

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](#).

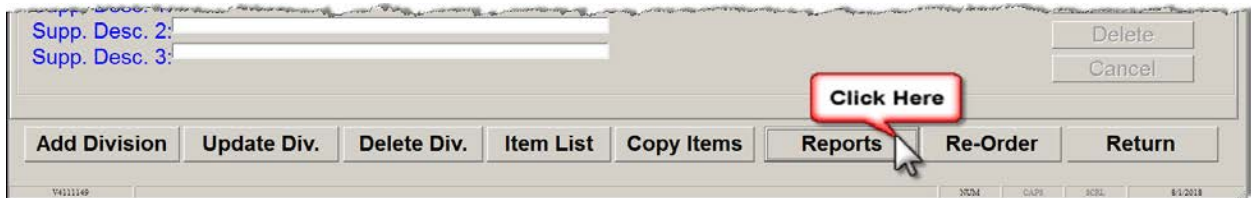
Estimated Project Quantities Alternate Bid Items

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



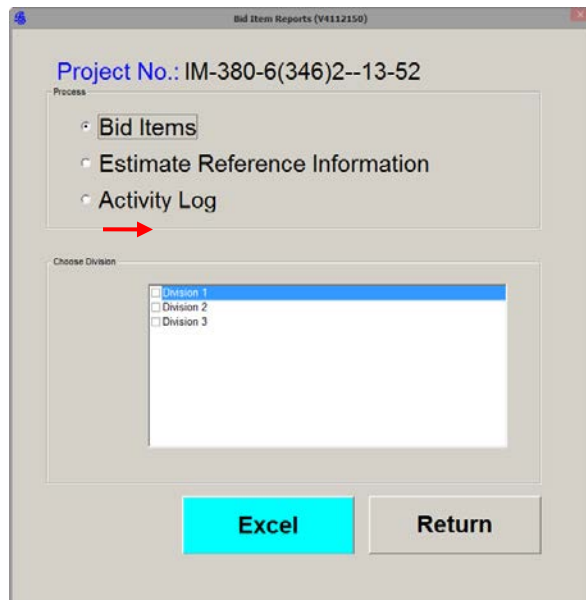
This will open the Bid Items Reports window.

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 |
|----------|-----------|------|
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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 | 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 | | |
| 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.

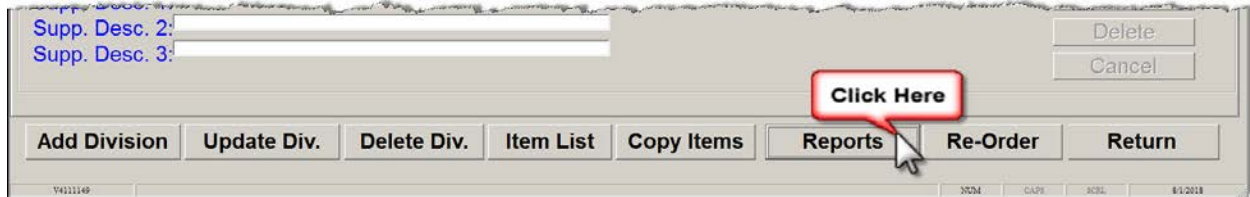
| I | J | K | L | M | N | O | P | Q | R |
|-------------|----------------------------------|---|---|---|---|---|---|---|---|
| Division 1: | Roadway Items | | | | | | | | |
| Division 2: | Roadway Items - Shoulder Alt PCC | | | | | | | | |
| Division 3: | | | | | | | | | |
| Division 4: | | | | | | |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



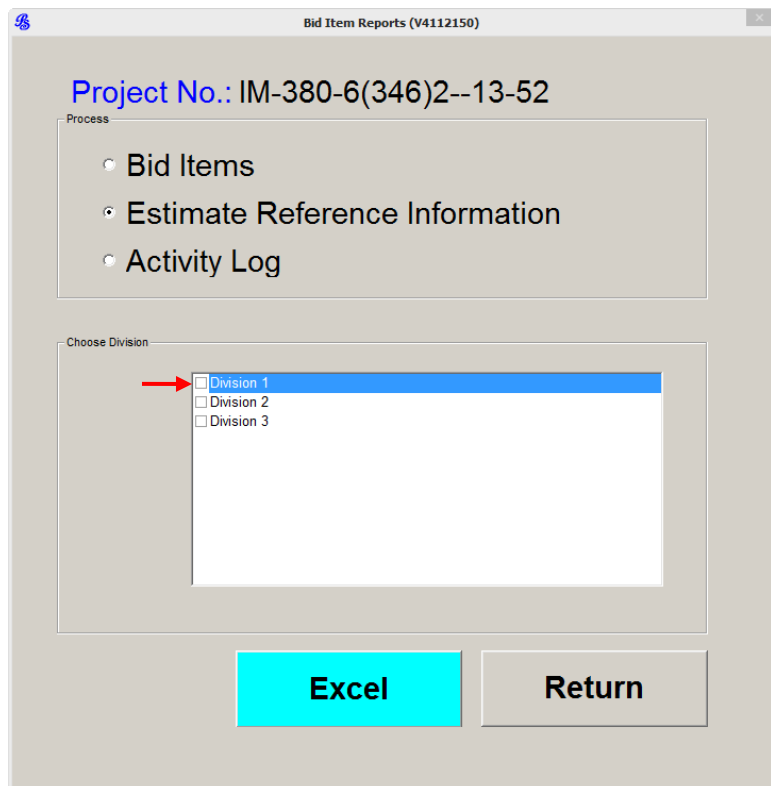
This will open the Bid Items Reports window.

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.

| NO. | ITEM NUMBER | DESCRIPTION |
|--|--------------|--|
| ESTIMATE REFERENCE INFORMATION | | |
| Data listed below is for informational purposes only and shall not constitute a basis for any extra work orders. | | |
| 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.

| Item No. | Item Code | Description |
|----------|-----------|-------------|
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To finish the main division, you will need to add the division description as shown below.

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