Bid Express® Bid Tab Analysis

For the Wisconsin Department of Transportation

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Introduction

This document is specific to the Wisconsin Department of Transportation and covers ways of using the Bid Tab Analysis function of the Bid Express® service. For more information on how to use the Bid Express service or the Bid Tab Analysis function, please see the online help.

The Bid Express service is a database of historical bid tab data and can be used to find average cost information for specific bid items, search for keywords in bid item descriptions, and review awarded contracts.

Wisconsin DOT staff can obtain a Bid Express logon ID and password by contacting David Castleberg. Provide David with your name, email address, and phone number. Consultants can purchase a subscription to the Bid Express service from Info Tech, Inc. at www.bidx.com. Click Join now!

Start Up

1. Log on to the Bid Express service at https://www.bidx.com/

2. Enter your account email address and password.

![Bid Express Log In Page](image)

Figure 1. Bid Express Log In Page
Bid Tab Analysis

The bid tab analysis search is used for finding average cost data and lists of proposals that used a specific bid item.

1. Select the BID TAB ANALYSIS tab from the menu bar.

![Bid Tab Analysis Tab](image)

2. Enter desired parameters into the Bid Tab Analysis Search page. Start your search with item and date information.

3. When you are finished entering your search criteria, click SEARCH.

You can refine your search after reviewing initial results if desired. The following are suggestions on how to refine a search.

- The date range needs to be in the format MM/DD/YYYY. Press TAB to move out of the date range once a date is entered. If a date range is entered in an incorrect format, the search will not exclude proposals outside of the date range desired.

- Item: Enter a specific item to get information on only one item, or enter a portion of a bid item number to get results for a group of bid items.

- Description: The results contain all of the bid items containing the word(s) entered into the description box. However, only the full description for the first item will be presented. While this box can be used to refine a search, it is better to use the SEARCH tab to look for bid items containing specific words.

- Proposal Items: Provides all bid information for a specific contract. Enter a Wisconsin proposal ID in the following format: YYYYMMDDPPP Year, Month, Day, Proposal.

- County: Multiple counties can be entered by separating the counties with a comma. Leave blank to view information from all counties if a restricted search yields no information.
- Quantity and Price Ranges: The quantity and price range can be manipulated to provide data that most accurately represents your project.

- Unit: Helpful when looking for information on special provision (SPV) items. The SEARCH tab is the best place to find SPV items.

- Low Bidders: The winning bidder is not provided by this search criteria. The results are the low bidders by proposal for that bid item. (Example: The winning bidder bid $5.00 and the second bidder bid $1.00. When the searched is filtered by one low bidder, the results given is $1.00, which is the lowest price for that bid item.)

### Bid Tab Analysis Hints

The Items column lists the item number of the search criteria. View detailed results by clicking on the + or - signs to expand or collapse the contract results. The expanded version gives you results for each contract.

The average bid price is calculated by averaging the bid price from each bidder in the search. See Appendix A for a calculation example. The average includes all bidders, not just the winning bidder.

The bid count information shows you the bid prices for all bidders in the bidding order. Contractors can be excluded in this view.

![Bid Tab Analysis Example](image.png)
Figure 4 is an example of the Bid Tab Analysis results.

The Bid Express demonstration video created by Info Tech is available on Info Tech’s website at https://www.infotechfl.com/downloads/bidx/bta/. The video is geared toward sales but shows some of the functionality available on the BID TAB ANALYSIS tab.

The Bid Express training demonstration video is also available https://www.bidx.com/site/trainingvideo?file=bid_tab_analysis

**Search Tab**

The SEARCH tab is excellent for finding SPV bid items. The search results provide full bid item descriptions.

1. Go to the SEARCH tab.
2. Select the ADVANCED button.
3. Enter search criteria including description.
4. You can further refine your search search if desired:
   A) Search does not need to include a date range. Projects will be listed in order of letting.
B) The description box is the best place to look for special provisions. The search can be tailored by adding the SPV unit to the search.

C) Use words sparingly in your search to allow for varying bid item naming conventions.

![Search Tab and Advanced Option](image)

Figure 5. Search Tab and Advanced Option

The advanced search is shown in Figure 6. Price information for each of the contracts is available by clicking on the proposal ID.

![Advance Option](image)

Figure 6. Advance Option

**Lettings Tab**

The LETTINGS tab provides letting information before the letting, between the letting and award, and after the letting.

Eligible bidders, plan holder, and bid items are available before the letting. Between the letting and award, as-read bid information is available, including each contractors’ total contract value. Bid tab data for each bidder is available after the letting. Bid information is useful for comparing bid items used in proposals.
To use the LETTINGS tab:

1. Select the LETTINGS tab.
2. Choose a letting.
3. Choose a proposal from the letting.
4. Select an option from the right side of the screen.
   A) Plan Holders/Eligible Bidders shows contractors who are plan holders or eligible bidders. For the Wisconsin DOT, this information is available beginning ten days before the letting.
   B) Apparent Bids shows the total dollar value of each contractor’s bid price. For the Wisconsin DOT, this information is generally available 30 minutes after the letting.
   C) Bid Tabulations is available after the contract is awarded. The bid tabs shows the bid price for each contractor.
Random Tips

Bid Results for Other States

The Bid History function is available for other states that use the Bid Express service. Click on the down arrow next to the agency name to select other agencies.

![ Agencies Using the Bid Express Service ]

Figure 9. Agencies Using the Bid Express Service

Export to Excel

Click Export (csv) on the LETTINGS tab or SEARCH tab after a search is complete. The search will be saved or opened in a Microsoft Excel® file.
Find Bridge Numbers and Project IDs

Bridge numbers and project IDs are generally listed in a bid item. By searching for the bid item in the SEARCH tab, it may be possible to correlate the contract ID to the bridge number or project ID.

Find SPV Items

Use the SEARCH tab to find SPV items. See the SEARCH tab directions for further information.

Online Help

For more information on using bid tabs analysis or the Bid Express service, click the HELP icon in the upper right corner of the window.
Appendix A: Average Cost Calculation for Bid Tab Analysis Search

The average calculated for the search function on the BID TAB ANALYSIS tab is the average of the bid price for the item. The average does not take into account the item quantity for each proposal. A proposal with more bidders is given more weight than a proposal with only one bidder.

\[
\text{Average} = \frac{($587.50 \times 4 \text{ bids}) + ($788.50 \times 2 \text{ bids}) + ($500.00 \times 6 \text{ bids}) + ($480.71 \times 7 \text{ bids})}{4 \text{ bids} + 2 \text{ bids} + 6 \text{ bids} + 7 \text{ bids}}
\]

Figure 10. Bid Tab Analysis Averages