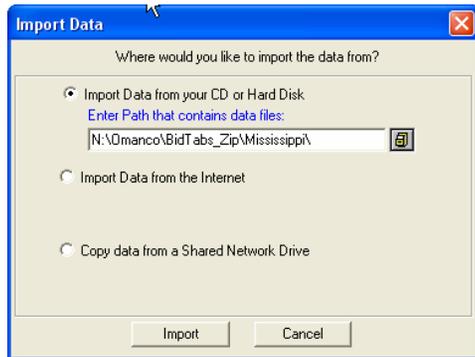


Figure 4.8

Press the file cabinet icon  and it will open a tree of drives and folders. If, for example, you loaded the file on your desktop, scroll up to where you see “desktop”, click once to highlight that word and then hit OK. Press the “Continue” button and you will see a list of data zip files (Figure 4.9).

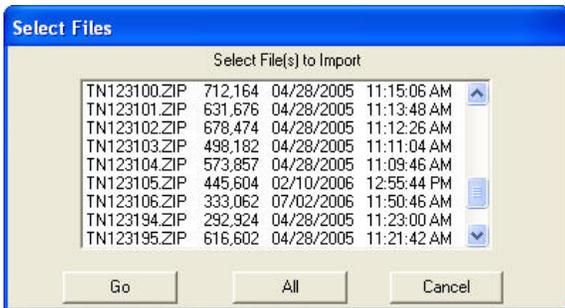


Figure 4.9

Simply click on the desired data files and press “GO.” (Or, if you wanted all of them select ALL first). As mentioned earlier, it will not damage your system if you accidentally select a data file that was previously loaded; it will simply take a little longer to load. Just answer “Yes” if you are prompted to overwrite existing data.

OPTION #2 – Automatically Import Data via Internet

If you have a full time and fast Internet connection like DSL, ISDN or T1 lines rather than dial-up lines, you may want to automatically download data updates from within BTP. Press the “Data Update” button and you will see the window as shown in Figure 4.10.

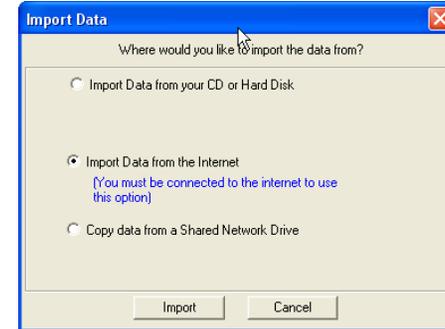


Figure 4.10

Select the “Import Data from the Internet” button and then press the IMPORT BUTTON. You will then see the screen shown in Figure 4.11.

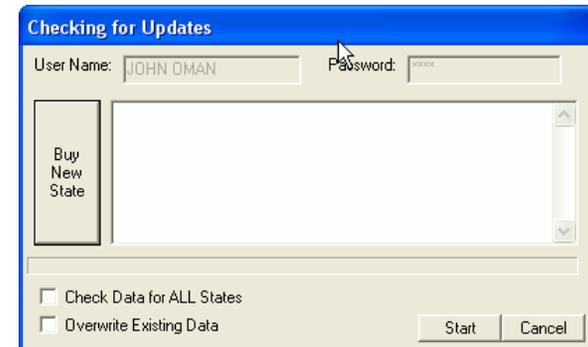


Figure 4.11

If you subscribe to multiple states, you should check the “Check Data for ALL States” option. Press the “Start” button and answer “YES” to the next prompt once you are connected to the Internet. If there are any files available that you have not previously loaded, you will see a list as shown in Figure 4.12. The state is shown at the very top of the screen. Unless you are sure you have previously loaded some of these files, press the “All” button and press “LOAD.” The system will then automatically download the selected files. Once downloaded, you will be prompted to update your data files. Answer YES. The program will then install and re-index the files.

You can press the LOAD ALL button OR double click on the state name and highlight only the years you actually want to load then press the LOAD button. The selected data will be loaded into your system and the indexes will be rebuilt.

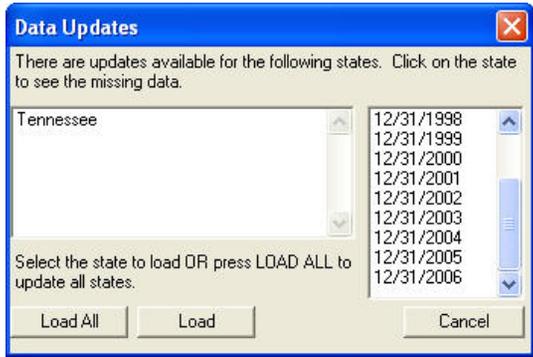


Figure 4.12

OPTION #3 – Import Data from a Floppy Disk

Updates can also be obtained from OSI on floppy disks for an additional annual fee. Importing data from a floppy disk is identical to importing from a file downloaded from our web site. After pressing the Data Update button, you will see the screen shown in Figure 4.13.

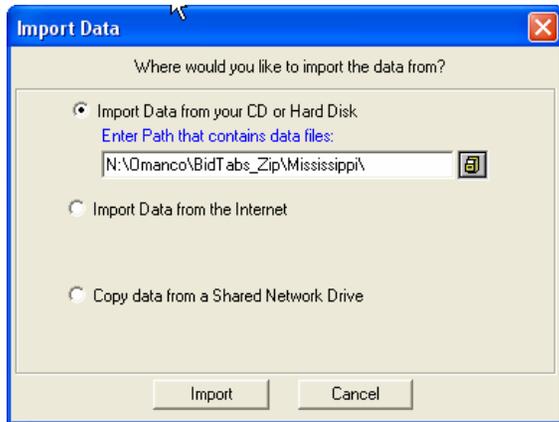


Figure 4.13

Select the “Import Data from your CD or Hard Disk” option. When prompted to enter the path, enter the path to your floppy disk drive (usually A:\) and press the IMPORT button. If prompted to select files to import (see Figure 4.12) click on the files you want to load and press GO.

OPTION #4 – Check Server for Updates

This option is useful in multi-user environments where all the users are connected to a network. Using this option, you can assign one person to be responsible for all data updates on a central (or shared) computer like the server. Then each time all the other users start their program, the system will automatically check the server and update any files.

Before you can use this option, you must install a copy of the program on the server. This copy must only be used for performing data updates and NOT as a normal system. The location where you install this copy of the program must also be accessible from all other installed systems and be a “mapped” drive. Your network administrator may need to set the proper mappings on each user’s computer. See Figure 4.14.

After pressing the Data Update button, select the “Copy Data from a Shared Network Drive”. When prompted to enter the network path, enter the correct path and press the Import button.

The system will check the location and automatically update your system with any new data.

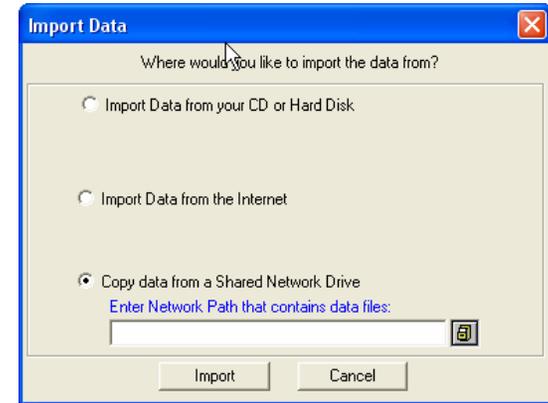


Figure 4.14

SET UP NEW STATE

Before you can add a new state to your system, you must be authorized by Oman Systems. The same options for importing data are used to set up a new state. After selecting the Options: Set Up New State menu option, you will see the screen shown in Figure 4.15.

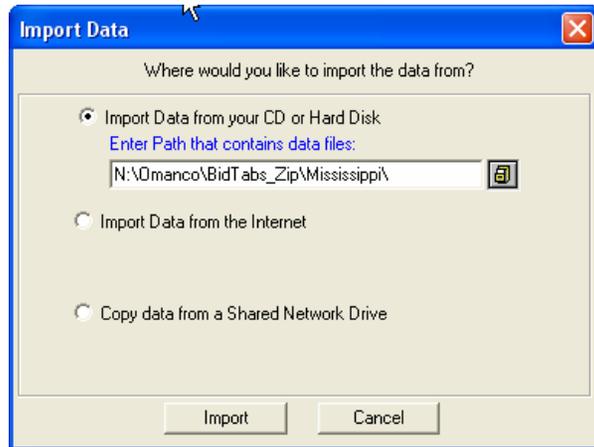


Figure 4.15

OPTION #1 – Import Data from your CD or Hard Disk

See Option #1 in the import data section for instructions on this option.

OPTION #2 – Import Data from the Internet

This option allows you to download data and import the data into BidTabs Professional from within the program. After selecting the “Import Data from the Internet” option, you will see the screen shown in figure 4.16.



Figure 4.16

If your username and password are already entered, these fields will be grayed out. Select the State you want to add and press the VERIFY button. When our server successfully authenticates you, you will be able to press the DOWNLOAD button.

The system will then display the window allowing you to select the years to download. You can either select specific years then DOWNLOAD or you can press the DOWNLOAD ALL button to load all the data.

Note: You can go back at any time in the future and load any missing data if you decide not to load all the data at this time.

OPTION #3 – Copy Data from a Shared Network Drive

See Option #4 in the previous import data section on Page 64 for instructions on how to use this option.

DELETING OLD DATA

This option allows you to delete old letting data from BTP. This option can be used in a situation where the user does not wish to keep bid tabs data older than for example, two years (or any other selected period of time). Consequently, the database will be smaller, only the most recent data will be available, and searches will take less time.

To delete old data from the system, simply execute the following steps:

- 1) Select "OPTIONS: DELETE OLD DATA" from the main screen.
- 2) Click on the letting dates to delete.
- 3) Press the DELETE button and answer YES at the "Are You Sure?" prompt.

If you highlighted the wrong bid dates you can remove the highlight by EITHER clicking once again on the highlighted date OR pressing the CLEAR button to un-select all dates. See Figure 4.17a.

Deleted data can be reloaded by going to the Oman Systems web site (<http://www.OmanCo.com>), downloading the "annual files" for the specific years and importing them back into BTP.

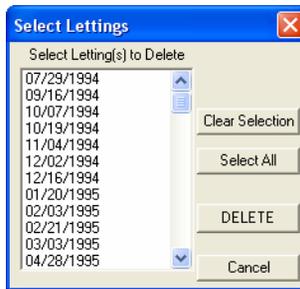


Figure 4.17a

RE-BUILD INDEXES

Periodically it may be necessary to "reshuffle the deck" because sometimes errors can occur in index files. Most database systems use an index file like the index in a book to quickly find specific data. There are times that an index file may get corrupted even though the data file is not. This could happen if your system shuts down unexpectedly, like from a power failure. If a report omits a column of information, jumbles some jobs or displays other unusual things, many times this can be corrected by re-indexing the databases.

To re-index the data files, select "Options: Rebuild Indexes" from the Main BTP screen, then answer "Yes" to the "Re-index Files" prompt. Depending on the size of the database and the speed of your computer, this option may take from a few seconds to a number of minutes. After re-indexing, the system will check our server to see if there are any data updates available. If there are updates available, you will be prompted to download the latest data files.

After re-indexing the database, the system will check the current data loaded on a user's system against a master database to ensure all is loaded into the program. If you are missing any lettings or any jobs within a letting, a message will be displayed on your screen.

NOTE: Once started, this operation should not be interrupted or the index files will not be properly re-created.



USING DOT and USER REGIONS

On most Report Option screens, you have an option to filter the data for a specific region. There are two types of regions you can use. The first is a pre-defined DOT region. This is a group of counties defined by the state Department of Transportation to be included in a specific district or region. The second option allows you to create your own custom group(s) of counties and assign region numbers to these unique territories or User Regions. This allows you to create a report that searches through only the selected counties you want to include in your User Regions option.

The list box on a report option setting screen will contain all the DOT or USER regions numbers that have previously been set up in the County Database screen. Simply select the down arrow to open the list box of numbers and select the number you want for your report. See Figure 4.17b.

The default for the program is to search by DOT Region. In order to search in a user-defined region there are two steps that must be performed.

Step (1) Select counties to assign for each User region. This is done in the “County Database” screen. From the Main screen, select “File: Edit County Database.”

This window displays the names of each county in the selected state, the corresponding DOT Region they are assigned to, and a zero in each cell for each county under the USER Region category. NOTE: You can change the sort order of counties by double-clicking on the heading list. For example, to sort the counties by DOT Region number simply double-click on the “DOT Region” heading.

To create USER defined regions, simply move to the desired county in the USER region column and type in a user region number (from 1 to 99). Select as many counties as you want for each user region. You can create up to 99 user-defined regions by typing in a different number for each county. When you close the window, the system will retain the settings you entered until you change them. (To return all user regions to zero, select Edit: Zero User Regions from this menu.) The “Edit County Database” window is shown below in Figure 4.18.

Step (2) On the File: Preferences screen, on the lower left corner, you can select to use either “DOT” or USER regions. Your selection here will determine which region option will be displayed on each report option screen. To search using the user-defined regions simply select “Select USER regions” and press the Save button. Additionally, many report option screens have an ADVANCED button. By selecting the ADVANCED button, you can select from either “DOT” or “USER” region. Reports that incorporate the ADVANCED button are By Contractor, By Pay Item Button, Compare Two Contractors, PI Search, Letting, Contractor Analysis, Competitor Analysis and Market Analysis.



Figure 4.17b

	"COUNTY"	DOT Region	User Region
1	ADDISON	3	2
2	BENNINGTON	3	2
3	CALEDONIA	1	1
4	CHITTENDEN	2	2
5	ESSEX	1	1
6	FRANKLIN	2	2
7	GRAND ISLE	2	2
8	LAMOILLE	2	2
9	ORANGE	4	2
10	ORLEANS	1	1
11	RUTLAND	3	2
12	STATEWIDE	0	1
13	WASHINGTON	2	2
14	WINDHAM	4	2
15	WINDSOR	4	2

Figure 4.18

While you are in the “Edit County Database” window you can also select how to sort this data for a report listing counties, DOT Regions and USER regions. By selecting File: Print or selecting the printer icon on this window you can print a report sorted by 1) County Name, 2) DOT Region then County or 3) USER Region as shown in Figure 4.19. You can export this database to an Excel spreadsheet by selecting the File: Export to Excel Spreadsheet menu option.



Figure 4.19

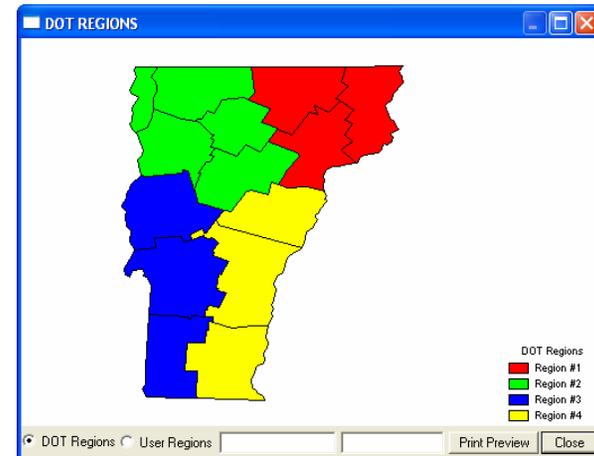


Figure 4.20

USING CUSTOM PAY ITEM GROUPS

As noted earlier, all DOT regions for a state can be displayed by clicking the map icon or selecting them menu option FILE: MAP, from the Edit County Database window. An example of this is shown in Figure 4.20. This map is color coded to show all regions. You can select whether you want to show DOT regions or User regions.

In addition to creating a user-defined region by entering numbers, you can create a User Defined region by clicking on the counties you wish to include in your region. While in the Edit County Database window, select the menu option Edit: Select User Regions (map). A screen such as shown in Figure 4.21 will be displayed.

Change the zero in the Add field to a number, such as '1' and then hit Add. That number will now be in the User Region field and the map will be activated. Every time you click on a county it will be colored and the name of the county will be in a list to the right. Clicking on a highlighted county will remove that county from the current user region.

After you have selected all the counties for each User defined region, press the SAVE button to save all your changes. To see maps of past User Defined areas use the drop down box by User Region and select a different number.

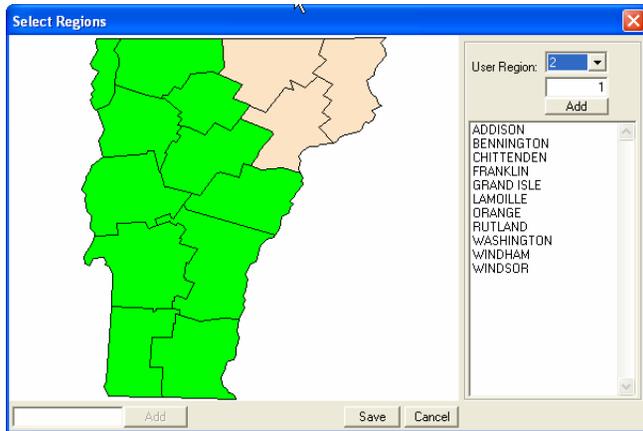


Figure 4.21

This option allows you to combine pay items into custom-made groups. You can create as many as 99 distinct pay item groups with as many pay items as you want in each group. However, each pay item can only be in one group at a time. You can then run reports which will include only the pay items you designated to be in a selected group. For example, you may wish to run searches for pay items that are a combination of many types of concrete pay items (items from more than one preset category).

The By Contractor, By Job, By Pay Item, Compare Two Contractors, Pay Item Search and Letting reports all support pay item groups. To use this option, the following steps are necessary:

- 1) Open any of the reports listed in the paragraph above; when opened, select the "Setup" button next to the Pay Item Group option. This opens a window showing all the standardized pay items for a state See Figure 4.22.
- 2) The left hand column is called the PI Group column and initially should contain all zeros. To make sure all pay items are "zeroed out" go to Options and select "Zero All Groups." This will ensure there are only zeros in the PI Group column.
- 3) When opened this Pay Item Database will be sorted by the pay item number. You can double click on the column heading Category and the pay items will then be sorted by Oman's predefined Pay Item categories. For example, all the Asphalt items will be together. This can make it easier when selecting the pay items for your custom pay item groups.
- 4) In the PI Group column, highlight the cell of the pay item you want to include in a group and assign a number for this group by entering a number (from 0 to 99) from your keyboard. For example, if you want to create a group numbered "1," press the "1" key and the pay item group number will change from 0 to 1." To quickly add a number of pay items into your custom groups, highlight the pay item cell next to the pay item for a group, give it a group number, and holding the left side of the mouse down highlight the numbers column to as many pay items you want for this group. (They will now be highlighted but the number will still be showing a 0.) Go to Options, Fill Down, and all of the highlighted number 0's will now have the group number.
- 5) By double clicking on the group number the number will advance. If you had a pay item in group 1, by double clicking on the 1 the number will change to 2, and so on. When finished selecting all of your custom pay item groups, close this data base to save your custom groups.
- 6) On the Report Options screen, hit the down arrow by PI Group and select the desired pay item group number. Only pay item groups that you have set up will be available options. Your search will include only those pay items you entered into the selected group.
- 7) You can print a listing of pay items in each PI group by going to **File, Pay Item Database**, selecting the printer icon, selecting the "Selected Group" option, and selecting the desired pay item group. (**Recommended**)
- 8) **IMPORTANT:** Before over writing your bid tabs, Back-Up/ SAVE your Custom groups data by going to OPTIONS from the main BidTabs Pro. screen; select BACK-UP/RESTORE DATA, select BACK-UP, click on the file cabinet next to the path and select where you want to save this data; select PI Group option, and then START. NOTE: If the prompt appears to insert a CD disk and you do NOT want to save this data to a CD disk, just cancel and you will now have access to your computer drives to select where to save the Custom Groups data.

NOTE: If you want to run a report to include all the pay items and not just one of the groups you created, make sure that the field for PI group says "ALL PAY ITEMS"

PAY ITEM GROUP NAMES

This option allows a user to label any of the previously set Pay Item Groups. If you assign names to the pay item group numbers, then the report option screens that use pay item groups will display these names and also the pay item group number. For example if you assigned “Concrete Curb Items” to group #1, then instead of seeing only “Pay Item Group #1”, you will see the name “Concrete Curb Items.”

To assign group names, select FILE: EDIT GROUP NAMES. You will then see the window shown in Figure 4.23. To add a new group name select EDIT: ADD NEW ITEM.

PI Group	DESCRIPTION	English	Metric	Category
0	CONSTRUCTION LAYOUT	L.S.	L.S.	MOBILIZATION
1	CONSTRUCTION STAKES, LINES AND GRADES	L.S.	L.S.	MOBILIZATION
2	CNS TR STAKES, LINES AND GRADES	L.S.	L.S.	MOBILIZATION
3	RAILROAD FLAGGING	L.S.	L.S.	TRAFFIC CONTROL
4	FIELD LABORATORY (TYPE A)	L.S.	L.S.	MOBILIZATION
5	MATERIAL SAMPLING AND TESTING	L.S.	L.S.	MOBILIZATION
6	TRAVEL	HOURL	HOURL	MOBILIZATION
7	CLEARING & GRUBBING	L.S.	L.S.	CLEARING
8	CLEARING	ACRE	HE	CLEARING
9	CLEARING & GRUBBING	ACRE	HE	CLEARING
10	CLEARING AND GRUBBING	S.F.	MPS	CLEARING
11	VEGETATION REMOVAL (TYPE T)	SITE	SITE	CLEARING
12	VEGETATION REMOVAL (TYPE Z)	SITE	SITE	CLEARING
13	VEGETATION REMOVAL (TYPE A)	SITE	SITE	CLEARING
14	VEGETATION REMOVAL (TYPE B)	SITE	SITE	CLEARING
15	VEGETATION REMOVAL (TYPE C)	SITE	SITE	CLEARING
16	VEGETATION REMOVAL (TYPE D)	SITE	SITE	CLEARING
17	VEGETATION REMOVAL (TYPE E)	SITE	SITE	CLEARING
18	VEGETATION REMOVAL (TYPE F)	SITE	SITE	CLEARING
19	VEGETATION REMOVAL (TYPE G)	SITE	SITE	CLEARING
20	VEGETATION REMOVAL (TYPE H)	SITE	SITE	CLEARING
21	VEGETATION REMOVAL (TYPE I)	SITE	SITE	CLEARING
22	VEGETATION REMOVAL (TYPE J)	SITE	SITE	CLEARING
23	VEGETATION REMOVAL (TYPE K)	SITE	SITE	CLEARING
24	VEGETATION REMOVAL (TYPE L)	SITE	SITE	CLEARING
25	VEGETATION REMOVAL (TYPE M)	SITE	SITE	CLEARING
26	REMOVAL OF BRUSH AND TREES	L.S.	L.S.	CLEARING
27	REMOVAL AND DISPOSAL OF BRUSH & TREES	ACRE	HE	CLEARING
28	REMOVAL OF ROCK - CUTS	L.S.	L.S.	GRADING/EXCAVATION
29	REMOVAL AND DISPOSAL OF BRUSH AND TRS	S.F.	MPS	CLEARING
30	REMOVAL OF STRUCTURES AND OBSTRUCTI	L.S.	L.S.	CLEARING
31	REMOVAL SITE AND OBSTRUCTIONS	EACH	EACH	CLEARING
32	REMOVAL OF STRUCTURE COMPONENTS	L.S.	L.S.	CLEARING

Figure 4.22

Pay item data base screen for selecting pay items for custom groups.

Group #	Name
1	Borrow Excavation
2	IL-AERO (substitute items)
3	Concrete Pavement (C.Y.)
4	Concrete (C.Y.)

Figure 4.23

Once you have assigned all the group names, select FILE: CLOSE which will save these changes and close the window.

CHANGING STATES

Customers that have purchased more than one state can easily change the state tabs data by clicking the STATE menu option and selecting the desired state. All the states that you subscribe to will be listed and a checkmark will be shown next to the state that is currently selected.

CHANGING UNITS

Switching between English and Metric units of measure is as simple as pressing the UNITS menu option and selecting either “English” or “Metric.” You can change the units at any time and the next report you run will utilize the selected units of measure. Prices, Units of Measurement and Quantities will change depending on whether you view something in Metric or English. Selecting File: Edit Units Database opens a window displaying descriptions and conversion factors for all pay items.

All the data in BTP is stored in English units. This includes any jobs that were bid using Metric units. The system utilizes a unit conversion table to convert the data. Since many metric conversion factors are not exact, you may notice some small rounding variances when viewing a project in a unit of measure that the project was not bid in (for example, if the project was bid using Metric units and you are viewing a report using English units).

The system will note all Metric jobs on all reports. Even if you view a job using English units of measure, if the job was bid using metric units, the system will note that the job is a Metric job.

ADVANCED SETTINGS

On the By Contractor, By Pay Item, and Compare 2 Contractors report option screens there is a button called “ADVANCED SETTINGS.” This option allows the user to decide how the system will calculate the averages. This option screen is shown below in Figure 4.24.

Advanced Options

Type of Calculation

- Quantity Weighted Average (default)
- Straight Average (Mean)
- Median Price (Middle Price)
- Omit high and low prices

Region Options

- DOT Regions
- USER Regions

Sort Options

Sort Jobs by: BidDate&JobNumber

Sort Contractors By: Contractor Code

Sort Pay Items By: Pay Item

Save Cancel

Figure 4.24

There are three different ways the system can calculate the average for a pay item. An example of each of these computations is shown below.

Quantity Weighted Average This is the default setting. This average gives more “weight” to items with a higher quantity. Items with smaller quantities have less of an impact in the average.

Straight Average The straight average is the simple average of each price in the sample with no weight given to the quantity.

Median Price

The median price is simply the middle price. There are an equal number of prices above and below the middle price.

Omit High and Low Prices

This option will remove the highest and lowest unit price before calculating the average. This option does not apply to the median prices since removing the high and low price has no affect on the middle price.

Region Options

These two options allow you to select between "DOT" and "USER" regions. DOT regions are defined by the state. USER regions allow you to group counties into regions defined by you. For more information, see "Using DOT and User Regions."

Sort Jobs By

On the pay item search report you can determine the order in which you want to display the jobs. Options include by county, bid date and job number, bid date and county, and bid date and order number.

Sort Contractors By

Options include sorting by contractor name or contractor code.

Sort Pay Items By

Select the order in which you want to initially display pay items. Options include pay item, description and pay item value. Pay item value is used for states that use a true numerical sequence for pay items. Virginia is a state which uses this method.

SAMPLE COMPUTATIONS

	Quantity (L.F.)	Unit Price
Record 1	1,000	\$3.50
Record 2	500	\$5.00
Record 3	2,000	\$3.00
Record 4	10	\$15.00
Record 5	750	\$4.00

Straight Average

$$3.50 + 5.00 + 3.00 + 15.00 + 4.00 = \$30.50$$

$$30.50 / 5 = \$6.10$$

Straight Average (omitting the high an low prices)

$$3.50 + 5.00 + 4.00 = 12.50$$

$$12.50 / 3 = \$4.17$$

Quantity Weighted Average

$$1,000 \times 3.50 = 3,500 +$$

$$500 \times 5.00 = 2,500 +$$

$$2,000 \times 3.00 = 6,000 +$$

$$10 \times 15.00 = 150 +$$

$$750 \times 4.00 = 3,000 = 15,150$$

Total quantity = 4,260

Weighted Average = 15,150 / 4260 = \$3.56

Quantity Weighted Average (omitting high and low prices)

9,000 / 2,250 = \$4.00

Median

Sort Prices by value: 3.00, 3.50, 4.00, 5.00, 15.00
The middle price is \$4.00

Straight Average	\$6.10
Straight Avg (omitting high and low)	\$4.17
Weighted Average	\$3.56
Weighted Avg (omitting high and low)	\$4.00
Median Price	\$4.00

BACKING UP AND RESTORING DATA

There is certain information that the user enters into the system that you may want to make a back-up copy of. For example, all your BidTabs PLUS projects and/or any Custom Pay Item groups.

NOTE: There is no need to back-up the actual tabs data since this data is always available on our website and is not unique to the user.

BACKING UP YOUR DATA

After selecting the menu option Options: Back-Up/Restore data, you will see the window shown in Figure 4.25. Select the BACK-UP button, enter the path to where you want to save this back up data, and check all the options shown in the files to Back-Up/Restore box. Press the START button and the system will create a zip file that contains all of the user's information.

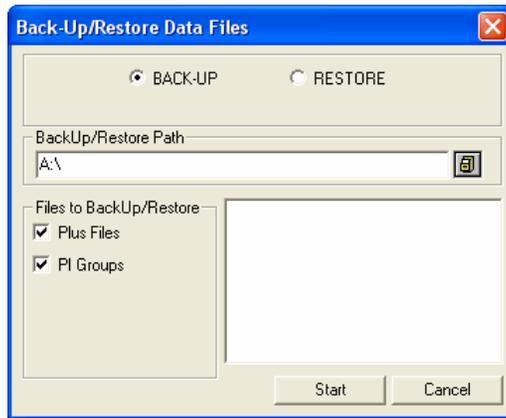


Figure 4.25

RESTORING YOUR DATA

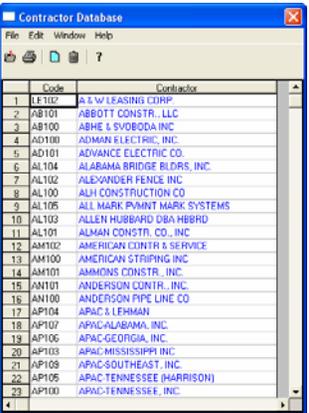
After selecting the menu option Options: Back-Up/Restore data, you will see the window shown in Figure 4.25. Select the RESTORE button, enter the path that contains the back up file and check all the options shown in the files to Back-Up/Restore box. Press the START button and the system will restore all of your saved back up information. It may take a minute or two to restore your data.

CHAPTER 5

DATABASES

CONTRACTOR DATABASE

This database contains a listing of all contractors that have bid on jobs as a prime contractor for a state as well as the unique code, or number, assigned to each contractor by the state. To display the contractor database, from the Main Menu, select File: Edit Contractor Database. This database screen is shown in Figure 5.1.



Code	Contractor
1	LE102 A & W LEASING CORP
2	AB101 ABBOTT CONSTR. LLC
3	AB100 ABHE L SVBODDA INC
4	AD100 ADMAN ELECTRIC, INC.
5	AD101 ADVANCE ELECTRIC CO.
6	AL104 ALABAMA BRIDGE BIDDERS, INC.
7	AL102 ALEXANDER FENCE INC.
8	AL100 ALH CONSTRUCTION CO
9	AL105 ALL MARK PAINT MARK SYSTEMS
10	AL103 ALLEN HUBBARD DBA HBBRD
11	AL101 ALMAN CONSTR. CO., INC.
12	AM102 AMERICAN CONTR. & SERVICE
13	AM100 AMERICAN STRIPING INC.
14	AM101 AMMONS CONSTR. INC.
15	AM101 ANDERSON CONTR. INC.
16	AM100 ANDERSON PIPE LINE CO
17	AP104 APAC 1 LEHMAN
18	AP107 APAC ALABAMA, INC.
19	AP106 APAC GEORGIA, INC.
20	AP103 APAC MISSISSIPPI INC.
21	AP109 APAC SOUTHEAST, INC.
22	AP105 APAC TENNESSEE (HARRISON)
23	AP100 APAC TENNESSEE, INC.

Figure 5.1

To print this list, press the printer icon as shown at the top of Figure 5.1. Note: you cannot add or delete contractors from this database. If you make any changes to the contractor names, you will need to restart the program before any of your changes are reflected within the program. This list can also be exported to an excel spreadsheet.

COUNTY DATABASE

This database lists all the counties in a state and lists the numbered DOT Regions as assigned by the state. This database also incorporates the User Regions access area. To access this County database from the main BidTabs screen select File, then select Edit County Database.

Much more about this database, including maps of all DOT and User Defined regions, can be found in the Using DOT and User Regions section.

UNITS DATABASE

This database contains a listing of all units of measure. To display the unit's database, from the Main Menu, select File: Edit Units Database. This database screen is shown in Figure 5.4. It displays the items in both English and Metric and also shows the factoring used for each item. For example, one quart is 0.946 of a liter. The items can be sorted by Metric or English units and the conversion factor can be edited.

English	Description	Metric	Description	Fact/Conv
1	1 Gallon	3.785	Liter	1.00000000
2	1 Day	86400	Second	1.00000000
3	1 Mile	1609.344	Meter	1.60934400
4	1 Yard	0.9144	Meter	0.91440000
5	1000 Square Feet	92.90304	Square Meter	0.09290304
6	1000 Gallons	3785.411784	Liter	3.78541178
7	100 Feet	30.48	Meter	0.30480000
8	100 Square Feet	9.290304	Square Meter	0.09290304
9	100 Feet	30.48	Meter	0.30480000
10	10 Feet	3.048	Meter	0.30480000
11	10 Pounds	4.5359237	Kilogram	0.45359237
12	1 Acre	4046.8564224	Square Meter	4.04685642
13	1 Gallon	3.785411784	Liter	3.78541178
14	1000 Gallons	3785.411784	Liter	3.78541178
15	1000 Gallons	3785.411784	Liter	3.78541178
16	1000 Gallons	3785.411784	Liter	3.78541178
17	1000 Gallons	3785.411784	Liter	3.78541178
18	1000 Gallons	3785.411784	Liter	3.78541178
19	1000 Gallons	3785.411784	Liter	3.78541178
20	1000 Gallons	3785.411784	Liter	3.78541178
21	1000 Gallons	3785.411784	Liter	3.78541178
22	1000 Gallons	3785.411784	Liter	3.78541178
23	1000 Gallons	3785.411784	Liter	3.78541178
24	1000 Gallons	3785.411784	Liter	3.78541178
25	1000 Gallons	3785.411784	Liter	3.78541178
26	1000 Gallons	3785.411784	Liter	3.78541178
27	1000 Gallons	3785.411784	Liter	3.78541178
28	1000 Gallons	3785.411784	Liter	3.78541178
29	1000 Gallons	3785.411784	Liter	3.78541178
30	1000 Gallons	3785.411784	Liter	3.78541178

Figure 5.4

The whole database can be printed out or exported to an Excel spreadsheet by pressing the option you want under the file menu option. Also, you can add new items to the database by selecting the “Add Item” icon (the third item from the left). The conversion factors listed are to convert an English quantity to a Metric quantity.

GROUP NAMES DATABASE

This option allows a user to label or name any of the previously numbered Pay Item Groups. If you assign names to the pay item group numbers, then the report option screens that use pay item groups will display these names instead of the group number. For example if you assigned the name “Concrete Curb Items” to Group #1, then you can select the name “Concrete Curb Items” instead of Group # 1 in the PI Group field on the Report Option window for the by Contractor, By Pay Item, Compare 2 Con, PI Search and Market Analysis reports.

To assign group names you must first have created a group(s) of pay items. See the section called Using Custom Pay Item Groups in order to learn how to create a group. Then, select FILE: Edit Group Names. You will see the window shown in Figure 5.5. To add a new group name select EDIT: Add New Item. Enter the number and name you want for those pay items. Close when finished.

Group #	Name
1	Borrow Excavation
2	IL-AERO (substitute items)
3	Concrete Pavement [C.Y.]
4	Concrete [C.Y.]

Figure 5.5

PAY ITEM DATABASE

This window displays the database of all standard pay items for the current state. To display the pay item database, from the Main screen, select File: Pay Item Database or hit the Pick button from the By Contractor Report, By Job, By Pay Item Report, Compare Two Contractors Report, PI Search or Letting Report. This option displays the pay item number, the pay item description, unit of measure in English and Metric, the predefined category for each item and Group number for each pay item. By clicking the column headings pay items can be sorted by number, description or category.

Once the database is open you can also hit your control key and the letter F or go to Edit/Find and a window will open that will allow you to find a specific pay item by number or by the first word of the description. See Figure 5.6. NOTE: The entire pay item database can be exported to excel by selecting “Export to Excel” under the File menu item. The PI Group column on the left allows you to create custom-made groups from this window. For instructions on how to create a custom group, see “Using Custom Pay Item Groups” in Chapter 4 page 72.

PI Group	Pay Item	Description	English	Metric	Date
3	0 100E00400	SPECIAL - TRAINING PER FHPM 6-41-2	HOURL	HOURL	MOBILIZATION
4	0 100E00500	SPECIAL - TRAINING	HOURL	HOURL	MOBILIZATION
5	0 100E10000	PROFESSIONAL LIABILITY INSURANCE	L.S.	L.S.	MOBILIZATION
6	0 100E44000	PREMIUM FOR SPECIAL HAZARD INSURANCE	L.S.	L.S.	MOBILIZATION
7	0 100E99000	PREMIUM ON RR'S/LIABILITY & PROPERTY	L.S.	L.S.	BUILDINGS/MISC S
8	0 100E99010	PROFESSIONAL LIABILITY INSURANCE	L.S.	L.S.	BUILDINGS/MISC S
9	0 103E05000	PREMIUM FOR CONTRACT PERFORMANCE BCL	L.S.	L.S.	MOBILIZATION
10	0 103E06000	PREMIUM FOR CONTRACT PERFORMANCE BCL	L.S.	L.S.	MOBILIZATION
11	0 103E99000	PREMIUM FOR PERFORMANCE/PAYMENT	L.S.	L.S.	BUILDINGS/MISC S
12	0 103E99010	PREMIUM FOR PERFORMANCE/PAYMENT	L.S.	L.S.	ALTERNATES/BON
13	0 107E99000	UTILITY COORDINATION	L.S.	L.S.	BUILDINGS/MISC S
14	0 201A-000	CLEARING & GRUBBING (APPROXIMATELY 17% L.S.	L.S.	L.S.	CLEARING
15	0 201B-000	CLEARING	ACRE	HE	CLEARING
16	0 201B-001	SELECTIVE CLEARING	ACRE	HE	CLEARING
17	0 201C-000	CLEARING	L.S.	L.S.	CLEARING
18	0 201E11000	CLEARING AND GRUBBING	L.S.	L.S.	CLEARING
19	0 201E11001	CLEARING AND GRUBBING, AS PER PLAN	L.S.	L.S.	CLEARING
20	0 201E21780	TREE REMOVED, 15" SIZE	EACH	EACH	GRASSING
21	0 201E21781	TREE REMOVED, 15" SIZE, APP	EACH	EACH	CLEARING
22	0 201E21800	TREE OR STUMP REMOVED, 18" SIZE	EACH	EACH	CLEARING
23	0 201E21801	TREE OR STUMP REMOVED, 18" SIZE, AS PER EACH	EACH	EACH	CLEARING
24	0 201E23000	TREE OR STUMP REMOVED, 30" SIZE	EACH	EACH	CLEARING
25	0 201E23001	TREE OR STUMP REMOVED, 30" SIZE, AS PER EACH	EACH	EACH	IT FARMING

Figure 5.6

To print out a list of all pay items, categories, pay items by category, pay items in each custom group, or non-standard pay items (not every state has these) go to File: Print or select the printer icon and you will see the Report Options screen shown in Figure 5.7.

Select Items to Print:

- All Pay Items
- Selected Group
- Selected Category
- Category Listing
- Non-Std Pay Items

Sort Report By:

- Pay Item Number
- Group then Pay Item
- Category then Pay Item

Selected Group: [] Selected Category: []

Print Preview Cancel

Figure 5.7

Select the report options you want, and then press the PRINT button to send the report to the printer, or press the PREVIEW button to display the report on your screen and select the print option from the preview screen.

NON-STANDARD PAY ITEM DATABASE

Some states utilize non-standard pay items as well as standard items. Unlike standard pay items, which are unique pay items that do not change from project to project, non-standard items are not unique. The same pay item number may be used on a different project with a different description and unit of measure. See Figure 5.8.

Listed below is a table showing the states that utilize non-standard pay items:

State	State	State	State
Arizona	Iowa	Idaho	Kentucky
Louisiana	Maryland	Massachusetts	Michigan
Missouri	North Carolina	Pennsylvania	Rhode Island
Tennessee	Utah	Virginia	Washington
Wisconsin			

Select File: Non-Standard Database to display all the non-standard pay items for the current state. Once the database is open you can also select the control key and the letter F or go to Edit/Find and a window will open that will allow you to find a specific pay item by number or by the first word of the description. The database is not case sensitive. See Figure 5.8a. NOTE: The entire pay item database can be exported to excel by selecting "Export to Excel" under the File menu option. To print out a list of all non-standard pay items select File: Print or select the printer icon.



Figure 5.8a

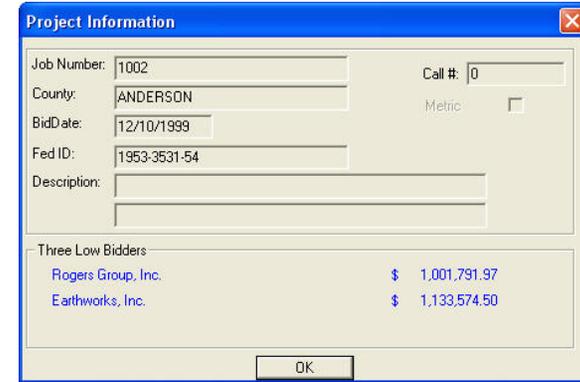


Figure 5.8b

Job No.	Pay Item	Description	English	Metric	Category	
1	1002	755-02.61	150 MM DIP WATER MN INSIDE ROW/Y	L.F.	M	UTILITY-WATER
2	1002	755-02.62	200 MM DIP WATER MN INSIDE ROW/Y	L.F.	M	UTILITY-WATER
3	1002	755-02.63	300 MM DIP WATER MN INSIDE ROW/Y	L.F.	M	UTILITY-WATER
4	1002	755-02.64	600 MM DIP WATER MN INSIDE ROW/Y	L.F.	M	UTILITY-WATER
5	1002	755-02.65	25 MM COPPER WATER SERVICE LINE	L.F.	M	UTILITY-WATER
6	1002	755-02.66	50 MM COPPER WATER SERVICE LINE	L.F.	M	UTILITY-WATER
7	1002	755-02.67	NEW TAPS AND CONNECTIONS	L.F.	M	UTILITY-WATER
8	1002	755-02.68	DUCTILE IRON FITTINGS	LBS	KG	UTILITY-WATER
9	1002	755-02.69	EXISTING WATER VALVE CASTING ADJ/S	EACH	EACH	UTILITY-WATER
10	1002	755-02.70	FIRE HYDRANT ASSEMBLY	EACH	EACH	UTILITY-WATER
11	1002	755-02.71	EX FIREHYDR RMV/VD FLLD W/MCHG MT	EACH	EACH	UTILITY-WATER
12	1002	755-02.72	RELOCATE EXISTING WATER METER	EACH	EACH	UTILITY-WATER
13	1002	755-02.73	WATER METER BOX REPLACEMENT	EACH	EACH	UTILITY-WATER
14	1002	755-02.74	600 MM HOR GT VALVE W/STEM BX	EACH	EACH	UTILITY-WATER
15	1002	755-02.75	150 MM GATE VALVE W/BOX	EACH	EACH	UTILITY-WATER
16	1002	755-02.76	200 MM GATE VALVE W/BOX	EACH	EACH	UTILITY-WATER
17	1002	755-02.77	300 MM GATE VALVE W/BOX	EACH	EACH	UTILITY-WATER
18	1030	755-04.01	8"PVC GRV SWR P.D.3034.SDR35.D.6-8"	L.F.	M	UTILITY-SEWER
19	1030	755-04.02	8"PVC GRV SWR P.D.3034.SDR35.D8-10"	L.F.	M	UTILITY-SEWER
20	1030	755-04.03	8"PVCGRV SWR P.D.3034.SDR35.D10-12"	L.F.	M	UTILITY-SEWER
21	1030	755-04.04	8"PVCGRV SWR P.D.3034.SDR35.D12-14"	L.F.	M	UTILITY-SEWER
22	1030	755-04.05	8"PVCGRV SWR P.D.3034.SDR35.D14-16"	L.F.	M	UTILITY-SEWER
23	1030	755-04.06	8"PVCGRV SWR P.D.3034.SDR35.D16-18"	L.F.	M	UTILITY-SEWER
24	1030	755-04.07	8"DIP GRVT SWR W/STN BCKFL DP8-8"	L.F.	M	UTILITY-SEWER
25	1030	755-04.08	8"DIP GRVT SWR,STN BCKFL,DP8-10"	L.F.	M	UTILITY-SEWER
26	1030	755-04.09	8"DIP GRVT SWR,STN BCKFL,DP10-12"	L.F.	M	UTILITY-SEWER
27	1030	755-04.10	8"DIP GRVT SWR,STN BCKFL,DP12-14"	L.F.	M	UTILITY-SEWER
28	1030	755-04.11	8"DIP GRVT SWR,STN BCKFL,DP14-16"	L.F.	M	UTILITY-SEWER
29	1030	755-04.12	METRO NASHV/SING INLET D.1M-2M	EACH	EACH	UTILITY-SEWER
30	1030	755-04.13	METRO NASHV/SING INLET D.2M-3M	EACH	EACH	UTILITY-SEWER
31	1030	755-04.14	METRO NASHV,DBL INLET D.1M-2M	EACH	EACH	UTILITY-SEWER
32	1030	755-04.15	METRO NASHV,DBL INLET D.2M-3M	EACH	EACH	UTILITY-SEWER
33	1030	755-04.16	METRO NASHV,DBL INLET D.3M-4M	EACH	EACH	UTILITY-SEWER
34	1030	755-04.17	METRO NASHV,TRPL INLET D.1M-2M	EACH	EACH	UTILITY-SEWER
35	1030	755-04.18	METRO NASHV,TRPL AREA DRN D.1M-2M	EACH	EACH	UTILITY-SEWER
36	1030	755-04.19	8" CONN TO MH CORNED AND BOOTED	EACH	EACH	UTILITY-SEWER
37	1030	755-04.20	CAPPING OF EXISTING MANHOLE	EACH	EACH	UTILITY-SEWER
38	1030	755-04.21	ADJUSTMENT OF EXISTING MANHOLE	EACH	EACH	UTILITY-SEWER

Figure 5.8

By double clicking on any job number you can see specific information about that job. For an example of this see Figure 5.8b. If the current state does not have any Non-Standard items, the non-standard database option under FILE from the main screen will be grayed out.

FREQUENTLY ASKED QUESTIONS

For the latest answers to common questions, you can visit our website (www.OmanCo.com) and select the CUSTOMER WEB link. Next to each product is a link for FAQ's. Click on the FAQ link to see answers to common questions about any of our products.

TROUBLESHOOTING

Sometimes some buttons are grayed out and I can't generate a report. What's wrong?

If the Display, Print, Export or Cancel buttons for each report are grayed out and do not allow the user to select them, it means that the criteria for the data was incorrectly selected or some required information was not entered. Try re-entering the criteria.

Why is it when I click on the Help menu option to learn more about something, I only find limited text support?

The help module is in the process of being updated and eventually will contain much more information.

When I search across a specific DOT region, then decide to do a statewide average for the same pay item, the DOT Region field does not clear out--the DOT Region number is still there. Why?

As long as you click the "All Regions" radio button it will be a statewide average. Some users like to toggle back and forth between region and state average and the program is designed this way to accommodate them. It reminds them of the last region they were searching.

What should I do if sometimes the data on a report looks incorrect and mixed up?

If a report omits a column of information, jumbles some jobs by a contractor, or displays other unusual things, many times this can be corrected by re-indexing the pay item database. This is done by selecting Options: Rebuild Indexes. It may take several minutes, depending on the size of the state's tabs database and the speed of your computer.

I can't get my installation code to work. What's wrong?

Be sure to enter your serial number correctly and that your computer is set to the correct date.

When I press the Print or Preview button in BTP, nothing happens?

You don't have to actually be connected to a printer just to preview, but you must have a printer set up on your computer's settings. Make sure to set up a printer on your computer using the Start: Settings: Printers menu option.

I can't find the data files on my CD. Where are they?

If you have purchased multiple states of bid tabs, make sure to select the correct folder for the state you wish to import. Also, make sure you are in the correct state before importing data. Be sure that the file names have the same format.

How can I contact you?

By phone you can call us at 800-541-0803, or you can contact us my email at Info@OmanCo.com, or via our website at <http://www.OmanCo.com>.

ENGINEER'S ESTIMATE

Some states publish the detailed engineer's estimate for each pay item within a project. Unlike publishing the total engineer's estimate, these states list the estimate for each and every pay item on a job. Within BidTabs Professional we can utilize this detail on certain reports.

For states that publish this data, you will see an extra option on certain reports to allow you to see the engineer's estimate. The following reports include this option:

LETTING REPORT
COMPARE 2 CONTRACTORS
BY JOB REPORT

Listed below is a table showing the states that publish the detailed engineer's estimate for each pay item within each project:

State	State	State	State
Colorado	Delaware	Massachusetts	Minnesota
Nevada	Texas		

DEFINITIONS AND TERMS

<i>Alternate Job Description</i>	Some states utilize an alternate nomenclature to identify jobs, rather than by contract number. By using this option jobs will be identified by this alternative number.
<i>Average Price</i>	The term "Average" can be defined a number of different ways. The default average price that BTP computes is a quantity weighted average. You can also configure the program to compute the straight average of the median price. Each of these terms is explained in more detail below.
<i>Categories</i>	"Categories" are groups of pay items grouped together by either the estimator or the bidding authority. Typical categories which some states use to group pay items are as follows: Grading Items, Bridge Items, or Utility Items.
<i>Database</i>	A "Database" is a grouping of related data or information stored in a disk file. An example of what is contained in a database is the listing of contractor names in the contractor database.
<i>Default</i>	The word "Default" is used throughout the program to refer to a value or setting that will be used unless the "default" value or setting is changed.
<i>DOT Region</i>	Sometimes called districts; they are areas of contiguous counties defined by Departments of Transportation. Searches for past projects or pay items can be limited to a specific DOT region.
<i>Download</i>	The term "Download" is used in the manual to refer to the procedure of copying a file or files from <i>BidTabs PLUS</i> (down) to a disk or a spreadsheet file or to download a file from our website to your computer.
<i>Engineer's Estimate</i>	The term "Engineer's Estimate" is used to describe the estimate that was prepared by the DOT. If the DOT published the detailed estimate for each pay item, we are able to capture that data and use it in certain reports within our system.
<i>Field</i>	The term "Field" is used to describe a certain item, which requires information to be entered on the screen. Sample: When the password is requested at the start of the program, the password is entered into the password field.
<i>Freeze</i>	This term is used to describe the effect of locking a certain number of columns on the left side of the screen so they will always be visible. This option is used on the spreadsheet style screens. If the screen is scrolled to the right to allow more columns to be displayed, the frozen columns will remain visible.
<i>Median Price</i>	The median price is simply the middle price in a series of numbers. For example, the median price in the sample series {1, 2, 3, 4, and 5} is 3.
<i>Non-Standard Items</i>	Some states utilize non-standard pay items. Unlike standard pay items, which are unique pay items that do not change from project to project, non-standard items are not unique. The same pay item number may be used on a different project with a different description and unit of measure.

<i>Pay Items</i>	A "Pay Item" is a unit of work the owner will pay for. There can be numerous work activities (or tasks) that take place under one pay item. One job can contain many pay items.
<i>Pay Item Group</i>	A "Pay Item Group" is a group of pay items, selected by the user, which allow you to generate reports that include only those items in your defined group. See Chapter 4 for more information on setting up and using pay item groups.
<i>Plug Prices</i>	"Plug Prices" are unit prices entered for a pay item that are not calculated from tabs information.
<i>Predefined Category</i>	Every standard pay item is assigned (by OSI) a category such as asphalt, base stone, etc. OSI utilizes 31 distinct categories. This affords searching not only by a single pay item but also by a category of pay items.
<i>Sort Code</i>	A "Sort Code" is a three-digit number that is entered for a pay item (in BidTabs PLUS). The program can then use the Sort Code to sort the pay items based on the numeric sequence of the entered sort codes.
<i>Straight Average</i>	The straight average is the arithmetic mean of the unit prices. No additional "weight" is given to any other value. The average is computed by adding up all the unit prices and dividing by the number in the sample.
<i>Upload</i>	The term "Upload" is used to refer to the procedure of copying or importing a file into <i>BidTabs PLUS</i> .
<i>User Region</i>	These are areas defined by the user—not the DOT—and consist of whatever counties the user wants to include. Searches for past projects or pay items can be limited to a specific "user defined" region.
<i>Weighted Average</i>	A weighted average price is an average of unit prices that have been "weighted" based on the quantity. This means that the items with a higher quantity have more impact on the average than those items with a smaller quantity. The weighted average is computed by adding up the extended prices (unit price times the quantity) and dividing by the total quantity.