

Alternate Bid Item Sheet Exporting

Design Manual
Chapter 20
Project Automation
Information
 Originally Issued: 10-31-11
 Revised: 08-09-18

This section provides guidance pertaining to exporting alternate bid item divisions in the C sheets. For guidance on inputting bid items into the Project Scheduling system (PSS), including alternate divisions, refer to Section [20J-82](#). For guidance on bidding machine control alternates, refer to Section [1G-10](#).

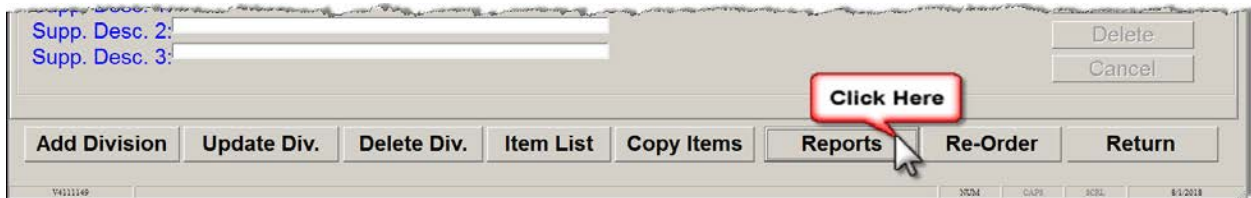
Estimated Project Quantities Alternate Bid Items

To import bid items into Excel with alternate bid items (e.g., paved shoulder alternates), add tab [100-1C](#) to your C sheet file with your file open. Then open PSS (see Section [20J-81](#)) and navigate to your project.

Select the Bid Items button



Then select the Reports button



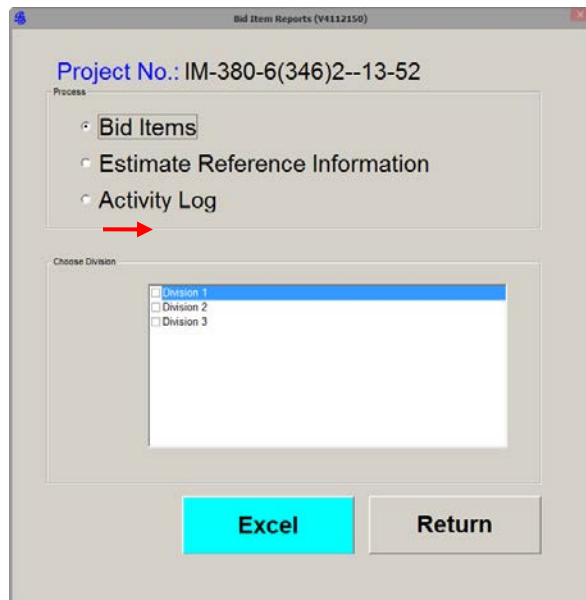
This will open the Bid Items Reports window.

The Bid Items radio option should be selected by default.

Select first the main division to be exported (as indicated by the red arrow) and click the cyan Excel button at the bottom of the window.

An Excel spreadsheet will then be generated and opened for the selected division.

Repeat this for all the divisions to be exported by deselecting the division already exported and selecting the next.





If bid items are imported for alternates and main division(s) simultaneously, the items are imported in order of the eleven-digit bid item code. Consequently, this will combine items from each division that match.

Copy and paste the divisions that you have exported. Start with the main division and select as shown below in Figure 1.

Estimated Project Quantities					
Item Number	Item Code	Item	Unit	Total	As Built
1	2102-0425071	SPECIAL BACKFILL	CY	2,681.3	
2	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	16.0	
3	2102-2710090	EXCAVATION, CLASS 10, WASTE	CY	6,148.0	
4	2102-2712015	EXCAVATION, CLASS 12, BOULDERS OR ROCK FRAGMENTS	CY	5.0	
5	2107-0875100	COMPACTION WITH MOISTURE CONTROL	CY	11.0	
6	2111-8174100	GRANULAR SUBBASE	SY	7,885.7	
7	2115-0100000	MODIFIED SUBBASE	CY	7,328.8	
8	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA	103.00	
9	2301-1034100	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3I DURABILITY, 10 IN.	SY	7,814.3	
10	2301-1034105	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3I DURABILITY, 10.5 IN.	SY	11,368.8	
11	2301-1034120	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3I DURABILITY, 12 IN.	SY	7,885.7	
12	2301-6911722	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	LS	1.00	
13	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHOULDER) 4 IN. DIA.	LF	10,660.0	
14	2502-8221306	SUBDRAIN OUTLET, DR-306	EACH	44	
15	2510-6745850	REMOVAL OF PAVEMENT	SY	4,725.9	
16	2518-6910000	SAFETY CLOSURE	EACH	6	
17	2526-8285000	CONSTRUCTION SURVEY	LS	1.00	
18	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	STA	246.78	
19	2527-9263137	PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED	EACH	6	
20	2527-9263180	PAVEMENT MARKINGS REMOVED	STA	24.52	
21	2528-8445110	TRAFFIC CONTROL	LS	1.00	
22	2528-8445113	FLAGGERS	EACH	See Proposal	
23	2533-4980005	MOBILIZATION	LS	1.00	
24	2601-2642100	STABILIZING CROP - SEEDING AND FERTILIZING	ACRE	5.0	
25	2602-0000020	SILT FENCE	LF	2,990.0	
26	2602-0000030	SILT FENCE FOR DITCH CHECKS	LF	710.0	
27	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	LF	3,700.0	
28	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	LF	3,700.0	
29	2602-0000160	ROCK CHECK DAM	LF	71	
30	2602-0000170	MAINTENANCE OF ROCK CHECK DAM	EACH	15	
31	2602-0000180	REMOVAL OF ROCK CHECK DAM	EACH	15	
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL	EACH	1	
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1	

Figure 1: Selected Bid Items.

Select a cell in Tabulation 100-1C (see below in lime green). Copy and paste selected information into the tab.

Item No.	Item Code	Item

Fill out the division information in the top right corner as shown below.

I	J	K	L	M	N	O	P	Q	R
Division 1:	Roadway Items								
Division 2:									
Division 3:									
Division 4:									
Division 5:									

To finish the main division, add the division description as shown below.

Item No.	Item Code	Item	Unit
Roadway Items			
1	2102-0425071	SPECIAL BACKFILL	CY
2	2102-2710070	EXCAVATION CLASS 1A ROADWAY AND BORROW	CV

Copy and paste the remaining divisions that you have exported. Repeat the selection, copy, and paste procedure described above. Leave two rows of space between divisions.

For each additional division, the quantities will need to be copy and pasted into their corresponding column, and then cleared from the Division 1 column. A bolded description will be added as well. The procedure is shown below.

1. Select and copy.

Item No.	Item Code	Item	Unit	Division 1	Division 2	Division 3
30	2602-0000170	MAINTENANCE OF ROCK CHECK DAM	EACH	15		
31	2602-0000180	REMOVAL OF ROCK CHECK DAM	EACH	15		
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL	EACH	1		
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1		
1	2102-0425071	SPECIAL BACKFILL	CY	1,641.9		
2	2122-5190007	PAVED SHOULDER, P.C. CONCRETE, 7 IN.	SY	2,922.1		
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA	57.00		

2. Paste.

Item No.	Item Code	Item	Unit	Division 1	Division 2	Division 3
30	2602-0000170	MAINTENANCE OF ROCK CHECK DAM	EACH	15		
31	2602-0000180	REMOVAL OF ROCK CHECK DAM	EACH	15		
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL	EACH	1		
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1		
1	2102-0425071	SPECIAL BACKFILL	CY	1,641.9	1,641.9	
2	2122-5190007	PAVED SHOULDER, P.C. CONCRETE, 7 IN.	SY	2,922.1	2,922.1	
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA	57.00	57.00	

3. Delete.

Item No.	Item Code	Item	Unit	Division 1	Division 2	Division 3
30	2602-0000170	MAINTENANCE OF ROCK CHECK DAM	EACH	15		
31	2602-0000180	REMOVAL OF ROCK CHECK DAM	EACH	15		
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL	EACH	1		
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1		
1	2102-0425071	SPECIAL BACKFILL	CY		1,641.9	
2	2122-5190007	PAVED SHOULDER, P.C. CONCRETE, 7 IN.	SY		2,922.1	
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA		57.00	

4. Add Division Description.

Item No.	Item Code	Item	Unit	Division 1	Division 2
30	2602-0000170	MAINTENANCE OF ROCK CHECK DAM	EACH	15	
31	2602-0000180	REMOVAL OF ROCK CHECK DAM	EACH	15	
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL	EACH	1	
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1	
Roadway Items - Shoulder Alt PCC					
1	2102-0425071	SPECIAL BACKFILL	CY		1,641.9
2	2122-5190007	PAVED SHOULDER, P.C. CONCRETE, 7 IN.	SY		2,922.1
3	2123-7450000	SHOULDER CONSTRUCTION, EARTH	STA		57.00

5. Add Division Description to the top right of the tab.

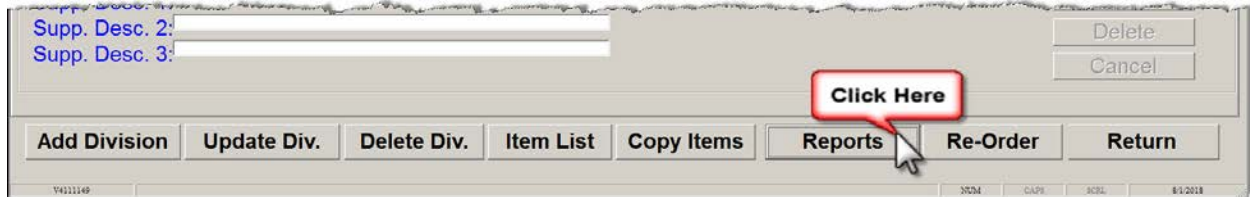
I	J	K	L	M	N	O	P	Q	R
Division 1:	Roadway Items								
Division 2:	Roadway Items - Shoulder Alt PCC								
Division 3:									
Division 4:									
Division 5:									

Repeat as needed for the remaining divisions.

Estimate Reference Information

The process for exporting Estimate Reference Information is almost identical to the process for exporting Bid Items. Each division will need to be exported individually through PSS, and you will need your C sheets open with tab [100-4A](#) attached.

You will select the Reports button



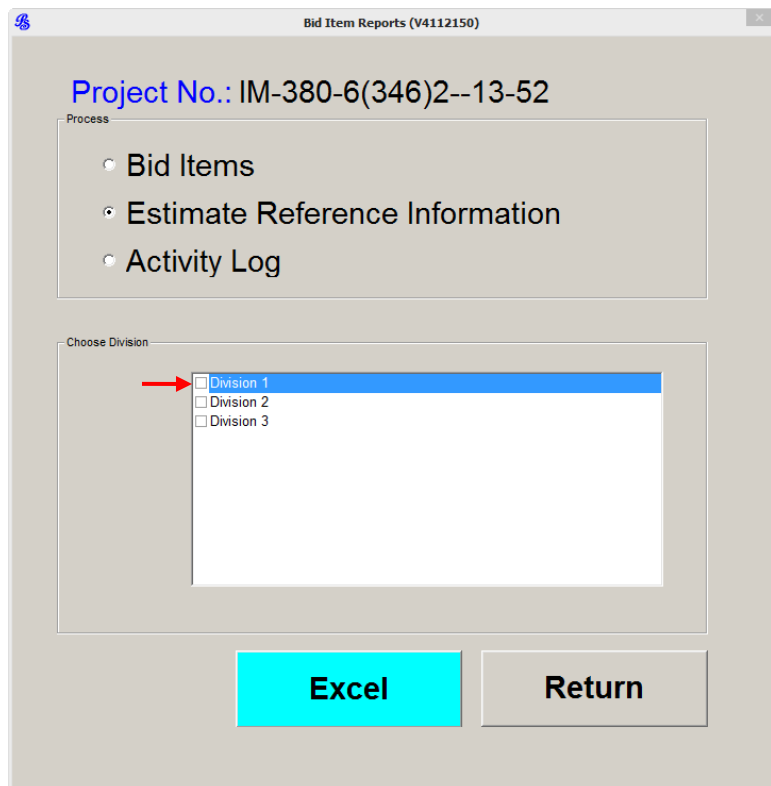
This will open the Bid Items Reports window.

The Estimate Reference Information radio option should be selected.

Select first the main division to be exported (as indicated by the red arrow) and click the cyan Excel button at the bottom of the window.

An Excel spreadsheet will then be generated and opened for the selected division.

Repeat this for all the divisions to be exported by deselecting the division already exported and selecting the next.



If Estimate Reference Information is imported for alternates and main division(s) simultaneously, the items are imported in order of the eleven-digit bid item code. Consequently, this will combine items from each division that match and not match the line item number in the Estimated Project Quantities Tabulation.

Next you will need to copy and paste the divisions that you have exported. Start with the main division and select as shown in Figure 2.

ESTIMATE REFERENCE INFORMATION		
Data listed below is for informational purposes only and shall not constitute a basis for any extra work orders.		
NO.	ITEM NUMBER	DESCRIPTION
1	2102-0425071	SPECIAL BACKFILL Refer to Tab. 100-24 and 'B' Sheets.
2	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW
3	2102-2710090	EXCAVATION, CLASS 10, WASTE Refer to 'T' sheets.
4	2102-2712015	EXCAVATION, CLASS 12, BOULDERS OR ROCK FRAGMENTS all rock and material above original ditch grade. Rock, silt, and engineering fabric that is flush with and/or below final ditch grade will be allowed to remain in the excavation trench.
32	2602-0010010	MOBILIZATIONS, EROSION CONTROL --
33	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL --

Figure 2: Selected Estimate Reference Information.

Select a cell in Tabulation 100-4A (see below in lime green). Copy and paste selected information into the tab.

ESTIMATE REFERENCE INFORMATION		
This Data Entry Sheet fills Tab 100-4A effective 10-29-02		
Item No.	Item Code	Description

To finish the main division, you will need to add the division description as shown below.

ESTIMATE REFERENCE INFORMATION		
This Data Entry Sheet fills Tab 100-4A effective 10-29-02		
Item No.	Item Code	Description
Roadway Items		
1	2102-0425071	SPECIAL BACKFILL Refer to Tab 100-24 and 'B' Sheets

Repeat the previous steps for the remaining divisions, adding the division description and leaving a row of blank space between divisions.

Chronology of Changes to Design Manual Section:

020J-086 **Alternate Bid Item Sheet Exporting**

8/9/2018	Revised Changed title. Rewrote to reflect current process for exporting alternate bid items and estimate reference information.
10/31/2011	NEW New