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# Introduction to Contracts

The Alaska Department of Transportation and Public Facilities uses an application called *Oracle Forms for Contracts* that is a part of the Management Reporting System (MRS) to manage and track Contract activities. The MRS database is the source for all of the Contracting data that is displayed on the ADOT/PF's Web site including the Tentative Advertising Schedule, Current Bid Calendar, Plan-holders lists, Addenda, Bid Opening Results and the Contract Award Status.

The function of *Oracle Forms for Contracts* has not been changed by the introduction of the Bidtab IV program. Contracts personnel will continue to use it for all pre-bid opening activities; identifying plan-holders, issuing addenda, changing estimate amounts, identifying Bidders and inputting uncheck bid results. In an unassociated manner, Bidtab is used to produce the detailed changes in the Engineer's Estimate for creation of Bid Schedules and to prepare DBE Goals Worksheets. Contracts personnel are required to update the appropriate fields in the *Oracle Forms for Contracts*, just as they are now, to keep the estimate amounts and DBE goals in-sync.

Active interaction between Bidtab and MRS is delayed until after the bids have been opened, the actual Bidders are identified in MRS and the unchecked bid results have been entered. (The level of bid detail in MRS is limited to the estimate-section totals for each bidder, even though each section may contain many pay-items.) Using the MRS data, Bidtab establishes the appropriate Bidtab records for each bidder. Then Bidtab is used to input the detailed bids and publish the certified bid results. During this process, Bidtab updates the MRS estimate-section totals for each bidder.

The Forms Bidtab IV uses directly in support of the *Contracting* role are as follows:

- *Bid Schedule Form*: Create a bid schedule, set allowances for Alaska Bidders and Products.
- *Bid Entry and Certification Form*: Enter detailed bids, model award scenarios, publish certified bid results and archive the Bidtab project.

## ***What you should learn in this module***

*By the completion of this module you should be able to answer the following questions:*

1. What is the primary application that is used to support Contract Management?
2. What Bidtab IV form is used to transfer a project?
3. What items are added to a Bid Schedule when Alaska Preferences are specified?
4. Where may notes or instructions be placed on a Bid Schedule?
5. What would be an appropriate Top of Page Note on a Bid Schedule that is included in a lengthy addendum where the addendum pages are numbered consecutively?
6. How can a note or instruction be formatted?
7. Can a Bid Schedule be Posted to the Contracts Web site for download by potential bidders?
8. Can Bidtab be used to create a new Contract in the Management Reporting System?
9. What are the steps involved in linking a Bidtab project to an MRS Contract?
10. What options are available to find a Contract in MRS, using Bidtab?
11. What Tests are performed by Bidtab before allowing a linkage to an MRS Contract? Why are these Tests necessary?
12. How can you overcome Test failures?
13. Which MRS records are updated when a linkage is established?
14. What records are deleted when a linkage is removed?
15. How are Bidders added to the list contained in Bidtab?
16. What reports can you print to check bid entry?
17. How do you enter Unchecked Bid Results or Alaska Product Preference Amounts?
18. What is a *Formulated Cost*? Can they be changed?
19. Does the Certified Bid Results Report show which Estimate Sections were finally awarded in a construction contract?

# Preparing a Bid Schedule

Alaska Preferences Bid Schedule

-Parks Highway MP 35-37-

**Special Conditions for Award**

Allow Alaska Bidder Preference 5 %

Allow Alaska Product Preference

Click to Change	Section Title	Allow Alaska Product Preference?
1452	Basic Bid	Yes

Form is Loaded... User: jim Can Authorize, Can Archive, GLOBAL ACCESS

## Bid Schedule Form

The *Bid Schedule Form* is used to prepare a Bid Schedule. It has two frames: the *Special Conditions Frame* and the *Bid Schedule and Instructions To Bidders Frame*.

### Special Conditions for Award (Alaska Preferences)

Using this pane, you may specify *Special Conditions for Award* by clicking on the appropriate check box. You may set the *Alaska Bidder Preference* percentage or the allowance of an *Alaska Product Preference* amount in determining the low bidder.

The allowance of an *Alaska Product Preference* amount can be specified for each estimate section. Toggle the allowance (Yes/No) by clicking on an estimate section in the list.

## Bid Schedule and Instructions To Bidders Frame

Alaska Preferences Bid Schedule

Instruction to Bidders

Label1

@ Top of every page. Before the Project Header  
 @ PREAMBLE: (Prints Once on the first page only)

**Bid Schedule**  
**Seward Hwy. MP 96 to MP 102**

@ Before Items are Listed on each page:

@ BEFORE: Basic Bid

201 (3A)	Clearing and Grubbing	Hectare	10.9
202 (1)	Removal of Structures and Obstructions	Lump Sum	All
202 (2)	Removal of Pavement	Square	74,370
202 (4)	Removal of Culvert Pipe	Meter	319.4
203 (3)	Unclassified Excavation	Cubic Meter	1,078,169
203 (12)	Drain Holes	Meter	742
241 (1)	Railroad Ballast	Megagram	11,317
242 (1)	Railroad Tradework	Meter	3,140
242 (2)	Tradework Removal	Lump Sum	All
245 (1)	Grade Crossing	Lump Sum	All
301 (1)	Aggregate Base Course	Megagram	42,111
401 (1A)	Asphalt Concrete, Type II, Class A	Megagram	9,554
401 (2)	Asphalt Cement, Grade PG 52-28	Megagram	527
401 (3)	Temporary Pavement	Megagram	1,242
401 (6)	Asphalt Price Adjustment	Contingent Sum	All Required
402 (1)	STE-1 Asphalt for Tack Coat	Megagram	39
407 (1)	Stone Mastic Asphalt Concrete	Megagram	13,523
407 (2)	Asphalt Cement, Grade PG 58-28	Megagram	879
407 (4)	Asphalt Price Adjustment	Contingent Sum	All Required
501 (1)	Class A Concrete	Lump Sum	All
504 (1)	Structural Steel	Lump Sum	All
507 (1)	Steel Bridge Railing	Meter	124
507 (2)	Pedestrian Railing	Meter	62
508 (1)	Waterproofing Membrane	Lump Sum	All
602 (2)	Structural Plate Pipe-Arch Span 4216, Rise 3708, Thickness 2.77 MM	Meter	47
603	1000 MM Corrugated Aluminum Pipe	Meter	192.5

Using the Estimate items as a template, Bidtab IV can be used to create a bid schedule that bidders will use to submit their bids. While Bidtab IV's text editor is not quite as powerful as Microsoft Word's, it does allow for basic paragraph justification and font formats. Its real advantage is that it automatically positions *Instructions To Bidders* in your *Bid Schedule*.

### Instruction Locations

Creating a Bid Schedule is a relatively simple process. First, select a location for an instruction to Bidders by clicking on it:

- **@Top of Each Page, Before the Project Header**
- **@Preamble:** Prints Once beginning on the First page (may be many pages long)
- **@Before Items are Listed** on each Page (this is usually "The bidder shall insert a unit bid price for each pay item listed below. Type or print legibly.")
- **BEFORE: an Estimate Section Prints**
  - **Before Each Pay-Item (just click on the Item Number)**
- **AFTER: an Estimate Section Prints**

## Inserting & Deleting Instructions

Right-Click on an *Instruction Location* to display the popup menu and select *Insert New Instruction* or *Delete Instruction* from the menu.

When Inserting, The Grid will be updated with a line that says

***CLICK HERE TO EDIT INSTRUCTION***

If you click where specified, the editor opens, on top of the grid. Type in your instruction, or copy and paste it from some other document. Then Click ***Close*** to close the editor and return to the grid.

## Formatting Instructions To Bidders

You can change the paragraph justification and font characteristics from the Main Menu under the Format menu Item. This does not allow you to select certain words to italicize or make bold. The formatting applies to all of the text included in the instruction.

The screenshot shows a bid schedule grid with a popup menu. The grid header includes:
 

- @ Top of every page, Before the Project Header
- @ PREAMBLE: (Prints Once on the first page only)
- Bid Schedule**
- Seward Hwy. MP 96 to MP 102**
- @ Before Items are Listed on each page:

 The popup menu options are:
 

- @ BEFORE: INSERT Instruction @ Before Items are Listed on each page:
- 201 (3A) C DELETE Instruction @ Before Items are Listed on each page:
- 202 (1) R DELETE Instruction @ Before Items are Listed on each page:
- 202 (2) R Delete ALL Instructions
- 202 (4) Removal or Change Pipe

 The grid data includes:
 

		Hectare	10.9
		Lump Sum	All
		Square	74,370
		Meter	319.4

The screenshot shows the bid schedule grid after inserting a new instruction. The grid header includes:
 

- @ Top of every page, Before the Project Header
- @ PREAMBLE: (Prints Once on the first page only)
- Bid Schedule**
- Seward Hwy. MP 96 to MP 102**
- @ Before Items are Listed on each page:

 The new instruction is:
 

- CLICK HERE TO EDIT THIS INSTRUCTION
- @ BEFORE: Basic Bid

 The grid data includes:
 

201 (3A)	Clearing and Grubbing	Hectare	10.9
		Lump	All

The screenshot shows the instruction editor window with the following text:
 

Before preparing this bid schedule, read carefully, Section 102 of the 2002 State of Alaska Standard Specifications for Highway Construction, United States Customary (USC) and the following:

The Bidder shall insert, as called for, a unit price or a lump sum price 'in figures opposite each pay item for which an estimated quantity appears in the bid schedule. A unit price or

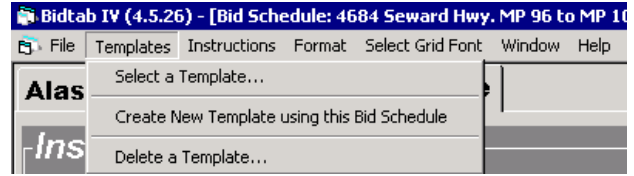
 A yellow 'Close' button is visible in the top right corner.

The screenshot shows the 'Format' menu with the following options:
 

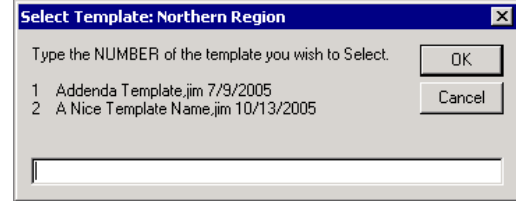
- Justify Instruction (selected)
- Select Font...
- Left
- Right
- Center

## Creating & Using Instruction Templates

You can create Instruction Templates that you can repeatedly use on projects. Simply develop a create a Bid Schedule with all of the standard verbiage you want to use and then select *Create New Template Using This Bid Schedule* from the main menu. Dialog boxes will be displayed to gather further information and the template will be created.



To recall a template for use, Click *Select a Template* and a dialog box will open so that you can select the template you want to use. Type in the *Number* of the template you want to load.



*Instruction to Bidders*

**Northern Addenda Template,jim 7/9/2005**

**Insert this** @ Top of Each Page  
 Addendum No. \_\_\_\_ Sheet \_\_\_\_ of \_\_\_\_

**Insert this** @ Preamble (Prints only Once)  
 Before preparing this bid schedule, read carefully, Section 102 of the 2002 State of Alaska Standard Specifications for Highway Construction, United States Customary (USC) and the following:  
 The Bidder shall insert, as called for, a unit price or a lump sum price 'in figures opposite each pay item for which an estimated quantity appears in the bid schedule. A unit price or lump sum price is not to be entered or tendered for any pay item not appearing in the bid schedule. The estimated quantity of work for payment on a lump sum basis will be "All Required" and as further specified in the

**Insert this** @ Before Items are Printed on each page  
**The bidder shall insert a unit bid price for each pay item listed below. Type or print legibly.**

**Insert this** @ Before Each Estimate Section is Printed  
 This prints Before an Estimate Section

**Insert this** @ After Each Estimate Section is Printed  
 This Prints After an Estimate Section

**Insert All** **Hide Template**

@ Top of every page, Before the Project Header			
Addendum No. ____ Sheet ____ of ____			
@ PREAMBLE: (Prints Once on the first page only)			
<b>Bid Schedule Seward Hwy. MP 96 to MP 102</b>			
@ Before Items are Listed on each page:			
The bidder shall insert a unit bid price for each pay item listed below. Type or print legibly.			
@ BEFORE: Basic Bid			
201 (3A)	Clearing and Grubbing	Hectare	10.9
202 (1)	Removal of Structures and Obstructions	Lump Sum	All
202 (2)	Removal of Pavement	Square Meter	74,370
202 (4)	Removal of Culvert Pipe	Meter	319.4
203 (3)	Unclassified Excavation	Cubic Meter	1,078,1E
203 (12)	Drain Holes	Meter	742
241 (1)	Railroad Ballast	Megagram	11,317
242 (1)	Railroad Trackwork	Meter	3,140
242 (2)	Trackwork Removal	Lump Sum	All
245 (1)	Grade Crossing	Lump Sum	All
301 (1)	Aggregate Base Course	Megagram	42,111
401 (1A)	Asphalt Concrete, Type II, Class A	Megagram	9,554
401 (2)	Asphalt Cement, Grade PG 52-28	Megagram	527
401 (3)	Temporary Pavement	Megagram	1,242
401 (6)	Asphalt Price Adjustment	Contingent Sum	All Require
402 (1)	STE-1 Asphalt for Tack Coat	Megagram	39
407 (1)	Stone Mastic Asphalt Concrete	Megagram	13,523
407 (2)	Asphalt Cement, Grade PG 58-28	Megagram	879
407 (4)	Asphalt Price Adjustment	Contingent Sum	All Require
501 (1)	Class A Concrete	Lump Sum	All
504 (1)	Structural Steel	Lump Sum	All
507 (1)	Steel Bridge Railing	Meter	124
507 (2)	Pedestrian Railing	Meter	62

To insert an Instruction, simply click on one of the Blue command Buttons



# Printing the Bid Schedule

To Print the Bid Schedule, select *Print Bid Schedule* from the Main Menu under File.

<b>Addendum Numer 45</b>		<b>Sheet</b>		
State of Alaska Department of Transportation & Public Facilities Central Region	<b>BID SCHEDULE</b>	Glenn Highway MP 100-109 C Project No. 55264 , Federal No		
<i>This instruction is printed just below the page header and usually says some "The bidder shall insert a unit bid price for each pay item listed below. Type or</i>				
<b>Basic Bid</b>				
Item No.	Item Description	Unit	Quantity	Unit Bid Price
647(2)	Wide Pad Dozer, 48 kW Minimum	Hour	500	
669(1)	Automated Traffic Recorder, H1, H2	Lump Sum	All Req'd.	Lump Sum
670(10B)	Methyl Methacrylate Pavement Markings	Liter	7,560	
670(10C)	Methyl Methacrylate Pavement Markings, Inlay	Liter	12,520	
670(10D)	Milling for Inlay Markings	Meter	21,200	
<b>a.</b> Total Basic Bid				\$
<b>b.</b> Alaska Bidder's Preference (5%)				\$
<b>c.</b> Alaska Products Preference				\$
<b>a - b - c</b> Adjusted Bid Amount Basic Bid				\$

<b>Addendum Numer 45</b>		<b>Sheet</b>			
State of Alaska Department of Transportation & Public Facilities Central Region	<b>BID SCHEDULE</b>	Glenn Highway MP 100-109 Caribou Creek Project No. 55264 , Federal No. IM-BR-OA1-5(19)5			
<i>This is the preamble to my Bid Schedule.</i>					
<i>It can be many pages long, if you would like</i>					
<i>Over four score and seven decades ago philosophers brought forth into this world a new mathematics, conceived in correct computational formulas and dedicated to the proposition that two plus two equals four.</i>					
<i>Now we are engaged in a great educational war, testing whether algebra 1 or any form of mathematics so conceived and so dedicated can long endure. We are met on a great virtual battlefield of that war. We have come to dedicate a portion of that field to those who are giving up the quality of their education so that California's Math Framework might live. It is altogether fitting and proper that we should do this.</i>					
<i>But in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow their loss. The brave children who now must struggle to learn math outside of the classroom have consecrated it for above our power to add or subtract. The world will little note nor long remember the actions of a few brave parents, but it can never forget what fate has befallen the children. It is for us, the mathematically competent, rather to be dedicated here to the unfinished work, to the battle to save basic math skills that has thus far been so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us -- that from these honored children we take increased devotion to the cause for which they gave up their academics and vacation time -- that we rightly resolve that these children shall not have suffered in vain, that this state shall have a rebirth of computational skills, and that a mathematics of algebra 1, geometry, and algebra 2 shall not perish from our schools.</i>					
<i>This instruction is printed just below the page header and usually says something like: "The bidder shall insert a unit bid price for each pay item listed below. Type or print legibly."</i>					
<b>Basic Bid</b>					
<i>This is an instruction I placed right before the Basic Bid section is printed:</i>					
Item No.	Item Description	Unit	Quantity	Unit Bid Price	Amount Bid
201(1A)	Clearing	Hectare	55		
201(2A)	Grubbing	Hectare	43		
<i>This instruction is placed before item 201(4A)</i>					
201(4A)	Hand Clearing	Hectare	0.16		
Bid Schedule: Glenn Highway MP 100-109 Caribou Creek Project No. 55264 , Federal No. IM-BR-OA1-5(19)55264 11/13/2004 Page 1 of 7 Bid Submitted By: _____					

# Establishing a Contract in MRS

**Oracle Forms for Contracts** is used to establish a contract in MRS. These forms are used for all pre-bid opening activities; scheduling bid openings, identifying plan-holders, issuing addenda, changing estimate amounts, identifying Bidders and inputting the uncheck bid results. The Bidtab program uses the list of bidders in MRS to create the detailed bid entry records used by Bidtab.

NOTE: **Oracle Forms for Contracts** requires Seperate user authentication, not available in the Bidtab program.

**Oracle Forms Runtime - [CONTRACT]**

Name: DALTON HIGHWAY, MP 144-175 | Contract #: 67150 | Contract ID: 2689

Advertise Scope of Work: The project consists of restoration, widening and resurfacing 49.9 kilometers | Region Code: N Northern

Procurement Method: CSB Competitive Sealed Bid | Work Type: CONST

**Associated State (AKSAS) Project Phases (if applicable)**

Contractor	Contract	Phase	Estimate Amt	Award Amt
	DALTON HWY MP 144-175 REHABILITATION (CONST.) - 67150	4 Construction	2689	15783

**Contract Detail Information**

**Bid Related Information**

Bid Advertise Date: 05/12/1998 | DBE Goal %: 4.5 | Engineer Estimate Amt: 9,992,029.40

Bid Opening Date: 06/30/1998 | On the Job Trainees: \* | OJT Hours: \* | Low Bid Amount: 8,889,293.30

Letter of Intent to Award Date: 07/13/1998 | Bid Opening Location: JBA FAIRBANKS | Award Amt: 8,889,293.30

Letter of Award Date: 07/23/1998 | Calendar Days: | Final Contract Amt: |

Notice to Proceed Date: 07/23/1998 | NON-PAR Amt: |

Completion/Expiration Date: 07/31/2000 | Reimbursed Amt: |

Close Date: |

**Construction Related Information**

Change Order Count History: 06 | Change Order Amount History: 3,580,925.56 | Range Order/Supplemental Agreement

Supplemental Agreement Count History: 0 | Supplemental Agreement Amt History: .00 | Pay Estimates

Pre Const Conference Date: | Signal Inspection Date: | FHWA 144b Date: |

Const Start Date: 08/04/1998 | M&O Inspection Date: | Final Estimate Date: |

Const Complete Date: | Const Final Inspection Date: |

Winter Maint Transfer Date: | Const Final Acceptance Date: |

Environmental Acceptance Date: | Records Review Date: |

Record: 1/1

**Oracle Forms Runtime - [CONTRACT]**

Name: DALTON HIGHWAY, MP 144-175 | Contract #: 67150 | Contract ID: 2689

Advertise Scope of Work: The project consists of restoration, widening and resurfacing 49.9 kilometers | Region Code: N Northern

Procurement Method: CSB Competitive Sealed Bid | Work Type: CONST

**Associated State (AKSAS) Project Phases (if applicable)**

Contractor	Contract	Phase	Estimate Amt	Award Amt
	DALTON HWY MP 144-175 REHABILITATION (CONST.) - 67150	4 Construction	2689	15783

**Bid Information**

Bids Certified? \* | Edit Contractors

Contractor ID *	List Contractors	Contractor Name	Bid Amount (ordered by) *	Bid Status *
707	GREAT NORTHWEST, INC.		8,889,293.30	Responsive
741	H & H CONTRACTORS, INC.		8,937,104.50	Responsive
423	M-B CONTRACTING CO., INC		9,229,090.80	Responsive
412	KIEVIT PACIFIC CO. (ANCHORAGE)		9,439,741.20	Responsive
12	MILDER CONSTRUCTION CO.		9,782,519.50	Responsive
1387	GOODFELLOW BROS., INC.(AK)		9,889,902.60	Responsive
4	Q A P		9,911,600.00	Responsive

Enter value for : CONTRACTOR. Press <List> for a list of Contractors.

Record: 1/7

## Bid Opening, Certification and Award

After a Contract has been established in MRS, the Bids are opened and the unchecked bid results for each bidder have been entered, Bidtab IV's *Bid Entry and Certification Form* is used to select the MRS Contract linkage, enter the detailed bids, prepare bid-opening reports, model award scenarios publish the results to the Web-site and archive the Bidtab project.

### *Bid Entry and Certification Form*

The Bid Entry and Certification Form has 6 Frames: Link to MRS Contract, Alaska Preferences, Bidders, Bid Detail, Award Scenarios and Publish Certified Bid Results.

### Link to MRS Contract Frame

When you first open the Bid Entry and Certification form you are presented with the above screen. It is used to search for an MRS Contract. Using the yellow pull-down selection field you can choose to search for a Contract by:

- ◆ *Find (user supplied) Contract #* = (an AKSAS number or a sequence number)
- ◆ *Find (System Generated) Contract ID* = (the MRS Contract ID unique number)
- ◆ *Find Contract Name Like:* (enter any part of the project name)

Type the value to search for in the *white text-box* and then click on the *Find-MRS-Contract button* to execute the search. A list of MRS Contracts will be generated as shown on the following page.

**Link to MRS Contract**

Establish Linkage to MRS Contract

Find Contract Name Like: %PARKS%HIGHWAY% Find MRS Contract

Sorted By: MRS Basic Est DESC

Ranking for	Select	User	Reg	MRS Contract Name	MRS Basic	Alts	Bids	Advertised	Opened	Certified
17780		52474	C	PARKS HIGHWAY: MP 39-41 REHB-SEWARD MERI	23,813,412.50		4	2004-01-28	004-03-11	Y
12708		52312	C	PARKS HIGHWAY: MP 57-67	18,513,862.40		4	2001-04-09	001-05-01	Y
15645		65052	N	PARKS HIGHWAY MP 262 NORTH REHABILITATION	14,981,240.00		4	2002-07-31	002-10-01	Y
7505		52480	C	PARKS HIGHWAY MP 35-37-GLENN HIGHWAY TO CHURCH STREET	10,834,690.25		7	1999-06-30	999-07-21	Y
16429		52320	C	PARKS HIGHWAY M.P. 67 - 72 WHITE'S CROSSING TO WILLOW	8,694,451.90		6	2003-01-17	003-03-01	Y
16209		66686/67030	N	PARKS HIGHWAY, NENANA CANYON SAFETY/ACCESS IMPROVEMENTS & PARKS HIGHWAY, DENALI PARK PEDESTRIAN ACCESS SAFETY IMPROVEMENTS	8,297,714.00		4	2002-11-29	003-02-01	Y
12885		52921	C	PALMER-WASILLA HIGHWAY EXTENSION, KNIK GOOSE BAY ROAD TO PARKS HIGHWAY	7,012,292.00		8	2001-05-07	001-06-01	Y
15307		60479	N	PARKS HIGHWAY MP 309 MONDEROSA RAILROAD OVERPASS	2,675,361.00		4	2002-06-04	002-07-31	Y
16452		60924	N	PARKS HIGHWAY MP 206-210 REHABILITATION	2,632,524.20		7	2003-01-31	003-03-11	Y
14845		55128	C	GLENN HWY: KNIK RIVER BRIDGE TO PARKS HIGHWAY	1,769,879.30		3	2002-01-30	002-02-21	Y
13245		61281	N	PARKS HIGHWAY MP 352 SLIDE	881,058.00		2	2001-06-12	001-07-11	Y
8725		67140	N	PARKS HIGHWAY-HEALY AREA SAFETY IMPROVEMENTS	573,212.50		5	1999-10-26	999-12-01	Y
2680		66697	N	PARKS HIGHWAY, KINGFISHER CREEK BRIDGE #697 REPAIRS &	436,507.00		4	1998-09-16	998-11-01	Y

**CONTRACT ID: 2908: PARKS HIGHWAY MP 35-37-GLENN HIGHWAY TO CHURCH STREET**

This Federally-funded project consists of reconstruction of the Parks Highway to a four lane divided highway from Glenn/Parks Intersection to Church Street and construction of frontage roads and a separated path. Also included is construction of an interchange at Trunk Road.

Alt #	Section Title	Eng's Estimate
	Basic Bid	10,834,690.25

Company ID	Bidder Name
1514	SUMMIT PAVING &
1387	GOODFELLOW BROS.,
4	Q A P
902	PRUHS CORPORATION
15	KIEWIT PACIFIC CO.
423	M-B CONTRACTING CO., INC
12	WILDER CONSTRUCTION CO.

[Link to this Contract](#)

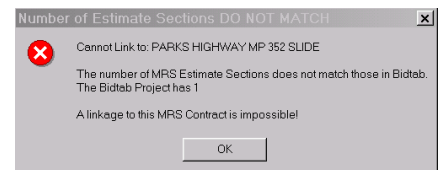
Form is Loaded... User: jim Can Authorize, Can Archive, GLOBAL ACCESS

Click on the name of any project presented in the list to display the MRS Contract's scope of work, the engineer's estimate for the bid sections in the contract and the list of bidders. Once you have found the Contract you want to link to, click on the light-blue *Link to this Contract* button to attempt the linkage.

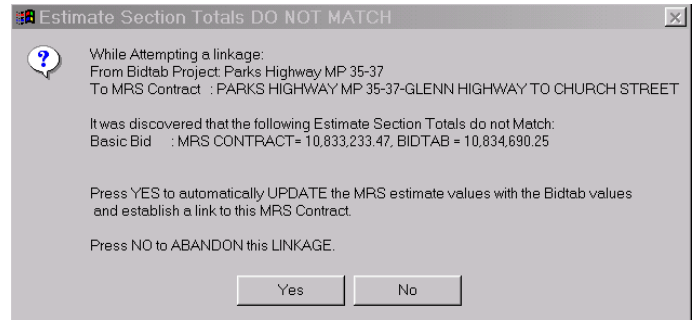
### Tests performed to Verify an Appropriate Contract Linkage

Before actually linking to an MRS Contract, Bidtab IV will perform a number of tests to verify that the MRS Contract you are trying to link to is an appropriate linkage.

1. First, Bidtab checks to see if the MRS Contract is already certified. If it is, you will not be allowed to establish a linkage.
2. Bidtab then checks to make sure that the number of estimate sections in the MRS Contract exactly matches those in the Bidtab project. For example, if an MRS Contract contains a Basic Bid and two Alternates, The Bidtab estimate must have exactly 3 estimate sections (probably named Basic Bid, Alternate One and Alternate Two. If the number of estimate section do not match then Bidtab will inform you of the problem and will not allow a linkage.



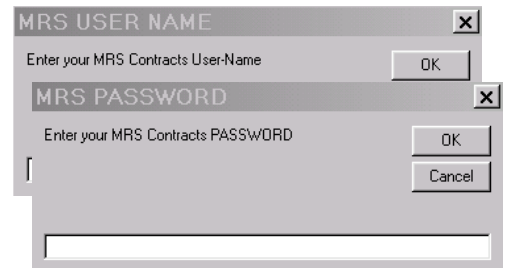
- The third test Bidtab performs is to check to see that the estimate amounts in MRS match for each section in the Bidtab project. If they do not match, you will be presented with the option to automatically update the MRS Contract Engineer's Estimate Amounts so that they exactly match the Bidtab engineer's estimate amounts. If you choose not to perform this update, the linkage attempt is abandoned.



### ***Correcting Failed Tests***

The tests Bidtab performs are a safeguard to protect both the MRS and Bidtab databases from erroneous entry. If in the course of attempting a linkage you are presented with a test failure and you are absolutely certain you still want to make the linkage, you can use the Main Menu → *Open Contract* selection to open **Oracle Forms for Contracts** and make any adjustment that is required in the MRS Contract.

You will be required to enter your MRS User Name and Password to run the **Oracle Forms for Contracts** application.



### **Automatic Functions performed by Bidtab in making a Linkage**

Once the attempted linkage has passed all of the tests, Bidtab will automatically:

- Update the Bidtab records with the MRS Contract Advertised Date and Bid Opening Date. In addition, the MRS Contract Scope of Work is copied to the Scope of Work used on the Bidtab Federal Aid Coding Form (if the existing Bidtab Scope of work is empty).
- Establish Bid records in MRS for any bidder that is already in Bidtab but not in MRS. This is a odd situation that arises when a contract record in MRS does not have any Bidders. The situation may occur because Bidtab has bid results from many years before the MRS Contract application was created . Fortunately, it is unlikely you will ever run into this situation!
- Establish Detailed Bid entry records for each bidder in MRS that is not already in Bidtab. For each Bidder, Bidtab will create a Total Bid record, a section-totals record for each estimate section, and a Bid record for each pay-item in the estimate. Unchecked Bid results for each bidder and bid-section are copied from the associated MRS records

## Linkage Established

The following Frame is displayed when a linkage has been established between a Bidtab Project and an MRS Contract. It is similar, in some respects, to the *Oracle Forms for Contracts* Main Entry Screen but cannot be edited.

**Link to MRS Contract**  
 Linked to MRS Contract\_ID: 7505

Name: PARKS HIGHWAY MP 35-37-GLENN HIGHWAY TO CHURCH STREET

Scope: This Federally-funded project consists of reconstruction of the Parks Highway to a four lane divided highway from Glenn/Parks Intersection to Church Street and construction of frontage roads and a separated path. Also included is construction of an interchange at Trunk Road.

Remove Linkage

Contract# 52480 ID 7505

Region Central

Method Competitive Sealed Bid

Work Type CONSTRUCTION CONTRACT

Associated Project Phases	PH	MRS Project ID	Alt #	Section Title	Eng's Estimate
PARKS HWY: GLENN HWY TO CHURCH STREET	4	19463	0	Basic Bid	10,834,690.25

Engineer's Estimate

Company ID	Bidder Name
1387	GOODFELLOW BROS., INC.(AK)
15	KIEWIT PACIFIC CO. (VANCOUVER)
423	M-B CONTRACTING CO., INC
902	PRUHS CORPORATION
4	Q A P
1514	SIMMIT PAVING & CONSTRUCTION, INC

Bid Advertise 6/30/1999 DBE Goal% 5.3

Bid Opening 7/21/1999 On Job Trainees 1 Hours 500

Letter of Intent to Award 7/28/1999 Bid Opening Location ANCHORAGE

Letter of Award 8/19/1999 Calendar Days

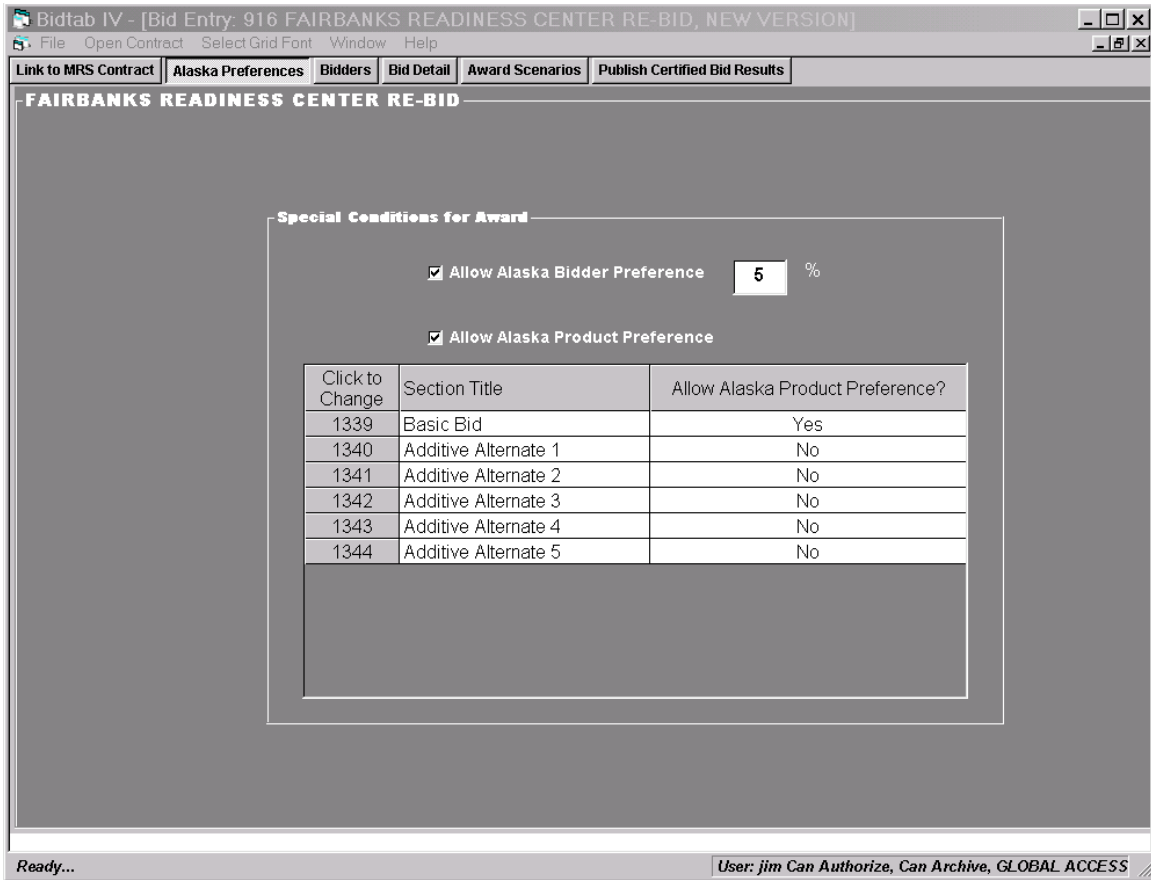
Addenda

Issued Date	Addenda Text (HTML removed)
7/15/1999	Changes to Bid Notices in Part2; Changes to forms in Part 3; Changes in Part 4 Contract Provisions and Specifications; Changes to Federal Wage Rates;

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A button is provided that will remove the linkage between the MRS Contract and the Bidtab Project. Be aware that this **will not back-out** of any "Automatic Functions performed by Bidtab in making a Linkage". So, it is very important that you make a proper choice to begin with!

## Alaska Preferences Frame



Using this pane, you may specify *Special Conditions for Award* by clicking on the appropriate check box. You may set the *Alaska Bidder Preference* percentage or the allowance of an *Alaska Product Preference* amount in determining the low bidder. If Bidtab was used to create a Bid Schedule for the project, these selection have already been made.

The allowance of an *Alaska Product Preference* amount can be specified for each estimate section. Toggle the allowance (Yes/No) by clicking on an estimate section in the list.



## Bidders Frame

The Bidders Frame contains the list of Bidders established in Bidtab for the project. It is used to modify the Unchecked Bid Results, enter the Alaska Product Preference amounts for each bid section (if allowed) and to indicate a Bidder's Status and Alaska Contractor designation (where applicable).

**MDJESKI AND MASTERS, INC.**

Unchecked Bid Results and Alaska Product Preference Amount

BidSection ID	Section Title	Entered Bid Amount	Unchecked Bid Amount	Alaska Product Preference Amount
6779	Basic Bid	0.00	3,654,469.86	0.00
6780	Additive Alternate 1	0.00	143,500.97	Not Allowed
6781	Additive Alternate 2	0.00	144,661.57	Not Allowed
6782	Additive Alternate 3	0.00	40,725.16	Not Allowed
6783	Additive Alternate 4	0.00	28,002.82	Not Allowed
6784	Additive Alternate 5	0.00	26,111.99	Not Allowed

The top half of the Form contains the list of contractors who actually submitted. The Columns are as follows:

1. ID: The MRS Company identification number.
2. Bid Tendered By: The MRS Company Name.
3. Unchecked Total: This is the Unchecked bid Total for all of the bid-sections. It is initially transferred from MRS when the Bidder was added to the Bidtab tables.
4. Entered: The initials of the person who did the detailed bid entry.
5. Checked: The initials of the person who checked the detailed bid entry.
6. Detailed Bid: The total of all bid-items that have been entered.
7. AK: Either Y or N, indicates the Bidders Alaskan Contractor Status.
8. Status:
  - ◆ V-not evaluated                      R-Responsive
  - ◆ N-Non responsive                      W-Withdrawn
9. Adjusted Bid: The total of all bid-items that have been entered minus any adjustments for Alaskan Contractor Preference and Alaska Product Preference.
10. Items: The number of Bid Items. It should be the same for all bidders.
11. Zeros: The number of non-contingent sum items where the bid amount is zero. This can indicate the number of items where detailed bid entry is incomplete.
12. Errors: Indicates the number of errors identified in the detailed bid entry.



## Adding A Plan Holder To The Bidders List

You must use *Oracle Forms for Contracts* to add a bidder to this list. After the addition, reopen the Bidtab *Bid Entry and Certification* Form and the new bidders will be automatically added to the list.

## Deleting A Bidder From The Bidders List

To delete a Bidder, right click on the Bidders name and select *Delete This Bidder* from the popup menu. The bidder will be eliminated from Bidtab but not MRS.

## Entering Unchecked Bid Results

To enter Unchecked Bid Results, first click on a Contractors Name in the Bidders list. Then click on the *Unchecked Bid Amount* Cell on the *Grid*. Enter the amount and press the enter key. If the Estimate contains multiple sections, the yellow text box will move down to the next section so they you can enter its unchecked bid amount also. Bidtab will automatically update the proper bid amount in the MRS tables as long as the MRS contract has not been certified.

BidSection ID	Section Title	Entered Bid Amount	Unchecked Bid Amount	Alaska Product Preference Amount
3457	Basic Bid	2,230,000.00		
	Grand Total:	2,230,000.00	0.00	0.00
	Adjusted Total:	2,230,000.00	0.00	

## Entering Alaska Product Preference Amounts

Entering the Alaska Product Preference amount (if allowed) follows the same routine as entering Unchecked Bid Results except that you click in the Alaska Product Preference amount Cell. You'll also notice, at the bottom of the grid, the insertion of an *Adjusted Total*. The Adjusted Total = The Grand Total-The Alaska Product Preference Amount.

## Bid Detail Frame

To enter the bids for a Contractor, click on the Contractor's Name on the Bidder List and then click on the Enter Bid button in the lower pane of the form.



You can automatically select the contractor and switch to the Bid Detail Frame by clicking on the bidder identification number, located in the first column (yellow) next to the Contractors Name. Either action will switch you to the *Bid Detail Frame*.

Bidtab IV - [Bid Entry: 916 FAIRBANKS READINESS CENTER RE-BID, NEW VERSION]

File Open Contract Select Grid Font Window Help

Link to MRS Contract Alaska Preferences Bidders Bid Detail Award Scenarios Publish Certified Bid Results

**Bid Entry**

**- Bid Tendered by:**

Name: DISSEN TECHNOLOGIES  
 Attention: Dave  
 Phone: 503-260-7699  
 Fax: 503-925-1562  
 Email:

*Physical Address*  
 Address: 21414 SOUTH GRAPEVINE ROAD  
 City: WEST LINN  
 State: OR Zip Code: 97068

*Mailing Address*  
 Address: 21414 SOUTH GRAPEVINE ROAD  
 City: WEST LINN  
 State: OR Zip Code: 97068

Remarks:

Enter Just Unit Prices Bid Entered By:   
 Enter Unit Prices and Extended Prices Bid Checked By:

Section &	Pay Item	Quantity & Unit	Unit Price	Amount
105856 Basic Bid C0 R0	1 STRUCTURAL STEEL BUILDING ADDITION AND ALTERATIONS TO EXISTG BLDG	1 Lump Sum	0.00	0.00
105849 Basic Bid C0 R0	2 SITE PREPARATION	1 Lump Sum	0.00	0.00
105850 Basic Bid C0 R0	3 ACCESS ROAD AND PARKING PAVEMENT	1 Lump Sum	0.00	0.00
105851 Basic Bid C0 R0	4 UTILITY CONNECTIONS	1 Lump Sum	0.00	0.00
105852 Basic Bid C0 R0	5 FENCING	1 Lump Sum	0.00	0.00
105853 Basic Bid C0 R0	6 WALKWAYS AND DOOR LANDINGS	1 Lump Sum	0.00	0.00
105854 Basic Bid C0 R0	7 SECURITY LIGHTING AND EXTERIOR ELECTRICAL OUTLETS	1 Lump Sum	0.00	0.00
105855 Basic Bid C0 R0	8 GRADING AND SEEDING	1 Lump Sum	0.00	0.00
Basic Bid	Pay Item Total	8 Items =		0.00
Basic Bid	Minus Contractor Furnished Construction Engineering Items			(0.00)
Basic Bid	Construction Engineering	15% CENG Items + CENG		0.00
Basic Bid	Indirect Cost Allocation Plan	10. %		0.00
Basic Bid	Additional Costs			0.00
Basic Bid	Section Total = Items + CENG + Added Costs			0.00
105857 Additive Alternate 1	9 UNIT LEVEL MAINTENANCE WORKBAY	1 Lump Sum	0.00	0.00

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The Bid Detail Frame is used to enter the Contractors bid prices for each pay item in the Estimate. It may also be used to edit the Contractor's contact information. The Frame is divided into two sections: the *Bid Tendered By Pane* and the *Bid Entry List*.

## Bid Tendered By Pane

The *Bid Tendered By Pane* is used to edit the Contractor's contact information. Any changes made are updated in the MRS Company Table. If you change any of the contact information on the *Bid Tendered By* pane, be sure to click on the green Button, near the bottom of the pane, to save your changes.

### Bid Entry List, Entering and Checking Bids

Left-Click on any item in the Bid-Entry List to begin entering the *Unit Price* bids. The interface has been set up to use the 10-key numeric entry pad found on most keyboards. Simply type in the Unit Price and press **Enter**. The Cell-editor will move to the next unit price automatically. *Contingent Sum Items are automatically skipped.*

After entering the Unit Prices for all the Items, check to make sure that the Item total matches up with the Contractors Total Bid for the Section. If it does not, you will need to figure out whether you made an entry error or whether the contractor multiplied or added incorrectly. Right-Click on the item list to display the lists popup menu. You can Print the Grid from this Menu and use the hard-copy to check against the contractor's bid schedule. If you prefer, you can also print a copy of the Bid Schedule, filled out with the Contractor's Bids by using the menu function provided under *File-Print Bid Schedule For: (the contractor's name).*

If the Contractor made a price calculation error, you can indicate this by switching to *Enter Unit Prices and Extended Prices Mode* using the Option Box and entering the incorrect *Extended Price*. The row will be highlighted Red to indicate an error and the *Bidder List on the Plan holders and Bidders Frame* will be updated to show an error in the bid.

<input type="radio"/> Enter Just Unit Prices		Bid Entered By:	<input type="text"/>	
<input checked="" type="radio"/> Enter Unit Prices and Extended Prices		Bid Checked By:	<input type="text"/>	
Section &	Pay Item	Quantity & Unit	Unit Price	Amount
Basic Bid C100 R1092	402(1) STE-1 Asphalt for Tack Coat	40 Megagram	100.00	400.00
Basic Bid C100 R347	501(1) Class A Concrete	1 Lump Sum	0.00	0.00
Basic Bid C100 R348	501(2) Class A-A Concrete	1 Lump Sum	0.00	0.00
Basic Bid	501(20)	104.6	0.00	0.00

### Formulated Costs and Added Costs

As you enter unit prices, the Section Summary will be automatically updated for you.

C100 R1038	metuuy mectruygrate Pavement Markings, Inlay	Liter	0.00	0.00
Basic Bid C100 R1039	670(100) Milling for Inlayed Markings	21,200 Meter	0.00	0.00
Basic Bid	Pay Item Total	109 Items	Items =	5,313,300.00
Basic Bid	Minus Contractor Furnished Construction Engineering Items			(0.00) 5,313,300.00
Basic Bid	Construction Engineering	15%	CENG Items + CENG	796,995.00 =6,110,295.00
Basic Bid	Indirect Cost Allocation Plan	0. %		0.00
Basic Bid	Additional Costs			0.00
Basic Bid	Section Total = Items + CENG + Added Costs			6,110,295.00

Bidtab IV supports multiple Estimate sections. Each section may have *formulated costs* such as costs for Construction Engineering and costs for the Indirect Cost Allocation Plan that are independent of the other sections in the Estimate. In addition, each Section may contain its own unique *Costs that are not part of the Contract*, such as Design during Construction or Utilities during Construction. Usually these costs are setup when the Estimate is prepared. You can modify these if you need to. Any changes you make will automatically apply to all the bids and the estimate, of course. *To modify these costs click on the appropriate Section Summary row.*

### ***Construction Engineering (CENG)***

You can assign a Percent-of-Items Engineering Calculation or a Fixed CENG amount. If you choose to calculate CENG based upon a percentage, be sure to put a (%) after the number.

*Contractor Furnished CENG items* are subtracted out of the Pay Item Total before the amount for Construction Engineering is calculated.

### ***Indirect Cost Allocation Plan (ICAP)***

The amount for the Indirect Cost Allocation Plan can only be entered as a percentage.

### ***Additional Costs (not part of the Contract)***

When this Section Summary row is selected, a dialog form will be displayed. Click the *Add New* command button; enter a description for the added cost and the amount. The added cost will then be inserted into the list of costs on the dialog form. Click OK to return to the Estimate.

### ***Toggle...Contractor Furnished CENG***

Right-click on the *Bid Entry List* to display the popup menu. This selection Toggles the *Item is Contractor Furnish CENG*.

You can select more than one item at a time to perform this operation:

- Highlight the items you want to copy on the Estimate by Left-Clicking on an Item and (while holding the Left mouse button down) drag down to the last item you want to Toggle.
- Right-click inside the area you just highlighted to bring up the Menu.
- Select *Toggle...Contractor Furnished CENG* from the Menu.

If Construction Engineering is calculated based upon a Percent of the Pay-Items then Contractor Furnished CENG items are subtracted out of the Pay Item Total before the Construction Engineering cost is calculated.

If Construction Engineering is designated as a Fixed Amount then Contractor Furnished CENG items are ignored .

The Items that are designated as Contractor Furnished CENG are highlighted in Blue on the Estimate Grid and a note is placed in the first column of the grid to indicate the item is *In CENG*.

Also, to see a list of all Items designated as Contractor Furnish CENG you can click on the row that says *Minus Contractor Furnished Construction Engineering Items* (the fifth row down in this example). A message box will display the results for the Section.

Basic Bid C30 R321	303 (1) Reconditioning	1.8 Kilometer	200.00	360.00
Basic Bid C40 R0	401 (1) Asphalt Concrete Pavement, Type II, Class A	4,027 Megagram	4.50	18,121.50
Basic Bid C644 R1151 In CENG	644 (1) Public Informational Program	1 Lump Sum	25,000.00	25,000.00
Basic Bid	Pay Item Total	14 Items	Items =	2,051,248.20
Basic Bid	Minus Contractor Furnished Construction Engineering Items	644 (1)	25,000.00	(25,000.00) 2,026,248.20
Basic Bid	Construction Engineering	10%	CENG Items + CENG	202,624.82 =2,253,873.02
Basic Bid	Indirect Cost Allocation Plan	3.8 %		85,647.17
Basic Bid	Additional Costs			0.00
Basic Bid	Section Total =			2,339,520.19

## Award Scenarios Frame

After you have entered the Bids for all of the companies, you can use the *Award Scenarios Frame* to determine the apparent low bidder, compare the Bids to the Engineer's Estimate and Print the *Certification Of Bids Report*. When an Engineer's Estimate contains multiple sections, like in the example above, you can also use this Frame to *model various award scenarios*.

Click to Add/Remove Section From Award	Engineer's Estimate	The Low Bidder STANTON CONSTRUCTION	Second Low Bidder GASTON & ASSOC., INC.	Third Low Bidder GBC, INC.
Basic Bid	3,508,698.00	2,593,523.00	2,677,000.00	2,666,900.00
Basic Bid	AK Product Preference Amount:	0.00	0.00	0.00
Basic Bid	Bid minus Product Pref.	2,593,523.00	2,677,000.00	2,666,900.00
Additive Alternate 1	126,563.00	133,742.00	114,000.00	127,000.00
Additive Alternate 2	127,320.00	79,000.00	122,000.00	125,000.00
Additive Alternate 3	40,704.00	25,000.00	15,000.00	14,000.00
Additive Alternate 4	31,576.00	29,000.00	30,000.00	36,850.00
Additive Alternate 5	27,240.00	26,000.00	29,000.00	34,600.00
Total Bid:	3,862,121.00	2,867,065.00	2,987,000.00	3,004,350.00
	Minus AK Products	0.00	0.00	0.00
	Minus 5% AK Bidder Pref	-143,353.25	-149,350.00	
Adjusted Bid for Award:		2,723,711.75	2,837,650.00	3,004,350.00
<b>Project Summary</b>				
Pay Items:	3,862,121.00	2,867,065.00	2,987,000.00	3,004,350.00
CENG:	579,318.15	430,059.75	448,050.00	450,652.50
ICAP:	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Grand Total:	4,441,439.15	3,297,124.75	3,435,050.00	3,455,002.50

## Bid Results Grid

The Bid Results Grid displays the ascending order of the bid results, in columns, with lowest bidder shown first. The grid is set up and sized to automatically show the three lowest bidders even though you may have many more bidders on the project. Contractors determined to be either *Non-Responsive* or *Withdrawn* are always displayed in the last columns of the grid. By using the slider controls at the bottom of the grid you can reposition the grid to show any of the other bidders. If you prefer, you can also manually resize the individual columns to show more bidders, which may be handy if you want to print the grid (which we will discuss later). Clicking on a contractor's name, in the top row, will automatically switch you to the *Bid Details* frame for that company.

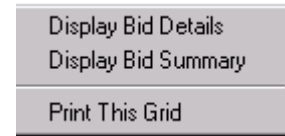
The rows are organized to show the amount bid for each Section in the Estimate and, if applicable, deductions for the Alaska Product Preference amount and a subtotal for this reduction. Below the Section listings you will find rows for:

- *Total Bid*, which is the Contractor's unadjusted bid amount.
- *Adjusted Bid For Award*, which is the *Total Bid* minus any adjustments for Alaska Bidder Preference and Alaska Product Preference Amounts that are listed directly above this total.
- *Project Summary* that shows the amount bid for the Pay Items, and the resultant Formulated Costs for Construction Engineering, the Indirect Cost Allocation Plan, any Added Costs not part of the Contract and the Grand Total.

Click to Add/Remove Section From Award	Engineer's Estimate		The Lowest Bidder GASTON & ASSOC., INC. 8511 HARTZELL RD, ANCHORAGE, AK 99507 Ph:907-344-1717
	3,508,698.00	2,677,000.00	
Basic Bid	AK Product Preference Amount:	-250,000.00	
	Bid - Product Pref.		2,427,000.00
Additive Alternate 1	126,583.00		114,000.00
Additive Alternate 2	127,320.00		122,000.00
Additive Alternate 3	40,704.00		15,000.00
Additive Alternate 4	31,576.00		30,000.00
Additive Alternate 5	27,240.00		29,000.00
Total Bid:	3,862,121.00		2,987,000.00
Adjusted Bid for Award:	Minus AK Products	-250,000.00	
	Minus 5% AK Bidder Pref		-149,350.00
Project Summary			2,587,650.00
Pay Items:	Pay Items:	3,862,121.00	2,987,000.00
	CENG:	579,318.15	448,050.00
	ICAP:	168,774.69	130,531.90
	Other Costs	0.00	0.00
	Grand Total:	4,610,213.84	3,565,581.90

**Bid Results Grid, Popup Menu Functions**

When you Right-click on the grid, a popup menu will be displayed.



**Bid Analysis Report**

If you select *Display Bid Details* the grid will be refreshed to show an analysis of each bid and how it compares to the Engineer's Estimate.

Again, you can resize the columns to show more Bidders.

Section & Chapter	Pay Item	Quantity & Unit	Unit Price & Estimated Amount	The Lowest Bidder GASTON & ASSOC., INC. 8511 HARTZELL RD, ANCHORAGE,	Second Lowest Bidder STANTON CONSTRUCTION 1006 SMYTHE STREET,	Third Lowest Bidder MCKINLEY GENERAL CONTRACTORS P.O. BOX 70121,	4th Lowest Bidder JOHNSON CO., INC 980 DEERE STREET, FAIRBANKS, AK	5th Lowest Bidder CBC, I 3133 DAVIS ROAD, ROU FAIRBANKS,
Basic Bid CB RD	1 STRUCTURAL STEEL BUILDING ADDITION AND ALTERATIONS TO EXISTG BLDG	1 Lump Sum	3,816,431.00 3,816,431.00	2,380,000.00 -21%	2,225,023.00 -26%	2,383,000.00 -21%	2,419,000.00 -20%	2,297,000.00 -24%
Basic Bid CB RD	2 SITE PREPARATION	1 Lump Sum	150,063.00 80,000.00	80,000.00 -66%	68,000.00 -73%	76,000.00 -70%	80,000.00 -68%	84,000.00 -66%
Basic Bid CB RD	3 ACCESS ROAD AND PARKING PAVEMENT	1 Lump Sum	72,004.00 72,004.00	75,000.00 4%	105,000.00 46%	108,000.00 50%	106,000.00 47%	110,900.00 54%

You can also *Print This Grid* by displaying the popup menu again and making the appropriate selection.

To switch back to *The Bid Summary*, display the popup menu and make that selection.

Section & Chapter	Pay Item	Quantity & Unit	Unit Price & Estimated Amount	The Lowest Bidder GASTON & ASSOC., INC. 8511 HARTZELL RD, ANCHORAGE, AK 99507 Ph:907-344-1717	Second Lowest Bidder STANTON CONSTRUCTION 1006 SMYTHE STREET, FAIRBANKS, AK 99701 Ph:907-451-7437	Third Lowest Bidder MCKINLEY GENERAL CONTRACTORS P.O. BOX 70121, FAIRBANKS, AK 99707 Ph:907-452-8811	4th Lowest Bidder JOHNSON CO., INC 980 DEERE STREET, FAIRBANKS, AK 99709 Ph:907-479-6400	5th Lowest Bidder CBC, INC. 3133 DAVIS ROAD, FAIRBANKS, AK 99709 Ph:907-424-8515
Basic Bid CB RD	1 STRUCTURAL STEEL BUILDING ADDITION AND ALTERATIONS TO EXISTG BLDG	1 Lump Sum	3,816,431.00 3,816,431.00	2,380,000.00 -21%	2,225,023.00 -26%	2,383,000.00 -21%	2,419,000.00 -20%	2,297,000.00 -24%
Basic Bid CB RD	2 SITE PREPARATION	1 Lump Sum	150,063.00 80,000.00	80,000.00 -66%	68,000.00 -73%	76,000.00 -70%	80,000.00 -68%	84,000.00 -66%
Basic Bid CB RD	3 ACCESS ROAD AND PARKING PAVEMENT	1 Lump Sum	72,004.00 72,004.00	75,000.00 4%	105,000.00 46%	108,000.00 50%	106,000.00 47%	110,900.00 54%

### Modeling Award Scenarios

Sometimes Project Funding is limited to a fixed amount and an Engineer's Estimate is prepared with a Basic Bid and several Additive Alternates. In this manner, a Construction Contract can be assembled that will only include the alternates that the funding allows<sup>1</sup>.

When an Engineer's Estimate contains multiple sections, like in the example shown here, you can use the Bid Summary to *model award scenarios*. You do this by indicating which estimate sections you want included in the award scenario.

Click on a Section's title, in the first column, to remove the section from the contract. The Bid results will be recalculated, showing the new order of Bidders, and the Project Summary will be updated, showing you the costs for this scenario.

Click to Add/Remove Section From Award	Engineer's Estimate	The Lowest Bidder GASTON & ASSOC., INC. 8511 HARTZELL RD, ANCHORAGE, AK 99507 Ph:907-344-1717	Second Lowest Bidder STANTON CONSTRUCTION 1806 SMYTHE STREET, FAIRBANKS, AK 99701 Ph:907-451-7437	Third Lowest Bidder MCKINLEY GENERAL CONTRACTORS P.O. BOX 70121, FAIRBANKS, AK 99707 Ph:907-462-4811
Basic Bid	3,598,698.00	2,877,000.00	2,593,523.00	2,751,000.00
	AK Product Preference Amount:	-250,000.00	0.00	0.00
	Bid - Product Pref.	2,427,000.00	2,593,523.00	2,751,000.00
Additive Alternate 1	126,583.00	114,000.00	113,742.00	99,000.00
Additive Alternate 2 (Not in Award)				
Additive Alternate 3	40,704.00	15,000.00	25,000.00	37,000.00
Additive Alternate 4 (Not in Award)				
Additive Alternate 5	27,240.00	20,000.00	26,000.00	18,000.00
Total Bid:	3,703,225.00	2,835,000.00	2,758,265.00	2,905,000.00
	Minus AK Products	-250,000.00	0.00	0.00
	Minus 5% AK Bidder Pref	-140,750.00	-137,812.25	-145,750.00
Adjusted Bid for Award:		2,443,250.00	2,620,381.75	2,759,750.00
Project Summary				
Pay Items:	3,703,225.00	2,835,000.00	2,758,265.00	2,905,000.00
CEMG:	555,483.75	425,250.00	413,739.75	435,750.00
ICAP:	161,830.83	123,888.50	129,536.18	129,988.50
Other Costs	0.00	0.00	0.00	0.00
Grand Total:	4,420,539.68	3,384,139.50	3,292,540.93	3,467,698.50

To add a Section back into the award scenario, simply click on its name again. Again, the Bid Summary will be recalculated and displayed.

<sup>1</sup> The manner in which these Alternates are selected is subject to departmental policies.



## Publish Certified Bid Results

Before the *Certification Of Bids Report* is posted on the departments web site, you will need to indicate who opened the bids and certified the Bid Results. Eventually you will also want to store the Project in a secured Archive Cabinet.

Bidtab IV - [Bid Entry: 366 FAIRBANKS READINESS CENTER RE-BID, Certified Bid Tabulation]

File Open Contract Select Grid Font Window Help

Link to MRS Contract Alaska Preferences Bidders Bid Detail Award Scenarios Publish Certified Bid Results

**Publish Certified Bid Results**

**Bids Opened By**

Name: David McCaleb P.E.  
 Title: Preconstruction Engineer  
 Address: Fairbanks  
 Phone: 907-451-2222  
 MailStop: MS-2550

**Bids Certified By**

Name: Homer Simpson  
 Title: Chief of Contracts  
 Address: (Also an Archivist)  
 Phone: 999-455-9922  
 MailStop: ms-2900

Notes

2. Update MRS Contract with Certified Bid Results

10/10/04

3. Select a Public Archive Cabinet to Store the Project.

10  
 NORTHERN Region ARCHIVED Projects

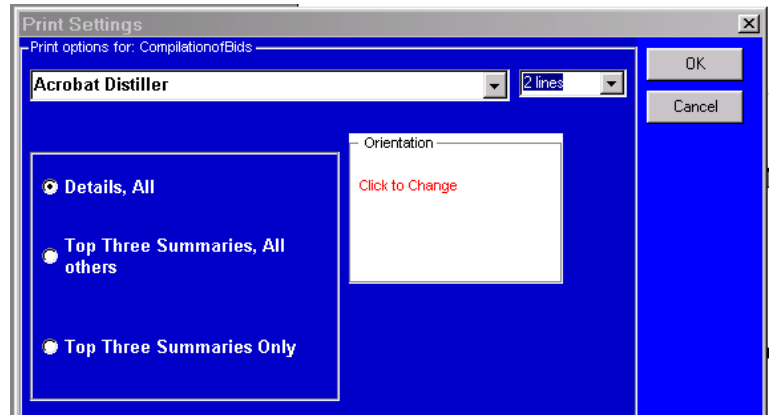
Ready... User: jim Can Authorize, Can Archive, GLOBAL ACCESS

1. Click on any *Bids-Opened-By* or *Bids-Certified-By* field to open a dialog form and select the appropriate official.
2. Click on the *Update MRS Contract with Certified Bid Results* field to indicate the date the Bids were Certified. Updating this field will also update the MRS Contract record to indicate certified Bid results and transfer the Bid-Section totals for each Bidder to the appropriate MRS tables.
3. Click on the *Select a Public Archive Cabinet to Store Project* field . This selection will only work if you have **permission to Archive Projects**. Users who have this permission are allowed to insert, delete or modify a project in a Cabinet called an Archive. This is a very powerful permission and is not to be taken lightly because it allows you to actually change the data stored for a project that has been certified, awarded and archived.

## Creating and Saving the Compilation of Certified Bid Results PDF

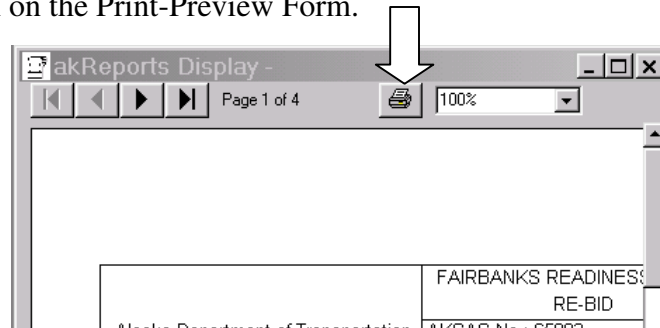
1. Select *File* → *Print Compilation of Bids, Certified Bids Report* from the Main Menu.

2. From the Print Setting Dialog that appears, select **PDF995** as the Destination Printer. This is the program that is used to Create PDF files.



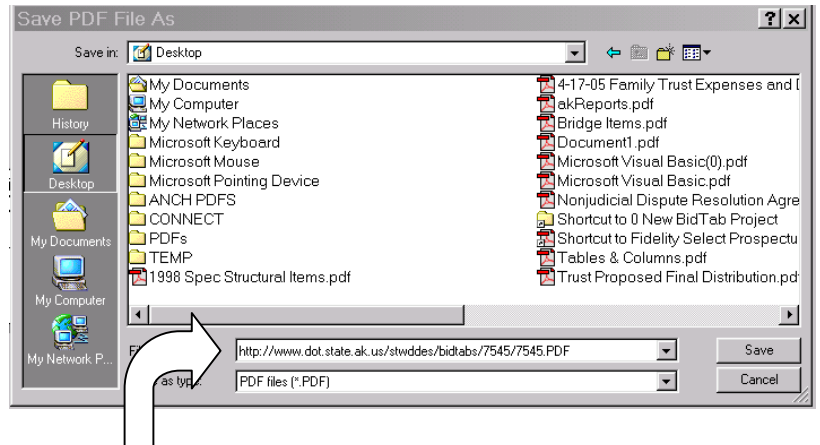
3. Click *OK* to preview the report.

4. If, after reviewing the Report you want to make it available on the Web site, click the Printer Button on the Print-Preview Form.



5. The Save PDF File dialog will appear.

6. Right Click on the *File Name* Field and select *Paste* from the pop-up menu. The File Name has been automatically created for you! (The *Root* location for storing the PDF file is a setting the Database Administrator can change, should the need arise.)



# Printing the Certification Of Bids Report

This Report is printed from the Main Menu using the *File-Print Bid Tabulation, Certification Of Bids Report* menu selection.

All other Bidders		
JOHNSON CO., INC 980 DEERE STREET FAIRBANKS, AK99709 attn: ph: 907-479-8400	GBC, INC 3133 D4 FAIRBA attn: ph: 907-	Bid Total: 3,109,900.00 Alaska Product Preference: 0.00 Alaska Bidder Preference (5%): -155,495.00 Adjusted Bid Total: 2,954,405.00
GRAFTON MCCLINTOCK, INC 923 DEERE STREET FAIRBANKS, AK99709 attn: ph: 907-456-7421	WATTE P.O. BO ANCHOR attn: ph: 907-	Bid Total: 3,082,500.00 Alaska Product Preference: 0.00 Alaska Bidder Preference (5%): N/A Adjusted Bid Total: 3,082,500.00

Alaska Department of Transportation and Public Facilities Northern Region Airports Mode		DEMO: FAIRBANKS READINESS CENTER RE-BID AKSAS No.: 65892 Federal No.: DMVA/FMO-020022 Facility: ? Fairbanks District DBE Goal: 0.00%	Bid Opening: Tuesday, January 13, 1998 Opened by: David L. McCaleb, P.E. ? 3280 Jefferson	Compilation of Bids Certified True and Correct 11/16/2004 Jim Eileff Archivist ?
	Engineers Estimate	Low Bidder	2nd Low Bidder	3rd Low bidder
		GASTON & ASSOC., INC. 8511 HARTZELL RD ANCHORAGE, AK99507 attn: ph: 907-344-1717	STANTON CONSTRUCTION 1006 SMYTHE STREET FAIRBANKS, AK99701 attn: ph: 907-451-7437	MCKINLEY GENERAL CONTRACTORS P.O. BOX 70121 FAIRBANKS, AK99701 attn: ph: 907-452-4811
Bid Total:	3,862,121.00	2,987,000.00	2,867,065.00	3,039,000.00
Alaska Product Preference		-250,000.00	0.00	0.00
Alaska Bidder Preference (5%)		-149,350.00	-143,353.25	-151,950.00
Adjusted Bid Total:		2,587,650.00	2,723,711.75	2,887,050.00
<b>Section Summary</b>				
Basic Bid	3,508,698.00	2,677,000.00	2,593,523.00	2,751,000.00
Alaska Product Preference		-250,000.00	0.00	0.00
Additive Alternate 1	126,583.00	114,000.00	113,742.00	99,000.00
Additive Alternate 2	127,320.00	122,000.00	79,000.00	94,000.00
Additive Alternate 3	40,704.00	15,000.00	25,000.00	37,000.00
Additive Alternate 4	31,576.00	30,000.00	29,800.00	40,000.00
Additive Alternate 5	27,240.00	29,000.00	26,000.00	18,000.00
Alaska Bidder Preference (5%)		-149,350.00	-143,353.25	-151,950.00

DEMO: FAIRBANKS READINESS CENTER RE-BID

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Details for: Basic Bid				
Item	Quantity	Pay Unit	Engineer's Estimate	
			Unit Price	Amount
8	1	Lump Sum	4,600.00	4,600.00
GRADING AND SEEDING				
7	1	Lump Sum	70,741.00	70,741.00
SECURITY LIGHTING AND EXTERIOR ELECTRICAL OUTLETS				
6	1	Lump Sum	12,869.00	12,869.00
WALKWAYS AND DOOR LANDINGS				

DEMO: FAIRBANKS READINESS CENTER RE-BID

Details for: Basic Bid										
Item	Quantity	Pay Unit	Engineer's Estimate		GASTON & ASSOC., INC.		STANTON CONSTRUCTION		MCKINLEY GENERAL CONTRACTORS	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
5	1	Lump Sum	25,720.00	25,720.00	15,000.00	15,000.00	16,500.00	16,500.00	17,000.00	17,000.00
FENCING										
4	1	Lump Sum	56,270.00	56,270.00	35,000.00	35,000.00	68,000.00	68,000.00	58,000.00	58,000.00
UTILITY CONNECTIONS										
3	1	Lump Sum	72,004.00	72,004.00	75,000.00	75,000.00	105,000.00	105,000.00	108,000.00	108,000.00
ACCESS ROAD AND PARKING PAVEMENT										
2	1	Lump Sum	250,063.00	250,063.00	80,000.00	80,000.00	68,000.00	68,000.00	76,000.00	76,000.00
SITE PREPARATION										
1	1	Lump Sum	3,016,431.00	3,016,431.00	2,380,000.00	2,380,000.00	2,225,023.00	2,225,023.00	2,383,000.00	2,383,000.00
STRUCTURAL STEEL BUILDING ADDITION AND ALTERATIONS TO EXISTG BLDG										
Details for: Additive Alternate 1										
Item	Quantity	Pay Unit	Engineer's Estimate		GASTON & ASSOC., INC.		STANTON CONSTRUCTION		MCKINLEY GENERAL CONTRACTORS	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
9	1	Lump Sum	126,503.00	126,503.00	114,000.00	114,000.00	113,742.00	113,742.00	99,000.00	99,000.00
UNIT LEVEL MAINTENANCE WORKBAY										
Details for: Additive Alternate 2										
Item	Quantity	Pay Unit	Engineer's Estimate		GASTON & ASSOC., INC.		STANTON CONSTRUCTION		MCKINLEY GENERAL CONTRACTORS	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
10	1	Lump Sum	127,320.00	127,320.00	122,000.00	122,000.00	79,000.00	79,000.00	94,000.00	94,000.00
RESIDING OF THE EXISTING ARMORY BUILDING										
Details for: Additive Alternate 3										
Item	Quantity	Pay Unit	Engineer's Estimate		GASTON & ASSOC., INC.		STANTON CONSTRUCTION		MCKINLEY GENERAL CONTRACTORS	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
11	1	Lump Sum	40,704.00	40,704.00	15,000.00	15,000.00	25,000.00	25,000.00	37,000.00	37,000.00
DRILL HALL CLERESTORY WINDOW REPLACEMENT										

DEMO: FAIRBANKS READINESS CENTER RE-BID

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