Alternate Bid Item Sheet Exporting

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

The 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.

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Code</th>
<th>Item</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>SPECIAL BACKFILL</strong></td>
<td>CY</td>
</tr>
</tbody>
</table>

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

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.

2. Paste.

3. Delete.

4. Add Division Description.

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

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

![Bid Items Reports window]

The 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.

![Figure 2: Selected Estimate Reference Information.](image)

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

![Image of Tabulation 100-4A](image)

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

![Division Description](image)

Repeat the previous steps for the remaining divisions, adding the division description and leaving a row of blank space between divisions.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2011</td>
<td>NEW</td>
<td>New</td>
</tr>
</tbody>
</table>