

# **Import Bids**

Bids can be imported into the Appia<sup>®</sup> 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.



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	SE0827-GR19 🚥 35 méte d'han bare construction, milling, inity: plant mix resultacing and intersection extractions inclutions County										dvance to Con	struction
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	Import Bid										Import C	Cancel
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	10	Rossboork	10	231-1200		MISCELLANEOUS CONSTRUCTION, ROADS, STREETS AND DRIVEWAYS		17	EA	10	0	
	10	Readwork	20	461-1000		RESEALING ROADWAY JOINTS AND CRACKS, TP - M		1253	LF.	25	o	
	10	Hozdwork.	30	600 1000		REMOVE ROADWAY SLAB		22	สา	35	0	
	10	Roedwork	40	633-3500		REMOUNT UNMODIFIED HWY SIGN, SPCL ROADSIDE		3	EA	40	0	
	10	Roadwork	50	999-5500		IN-ROADWAY CROSSWALK WARNING SYSTEM 1		1	LS	50	0	
	20	Lighting	60	610-5605		REM LIGHTING STANDARD		15	EA	45	0	
	20	Ughting	70	682-9030		LIGHTING SYSTEM		1	LS	35	0	
	20	Ughting	80	683-1139		LIGHTING TOWER, STEEL, 140 FT MH, INCL LOWERING EQUIP		2	6A	25	0	
	20	Lighting	50	770.5742		HIGH INTENSITY FLASHING LIGHTS, TEMP-TYPE B		50	ED	11	0	
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## 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.

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OVERNEW	649879GS-SE19 took compared 3.6 miles of turn lare construction, milling, miley, plant mix resurfacing and intersection construction at various location.										
ALL REPORTS	Bids 🚺	Tabulators Analyzo									
	Any bids that are set to NO will be excluded from the analysis report and will	not be experied .									
ACTIVITIES	Engineer's Estimate	HEWITT CONTRACTING COMPANY, INC.									
E:	\$284,250.00 Bit Total	\$290,326.00 2.138% Ititi Totas Cover Leve Itita									
~	Low Bidder	Will list be analyzed or exported?									
MATERALS	JONES, HAL CONTRACTOR, INC.	BGCO, INC.									
E STOCKPILES	\$281,508.00 2.553%   Bis Total Ower Low Bis	\$346,895.00 22.039% Bit Tota: Over Low Bat									
	Will bid be analyzed on exported? ND	With that the smartpared on exponent if (11)									

### 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:

Project percent deviation = (item extension – low bid item extension) / 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 x 100 = -.13 percent

#### **Item Percent Deviation**

The item percent deviation is calculated using the following formula:

Item percent deviation = (item extension - low bid item extension) / 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 x 100 = -30.8 percent