BidTool Users Guide

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Date: 2/2/05

Introduction

The Microsoft Excel based BidTool has been developed to address the ever increasing needs of the sales staff and customer base.

The following requirements provided direction in developing this tool:
Customer

- Consistent format that is easy to read and interpret
- Clear assumptions
  - Prevailing specifications
  - Vendors and lead times
  - Terms & Conditions
- Electronic format
  - Acrobat PDF output for emailing and archiving
- Future flexibility
  - Import/Export files

Sales

- Accurate Costs
- Integrated Take-offs and Bid/Quotes
  - Auditing capability
- Clean & consistent formatting
- Pricing flow-through & analysis
- Flexibility for importation into SXe at a later date

Of Course any change from the status quo will require that the sales staff adapt and pick up new skills. A primary objective in developing this tool in Excel was that the user should be able to develop a bid with very basic experience in spreadsheets.

What will be expected of the sales staff?

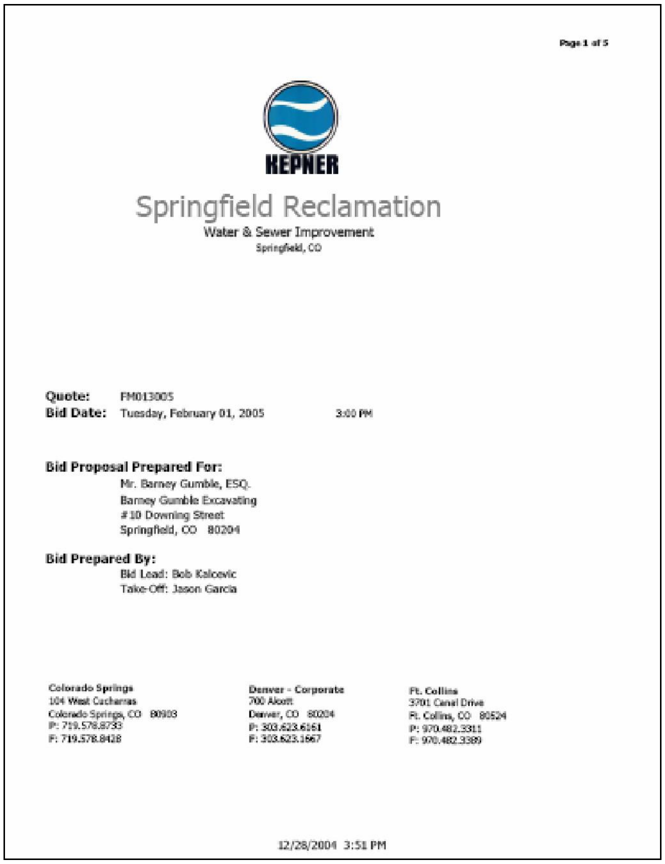
- Knowledge of very basic Microsoft Excel functions
  - Inserting/deleting rows and columns
  - Simple equations
- Standard MS Windows file management
  - Renaming files and transferring files

Output Previews

There are two output formats within the tool, a Bid format for large, organized projects, and a Quote format for small projects.

Bid Format

The Bid format is made up of four sections; a Cover Sheet, Proposal Details, Bid Detail, and the Bid Summary. The first two sections are shown below. The cover sheet automatically populates with information provided up front.



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KEPNER

Springfield Reclamation

Water & Sewer Improvement

Springfield, CO

Quote: FM013005

Bid Date: Tuesday, February 01, 2005 3:00 PM

Bid Proposal Prepared For:

Mr. Barney Gumble, ESQ.
Barney Gumble Excavating
#10 Downing Street
Springfield, CO 80204

Bid Prepared By:

Bid Lead: Bob Kalcevic
Take-Off: Jason Garcia

Colorado Springs
104 West Cucharras
Colorado Springs, CO 80903
P: 719.578.8733
F: 719.578.8428

Denver - Corporate
700 Alcott
Denver, CO 80204
P: 303.623.6161
F: 303.623.1667

Ft. Collins
3701 Canal Drive
Ft. Collins, CO 80524
P: 970.482.3311
F: 970.482.3389

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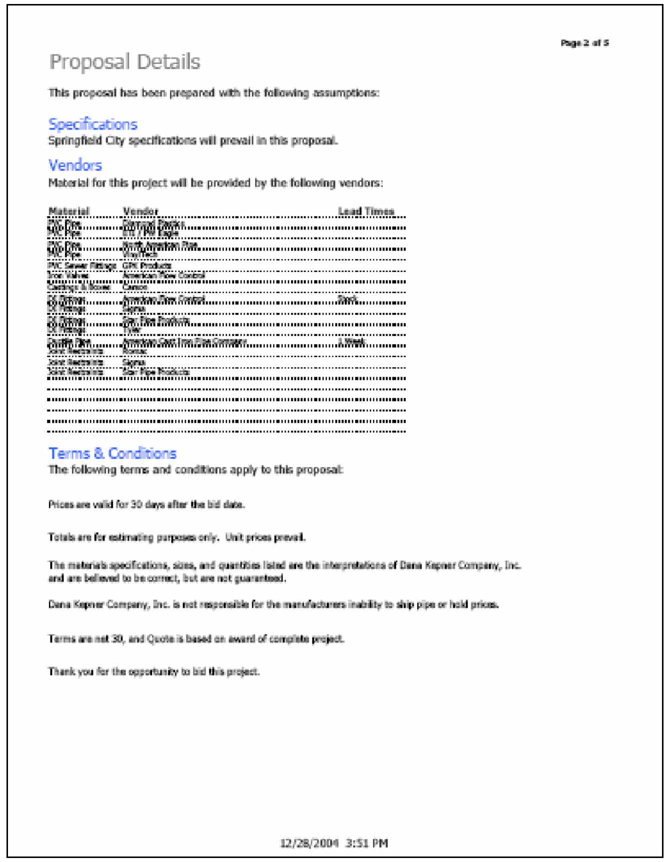

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Proposal Details

This proposal has been prepared with the following assumptions:

Specifications

Springfield City specifications will prevail in this proposal.

Vendors

Material for this project will be provided by the following vendors:

Material	Vendor	Lead Times
PVC Pipe	Diamond Plastics	
PVC Pipe	ETI / PW Eagle	
PVC Pipe	North American Pipe	
PVC Pipe	VinylTech	
PVC Sewer Fittings	GPK Products	
Iron Valves	American Flow Control	
Castings & Boxes	Clemco	
DI Fittings	American Flow Control	Stock
DI Fittings	Sigma	
DI Fittings	Star Pipe Products	
DI Fittings	Tyler	
Ductile Pipe	American Cast Iron Pipe Company	1 Week
Joint Restraints	Romac	
Joint Restraints	Sigma	
Joint Restraints	Star Pipe Products	

Terms & Conditions

The following terms and conditions apply to this proposal:

Prices are valid for 30 days after the bid date.

Totals are for estimating purposes only. Unit prices prevail.

The materials specifications, sizes, and quantities listed are the interpretations of Dana Kepner Company, Inc. and are believed to be correct, but are not guaranteed.

Dana Kepner Company, Inc. is not responsible for the manufacturers inability to ship pipe or hold prices.

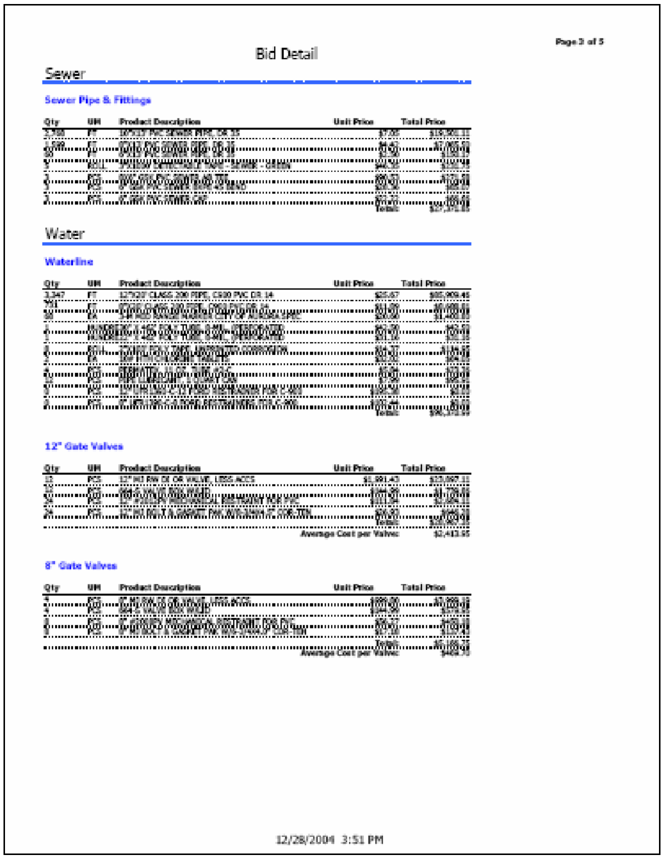
Terms are net 30, and Quote is based on award of complete project.

Thank you for the opportunity to bid this project.

12/28/2004 3:51 PM

The Proposal Details page identifies any municipal specifications that were used in developing the Bid. The vendors (and any lead times that need to be highlighted) are identified, as well as the Terms & Conditions.

The Bid Detail section by default is made up of one hundred, 20 product sections. Each section has the ability to provide a total sum for that section and an average cost per unit (be it fitting, valve, ft., hydrant assembly, etc.). Formatting exists to highlight a break in organization within the bid.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Bid Detail

Sewer

Sewer Pipe & Fittings

Water

Waterline

12" Gate Valves

8" Gate Valves

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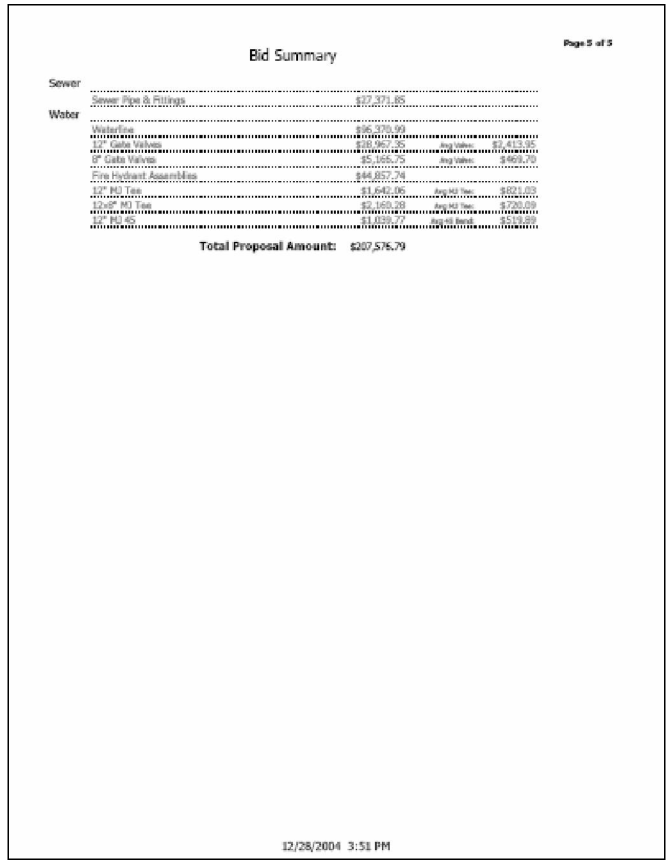
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Bid Summary

Sewer				
	Sewer Pipe & Fittings	$27,371.85		
Water				
	Waterline	$96,370.99		
	12" Gate Valves	$28,967.35	Avg Valve:	$2,413.95
	8" Gate Valves	$5,166.75	Avg Valve:	$469.70
	Fire Hydrant Assemblies	$44,857.74		
	12" MJ Tee	$1,642.06	Avg MJ Tee:	$821.03
	12x8" MJ Tee	$2,160.28	Avg MJ Tee:	$720.09
	12" MJ 45	$1,039.77	Avg 45 Bend:	$519.89

Total Proposal Amount: $207,576.79

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The Bid Summary section has been constructed to pull section totals and to present them (along with the average costs per section), in a consolidated fashion along with a total bid value.

Quote Format

The Quote consists of two sections; a Cover Sheet, and a Detail section. The Cover Sheet provides standard fax cover sheet information, along with comments, Terms & Conditions, and branch address and communications information.

The Detail section follows the same general format as that used in the Bid format. Five twenty product sections are provided along with one oversized (100 product) section for long quotes.

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To: **Barney Gumble, ESQ**
BARNEY GUMBLE EXCAVATING
#10 DOWNING STREET
SPRINGFIEL[illegible]O 80204
Fax: 303.123.[illegible]67

KEPNER

From: Bob Kalcevic

Date: 12/30/2004
Quote: 12345678

Springfield Reclamation
Water & Sewer Improvement
Springfield, CO

Comments:

Terms & Conditions

The following terms and conditions apply to this quotation:

Prices are valid for 30 days after the quote date.

Dana Kepner Company, Inc. is not responsible for manufacturers ability to ship pipe or hold prices.

Terms are net 30, and Quote is based on award of complete project.

Thank you for the opportunity to quote this project.

Colorado Springs
104 West Cucharras
Colorado Springs, CO 80903
P: 719.578.8733
F: 719.578.8428

Denver - Corporate
700 Alcott
Denver, CO 80204
P: 303.623.6161
F: 303.623.1667

Ft. Collins
3701 Canal Drive
Ft. Collins, CO 80524
P: 970.482.3311
F: 970.482.3389

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General Items

Qty	UM	Product Description	Unit Price	Total Price
3	FT	6"X13' PVC SEWER PIPE, DR 35	$2.50	$7.51
4	FT	8"X13' PVC SEWER PIPE, DR 35	$4.42	$17.67
5	FT	10"X13' PVC SEWER PIPE, DR 35	$7.05	$35.23
6	PCS	8X6" GSK PVC SEWER AB TEE	$90.53	$543.16
7	PCS	6" GSK PVC SEWER BXPE 45 BEND	$28.36	$198.49
8	PCS	6" GSK PVC SEWER CAP	$22.22	$177.76
9	FT	6"X20'1" CL 52 FASTITE JOINT CEMENT LINED	$15.79	$142.11
10	FT	8"X20' CLASS 200 PIPE, C900 PVC DR 14	$11.89	$118.86
11	FT	12"X20' CLASS 200 PIPE, C900 PVC DR 14	$25.67	$282.34
3	PCS	6" MJ RW DI OR VALVE, LESS ACCS	$628.74	$1,886.21
4	PCS	8" MJ RW DI OR VALVE, LESS ACCS	$999.80	$3,999.19
5	PCS	12" MJ RW DI OR VALVE, LESS ACCS	$1,991.43	$9,957.13
6	PCS	664-S VALVE BOX W/LID	$144.99	$869.93
7	PCS	12X6" MJXSW TEE, CL, SSB DI, LESS ACCS	$436.25	$3,053.74
8	PCS	8X6" MJXMJXSW TEE, CL, SSB, DI, LESS ACCS	$252.05	$2,016.41
9	PCS	12" MJ TEE, CL, SSB, DI, LESS ACCS	$404.73	$3,642.57
10	PCS	12X8" MJ TEE, CL, SSB, DI, LESS ACCS	$369.11	$3,691.11
11	PCS	12" MJ 45 BEND, CL, SSB, DI, LESS ACCS	$242.35	$2,665.90
	PCS	8" MJ CAP, SSB, DI, LESS ACCS	$59.38	$0.00
			General Items Total:	$33,305.32

Template Layout

The flow of the Bid spreadsheet is from right to left, according to the steps of the bid process. Generally speaking, those steps are:

Define the Job – Who, What, Where, and When.

Define a Product List – Create a list of products to be used once, and use shorthand here on out.

TakeOff/Count – Go through the plans and record the quantities for each product. Four reports follow that analyze the takeoff information.

Pricing – Work out pricing for each product with the knowledge of the takeoff counts and up-to-date pricing. Price a product once and the unit pricing flows through to the Bid &/or Quote.

Bid – Create a clean and presentable proposal with highly customizable summaries for the entire bid and its subsections.

Quote – For less structured Bids, a clean and presentable quotation layout.

Template Sheets

Sheet Title	Description
JobSetup	Identify the customer and job information, and modify the spreadsheet layout based upon the project size. Job and Customer information carries over into the Bid and Pricing worksheets.
ProductList	Create a list of products to be used on the bid. Current costs and prices are gathered and a shorthand 'Prod ID' is created to save the user from having to repeatedly type in full product numbers.
CountSheet	Identify the Sections, Subsections and products that make up the takeoff, and then log your counts into this form.
CR1	A report created from the CountSheet that provides product totals at the Bid Item level. This may be useful in developing the Proposal.
CR2	A report created from the CountSheet that provides product totals at the Bid Item and Bid Subsection levels. This may be useful in developing the Proposal.
CR3	A report created from the CountSheet that provides product totals sorted by product number, with a breakdown by Bid Item. This may be useful in checking your takeoff totals.
CR4	A report created from the CountSheet that provides the product counts for an entire takeoff. This report is also used by the Pricing sheet.
Pricing	Price your products just one time and the unit price carries over to the sections you define in the proposal. A Bid Total is present at the top of the form as a guide for tweaking the total bid.
Bid	With the help of the CountReports, the user customizes a pre-built proposal format. Pricing flows through from the Pricing Sheet. A summary sheet is created at the end of the Bid as well.
Quote	A slimmed down version of the Bid for quotation purposes.

Basic Concepts & Definitions

Prod ID – Not to be confused with the product number, the Prod ID is shorthand for a Dana Kepner product number. The user assigns a product number to a Prod ID and uses that Prod ID for the rest of the Bid.

	A	B	C	D	E	F	G	J
1	Prod ID	NS	Cat	Product	Description	Bid UM	Conv	Std Cost
2	1		03	03065120	6" X 20'1" CL51 FASTITE JOINT CEMENT LINED	FT	20.08	8.35
3	2		18	18L0611	6" MJ 11-1/4 BEND, CL, SSB, DI, LESS ACCS	PCS	1	35.26
4	3		18	18L06T	6" MJ TEE, CL, SSB, DI, LESS ACCS	PCS	1	53.30
5	4		18	18L06CT2	6X2" MJ TAPPED CAP, SSB, DI, LESS ACSS	PCS	1	25.42
6	5		88	88TAPE	2"X100' POLY TAPE, UNPRINTED CORROSION	ROLL	1	2.50
7	6		09	09075100	3/4" X 100' TYPE K SOFT COPPER TUBING	FT	100	1.47
8	7	x	09	0907550NS	User provided description, UM, Conversion, and Cost	FT	50	1.47
9	8							

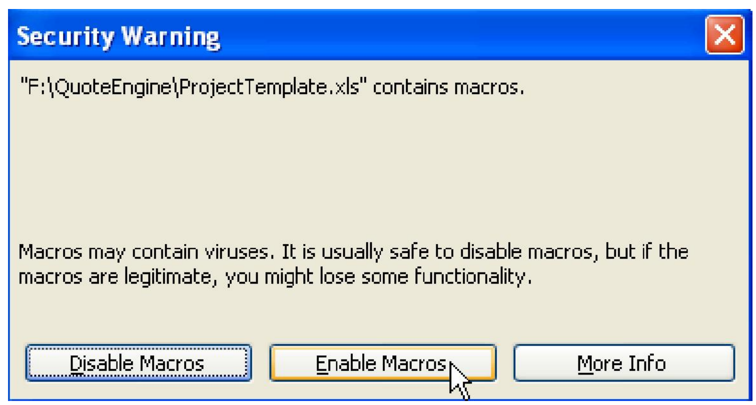
Bid Item – The highest level of organization within the bid. For instance, if the bid is to be broken down into two categories, 'Water' and 'Sewer', the user would use these two classes as Bid Items.

Bid SubSection – As the name implies, the SubSection would be a component of a larger bid section.

Price/Cost Updating – For technical reasons, product costs and pricing are maintained on each file. As a result the accuracy of the information goes down the older the file gets. Templates for each branch will be updated as price increases come across. *Always use a template to start a new bid!*

File Portability – Because the pricing and costs are available in each file, it is possible to take a copy of the template with you when not on the network. Save a copy back to the network folder at the next available time. This is critical in our need for managerial review and in maintaining a history.

Macros – Some of the more complex, and/or repetitious, functionality in the spreadsheet has been automated using special programming known as Macros. A security warning will pop-up when the file is opened warning of the presence of this code. Accept the macros by clicking on the 'Enable Macros' button. Not doing so will take away critical functionality in the spreadsheet.



If the Security Warning is not presented when opening the worksheet, select Tools/Macro/Security and change the security level to Medium.

WorkSheet Instructions

If you are new to Microsoft Excel spreadsheets, you will notice that there are a series of tabs at the bottom of the spreadsheet. Each one of these tabs represents a different page/sheet of functionality and calculations within the bid application. As stated earlier, the sheets are laid out in business process steps, with the first step being the page furthest right. The following instructions will take you through the business process and each page of the spreadsheet.

JobSetUp

\ Quote / Bid / Pricing / CR4 / CR3 / CR2 / CR1 / CountSheet / ProductList \ **JobSetUp** /

The first step in the BidQuote process, the JobSetUp page provides the user with options to quickly provide information that determines pricing, provides structure, and fills in standard information into the bid and quote formats.

Customer & Job Information

The first step in the process, the *JobSetUp* sheet identifies customer and job information that will be used for formatting and pricing purposes later in the bid or quote.

In the sample below, a customer number is entered manually into cell B1. Excel then looks up the information on that customer and displays them elsewhere in column B. No information is known on the job, so the user must provide that detail in the boxed cells in column F.

	A	B	C	D	E	F
1		**Customer Number:**	12345678			
2		**Customer Name:**	BARNEY GUMBLE EXCAVATING			
3		**Price Type:**	101			
4		**Whse:**	1			
5		**Sales Rep ID:**	19 - BOB KALCEVIC			
6						
7						
8		Customer			Job	
9		**Address:**	#10 DOWNING STREET		**Project Name:**	Springfield Reclamation
10		**City:**	SPRINGFIELD,		**Description:**	Water & Sewer Improvement
11		**State:**	CO		**Governing Specs:**	Springfield City
12		**Zip:**	80204		**Location:**	Springfield, CO
13		**Prepared For:**	Barney Gumble, ESQ		**Bid Date:**	2/1/2005
14		**Fax:**	303.123.4567		**Bid Time:**	3:00 PM
15					**Begin Date:**	3/15/05
16					**Quote #:**	12345678
17					**Take-Off Prep:**	Jason Garcia
18					**Bid/Quote Lead:**	Bob Kalcevic

The price type defaults to the customer's current price type. You may overwrite the price type by entering a new value.

Vendors

The Primary Vendors section of JobSetUp allows the user to identify the vendors and lead times that relate to the Bid. A list of vendors and materials are provided (and may be modified) for use when constructing the Bid.

	A	B	C	D
19	Primary Vendors			
20	**ID**	**Material**	**Vendor**	**Lead Times**
21	1	Air Release Valves	Crispin Multiplex	2-3 Weeks
22	2	Air Release Valves	Val-Matic	
23	3	Air Release Valves	Watts/Ames	
24	4	Backflow Preventers	Watts/Ames	2-3 Weeks
25	5	Backflow Preventers	Wilkins	Stock
26	6	Brass	Ford Meter Box Company	Stock

Best Practices

- ü Provide lead times whenever possible.
- ü If a common vendor/material combination is not available, let Derek Johnson know and that combination will be added to the master template.
- ü Extra ID's have been provided at the end of the vendor list for additional vendor/material additions.

Terms & Conditions

A basic list of Terms & Conditions have been assembled for use within the Bid and Quote formats. As with the Vendors, an ID is used to call up the T& C text within the output formats.

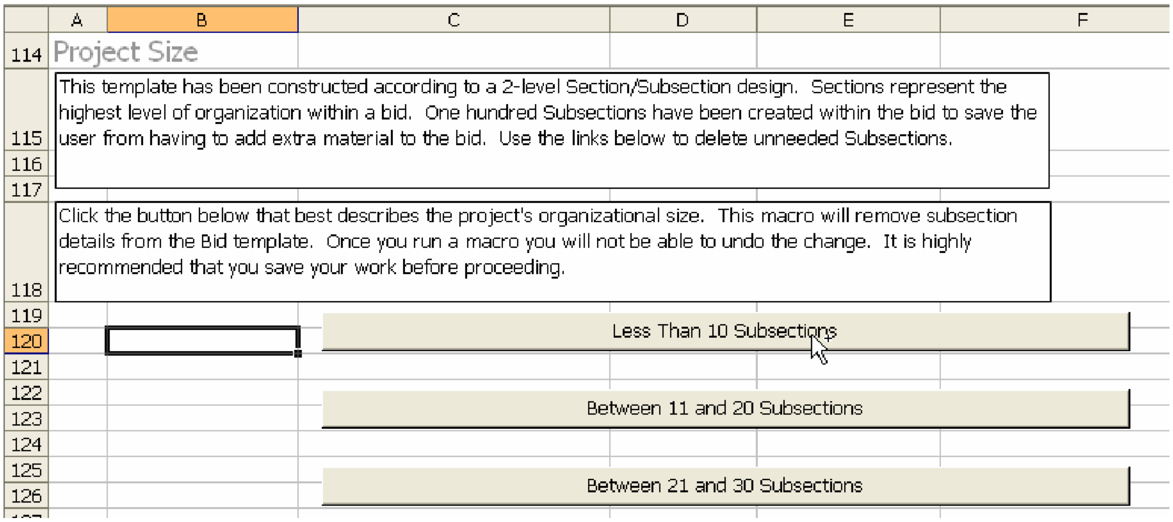
	A	B
97	**ID**	**Text**
98	4	Dana Kepner Company, Inc. is not responsible for the manufacturers inability to ship pipe or hold prices.
99	5	Terms are net 30, and Quote is based on award of complete project.
100	2	Totals are for estimating purposes only. Unit prices prevail.
101	1	Prices are valid for 30 days after the bid date.
102	6	Thank you for the opportunity to bid this project.
103	3	The materials specifications, sizes, and quantities listed are the interpretations of Dana Kepner Company, Inc. and are believed
104	7	
105	8	
106	9	
107	10	

Best Practices

- ü If a common T&C notation is not available, let Derek Johnson know and that notation will be added to the master template.
- ü Extra ID's have been provided at the end of the vendor list for additional T&C notations.

Project Size

The Bid format has been overbuilt to insure that the user never runs out of room. As a result, there quite possibly could be many more detail sections of the Bid format than are needed. Macros have been created to delete large sections of the format according to the size of the project.



Best Practices

- ü Save the file before running these macros. It is not possible to undo these changes!
- ü Use the macros before you insert or delete rows with the Bid format. The macros are hard coded to row numbers and could delete information that you would prefer not to be deleted.
- ü If you are not using the Bid Format, run the ‘Less Than 10 Subsections’ macro to reduce the file size.

ProductList

Quote / Bid / Pricing / CR4 / CR3 / CR2 / CR1 / CountSheet / **ProductList** / JobSetUp

The ProductList sheet is your second stop in the bid creation process, and the key to your efficiency later. The concept is that the user creates a list of all material that will be used on the job, and through that process creates a shorthand identifier for each product and gathers critical unit of measure (Bid UM), unit conversion, and cost information.

	A	B	C	D	E	F	G	J
1	Prod ID	NS	Cat	Product	Description	Bid UM	Conv	Std Cost
2	1		03	03065120	6" X 20'1" CL51 FASTITE JOINT CEMENT LINED	FT	20.08	8.35
3	2		18	18L0611	6" MJ 11-1/4 BEND, CL, SSB, DI, LESS ACCS	PCS	1	35.26
4	3		18	18L06T	6" MJ TEE, CL, SSB, DI, LESS ACCS	PCS	1	53.30
5	4		18	18L06CT2	6X2" MJ TAPPED CAP, SSB, DI, LESS ACSS	PCS	1	25.42
6	5		88	88TAPE	2"X100' POLY TAPE, UNPRINTED CORROSION	ROLL	1	2.50
7	6		09	09075100	3/4" X 100' TYPE K SOFT COPPER TUBING	FT	100	1.47
8	7	x	09	0907550NS	User provided description, UM, Conversion, and Cost	FT	50	1.47

Standard Stock Products
For products that are already setup in the warehouse tied to the customer, this process is very straightforward. Enter the product number in column D, and columns C, E, F, G, and J will automatically fill in.

NonStock Products
While not as straightforward as entering a Stock Product, the NonStock Process is still a simple one. Enter the NonStock product number into column D, and then identify it as being a NonStock by entering an ‘x’ on the same line in column B. Complete the NonStock product by supplying a description into column E, a unit of measure into column F, a conversion factor (typically the length per piece) into column G, and a cost into column J based upon the Bid UM.

CountSheet

Quote / Bid / Pricing / CR4 / CR3 / CR2 / CR1 / **CountSheet** / ProductList / JobSetUp

The CountSheet is the takeoff tool of the spreadsheet. After defining the Bid Item, Subsection, and product, counts are entered for each physical sheet of the plans.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2								Sheet Totals				
3	**Bid Item**	**Bid Subsection**	**Prod ID**	**Prod No.**	**Description**	**Total**	**UM**	1	2	3	4	5
4	Water Material	1	1	03065120	6" X 20'1" CL51 FASTITE JOINT CEMENT LINED	3	FT	1	2			
5	Water Material	1	2	18L0611	6" MJ 11-1/4 BEND, CL, SSB, DI, LESS ACCS	6	PCS	2	4			
6	Water Material	1	3	18L06T	6" MJ TEE, CL, SSB, DI, LESS ACCS	9	PCS	3	6			
7	Water Material	2	4	18L06CT2	6X2" MJ TAPPED CAP, SSB, DI, LESS ACSS	12	PCS	4	8			
8	Water Material	1	5	88TAPE	2"X100' POLY TAPE, UNPRINTED CORROSION	15	ROLL	5	10			
9	Water Material	2	1	03065120	6" X 20'1" CL51 FASTITE JOINT CEMENT LINED	18	FT	6	12			
10	Water Material	2	2	18L0611	6" MJ 11-1/4 BEND, CL, SSB, DI, LESS ACCS	21	PCS	7	14			
11	Water Material	2	3	18L06T	6" MJ TEE, CL, SSB, DI, LESS ACCS	24	PCS	8	16			
12	Water Material	2	4	18L06CT2	6X2" MJ TAPPED CAP, SSB, DI, LESS ACSS	27	PCS	9	18			
13	Water Material	1	6	09075100	3/4" X 100' TYPE K SOFT COPPER TUBING	30	FT	10	20			

The process of creating the CountSheet will typically be defined by the organization of the plans. The Bid Item (entered into column A) will be the highest level of organization to the plans, and the Bid Subsection (entered into column B) will be a subset of the higher level Bid Item. Instead of entering a long product number, the user will enter the Prod ID (assigned on the ProductList page) into column C. Sheet counts are recorded in column H and beyond, with a sum calculation in column F.

When the takeoff is completed, CountReports are run on the sheets to the left of the CountSheet. These reports will slice and dice the takeoff numbers for use in auditing the counts, and in developing pricing and the proposal.

Best Practices
The Bid Item and Bid Subsection must be filled out for each and every product entered on the CountSheet. Additionally, the spelling, punctuation, and capitalization must be identical for the CountReports to work correctly. Copying cells is <u>highly</u> recommended.

Fifty columns are provided for recording counts, beginning in column H. The sheets have been pre-numbered beginning with '1', which is an unlikely case. Feel free to rename the sheets in row 3 to match your physical plans.

For printing purposes, it is recommended that extra columns be deleted once the scope of the takeoff has been determined. Abbreviated directions on how to delete columns follow next, but more detailed directions are available through Excel's Help menu, or in the *Microsoft Excel Operations \ Deleting Rows or Columns* section of this paper.

To Delete a Column:
1. Highlight the column by clicking on the grey box that contains the column letter.
2. Right click and select Delete.

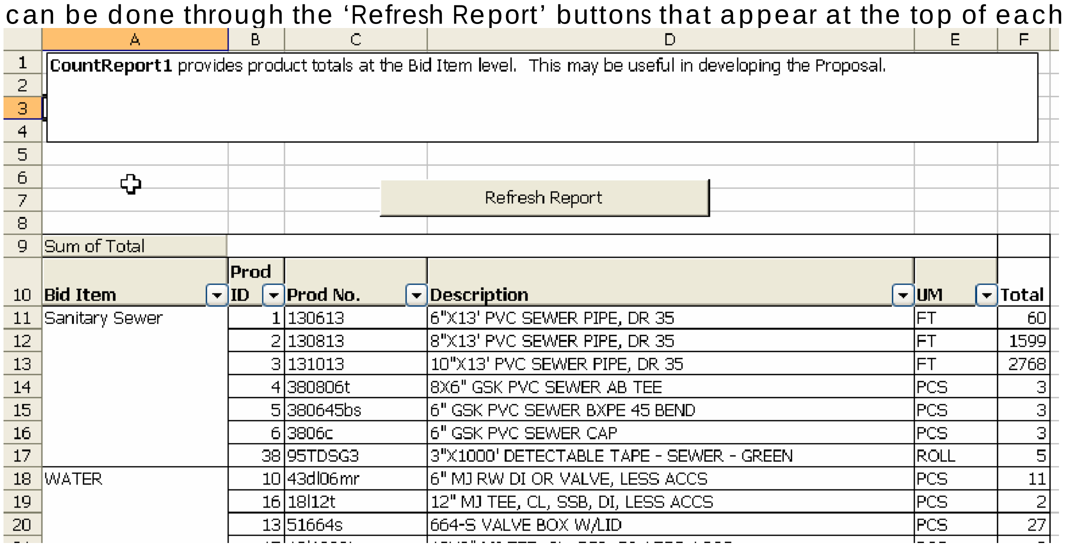
To Delete Multiple Columns:
1. Highlight the first column by clicking on the grey box that contains the column letter and then move your mouse horizontally to select additional columns for deletion.
2. Right click and select Delete.

CountReports

Four reports have been created to analyze the takeoff. Use these reports to review the takeoff counts and then build the proposal. The reports are as follows:

Report	Description
CR1	Provides product totals at the Bid Item level. This may be useful in developing the Proposal.
CR2	Provides product totals at the Bid Item and Bid Subsection levels. This may be useful in developing the Proposal.
CR3	Provides product totals sorted by product number, with a breakdown by Bid Item. This may be useful in checking your takeoff totals.
CR4	Provides the product counts for an entire takeoff. This report is also used by the Pricing sheet.

Unlike other functionality in Excel that updates automatically, these reports must be told when to update. This can be done through the 'Refresh Report' buttons that appear at the top of each CountReport sheet.



CountReport1 provides product totals at the Bid Item level. This may be useful in developing the Proposal.

Refresh Report

Sum of Total

Bid Item	Prod ID	Prod No.	Description	UM	Total
Sanitary Sewer	1	130613	6"X13' PVC SEWER PIPE, DR 35	FT	60
	2	130813	8"X13' PVC SEWER PIPE, DR 35	FT	1599
	3	131013	10"X13' PVC SEWER PIPE, DR 35	FT	2768
	4	380806t	8X6" GSK PVC SEWER AB TEE	PCS	3
	5	380645bs	6" GSK PVC SEWER BXPE 45 BEND	PCS	3
	6	3806c	6" GSK PVC SEWER CAP	PCS	3
	38	95TDSG3	3"X1000' DETECTABLE TAPE - SEWER - GREEN	ROLL	5
WATER	10	43dl06mr	6" MJ RW DI OR VALVE, LESS ACCS	PCS	11
	16	18l12t	12" MJ TEE, CL, SSB, DI, LESS ACCS	PCS	2
	13	51664s	664-S VALVE BOX W/LID	PCS	27

If the CountSheet Bid and Bid Subsection descriptions are not uniform then the reporting will not work as expected.

Pricing

\ Quote / Bid \ **Pricing** / CR4 / CR3 / CR2 / CR1 / CountSheet / ProductList / JobSetUp /

The Pricing sheet allows the sales rep and management to analyze and adjust pricing in one location with flow through to the Bid and Quote pages. The Pricing sheet takes the list of products created on the ProductList and presents them along with contract/matrix pricing for analysis.

Bid Unit Price (Column H)

The Bid Unit Price is the price that will flow through to the Bid and Quote sheets. The spreadsheet looks first for special contract pricing for the customer and that specific product. If a contract price is not available, the spreadsheet then calculates a matrix price based upon the customer price type (shown on the JobSetUp page) and product category.

	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R
1	**Customer:**			Barney Gumble Excavating / 12345678		Product Sort Asc											
2	**Project Name:**			Springfield Reclamation													
3	**Location:**			Springfield, CO		ProdID Sort		**Total Bid:**	$208,265.50								
4	**Project Start:**			March 15, 2005		Hide Analysis/100 %											
5	**Bid Date:**			Tuesday, February 01, 2005				**Total Cost:**	$107,664.05								
6	**Bid Time:**			3:00 PM		Unhide Analysis/75 %		**Margin:**	$100,601.45	48.3%		**Sales Price Analysis**					
7														**Target Margin**		**Target Price**	
8	**Prod ID**	**N S**	**Cat**	**Product**	**Description**	**UM**	**Bid Qnty**	**Bid Unit Price**	**Product Margin %**	**Extended Bid Price**	**Std Cost**	**Contract**	**Matrix**	**Margin %**	**Price**	**Price**	**Margin %**
9	1		13	130613	6"X13' PVC SEWER PIPE, DR 35	FT	60	$2.50	46.86%	$150.17	$ 1.33		$ 2.50				
10	2		13	130813	8"X13' PVC SEWER PIPE, DR 35	FT	1599	$4.42	46.59%	$7,065.50	$ 2.36		$ 4.42				
11	3		13	131013	10"X13' PVC SEWER PIPE, DR 35	FT	2768	$7.05	47.48%	$19,501.11	$ 3.70		$ 7.05				
12	4		38	380806t	8X6" GSK PVC SEWER AB TEE	PCS	3	[illegible]	81.80%	$271.58	$ 16.48		$ 90.53				
13	5		38	380645bs	6" GSK PVC SEWER BXPE 45 BEND	PCS	3	$28.36	80.74%	$85.07	$ 5.46		$ 28.36	50.0%	$ 10.32	$ 18.00	69.7%
14	6		38	3806c	6" GSK PVC SEWER CAP	PCS	3	$22.22	83.48%	$66.66	$ 3.67	$ 22.22	$ 20.19				

Sales Price Analysis

If the user determines that the default sales price is not appropriate, calculators are provided to calculate a sales price given a target margin, or for a given sales price what the margin would be. The user activates the calculators by typing in a value into the shaded columns. For example, the user enters 50% into column O for 38080645bs product, and a sales price of $10.32 is suggested. If the user would like to sell the same product for $18, they would then be selling at a 69.7% margin.

Best Practices

- ü A lot of information is presented on this sheet. If the Sales Price Analysis is not needed, you may hide those columns and zoom in for a clearer display. Use the buttons at the top of the screen to zoom in and out.
- ü Nonstock pricing is obviously not included and will show as a 'NA#' in column H. The user must enter a sales price here.
- ü Once a Bid Unit Price has been overwritten, the price lookup can be reestablished by copying a formula from another product.

	D	E	F	G	H	I	J	L	M	N
1	Barney Gumble Excavating / 12345678		Product Sort Asc							
2	Springfield Reclamation									
3	Springfield, CO		ProdID Sort		**Total Bid:**	$208,265.50				
4	March 15, 2005		Hide Analysis/100 %							
5	Tuesday, February 01, 2005				**Total Cost:**	$107,664.05				
6	3:00 PM		Unhide Analysis/75 %		**Margin:**	$100,601.45	48.3%		**Sales Pr**	
7										
8	**Product**	**Description**	**UM**	**Bid Qnty**	**Bid Unit Price**	**Product Margin %**	**Extended Bid Price**	**Std Cost**	**Contract**	**Matrix**
9	130613	6"X13' PVC SEWER PIPE, DR 35	FT	60	$2.50	46.86%	$150.17	$ 1.33		$ 2.50
10	130813	8"X13' PVC SEWER PIPE, DR 35	FT	1599	$4.42	46.59%	$7,065.50	$ 2.36		$ 4.42
11	131013	10"X13' PVC SEWER PIPE, DR 35	FT	2768	$7.05	47.48%	$19,501.11	$ 3.70		$ 7.05
12	380806t	8X6" GSK PVC SEWER AB TEE	PCS	3	$90.53	81.80%	$271.58	$ 16.48		$ 90.53
13	380645bs	6" GSK PVC SE[illegible]R BXPE 45 BEND	PCS	3	$28.36	80.74%	$85.07	$ 5.46		$ 28.36
14	3806c	6" GSK PVC SEWER CAP	PCS	3	$22.22	83.48%	$66.66	$ 3.67	$ 22.22	$ 20.19

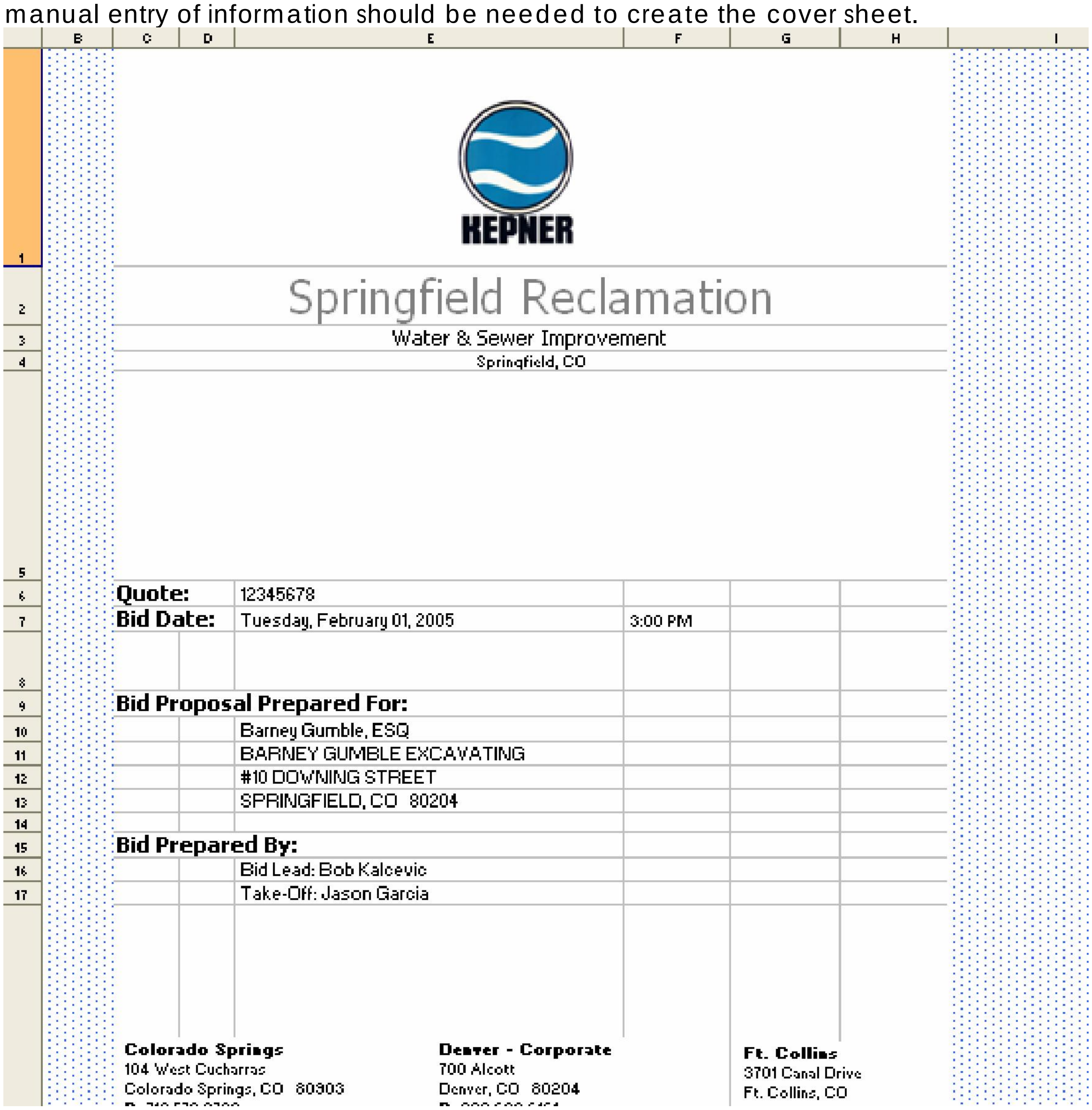
Bid

The Bid sheet has been formatted with large, structured projects in mind and consists of four sections; a Cover Sheet, Proposal details (that identify among other things the municipal specs used, vendors, and terms), Bid Detail, and a Bid Summary.

Please note that the format for the Bid has been pre-determined with the exception of page breaks within the Bid Detail. A print region has been set to stretch from columns C through H, and is identified by the lack of shading. Columns A, B, and I have been set aside for special notes and data entry not intended for display on the Bid.

Cover Sheet

The cover sheet takes information given on the JobSetUp sheet and places it into a well defined format. No manual entry of information should be needed to create the cover sheet.



Proposal Details

Specifications

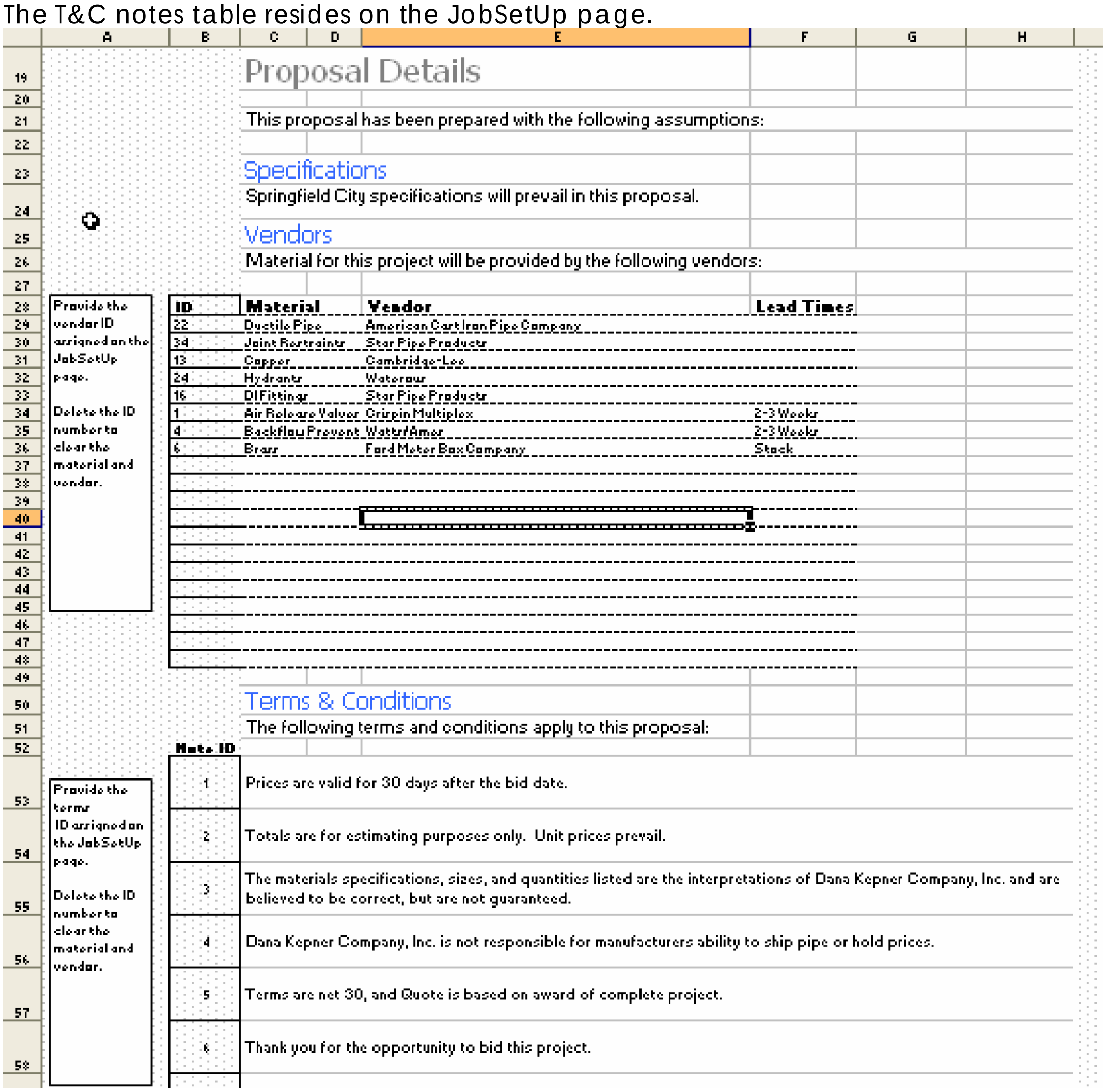
The prevailing specifications auto fill from information provided on the JobSetUp sheet. If no municipal specs are provided, that will clearly be identified.

Vendors

Identification of the primary vendors on the proposal is accomplished by providing an ID (from the Primary Vendors table on JobSetUp) in column B. A default list of vendors will be created for each branch, but please let Derek Johnson know if any default vendors should be added or subtracted.

Terms & Conditions

Much like the Vendors section of Proposal Details, Identify necessary T&C by entering a Note ID into column C. The T&C notes table resides on the JobSetUp page.



Proposal Details

This proposal has been prepared with the following assumptions:

Specifications

Springfield City specifications will prevail in this proposal.

Vendors

Material for this project will be provided by the following vendors:

Provide the vendor ID assigned on the JobSetUp page.

Delete the ID number to clear the material and vendor.

ID	Material	Vendor	Lead Times
22	Ductile Pipe	American Cast Iron Pipe Company	
34	Joint Restraints	Star Pipe Products	
13	Copper	Cambridge-Lee	
24	Hydrants	Waterous	
16	DI Fittings	Star Pipe Products	
1	Air Release Valves	Crispin Multiplex	2-3 Weeks
4	Backflow Prevent	Watts/Ames	2-3 Weeks
6	Brass	Ford Meter Box Company	Stock

Terms & Conditions

The following terms and conditions apply to this proposal:

Provide the terms ID assigned on the JobSetUp page.

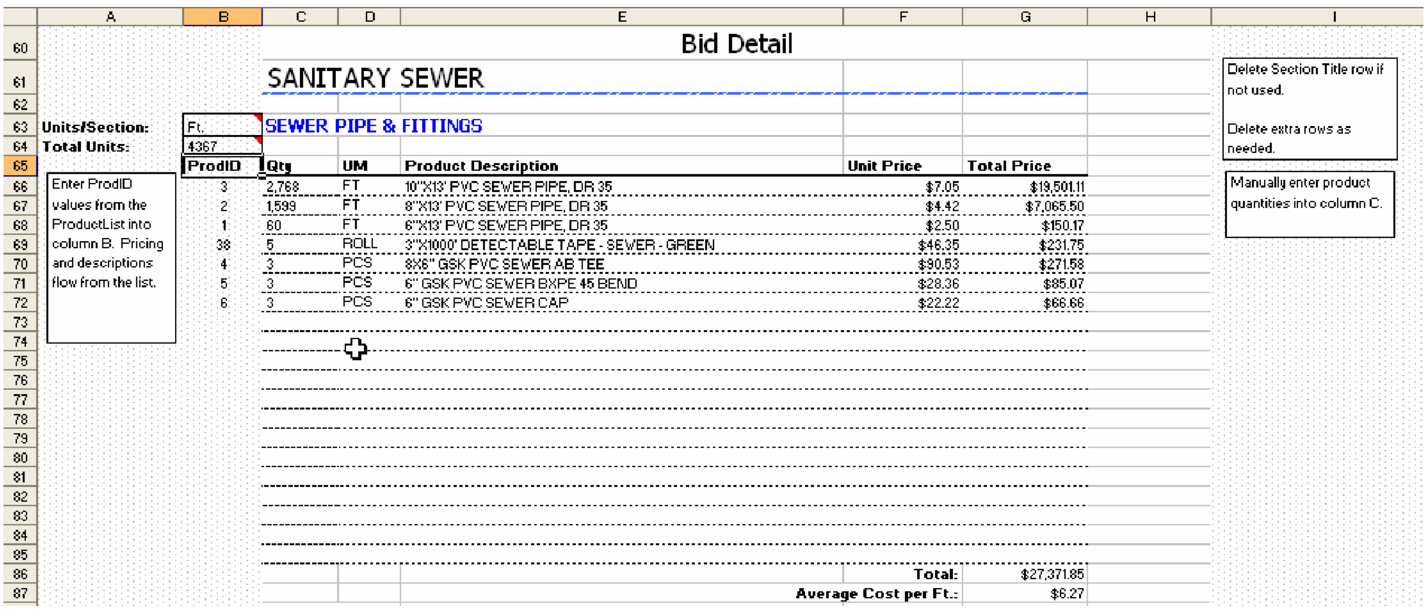
Delete the ID number to clear the material and vendor.

Note ID	
1	Prices are valid for 30 days after the bid date.
2	Totals are for estimating purposes only. Unit prices prevail.
3	The materials specifications, sizes, and quantities listed are the interpretations of Dana Kepner Company, Inc. and are believed to be correct, but are not guaranteed.
4	Dana Kepner Company, Inc. is not responsible for manufacturers ability to ship pipe or hold prices.
5	Terms are net 30, and Quote is based on award of complete project.
6	Thank you for the opportunity to bid this project.

Bid Detail

The Bid Detail portion of the Bid consists of one hundred identical sections of 20 product rows. A sample section is presented below.

Bid Section Title –Cell C61 – The highest level of organization within the Bid, identify the title by entering a value here.
Bid SubSection Title – Cell C63 – The second level of organization, identify the subsection title here. This title carries over to the Summary section.
ProdID – Cells B66 through B85 – Enter the ProdID assigned on the ProductList to pull description and unit price for each line of the SubSection.
Qty – Cells C66 through C85 – Enter the quantity of the product to extend the line item price.
Total – Cell G86 – The total of all line items for this specific SubSection. This value carries over to the Summary section.
Units/Section – Cell B63 – If an average is to be calculated for this Subsection, enter the units (ie. Ft., Each, Hydrant Assembly) here. This value automatically is incorporated into the average description in Cell F87.
Total Units – Cell B64 – The value by which the SubSection average will be calculated.
Average Cost – Cell G87 – If an average is to be calculated, the SubSection Total is divided by the Total Units value entered in Cell B64. This value carries over to the Summary section.



Best Practices

- Remove excess rows (rows 73 through 85 in the sample above) as the last step in formatting. Hiding rows and sections allows for the ability to add to the form at the last minute.

- Remove excess sections once the Bid has been constructed. Use the macros on JobSetUp to remove large sections, but not after rows have been added/removed from the Bid sheet.

- Do not manually change pricing on the Bid sheet. Do so on the Pricing sheet.

- If a Section title is not used, either delete the text or remove the row.

- Do not remove the SubSection title.

Bid Summary

The Bid Summary pulls information from the SubSections for a consolidated view of the Bid Details.

	A	B	C	D	E	F	G	H
179								
180					Bid Summary			
181								
182			SANITARY SEWER					
183				SEWER PIPE & FITTINGS		$27,371.85		
184				WATERLINE		$96,370.99		
185	This section autopopulates based upon the information entered above.			12" GATE VALVES		$28,967.35	Avg Valve:	$2,413.95
186				8" GATE VALVES		$5,166.75	Avg Valve:	$1,291.69
187				FIRE HYDRANT ASSEMBLIES		$44,857.74		
188				12" MJ TEE		$1,642.06	Avg Tee:	$821.03
189				12"X8" MJ TEE		$2,160.28	Avg Tee:	$720.09
190				12" MJ 45		$1,039.77	Avg 45:	$519.89
191								
192					Total Proposal Amount:	$207,576.79		

Best Practices

- ü Not all Subsections will be used, so rows will need to be deleted from the Bid Summary.
- ü Only the first Section Title is pulled over from the Bid Detail. Additional titles must be manually added through the entry of new lines.
- ü If an average is not used, an error will be apparent in columns G & H. Delete the individual cells contents to fix.
- ü The user may add sub-totals to the Bid Summary, but beware. The 'Total Proposal Amount' is calculated by adding up all column F values in the Bid Summary section of the Bid sheet.

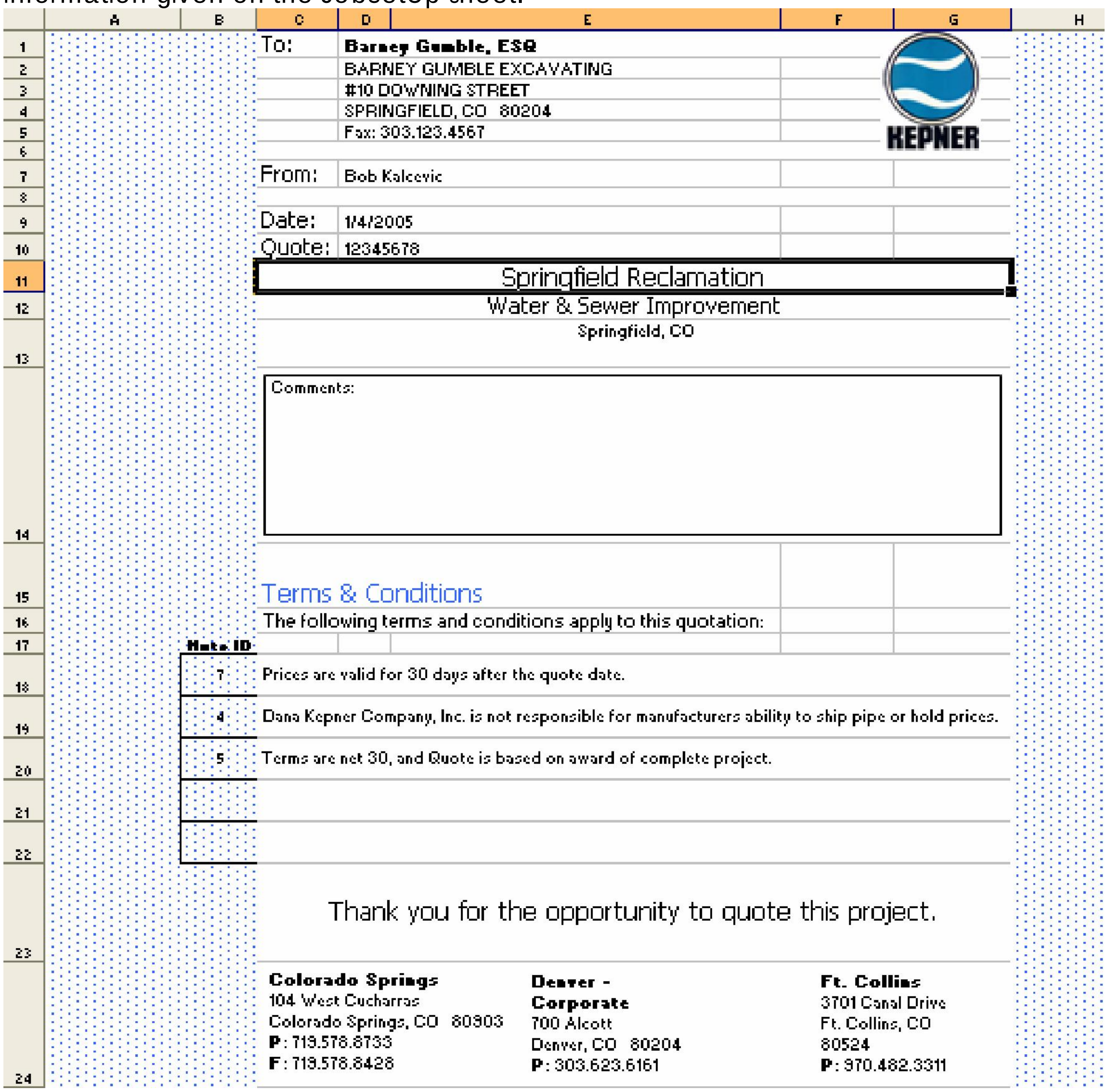
Quote

\Quote / Bid / Pricing / CR4 / CR3 / CR2 / CR1 / CountSheet / ProductList / JobSetUp /

The Quote format is a scaled down version of the Bid that more closely fits the needs of the standard quote. The format consists of just two sections, a Cover Sheet and a Detail section.

Cover Sheet

The cover sheet has been designed to act as a fax cover. The information on this sheet auto fills from information given on the JobSetUp sheet.



To: Barney Gumble, ESQ
BARNEY GUMBLE EXCAVATING
#10 DOWNING STREET
SPRINGFIELD, CO 80204
Fax: 303.123.4567

KEPNER

From: Bob Kalcevic

Date: 1/4/2005
Quote: 12345678

Springfield Reclamation
Water & Sewer Improvement
Springfield, CO

Comments:

Terms & Conditions
The following terms and conditions apply to this quotation:

Note ID	
7	Prices are valid for 30 days after the quote date.
4	Dana Kepner Company, Inc. is not responsible for manufacturers ability to ship pipe or hold prices.
5	Terms are net 30, and Quote is based on award of complete project.

Thank you for the opportunity to quote this project.

Colorado Springs
104 West Cucharras
Colorado Springs, CO 80903
P: 719.578.8733
F: 719.578.8428

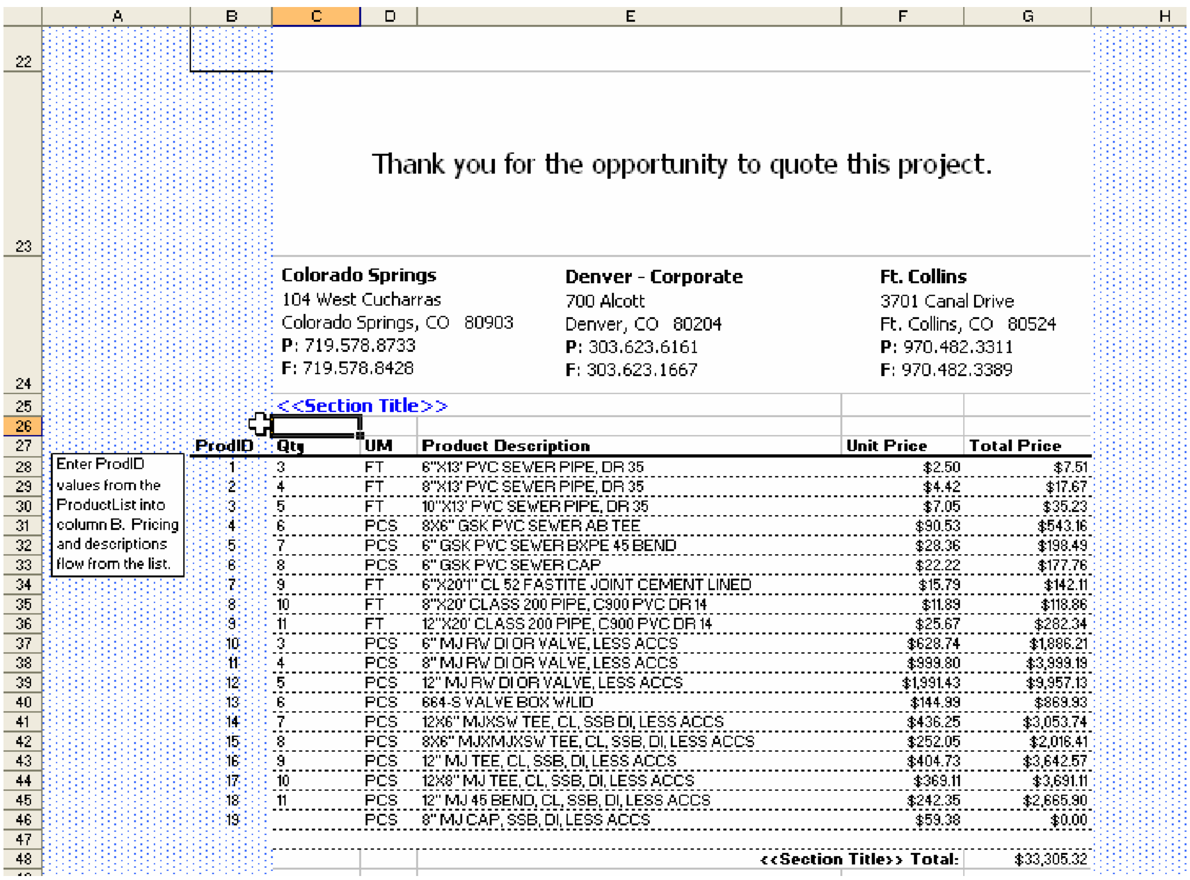
Denver - Corporate
700 Alcott
Denver, CO 80204
P: 303.623.6161

Ft. Collins
3701 Canal Drive
Ft. Collins, CO
80524
P: 970.482.3311

Section Detail

The Quote format has been designed with just one level of organization and a total of 50 lines for individual products. A LongQuote format has also been developed that consists of alternating 100 and 50 product line sections.

Section Title – Cell C25 – Enter a descriptive title here. This title will automatically be incorporated into the Total description that appears in Cell F48.
ProdID – Cells B28 through B47 – Enter the ProdID assigned on the ProductList to pull description and unit price for each line of the SubSection.
Qty – Cells C28 through C47 – Enter the quantity of the product to extend the line item price.
Total – Cell G48 – The total of all line items for this specific SubSection. This value carries over to the Summary section.



Thank you for the opportunity to quote this project.

Colorado Springs
104 West Cucharras
Colorado Springs, CO 80903
P: 719.578.8733
F: 719.578.8428

Denver - Corporate
700 Alcott
Denver, CO 80204
P: 303.623.6161
F: 303.623.1667

Ft. Collins
3701 Canal Drive
Ft. Collins, CO 80524
P: 970.482.3311
F: 970.482.3389

<<Section Title>>

Enter ProdID values from the ProductList into column B. Pricing and descriptions flow from the list.

ProdID	Qty	UM	Product Description	Unit Price	Total Price
1	3	FT	6"X13' PVC SEWER PIPE, DR 35	$2.50	$7.51
2	4	FT	8"X13' PVC SEWER PIPE, DR 35	$4.42	$17.67
3	5	FT	10"X13' PVC SEWER PIPE, DR 35	$7.05	$35.23
4	6	PCS	8X6" GSK PVC SEWER AB TEE	$90.53	$543.16
5	7	PCS	6" GSK PVC SEWER BXPE 45 BEND	$28.36	$198.49
6	8	PCS	6" GSK PVC SEWER CAP	$22.22	$177.76
7	9	FT	6"X20'1" CL 52 FASTITE JOINT CEMENT LINED	$15.79	$142.11
8	10	FT	8"X20' CLASS 200 PIPE, C900 PVC DR 14	$11.89	$118.86
9	11	FT	12"X20' CLASS 200 PIPE, C900 PVC DR 14	$25.67	$282.34
10	3	PCS	6" MJ RW DI OR VALVE, LESS ACCS	$628.74	$1,886.21
11	4	PCS	8" MJ RW DI OR VALVE, LESS ACCS	$999.80	$3,999.19
12	5	PCS	12" MJ RW DI OR VALVE, LESS ACCS	$1,991.43	$9,957.13
13	6	PCS	664-S VALVE BOX W/LID	$144.99	$869.93
14	7	PCS	12X6" MJXSW TEE, CL, SSB DI, LESS ACCS	$436.25	$3,053.74
15	8	PCS	8X6" MJXMJXSW TEE, CL, SSB, DI, LESS ACCS	$252.05	$2,016.41
16	9	PCS	12" MJ TEE, CL, SSB, DI, LESS ACCS	$404.73	$3,642.57
17	10	PCS	12X8" MJ TEE, CL, SSB, DI, LESS ACCS	$369.11	$3,691.11
18	11	PCS	12" MJ 45 BEND, CL, SSB, DI, LESS ACCS	$242.35	$2,665.90
19		PCS	8" MJ CAP, SSB, DI, LESS ACCS	$59.38	$0.00
				<<Section Title>> Total:	$33,305.32

Best Practices

- ü Remove excess rows as the last step in formatting.
- ü Remove excess sections once the Quote has been constructed.
- ü Do not manually change pricing on the Quote sheet. Do so on the Pricing sheet.

File Management

Saving Files

With file portability, there are some basic rules to keep in mind:

1. All files must be saved to the Quotes folder for archiving and managerial review
2. Save output as Acrobat files if possible. Excel files will be archived periodically.
3. Files are too large (~7M) for emailing
4. All files are proprietary and may not be shared outside the company

File Archiving

Due to the size of the files, they will periodically be archived to tape or CD/DVD. Because Acrobat files are relatively small, they will not be archived.

File Naming Convention

The file naming structure is an extension of the current BidPrep format. Windows functionality allows for extended product names, which makes it possible to add customer and project descriptors onto the file name.

Form: IIMMDDYY_Cust_Proj.xls

Where:
II = User Initials
MMDDYY = Month,Day,Year
Cust = Customer short name
Proj = Project short name
.xls for Excel and .pdf for Adobe Acrobat output

Example: JG020205_TwinPeaks_Springfield.xls
Where:
JG = Jason Garcia
020205 = February 2, 2005
Twin Peaks = Customer
Springfield = Project

Strengths & Limitations

Flexible Spreadsheet Format
Strength: Infinitely customizable
Strength: Formatting and Print Regions already designed
Strength: Can quickly be modified to fit needs of the business
Strength: Much cleaner output over Bid Prep
Strength: Advanced pivot reporting for take-offs
Strength: Integrated take-offs and Bid/Quote preparation
Strength: Provides the company future flexibility in creating data files for customers
Limitation: Some Microsoft Excel knowledge necessary
Limitation: Can be tempting to take shortcuts that prove time consuming in the long run
Limitation: Onscreen display changes from screen to screen
Limitation: Last minute insertions may cause pre-built functionality to break
Limitation: Business process organization will not be kind to those who like to skip steps

Price & Cost Information Available in the Spreadsheet
Strength: Portable file – Does not need to be on the network to work
Strength: Expected improved accuracy over Bid Prep
Limitation: Must continually be updated to reflect changes in Trend/SXe
Limitation: Does not possess all of the pricing functionality present within Trend/SXe
Limitation: Large contributor to 7MB file size
Limitation: Information accuracy goes down the older the file gets

ProdID Shorthand
Strength: Time saving in developing the Bid and Quote layout
Limitation: ProductList grows throughout the takeoff
Limitation: ProdID's change from Bid to Bid

ProductList
Strength: The user only needs to enter the full product number once
Strength: Nonstock product descriptions entered only once
Strength: Insures all information is available for the Pricing step
Limitation: The user may need to continually update the product list
Limitation: Organizing the list may take some forethought

Pricing All Products from One Sheet
Strength: Change the price once and it flows to every use in the Bid or Quote
Strength: The user can see real time how changing a price will affect the Bid Total and Margin
Strength: Target margin and sales price calculators available on the sheet
Limitation: Sorry no limitations here!

Lacking Functionality
Customer & Product Lookups

Microsoft Excel Operations

Deleting Rows or Columns

The template has been over-designed to allow for more products and take-off sheets than you would normally encounter, reducing your need to insert rows and copy cells. Knowing how to delete rows and columns is an important aspect to modifying the file to fit your bid.

1. Select the cells, rows, or columns you want to delete.

To select	Do this
A single cell	Click the cell, or press the arrow keys to move to the cell.
A range of cells	Click the first cell of the range, and then drag to the last cell.
A large range of cells	Click the first cell in the range, and then hold down SHIFT and click the last cell in the range. You can scroll to make the last cell visible.
Nonadjacent cells or cell ranges	Select the first cell or range of cells, and then hold down CTRL and select the other cells or ranges.
Columns or rows	Click the column or row heading.
Nonadjacent columns or rows	Select the first column or row, and then hold down CTRL and select the other columns or rows.

2. On the Edit menu, click Delete.
3. If you are deleting a cell or a range of cells, click Shift cells left, Shift cells up, Entire row, or Entire column in the Delete dialog box.

Note Microsoft Excel keeps formulas up to date by adjusting references to the shifted cells to reflect their new locations. However, a formula that refers to a deleted cell displays the #REF! error value.

Tip: You can also right-click a selection of cells, rows, or columns, and then click Delete.

Inserting Rows

1A. To insert a single row, click a cell in the row immediately below where you want the new row. For example, to insert a new row above row 5, click a cell in row 5.

1B. To insert multiple rows, select rows immediately below where you want the new rows. Select the same number of rows as you want to insert.

1C. To insert non-adjacent rows, hold down CTRL while selecting non-adjacent rows.

2. On the **Insert** menu, click **Rows**.

Macro Security Issues

Common Macro Security Problems:

1. Macro security is set to:
    - Very High and the application encounters a signed macro, but the macro was automatically disabled. Use the following procedure to enable the macro:
        1. Select the Tools menu option and then select Macro and Security. In the resulting Security dialog, set the security level to High by clicking the High radio button.
        2. Close the file and any other instances of the application currently running on the computer (close all applications that also use the application you are currently running).
        3. Open the file again and examine the certificate of trust details and set the Always trust macros from this publisher box if you trust the certificate issued by the publisher.
        4. Click the Enable button to allow the macro to run.
    - High and the application encounters a signed macro, but you selected Disable when prompted by the macro warning dialog when opening the file. Use the following procedure to enable the macro:
        - Close the file and any other instances of the application currently running on the computer (close all applications that also use the application you are currently running).
        - Open the file again and examine the certificate of trust details and set the Always trust macros from this publisher box if you trust the certificate issued by the publisher.
        - Click the Enable button to allow the macro to run.
    - High or Very High and the macro was not signed and was automatically disabled by the application. Use the following procedure to enable the macro, if you have verified you can trust the source of the unsigned macro:
        - Select the Tools menu option and then select Macro and Security. In the resulting Security dialog, set the security level to Medium by clicking the Medium radio button.
        - Close the file and any other instances of the application currently running on the computer.
        - Open the file again and click the Enable button when prompted to allow for the unsigned macro to run.
    - When you have accepted the macro, return the macro security level to its previous setting.
2. Another instance of your application has a lock on the security settings and is disallowing any changes to security settings.
    - It is recommended to close all Office related applications or other instances of the same application when you attempt to make changes to your security settings.
3. Visual Basic for Applications (VBA) is not installed on your computer.
    - If VBA is not installed, it is not possible to accept certificates of trust attached to VBA macros. Therefore, any VBA macro attempting to run, even with an attached certificate of trust, cannot be run because the necessary macro interpreter is not installed on the system. Two scenarios can cause this error:
        - Your administrator chose not to install VBA
        - The version of Office you are running does not install VBA by default
    - If you are running an instance of Office that does not provide VBA as an installable feature, you will need to upgrade your version of Office to run VBA macros.
4. The certificate of trust is invalid - (when this occurs, you cannot select the Enable button).
    - The certificate is no longer trusted, was revoked by the issuing authority, or is damaged. There are several other possibilities which you may need to explore as to why the certificate is no longer recognized as valid by your system. It is recommended that you not trust or run a macro that has an invalid certificate.

A troubleshooter help topic is available online regarding this issue.