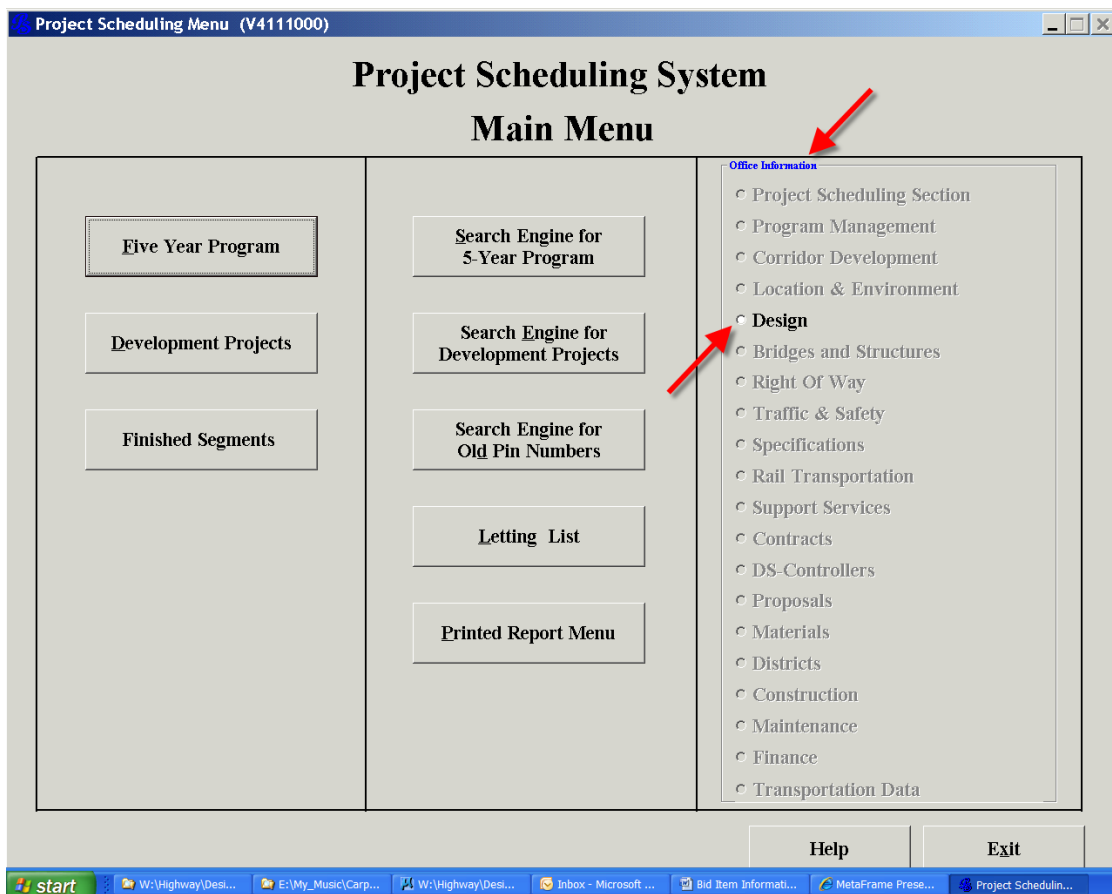


# Processing Bid Items through Project Scheduling

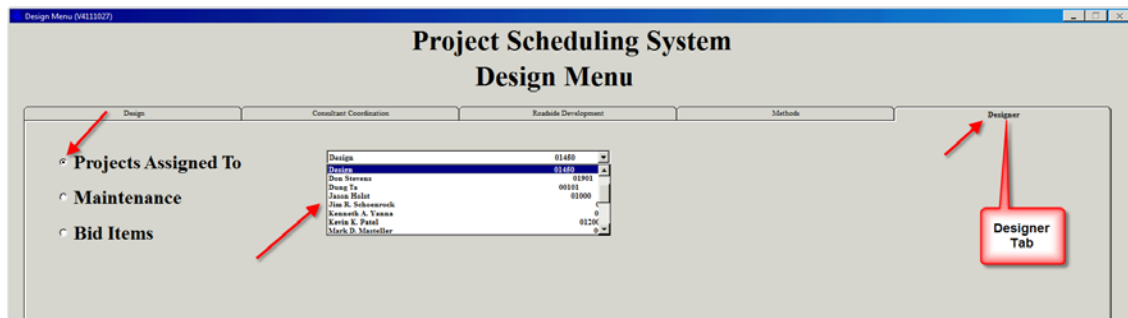
**Design Manual**  
**Chapter 20**  
**Project Automation**  
Originally Issued: 01-29-10  
Revised: 07-02-15

This section provides information related to accessing and loading bid items through the Project Scheduling System (PSS).

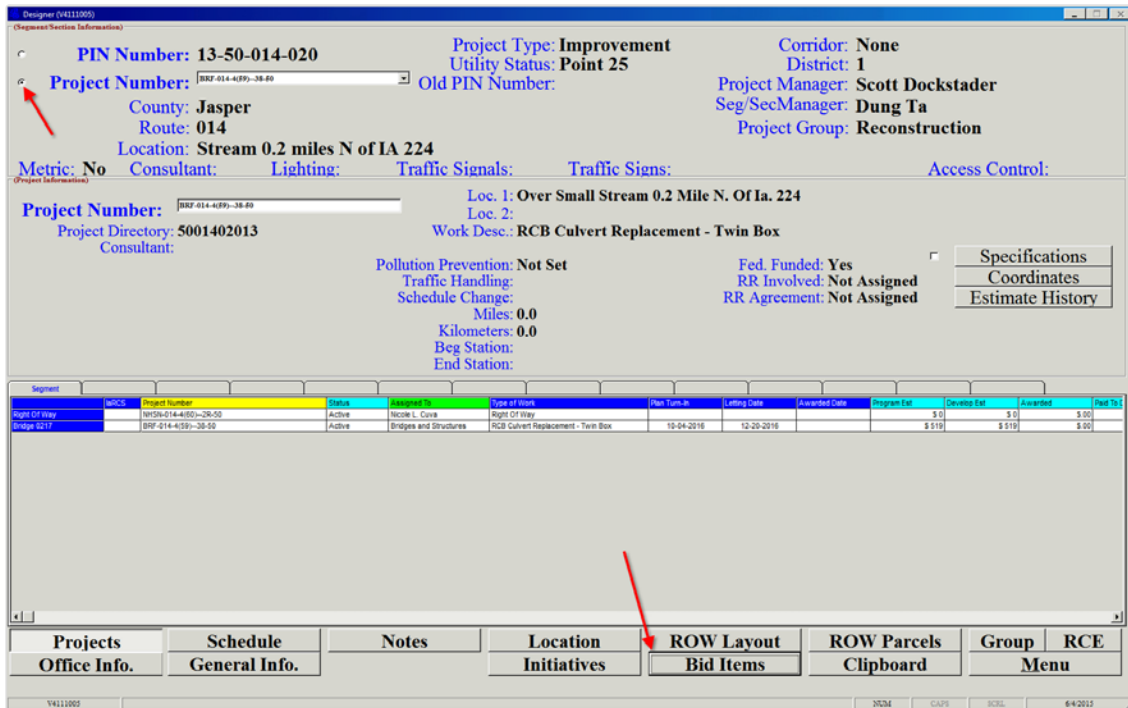
1. Access PSS through [Citrix](#). See [20J-81](#).
2. Select **Design** under **Office Information**, as shown below.



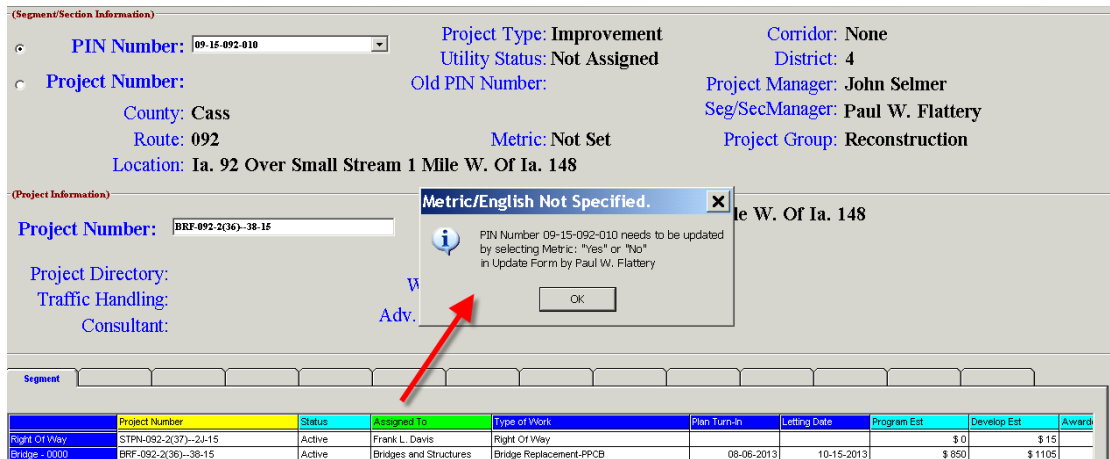
- Open the **Designer** tab and select the appropriate Design Engineer name from the **Projects Assigned To** drop down list, and *click* **OK**.



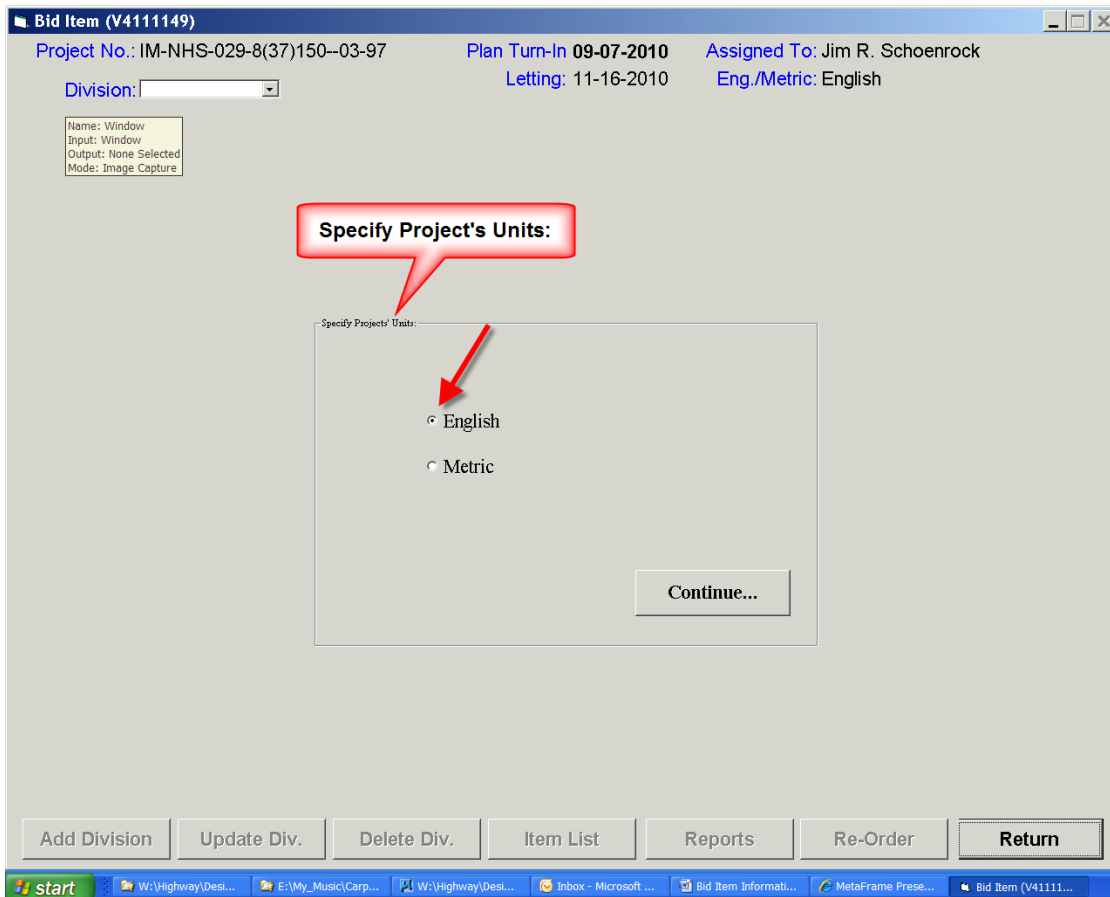
- In the **Designer** dialog, select either the **Project Number** or **PIN Number** for which the bid items are to be processed, then *click* the **Bid Items** tab at the bottom.



If an error message appears, similar to that shown by the arrow below, review the problem with the Project Engineer.



- When first setting up a project, the following dialog will appear. In the **Specify Project's Units** area, select either **English** or **Metric** and *click* the **Continue** button.

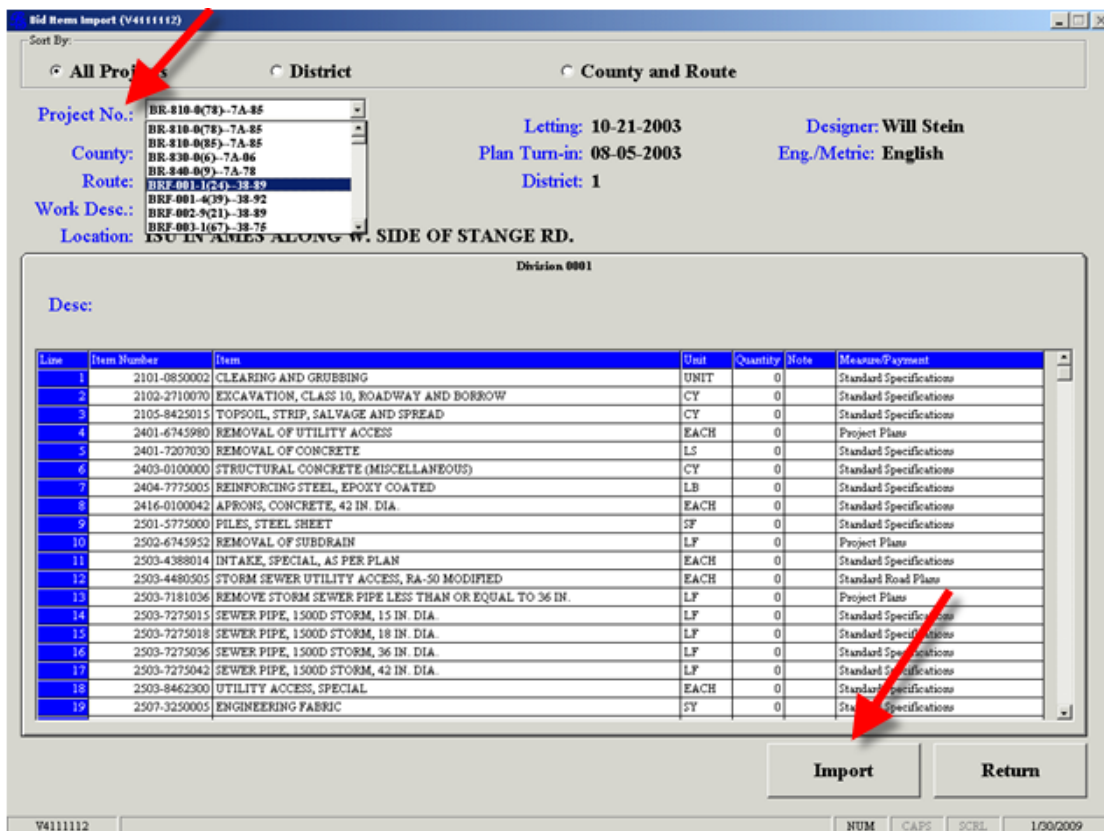


- After the above selections have been made, select either **Add Division** or **Import Items**, as shown by the arrows below.

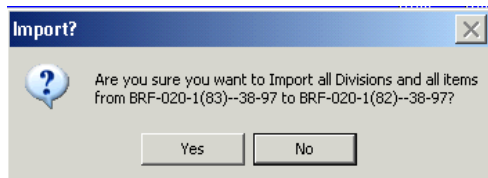


- Import Items** allows the bid items and reference information for a project to be imported. This feature will import all divisions with all bid items and reference information for each division.

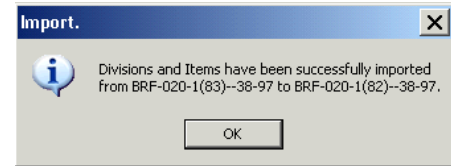
If the **Import Items** option is selected, the following dialog will appear. From the *drop-down* selection list, *select* the **Project No.** of a project with similar bid items and *click* the **Import** button.



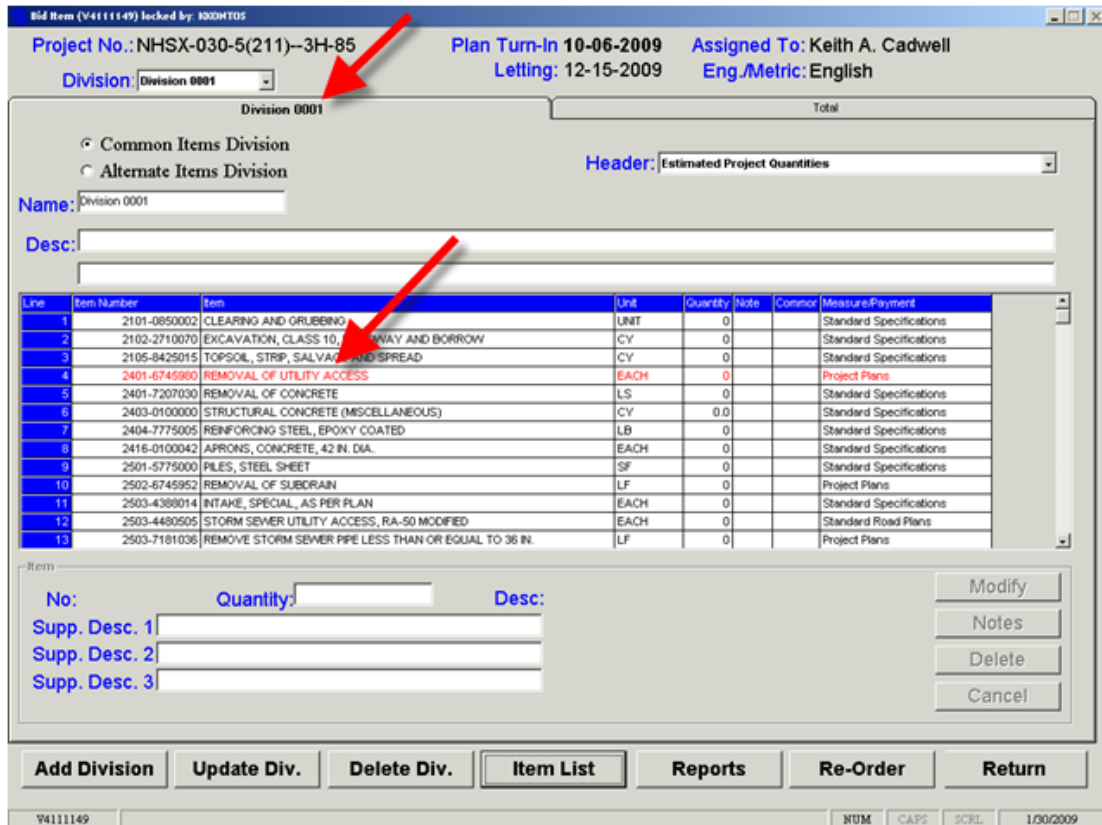
After *clicking* the **Import** button above, the **Import?** message box with the **Are you sure ...** message will display:



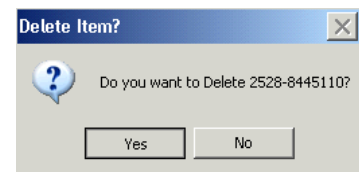
After selecting **Yes** above, the **Import.** message box with the ... **successfully imported** ... message will display, as shown at the right.



Click the **OK** button, shown above, and the following bid item dialog will appear with a tab for each **Division** that was imported, (as shown by the upper red arrow). If any imported bid items are no longer valid, they will display in red text (as shown by the lower red arrow).



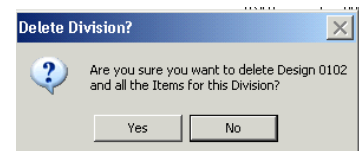
Delete all bid items in the list that are no longer valid. A **Delete Item?** confirmation message will display, as shown at the right.



If bid items are imported from another project, there may also be divisions that are not needed. To delete a division, select the extra division by clicking the tab and click the **Delete Div.** button.



A **Delete Division?** confirmation message will display, as shown at the right. Click **Yes** or **No** to continue.



- The **Add Division** option (shown several dialogs earlier) allows project bid item divisions to be created. Always use the default **Division Name** (changes in this field may cause program problems). The **Description** may be customized as necessary.

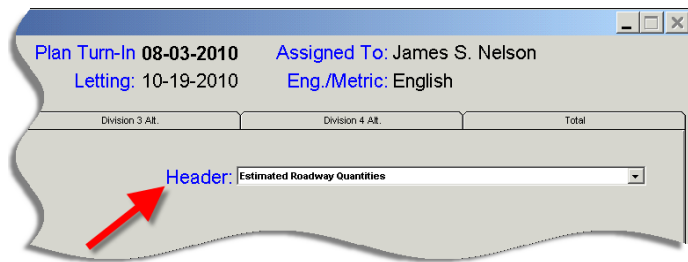
If the project does not require the **default bid items** shown below, the *check-box* for **Add Default Items** should be toggled off (un-checked ) unlike the checked box () shown above.

Line	Item Number	Item	Unit	Quantity
1	2528-8445110	TRAFFIC CONTROL	LS	0.000
2	2528-8445112	FLAGGERS	DAY	9999
3	2528-8445114	PILOT CARS	DAY	9999
4	2533-4980005	MOBILIZATION	LS	0.000

Click the **Cancel** or **Continue...** button to move on.

- The **Bid Item** dialog, shown below, will display general project information and a tab for the added division, as shown by the arrow. If the **Add Default Items** box was checked, as shown above, the new division will include the default bid items, also shown below.

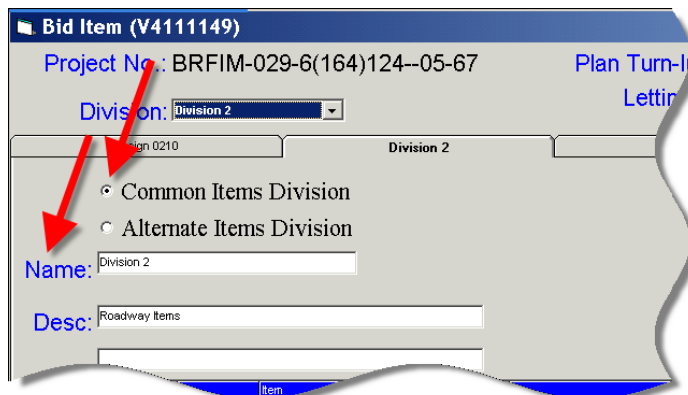
- After a division is created, select the appropriate **Header** from the drop down list.



- As stated earlier, use the Division Name that is supplied as a default name.

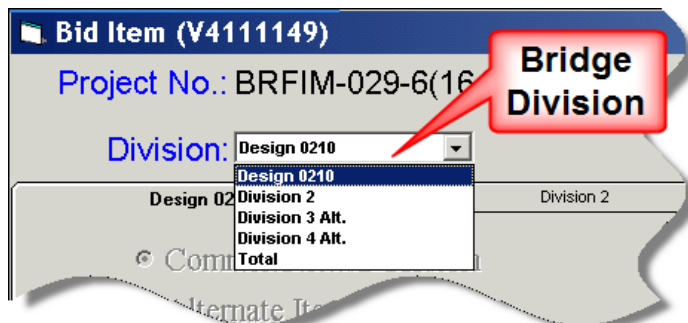
Select the **Common Items Division** option, (shown at the right), unless there are alternate designs for the project.

If there are no alternate design divisions, skip to #13 below.

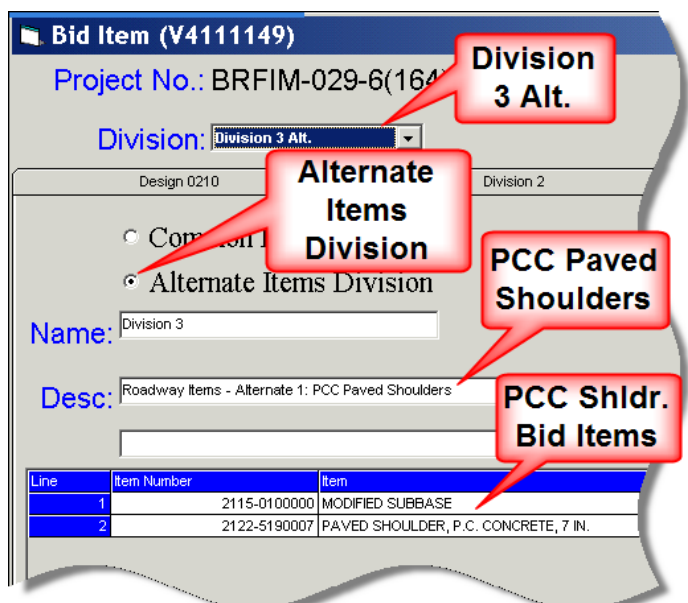


- Alternate** items will be listed in separate divisions. If alternates are included, there should always be at least 2 alternates, such as PCC and HMA, which will then make a minimum of three divisions for the Office of Design. See the example to the right and below.

The additional division shown at the right (Design 0210) is the division for Bridge Design.

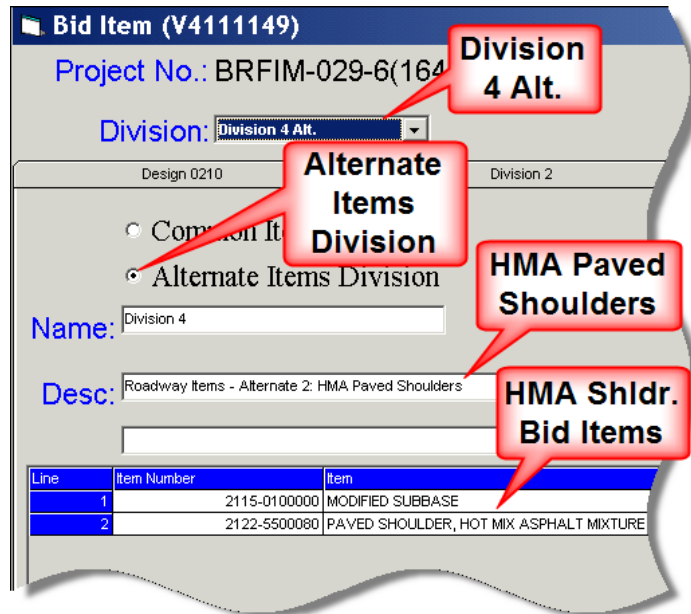


As shown in the example at the right, the first alternate division (Division 3 Alt.) is for PCC Paved Shoulders and includes only the bid items relating to this alternate.

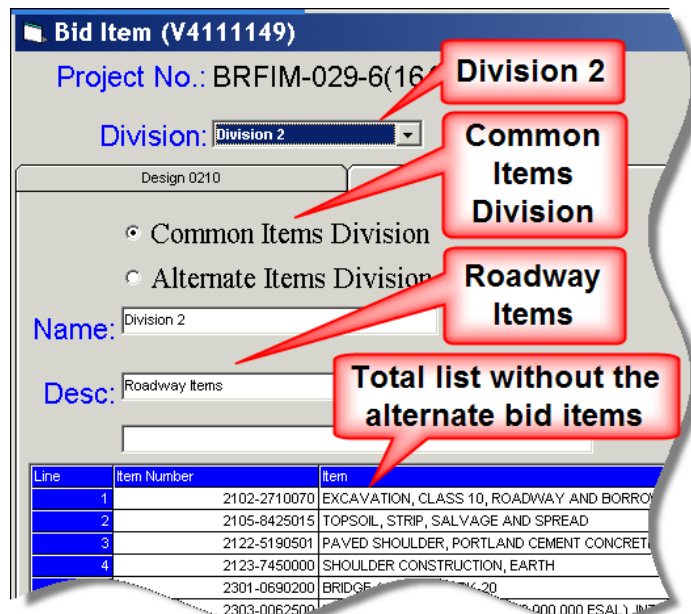




The second example alternate division (Division 4 Alt.) is for HMA Shoulders and includes only the bid items relating to this alternate.



When viewing the **Common Items Division**, as shown at the right with **Division 2**, the description will display **Roadway Items**, (unless it has been changed) and the Bid Item list will not include the bid items contained in the two alternate lists shown above.



- To save changes *click* the **Update Div.** button, at the bottom of the **Bid Item** dialog.



Changes will be lost if the **Update Div.** button is not *clicked*.



14. The default quantities for the Default bid items are as follows:

Mobilization and Traffic control: 1

Flaggers and Pilot Cars: as per proposal

Select and Delete unnecessary bid items.

Name: Design 0102

Desc: Dual 203 x 40 PPCB Bridge - Sta. 639+96

AMJ

Line	Item Number	Item	Unit	Quantity	Note	Common	Measure/Payment
1	2528-8445110	TRAFFIC CONTROL	LS	0.000			Standard Specifications
2	2528-8445112	FLAGGERS	DAY	9999			Standard Specifications
3	2528-8445114	PILOT CARS	DAY	9999			Standard Specifications
4	2533-4980005	MOBILIZATION	LS	0.000			Standard Specifications

Item

No: 2528-8445110 Quantity:  LS Desc: TRAFFIC CONTROL

Supp. Desc. 1

Supp. Desc. 2

Supp. Desc. 3

Modify  
Notes  
Delete  
Cancel

15. A **Delete Item?** message will display, as shown at the right.

Click **Yes** or **No** to continue.

**Delete Item?**

Do you want to Delete 2528-8445110?

Yes No

16. To add other bid items, click the **Item List** button.

Supp. Desc. 3

Add Division Update Div. Delete Div. **Item List** Reports

17. The **Bid Item List** window displays the complete list of bid items.

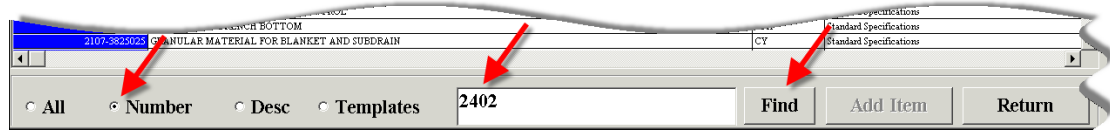
Item Number	Description	Units	Measure/Payment
2101-0850001	CLEARING AND GRUBBING	ACRE	Standard Specifications
2101-0850002	CLEARING AND GRUBBING	UNIT	Standard Specifications
2102-0425046	SELECTED BACKFILL	CY	Standard Specifications
2102-0425070	SPECIAL BACKFILL	TON	Standard Specifications
2102-0425071	SPECIAL BACKFILL	CY	Standard Specifications
2102-0425120	SPECIAL BACKFILL MATERIAL, PLACE ONLY	TON	Standard Specifications
2102-0425220	SPECIAL BACKFILL MATERIAL, PLACE ONLY	CY	Standard Specifications
2102-2200000	INTERCEPTING DITCHES AND FLUMES	LF	Standard Specifications
2102-2625000	EMBANKMENT-IN-PLACE	CY	Standard Specifications
2102-2625010	EMBANKMENT-IN-PLACE, STOCKPILE	CY	Standard Specifications - including applicable SP's
2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	Standard Specifications
2102-2710080	EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL	CY	Standard Specifications
2102-2710090	EXCAVATION, CLASS 10, WASTE	CY	Standard Specifications
2102-2712015	EXCAVATION, CLASS 12, BOULDERS OR ROCK FRAGMENTS	CY	Standard Specifications
2102-2712070	EXCAVATION, CLASS 12, ROADWAY AND BORROW	CY	Standard Specifications
2102-2713070	EXCAVATION, CLASS 13, ROADWAY AND BORROW	CY	Standard Specifications
2102-2713090	EXCAVATION, CLASS 13, WASTE	CY	Standard Specifications - including applicable SP's
2102-3240000	WATER FOR EMBANKMENT CONSTRUCTION	MGAL	Standard Specifications
2102-4560000	LOCATING TILE LINES	STA	Standard Specifications
2102-4600000	CRUSHING OF CLASS 12 EXCAVATION	CY	Standard Specifications
2102-5020010	OBLITERATE OLD ROADBED	STA	Project Plans
2102-6336000	PRESPLITTING OF ROCK CUTS	SY	Special Provisions
2104-2710020	EXCAVATION, CLASS 10, CHANNEL	CY	Standard Specifications
2104-2712020	EXCAVATION, CLASS 12, CHANNEL	CY	Standard Specifications
2104-2713020	EXCAVATION, CLASS 13, CHANNEL	CY	Standard Specifications

18. Select (highlight) bid items directly from the list and *click* the **Add Item** button. An item can also be added by simply *double-clicking it*. The color of the selected item will change to indicate it has been added.

Item Number	Description	Units	Measure/Payment
2401-6745065	REMOVAL OF BRIDGE END DRAINS	EACH	Project Plans
2401-6745354	REMOVAL OF CONCRETE FOOTINGS, AS PER PLAN	EACH	Project Plans
2401-6745355	REMOVAL OF CONCRETE FOOTINGS OF HIGHWAY SIGNS	EACH	Project Plans
2401-6745356	REMOVAL OF CONCRETE FOOTINGS OF LIGHT POLES	EACH	Project Plans
2401-6745625	REMOVAL OF EXISTING BRIDGE	LS	Standard Specifications
2401-6745635	REMOVAL OF EXISTING HANDRAIL	LS	Standard Specifications
2401-6745636	REMOVAL OF EXISTING HANDRAIL AND END POSTS	LS	Standard Specifications
2401-6745650	REMOVAL OF EXISTING STRUCTURES	LS	Standard Specifications
2401-6745765	REMOVAL OF LIGHT POLES	EACH	Project Plans
2401-6745830	REMOVAL OF P.C. CONCRETE MEDIAN BARRIER	LF	Project Plans
2401-6745910	REMOVAL OF SIGN	EACH	Project Plans
2401-6745915	REMOVAL OF SIGN SUPPORT STRUCTURE AND FOOTING	EACH	Project Plans
2401-6750001	REMOVALS, AS PER PLAN	LS	Standard Specifications
2401-7207010	REMOVAL OF CONCRETE	SY	Project Plans
2401-7207020	REMOVAL OF CONCRETE	CY	Project Plans
2401-7207030	REMOVAL OF CONCRETE	LS	Standard Specifications
2402-0425030	GRANULAR BACKFILL	CY	Standard Specifications
2402-0425031	GRANULAR BACKFILL	TON	Standard Specifications
2402-0425032	GRANULAR BACKFILL, PLACE ONLY	TON	Project Plans
2402-0425033	GRANULAR BACKFILL, PLACE ONLY	CY	Project Plans
2402-0425040	FLOODED BACKFILL	CY	Special Provisions
2402-0875150	COMPACTION WITH MOISTURE CONTROL (STRUCTURES)	CY	Standard Specifications
2402-2720000	EXCAVATION, CLASS 20	CY	Standard Specifications
2402-2720100	EXCAVATION, CLASS 20, FOR ROADWAY PIPE CULVERT	CY	Standard Specifications
2402-2721000	EXCAVATION, CLASS 21	CY	Standard Specifications

19. To locate a bid item, search by **Number** or description (**Desc**).

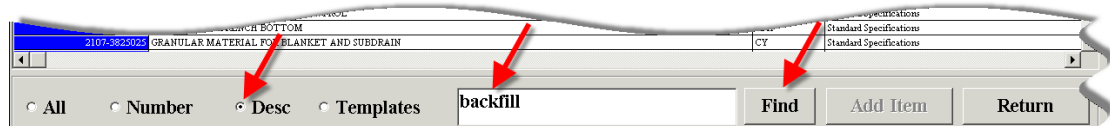
To search by number, select the **Number** option, as shown below. Enter a portion of the bid item number in the text entry field and *click* the **Find** button.



Only the items meeting the specific search criteria will be displayed in the list, as shown below with all **Item Numbers** containing the search text “2402”.

Item Number	Description	Units	Measure/Payment
2402-0425030	GRANULAR BACKFILL	CY	Standard Specifications
2402-0425031	GRANULAR BACKFILL	TON	Standard Specifications
2402-0425032	GRANULAR BACKFILL, PLACE ONLY	TON	Project Plans
2402-0425033	GRANULAR BACKFILL, PLACE ONLY	CY	Project Plans
2402-0425040	FLOODED BACKFILL	CY	Special Provisions
2402-0875150	COMPACTION WITH MOISTURE CONTROL (STRUCTURES)	CY	Standard Specifications
2402-2720000	EXCAVATION, CLASS 20	CY	Standard Specifications
2402-2720100	EXCAVATION, CLASS 20, FOR ROADWAY PIPE CULVERT	CY	Standard Specifications
2402-2721000	EXCAVATION, CLASS 21	CY	Standard Specifications
2402-2722000	EXCAVATION, CLASS 22	CY	Standard Specifications
2402-2722100	EXCAVATION, CLASS 22, FOR ROADWAY PIPE CULVERT	CY	Standard Specifications
2402-2723000	EXCAVATION, CLASS 23	CY	Standard Specifications
2402-2723100	EXCAVATION, CLASS 23, FOR ROADWAY PIPE CULVERT	CY	Standard Specifications
2402-2724000	EXCAVATION, CLASS 24	CY	Standard Specifications
2402-2724100	EXCAVATION, CLASS 24, FOR ROADWAY PIPE CULVERT	CY	Standard Specifications
2402-2725000	INTERMEDIATE FOUNDATION IMPROVEMENTS	LS	Special Provisions
2402-2725002	INTERMEDIATE FOUNDATION IMPROVEMENTS VERIFICATION TESTING	LS	Special Provisions

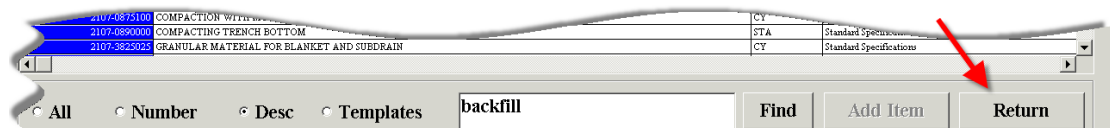
To search by description, select the **Desc** button shown below. Enter a portion of the bid item description in the text box and *click* the **Find** button.



As shown below, only those items meeting the **backfill** description criteria will be displayed.

Item Number	Description	Units	Measure/Payment
2102-0425046	SELECTED BACKFILL	CY	Standard Specifications
2102-0425070	SPECIAL BACKFILL	TON	Standard Specifications
2102-0425071	SPECIAL BACKFILL	CY	Standard Specifications
2102-0425120	SPECIAL BACKFILL MATERIAL, PLACE ONLY	TON	Standard Specifications
2102-0425220	SPECIAL BACKFILL MATERIAL, PLACE ONLY	CY	Standard Specifications
2107-0425020	COMPACTING BACKFILL ADJACENT TO BRIDGES, CULVERTS OR STRUCTURES	CY	Standard Specifications
2402-0425030	GRANULAR BACKFILL	CY	Standard Specifications
2402-0425031	GRANULAR BACKFILL	TON	Standard Specifications
2402-0425032	GRANULAR BACKFILL, PLACE ONLY	TON	Project Plans
2402-0425033	GRANULAR BACKFILL, PLACE ONLY	CY	Project Plans
2402-0425040	FLOODED BACKFILL	CY	Developmental Specifications

20. When done searching for and selecting items, *click* the **Return** button.



- To modify the quantity, select the bid item, enter the quantity in the **Quantity** text box and *click* the **Modify** button to display and save the change.

Line	Item Number	Item	Unit	Quantity	Note	Common	Measure/Payment
1	2528-8445110	TRAFFIC CONTROL	LS	0.000			Standard Specifications
2	2528-8445112	FLAGGERS	DAY	9999			Standard Specifications
3	2528-8445114	PILOT CARS	DAY	9999			Standard Specifications
4	2533-4980005	MOBILIZATION	LS	0.000			Standard Specifications

Item

No: 2533-4980005 Quantity:  LS Desc: MOBILIZATION

Supp. Desc. 1

Supp. Desc. 2

Supp. Desc. 3

Modify  
Notes  
Delete  
Cancel

- Enter the value 1 for all items with lump sum (**LS**) units.
- For generic unit bid items, (2599 items), select the bid item, type the description in the **Supp. Desc. 1** text box and *click* the **Modify** button to display and save the change.

Line	Item Number	Item	Unit	Quantity	Note	Common	Measure/Payment
1	2528-8445110	TRAFFIC CONTROL	LS	0.000			Standard Specifications
2	2528-8445112	FLAGGERS	DAY	9999			Standard Specifications
3	2528-8445114	PILOT CARS	DAY	9999			Standard Specifications
4	2533-4980005	MOBILIZATION	LS	0.000			Standard Specifications
5	2599-9990009	(LINEAR FEET ITEM)	LF	0.000			Standard Specifications

Item

No: 2599-9990009 Quantity:  LF Desc: (LINEAR FEET ITEM)

Supp. Desc. 1

Supp. Desc. 2

Supp. Desc. 3

Modify  
Notes  
Delete  
Cancel

24. For bid items that require “estimate reference (**Note**) information”, select the bid item and *click* the **Notes** button.

Line	Item Number	Item	Unit	Quantity	Note	Commod	Measure/Payment
1	2401-6750001	REMOVALS, AS PER PLAN	LS	0.000			Standard Specifications
2	2526-8445110	TRAFFIC CONTROL	LS	0.000			Standard Specifications
3	2526-8445112	FLAGGERS	DAY	9999			Standard Specifications
4	2526-8445114	PILOT CARS	DAY	9999			Standard Specifications
5	2533-4980005	MOBILIZATION	LS	0.000			Standard Specifications
6	2599-9999009	STAINLESS STEEL HANDRAIL	LF	400.000			Standard Specifications

Item

No: 2401-6750001 Quantity:  LS Desc: REMOVALS, AS PER PLAN

Supp. Desc. 1

Supp. Desc. 2

Supp. Desc. 3

Modify

Notes

Delete

Cancel

As shown below, *click* the **Import Default Note** button to display any pre-written note(s) that are available from the Project Scheduling System. Edit the Reference Note information as necessary, and *click* the **Update & Return** button to save the modifications.

Note for 2401-6750001

Commod Note

Item Number: 2401-6750001    Item: REMOVALS, AS PER PLAN

INCLUDES ALL WORK FOR REMOVAL AND OFF-SITE DISPOSAL OF ??????. REMOVAL OF SCHEDULED ITEMS SHALL BE IN ACCORDANCE WITH SECTION 2401 OF THE SPECIFICATIONS. ANY DAMAGE TO MATERIAL NOT TO BE REMOVED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND REPAIRED AT NO EXTRA COST TO THE STATE.

<---    This is the limit of 118 characters    --->

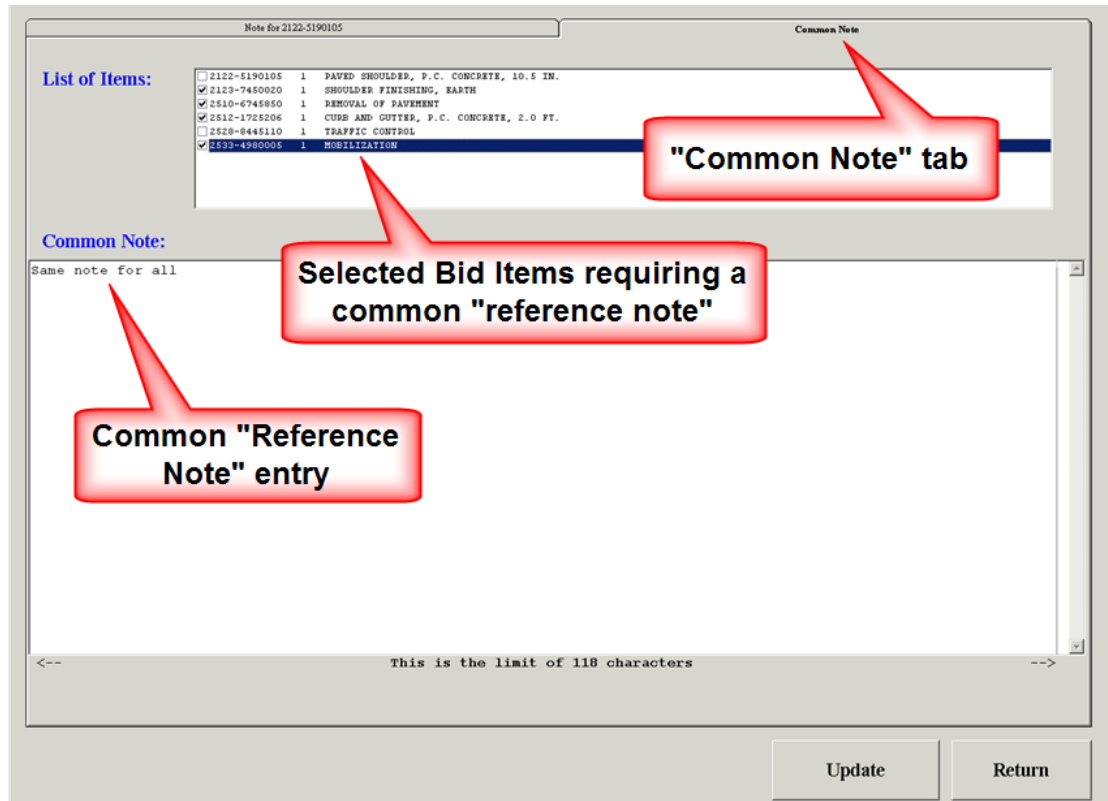
Import Default Note    Update & Return    Cancel

Select the **Common Note** tab, as shown below, to display a list of the selected bid items.

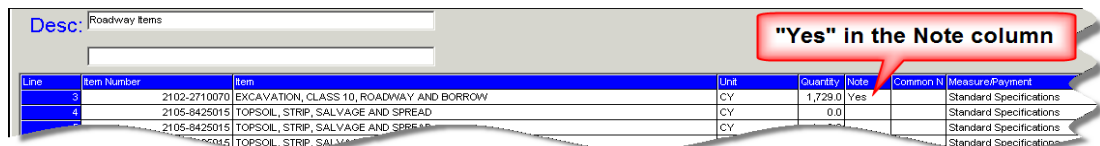
Select the bid items that require a common reference note,

enter the “**Common Note**” text in the text entry field, and

click the **Update** and **Return** buttons to save the modifications.

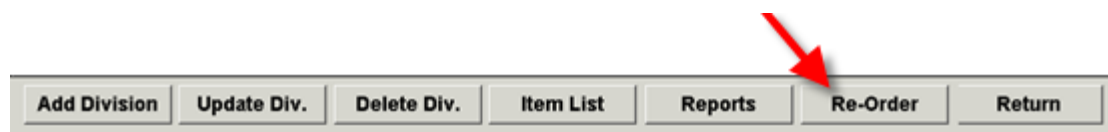


Bid items with **Reference Notes** will have a **Yes** in the **Note** column, as shown below.

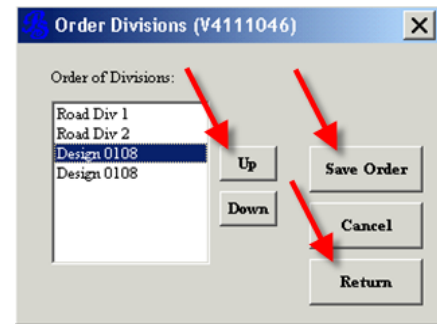


**NOTE:** The default **Reference Information Notes** are maintained in the Project Scheduling System by the Design Automation Engineer in ODAC. Please contact ODAC for changes or additions to the default notes.

- The Office assigned to the project is responsible for the proper order of the Bid Item Divisions, and that all bid item information is entered correctly by the Plan Turn-In date. The proper order will include the Lead Office as being listed first, followed by any others.
- To reorganize (Re-Order) the Bid Item Divisions, click the **Re-Order** button at the bottom of the **Bid Item** dialog.



27. Select the division to change by using the **Up** and **Down** buttons to move to the correct division, as shown at the right. To save the order, *click* the **Save Order** button. *Click* the **Return** button when done re-ordering the divisions.

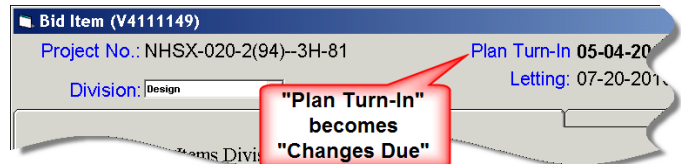


28. **Deadline for adding bid items:** For most projects, the bid items will be loaded into the Office of Contracts Transport (PES/LAS) System after midnight on Plan Turn-in Day.

Emergency projects can be loaded during the work day or after midnight. After you are done adding items to the project, *click* the **Send Items to Contracts** button, as shown by the arrow below. This will actively load the program.

Line	Item Number	Item	Unit	Quantity	Note	Coroner	Measure/Payment
1	2526-8445110	TRAFFIC CONTROL	LS	0			Standard Specifications
2	2526-8445112	FLAGGERS	DAY	9999			Standard Specifications
3	2526-8445114	PILOT CARS	DAY	9999			Standard Specifications
4	2533-4980005	MOBILIZATION	LS	0			Standard Specifications

29. **Updating Bid Items** (during the two-week period after the Contracts Plan Turn-in date)  
The following items are between the Office of Contracts and the Designer.
- If it is necessary to make changes to the project, either the Office of Contracts will provide the change information to the designer, or vice versa.
  - Designers are responsible for updating the bid items to assure that the project information in the Transport (PES/LAS) System and PSS stays in sync.
  - During this two-week period, on the **Bid Item** form in PSS, instead of displaying the text **Plan Turn-in**, it will display **Changes Due**, as shown at the right. This date is the last day you can make changes to the project in PSS.



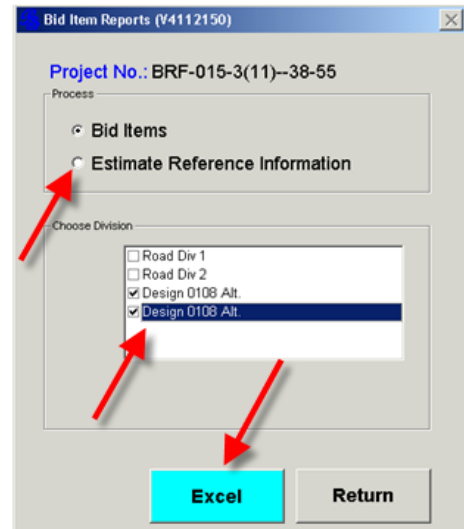
30. *Click* the **Reports** button (below) to display the **Bid Item Reports** dialog.





31. Reports:

From the **Bid Item Reports** dialog, select the desired **Process** (the type of report) and the **Division(s)** to be included in the report. *Click* the **Excel** button.



32. The **Excel** program will generate the report(s). See the following examples of a **Bid Item** report and an **Estimate Reference Information** report.

Microsoft Excel - Book1

Line	Item Number	Item Desc.	Unit	Design 0108 Alt.	Design 0108 Alt.	Total	Measure/Payment
1	2401-6750001	REMOVALS, AS PER PLAN	LS	1	1	2	Standard Specifications
2	2402-0425030	GRANULAR BACKFILL	CY	132	215	347	Standard Specifications
3	2402-2720000	EXCAVATION, CLASS 20	CY	1320	1310	2630	Standard Specifications
4	2403-0100020	STRUCTURAL CONCRETE (RCB CULVERT)	CY	238.7		238.7	Standard Specifications
5	2404-7775000	REINFORCING STEEL	LB	38137		38137	Standard Specifications
6	2415-2111010	PRECAST CONCRETE BOX CULVERT, 10 FT. X 10 FT.	LF		114	114	Project Plans
7	2415-2201010	PRECAST CONCRETE BOX CULVERT STRAIGHT END SECTION, 10	EACH		2	2	Project Plans
8	2507-6800061	REVTMENT, CLASS E	TON		51.9	51.9	Standard Specifications

Microsoft Excel - Book1

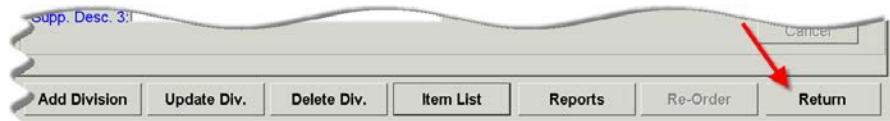
**ESTIMATE REFERENCE INFORMATION**

Data listed below is for informational purposes only and shall not constitute a basis for any extra work orders.

NO.	ITEM NUMBER	DESCRIPTION
1	2401-6750001	<b>REMOVALS, AS PER PLAN</b> INCLUDES CUTTING OF EXISTING BRIDGE DECK TO CURB BARS AND COATING ENDS WITH TWO COATS OF ZINC RICH PAINT.
2	2402-0425030	<b>GRANULAR BACKFILL</b> INCLUDES COST OF 6" BEDDING.
3	2402-2720000	<b>EXCAVATION, CLASS 20</b> --
4	2403-0100020	<b>STRUCTURAL CONCRETE (RCB CULVERT)</b> INCLUDES FURNISHING AND PLACING 1/8 INCH GALVANIZED HARDWARE CLOTH AND POROUS BACKFILL FOR WEEPHOLES.
5	2404-7775000	<b>REINFORCING STEEL</b>

33. After the report(s) have been generated, *click* the **Return** button, shown above on the **Bid Item Reports** dialog.

34. When the **Division(s)** are complete, begin the program exit process by *clicking the Return* button, shown at the right,



then the **Menu** button,

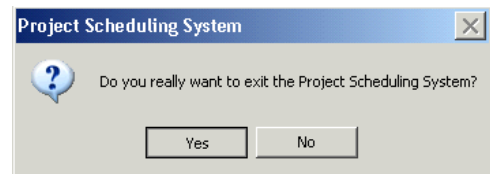


and finally the **Exit** button.



When exiting PSS, an exit message will display, as shown at the right.

*Click Yes or No.*



# Chronology of Changes to Design Manual Section:

## 020J-082 Processing Bid Items through Project Scheduling

7/2/2015	Revised Retitled section. Removed verbiage on page 15 stating the Office of Traffic and Safety has a four week period for making changes after Contracts Turn-in. Change Design Techs to Designer on page 2.
4/29/2011	Revised Added "as per proposal" for default quantity for bid item category "Flaggers and Pilot Car".
6/30/2010	Revised Combined an older instruction document into this chapter, added information on alternate bid items, and updated the format.
4/15/2010	Revised Document current DOT practices
1/29/2010	NEW New