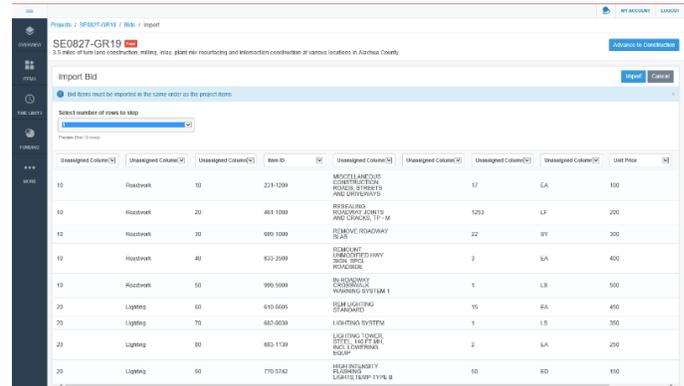


## Import Bids

Bids can be imported into the Appia® service when the project is in the New phase and after it has items. The Bids page displays imported bids in bid total order with the lowest first and lists the percentage over the low bid for the other bids. If you imported the engineer's estimate as the item list, the estimate already displays on the Bids page.

- Bids can be imported only when the project is New and has items in its item list
- Bids must be in a .CSV file format
- Only the Item ID and Unit Price fields are required
- The items in the bid file must be in the same order as the project items



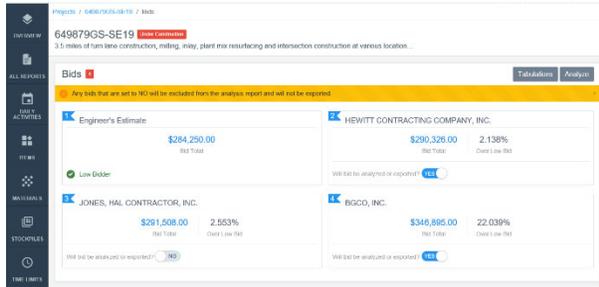
### Import the Bid or Engineer's Estimate

1. Select the project from the My Projects page.
2. Click **More** and then **Bids** in the Sidebar menu.
3. Click **Import**.
4. Click **Browse**.
5. Navigate to and select the .CSV file to import.
6. Click **Open**.
7. Select the contractor from the drop down list in the Contractor field, or select the option check box indicating the file is the engineer's estimate.
8. Click **Upload File**. The Appia service displays a sample of the bid's item list.
9. Assign the item ID and the unit price by selecting the appropriate name from the drop down list above the correct columns. These fields are required.
10. Use the Select number of rows to skip field to not import any row headers or rows that do not contain item information.
11. Click **Import**.

The Appia service displays how many items were successfully imported, the contractor name, and the bid total. Repeat the process to import another bid.

## Tabulations

Bid tabulations show the unit price and extension by contractor for each item. You can compare the item bid prices against the engineer's estimate or low bidder.



## Analyze

The Bid Analysis page displays the bid analysis for the project, starting with the low bid. Add or remove other contractors from the analysis by using the Yes/No toggle option in the Bid Summary section or on the Bids page.

Items are listed with their deviation from the low bid as a bar graph and percent. The percent can be the project deviation or item deviation, depending on your preference.

### Project Percent Deviation

The project percent deviation for a project is calculated using the following formula:

$$\text{Project percent deviation} = (\text{item extension} - \text{low bid item extension}) / \text{Low bid total amount}$$

To find the project percent deviation, subtract the low-bid item extension from the item extension of the item for which you want to find the deviation, then divide by the low-bid total amount. Multiply by 100 to calculate the percentage.

Suppose the price of an item from your selected bid is 195 and the low-bid price is 200. The low-bid total amount is 3890.

$$195 - 200 = -5$$

$$-5 / 3890 = -.0013$$

$$.0013 \times 100 = -.13 \text{ percent}$$

### Item Percent Deviation

The item percent deviation is calculated using the following formula:

$$\text{Item percent deviation} = (\text{item extension} - \text{low bid item extension}) / \text{low bid item extension}$$

To find the item percent deviation, subtract the low-bid item extension from the item extension of the item for which you want to find the deviation, then divide by the low-bid item extension. Multiply by 100 to calculate the percentage.

Suppose the extension of an item from your selected bid is 170 and the low-bid price is 130.

$$170 - 130 = 40$$

$$40 / 130 = .308$$

$$.308 \times 100 = 30.8 \text{ percent}$$