
Adding and Removing Bid Items

iPDWeb Cost Estimating Manual
Chapter 6
Bid Items
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Any reference to PSS or PSS Live refers to bid items added through the Project Scheduling System (PSS) or the web-based Bid Item Application, both of which are used to pass contract bid items and quantities to the Office of Contracts for letting.

Bid items can be added to an estimate in several different ways. This includes copying from PSSLive, copying an existing estimate, using a template, or by adding items individually. The preferred method of adding standard bid items to an estimate is by using the PSSLive or PSS Sync tool. This allows for items to easily be added from PSS and requires updating PSS following the workflow in **Chapter 2C-1**. Bid items can also be added by copying from an existing estimate, using a template, or by adding items individually in situations where PSS data is not available or when using specialty bid items as described in **Chapter 6B-1**: Specialty Bid Items. Bid items can also easily be removed from estimates.



NOTE: Contract items added outside of PSS will have to be add manually to PSS because they cannot be automatically pulled from the iPDWeb.

This chapter contains the following sections:

[Copying from PSSLive](#): The preferred method of adding contract bid items to an estimate and allows for contract bid items from PSS to easily be added to the estimate without having to manually add or remove bid items in the software.

[Copying a Division from PSS using Sync with](#): The intended use of Sync with is to update existing items in iPDweb to match items and quantities in PSS but can be used to initially copy the items in too.

[Copying From An Existing Estimate](#): New estimates can easily be created by copying from existing estimates.

[Adding Items Individually](#): Items can also be added individually to populate an entire estimate or can be added to an existing estimate.

[Removing Bid Items](#): Explains how to remove items copied over or added inadvertently that are not needed for the estimate.

Copying From PSSLive

Copying from PSS Live allows for contract bid items from PSS to easily be added to the estimate without having to manually add or remove bid items in the software. When using the Refresh PSSLive tool it is important to verify that PSS has been updated following the workflow in **Chapter 2C-1**.



NOTE: PSS will only include contract bid items. Specialty Bid Items (see **Chapter 6C-1**) can be added using the other methods described later in the document.

The screenshot shows the 'Project Details' tab in the software. The project information includes: Project Number: IM-029-3(192)54--13-78, Project Work Type: 2014 - BRIDGE NEW - STEEL GIRDER, Programmed Amount: \$13,790,000.00, Project complexity (\$ per day): \$119,820.62, Project Delivered By: DOT, Project Complete: , Funding: Federal, Program Fiscal Year: 2021, Project Size: Mega (greater than \$5.2M), PSS Status: ACTIVE, and Cost Confidence: .

A context menu is open over the estimate item 'IM-029-3(192)54--13-78', with the 'Refresh PSSLive' option highlighted in red. A red-bordered callout box contains the following text:

In order to utilize this tool is necessary to first make sure that the IPDWeb has the current data from PSS. To do this *right click on the estimate and select "Refresh PSS Live"*.



NOTE: PSSLive updates on the hour. Any changes made in PSS will not be reflected in the IPDWeb software until that time.

The screenshot shows the 'Division Header' window for '1320 78-Pottawattamie'. The description is 'Design No. 1320'. Below the header is a table with the following data:

Item Number	Description	UOM	Quantity	Unit Price
2402-2720000	EXCAVATION, CL 20	CY	3,000,000	\$0.00
				\$0.00
				\$0.00

A context menu is open over the 'PSSLive' folder in the tree view, with the 'Copy' option highlighted in red. A red-bordered callout box contains the following text:

A new event labeled PSS will now be visible in the project estimate tree view and can further be expanded to PSSLive and the Division(s) for the project. To copy the data from PSS Live *right click on the appropriate Division and select "Copy"*.

Select the estimate where you would like to copy the information, right click and choose "Paste".



A window will appear asking "Do you want to use the destination trend filter?" Choosing "Yes" will update the all bid item filters to match the estimate trend filter at the target location. Choosing "No" will keep the filters the same as the source estimate from which they were copied.

Item Number	Description	UOM	Quantity	Unit Price	Use Suggestion	Suggestion	Suggestion Range	Est. Price		Doc#
2402-2720000	EXCAVATION, CL 20	CY	3,000,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2403-0100010	STRUCT CONC (BRIDGE)	CY	2,400,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2403-7000210	HIGH PERFORMANCE STRUC CONC	CY	1,700,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2404-7775005	REINFORC STEEL	LB	510,000,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2404-7775005	REINFORC STEEL EPOXY COATED	LB	87,000,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2404-7775009	REINF STEEL, STAINLESS STEEL	LB	772,000,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2408-7800000	STRUCTURAL STEEL	LB	3,155,000,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2413-1200000	STEEL EXTRUSION JOINT W/NEOPRENE	LF	67,400	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2413-1200100	NEOPRENE GLAND INSTALLATION + TESTING	LF	67,400	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2414-6424119	CONC BARRIER RAIL, AESTHETIC	LF	2,878,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2434-0000100	DISC BEARING ASSEMBLIES	EA	50,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2499-2300001	DECK DRAIN	LS	1,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2499-9000000	MODULAR EXPANSION JOINT ASSEMBLY	LF	83,700	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2499-9000100	MOD EXP JOINT ASSEMBLY LEAK TESTING	EA	2,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
2501-0201253	PILE, STEEL, HP 12X53	LF	2,400,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
			170,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N	A
								\$0.00		

The new estimate and bid items will now be copied over.

Copying a Division from PSS using Sync with

"Sync with" can be used to update a copy of a previous estimate with the current info in PSS. This tool is useful for seeing the differences in items and quantities between an earlier version of the estimate and the current design data as it is in PSS. Before using this tool verify that the data from PSS has been updated (refer to **Chapter 2C-1**) and create a new estimate event using the naming conventions as described in **Chapter 2B-1: Estimate Naming Conventions**.

The screenshot shows the 'Project Details' window in a software application. On the left, a tree view shows a project hierarchy with 'IM-029-3(192)54--13-78' selected. A context menu is open over this item, with 'Refresh PSSLive' highlighted in a red box. The main window displays project information: Project Number: IM-029-3(192)54--13-78, Project Work Type: 2014 - BRIDGE NEW - STEEL GIRDER, Programmed Amount: \$15,070,000.00, Project complexity (\$ per day): \$119,820.62, Project Delivered By: DOT, Funding: Federal, Program Fiscal Year: 2021, Project Size: Mega (greater than \$5.2M), and PSS Status: ACTIVE. A red-bordered text box contains the instruction: "After the estimate is created verify that the IPDWeb has the most current PSS data by right clicking on the project and selecting 'Refresh PSSLive'."

The screenshot shows the 'Division Header' window. On the left, a tree view shows a project hierarchy with '1320 78-Pottawattamie' selected. A context menu is open over this item, with 'Sync with...' highlighted in a red box. The main window displays division information: Name: 1320 78-Pottawattamie, Description: Design No. 1320, Design Number: [empty], Current Total: \$0.00. Below this is a table with the following data:

Description	UOM	Quantity	Unit Price
EXCAVATION, CL 20	CY	3,000.000	\$0.00
STRUCT CONC (BRIDGE)	CY	2,400.000	\$0.00
HIGH PERFORMANCE STRUC CONC	CY	1,700.000	\$0.00
REINFORC STEEL	LB	510,000.000	\$0.00

A red-bordered text box contains the instruction: "Right click on the newly created division under the new event and select 'Sync with...'" to open the Synchronize Division Screen."

Sync Division

Synchronize Division

Select Division:  Sync Selected Sync All Cancel

Add/Delete	Key	Name	Description	Quantity	Unit Price	Select
Item Number	0001	1320 78-Pottawattamie	Design No. 1320;			
No records to display	0002	Division 2	Roadway Items			

Choose the division to sync with.

Sync Division

Synchronize Division

Select Division: ✔ Sync Selected Sync All Cancel

Add/Delete Update

Item Number	Description	Quantity	Unit Price	Select
Item(s) to be ADDED				
2404-7775009	REINF STEEL, STAINLESS STEEL	772,000.00	\$0.00	<input type="checkbox"/>
2501-0201473	PILE, STEEL, HP 14X73	17,210.00	\$0.00	<input type="checkbox"/>
Item(s) to be DELETED				
2501-0201489	PILE, STEEL, HP 14X89	15,100.00	\$0.00	<input type="checkbox"/>
2402-2722000	EXCAVATION, CL 22	250.00	\$0.00	<input type="checkbox"/>

The "Add/Delete" tab shows the differences between the bid items in PSS and the estimate. Choose the items to sync by checking the box in the "Select" column.

Sync Division

Synchronize Division

Select Division: ✔ Sync Selected Sync All Cancel

Add/Delete Update

Item Number	Description	Quantity	Unit Price	PSSLive Quantity	PSSLive Unit Price	Select
2402-2720000	EXCAVATION, CL 20	2,500.00	\$20.10	3,000.00	\$0.00	<input type="checkbox"/>
2403-0100010	STRUCT CONC (BRIDGE)	2,300.00	\$483.97	2,400.00	\$0.00	<input type="checkbox"/>
2404-7775000	REINFORC STEEL	670,000.00	\$0.83	510,000.00	\$0.00	<input type="checkbox"/>

The "Update" tab shows the differences between the quantities between what is now in PSS and the estimate. Check the boxes in the select column for the items to sync.

Sync Division

Synchronize Division

Select Division:  Sync Selected Sync All Cancel

Add/Delete **Update**

Item Number	Description	Quantity	Unit Price	Select
Item(s) to be ADDED				
2404-7775009	REINF STEEL, STAINLESS STEEL	772,000.00	\$0.00	<input type="checkbox"/>
2501-0201473	PILE, STEEL, HP 14X73	17,210.00	\$0.00	<input type="checkbox"/>
Item(s) to be DELETED				
2501-0201489	PILE, STEEL, HP 14X89	15,100.00	\$0.00	<input type="checkbox"/>
2402-2722000	EXCAVATION, CL 22	250.00	\$0.00	<input type="checkbox"/>

After the items have been reviewed and selected they can be synced. If individual items were selected then choose the “Sync Selected” to only sync the chosen items. Otherwise click on the “Sync All” to have all changes updated to the estimate.



Are you sure you want to continue with this synchronization?

Yes No

A pop up will appear asking for confirmation. *Click on “Yes”* to proceed.

Item Number	Description	UOM	Quantity	Unit Price	Use Suggestion	Suggestion	Suggestion Range	Est. Price	Docs
3402-2720000	EXCAVATION, CL 20	CY	3,000,000	\$0.00	<input checked="" type="checkbox"/>	\$20.10	\$14.80 - \$27.30	\$0.00	N A D
2403-0100010	STRUCT CONC (BRIDGE)	CY	2,400,000	\$0.00	<input checked="" type="checkbox"/>	\$483.97	\$439.10 - \$533.43	\$0.00	N A D
2403-7000210	HIGH PERFORMANCE STRUC CONC	CY	1,700,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2404-7775000	REINFORC STEEL	LB	910,000,000	\$0.00	<input checked="" type="checkbox"/>	\$0.83	\$0.79 - \$0.94	\$0.00	N A D
2404-7775005	REINFORC STEEL EPOXY COATED	LB	87,000,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2404-7775009	REINF STEEL, STAINLESS STEEL	LB	772,000,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2408-7800000	STRUCTURAL STEEL	LB	3,155,000,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2413-1200000	STEEL EXTRUSION JOINT W/NEOPRENE	LF	67,400	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2413-1200100	NEOPRENE GLAND INSTALLATION + TESTING	LF	67,400	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2414-6424119	CONC BARRIER RAIL, AESTHETIC	LF	2,878,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2434-6000100	DISC BEARING ASSEMBLIES	EA	50,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2499-2300001	DECK DRAIN	LS	1,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2499-9000000	MODULAR EXPANSION JOINT ASSEMBLY	LF	83,700	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N A D
2499-9000100	MOD EXP JOINT ASSEMBLY LEAK TESTING	EA	2,000	\$0.00	<input type="checkbox"/>	\$0.00		\$0.00	N A D
2501-0201253	PILE, STEEL, HP 12X53	LF	2,400,000	\$41.00	<input checked="" type="checkbox"/>	\$41.00	\$40.50 - \$51.00	\$98,400.00	N A D
2501-0201473	PILE, STEEL, HP 14X73	LF	17,310,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D
2507-6000001	REVEMENT, CLASS E	TON	170,000	\$0.00	<input checked="" type="checkbox"/>	\$0.00		\$0.00	N A D

Bid items will be copied into the division and the bid item pricing can now be evaluated as explained in **Chapter 6C-1: Item Trend Lookup**.

Copying From An Existing Estimate

New estimates can easily be created by copying from existing estimates. This is useful when PSSLive is not available for a project or when wanting to make adjustments to an estimate without changing the original.

Select the division you would like to use. *Right click* on that division and then choose “Copy”.

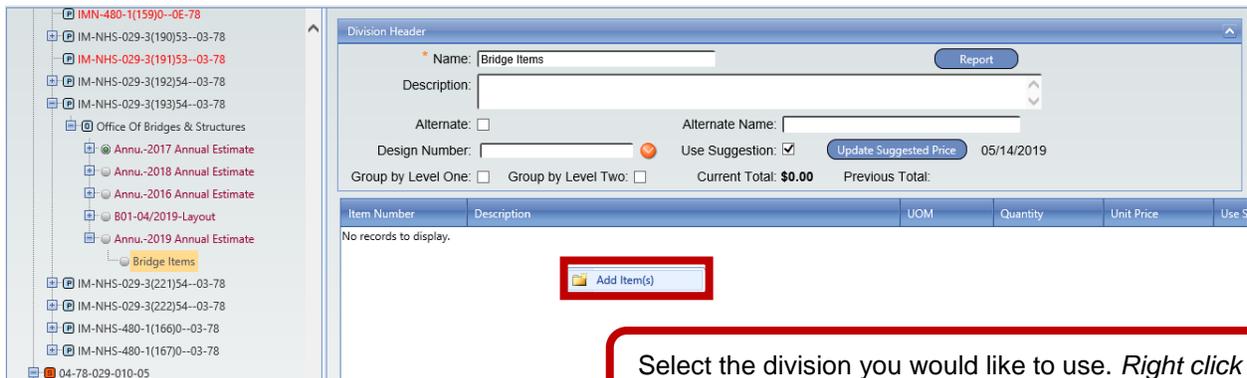
Select the estimate where you would like to copy the information, *right click* and choose “Paste”.



A window will appear asking “Do you want to use the destination trend filter?” *Choosing “Yes”* will update the all bid item filters to match the estimate trend filter at the target location. *Choosing “No”* will keep the filters the same as the source estimate from which they were copied.

Adding Items Individually

Items can also be added individually to populate an entire estimate or can be added to an existing estimate. This is the only way to add in Specialty Bid items (**See Chapter 6C-1**) since they cannot be added through “PSSLive or Sync with.



Select the division you would like to use. *Right click* in the bid item display and *select “Add Item(s)”*.

Items Load

Add Item(s)

Select Item(s):

Item Number	Item Number	UOM	Description	
	2121-7425010	TON	GRANULAR SHLD, TYPE A	Add
2402-0425030	2121-7425011	TON	GRANULAR SHLD TYPE A, PLACE ONLY	Add
2402-0425031	2121-7425020	TON	GRANULAR SHLD, TYPE B	Add
2402-0425032	2121-7425021	STA	GRANULAR SHLD, TYPE B	Add
2102-2710070	2121-7425022	TON	GRANULAR SHLD, TYPE B, PLACE ONLY	Add
	2122-5190006	SY	PAVED SHLD, PCC, 6"	Add
	2122-5190007	SY	PAVED SHLD, PCC, 7"	Add
	2122-5190008	SY	PAVED SHLD, PCC, 8"	Add
	2122-5190009	SY	PAVED SHLD, PCC, 9"	Add

The Items Load window will appear. Bid items can then be searched by either bid item number or description. *Click on "Add"* to include the bid item to the estimate.

NOTE: When performing a searched based on item description the abbreviated bid item description is used. Examples of Common Abbreviations:

ROADWAY = RDWY, SHOULDER = SHLD, PAVEMENT = PAV'T, OVERHEAD = O'HD, SEWER = SWR, AGGREGRATE = AGG, ASPHALT = ASPH, SURFACING = SURF, CONCRETE = CONC

Items Load

Add Item(s)

Select Item(s):

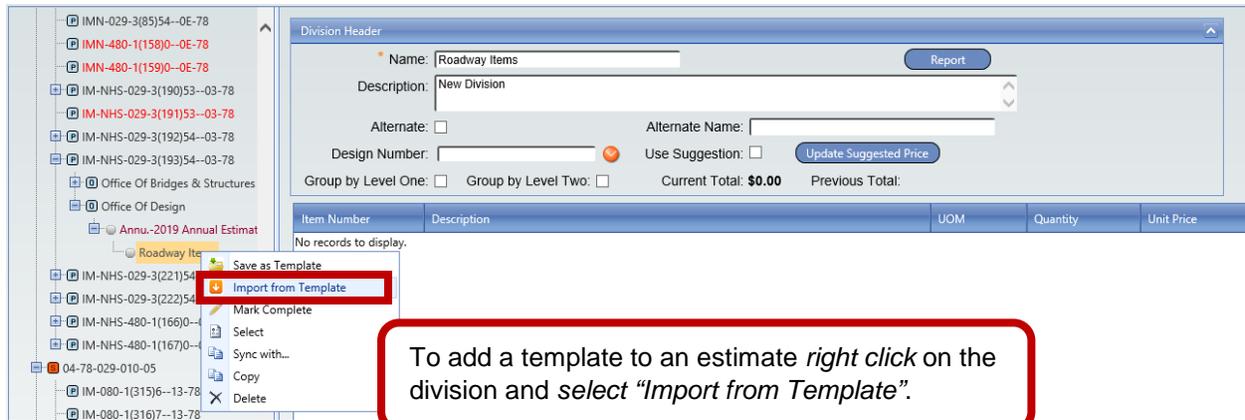
Item Number	UOM	Description	
2402-0425030	CY	GRANULAR BACKFILL	Remove
2402-0425031	TON	GRANULAR BACKFILL	Remove
2402-0425032	TON	GRANULAR BACKFILL, PLACE ONLY	Remove
2102-2710070	CY	EXCAVATION, CL 10, RDWY+BORROW	Remove

Any items added inadvertently can be cleared by *clicking on "Remove"*. Once all bid items have been added, *click on "OK"*. This will populate the bid items into the division.

Copying from a Template

Templates allow for common bid items to be grouped together by a specific type of design or project work type and be added to the estimate at the same time. Templates are most useful when used for these specific types of design or project work types that have a typical group of bid items that do not vary greatly. New templates can be created by using an existing estimate. The template tool will be modified in the future in order to make the templates easier to understand and utilize.

Adding Templates to an Estimate

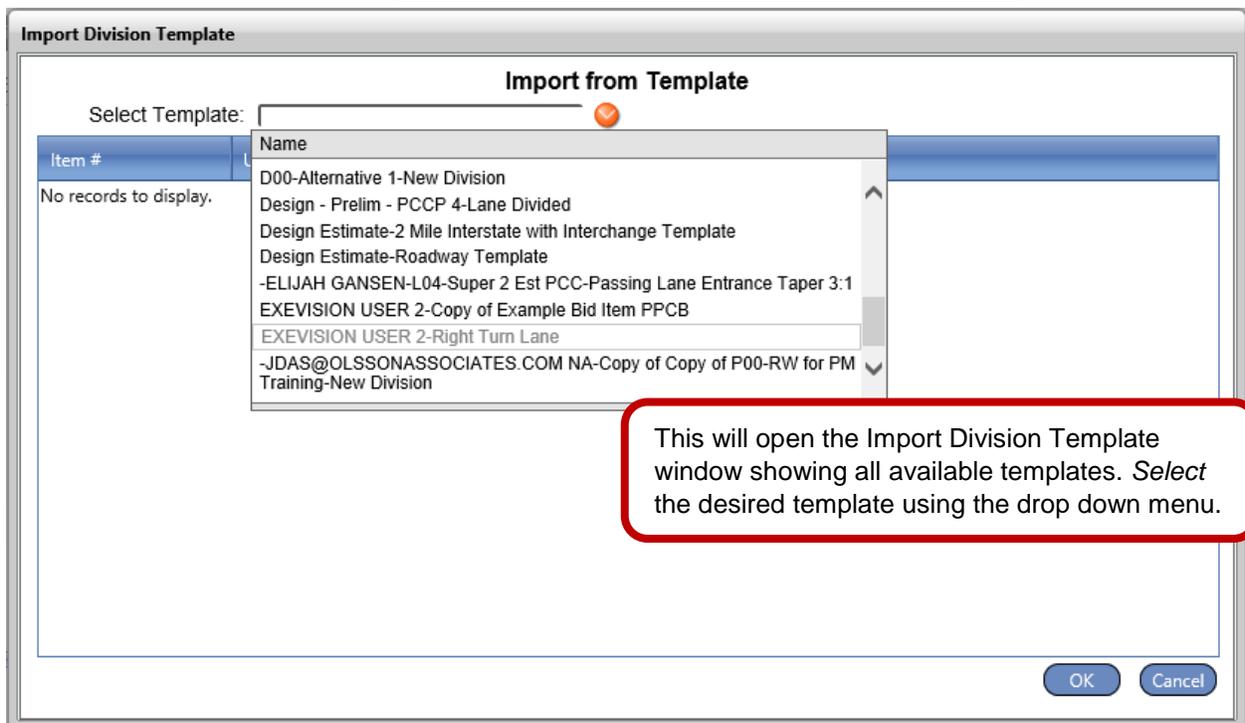


The screenshot shows the 'Division Header' window with the following fields:

- Name: Roadway Items
- Description: New Division
- Alternate: Alternate Name:
- Design Number: Use Suggestion:
- Group by Level One: Group by Level Two: Current Total: \$0.00 Previous Total:

Below the fields is a table with columns: Item Number, Description, UOM, Quantity, Unit Price. The table is empty with the text 'No records to display.'

A context menu is open over the 'Roadway Items' division, with the 'Import from Template' option highlighted in red. A red callout box contains the text: "To add a template to an estimate *right click* on the division and *select* 'Import from Template'."



The 'Import Division Template' window is shown with the following details:

- Title: Import from Template
- Select Template:
- Table with columns: Item #, Name
- Table content:

Item #	Name
	D00-Alternative 1-New Division
	Design - Prelim - PCCP 4-Lane Divided
	Design Estimate-2 Mile Interstate with Interchange Template
	Design Estimate-Roadway Template
	-ELIJAH GANSEN-L04-Super 2 Est PCC-Passing Lane Entrance Taper 3:1
	EXEVISION USER 2-Copy of Example Bid Item PPCB
	EXEVISION USER 2-Right Turn Lane
	-JDAS@OLSSONASSOCIATES.COM NA-Copy of Copy of P00-RW for PM
	Training-New Division
- Buttons: OK, Cancel

A red callout box contains the text: "This will open the Import Division Template window showing all available templates. *Select* the desired template using the drop down menu."

Import Division Template

Import from Template

Select Template: EXEVISION USER 2-Right Turn Lane

Item #	UOM	Description
2102-0425070	TON	SPECIAL BACKFILL
2115-0100000	CY	MODIFIED SUBBASE
2121-7425010	TON	GRANULAR SHLD, TYPE A
2123-7450000	STA	SHLD CONSTRUCTION, EARTH
2301-1003090	SY	STD/S-F PCC PAVT, QM-C CL 3, 9"

A list of bid items will be displayed for the selected template. In this example a standard template for PPCB bridges is shown. *Click on "OK" to import these items into the estimate.*

OK Cancel

Division Header

Name: Roadway Items Report

Description: New Division

Alternate: Alternate Name: _____

Design Number: _____ Use Suggestion: Update Suggested Price

Group by Level One: Group by Level Two: Current Total: **\$0.00** Previous Total: _____

Item Number	Description	UOM	Quantity	Unit Price	Use Suggestion	Suggestion	Suggestion Range	Est. Price		Docs
2102-0425070	SPECIAL BACKFILL	TON	<input type="text" value="0.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	\$0.00		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2115-0100000	MODIFIED SUBBASE	CY	<input type="text" value="0.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	\$0.00		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2121-7425010	GRANULAR SHLD, TYPE A	TON	<input type="text" value="0.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	\$0.00		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2123-7450000	SHLD CONSTRUCTION, EARTH	STA	<input type="text" value="0.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	\$0.00		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2301-1003090	STD/S-F PCC PAVT, QM-C CL 3, 9"	SY	<input type="text" value="0.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	\$0.00		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

Once the bid items are imported then quantities will need to be added for each item. Bid items can then be added or removed as described in the Adding Items Individually and Removing Bid Items section of this document.

\$0.00

Division Header

Name: Report

Description:

Alternate: Alternate Name:

Design Number: ⚙ Use Suggestion: Update Suggested Price 05/14/2019

Group by Level One: Group by Level Two: Current Total: **\$0.00** Previous Total: **\$77,008,800.00**

Item Number	Description	UOM	Quantity	Unit Price	Use Suggestion
2402-2720000	EXCAVATION, CL 20 ✍	CY	<input type="text" value="3,000.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2403-0100010	STRUCT CONC (BRIDGE) ✍	CY	<input type="text" value="2,400.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2403-7000210	HIGH PERFORMANCE STRUC CONC ✍	CY	<input type="text" value="1,700.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2404-7775000	REINFORC STEEL ✍	LB	<input type="text" value="510,000.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2404-7775005	REINFORC STEEL, EPOXY COATED ✍	LB	<input type="text" value="87,000.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2404-7775009	REINF STEEL, STAINLESS STEEL ✍	LB	<input type="text" value="772,000.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2408-7800000	STRUCTURAL STEEL ✍	LB	<input type="text" value="2,155,000.000"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>
2413-1200000	STEEL EXTRUSION JOINT W/NEOPRENE ✍				
2413-1200100	NEOPRENE GLAND INSTALLATION + TESTING ✍				

- Add Item(s)
- Delete Item(s)
- Copy Item(s)
- Item Trend Filter
- Item Trend Lookup

Bid items can easily be removed from an estimate. First, select the items by *left clicking* on the item (hold CTRL or SHIFT to select multiple items). The selected items will now be highlighted grey. Then, *right click* on one of the selected items and select "Delete Item(s)".

Chronology of Changes to iPDWeb Manual Section:

6A-1 Adding Bid Items

DATE 08-16-2019

New.

DATE Revised

Description