

# Cedar Rapids Public Works Department Standard Operating Procedure



<b>Procedure Name:</b> Issuing the Bid Tabulation		<b>Approved By:</b> Doug Wilson	
<b>Original Author(s):</b> Cindy Potter		<b>Original Date Issued:</b> 04/23/2018	
<b>Date Revised or Reviewed:</b> 05/27/2021	<b>Revised or Reviewed by:</b> Jennifer Selby/Cindy Potter	<b>Approved By:</b> Doug Wilson	
<b>Published Locations (manuals/websites/etc.):</b> Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

## Purpose:

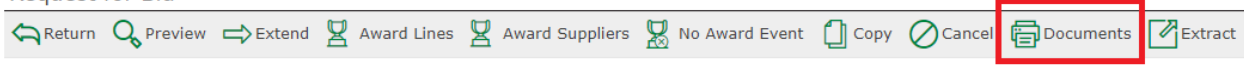
To summarize and document the process for creating a tabulation that shows what each bidder bid for each item and the overall bid total. This task is typically performed by the Construction Contract Coordinator.

## Procedures:

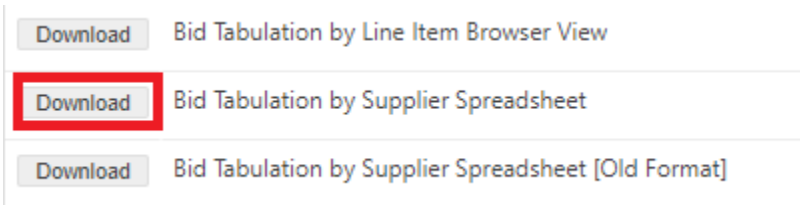
### Creating the Bid Tab:

1. The IonWave website automatically generates a bid tabulation from the assembled bid submissions. To access this, open the project's page on <http://citycrbids.ionwave.net>.
2. Go to the 'Documents' section of the project's page:

Request for Bid



3. Download and open the 'Bid Tabulation by Supplier' spreadsheet. The information needed is in the 'Lines' worksheet within this file.



- a. Save as "[Contract No] BID TAB WEBSITE" in the CONTRACT subfolder of the project folder.

- b. Insert three rows at the top of the 'Lines' worksheet for Project Name, Project Number, and Bid Date and enter that information in the upper left hand corner.

A	B	C	F	G
1		Edgewood Road NW from Ellis Road to Cedar River Bridge Pavement Rehabilitation		
2		Project No 3012337-03		
3		Bid Date 5/12/21		
4				
5				
6	Line #	Description	QTY	UOM
7	1	2010-D-1 - TOPSOIL, ON-SITE	298	CY
8	2	2010-G - SUBGRADE PREPARATION	3748	SY

4. Public Works keeps a copy of the bid tab which includes the Engineer's Estimate of Probable Cost (EOPC) for its own records.
- Open the "[Contract No] BID TAB WEBSITE" and save the "Lines" worksheet as "[Contract No] BID TAB".
  - Insert two columns – 'Unit' and 'Extended' – before the low bidder columns and label as 'Cost Estimate'

		Cost Estimate		Midwest Concrete Inc.	
		Total	\$ 1,380,325.75	Total Price	\$1,331,158.70
QTY	UOM	Unit	Extended	Unit	Extended
298	CY	\$ 20.00	\$ 5,960.00	\$20.00	\$5,960.00
3748	SY	\$ 5.00	\$ 18,740.00	\$1.25	\$4,685.00
2375	SY	\$ 5.00	\$ 11,875.00	\$6.00	\$14,250.00
1058	SY	\$ 12.00	\$ 12,696.00	\$8.00	\$8,464.00
2690	SY	\$ 15.00	\$ 40,350.00	\$14.00	\$37,660.00
1	LS	\$ 1,000.00	\$ 1,000.00	\$1,000.00	\$1,000.00
10	TON	\$ 30.00	\$ 300.00	\$45.00	\$450.00
255	CY	\$ 40.00	\$ 10,200.00	\$35.00	\$8,925.00
1	LS	\$ 3,500.00	\$ 3,500.00	\$500.00	\$500.00

- In a separate window, open the most recent Project Development Guide (PDG) for the project. The PDG can be found in the PROJECT MANUAL folder. If no addenda were issued, the file will be called "[Contract No] PDG FINAL. If an addendum changed any pay items (added, deleted, quantity change, etc.), the file will be called "[Contract No] PDG Add [#]". Be sure to use the most recent PDG.
- Go to the EOPC worksheet and copy-paste the unit prices from the EOPC into the 'Cost Estimate – Unit' column.

		Cost Estimate		Midwest Concrete Inc.	
		Total	\$ 1,380,325.75	Total Price	\$1,331,158.70
QTY	UOM	Unit	Extended	Unit	Extended
298	CY	\$ 20.00	\$ 5,960.00	\$20.00	\$5,960.00
3748	SY	\$ 5.00	\$ 18,740.00	\$1.25	\$4,685.00
2375	SY	\$ 5.00	\$ 11,875.00	\$6.00	\$14,250.00
1058	SY	\$ 12.00	\$ 12,696.00	\$8.00	\$8,464.00
2690	SY	\$ 15.00	\$ 40,350.00	\$14.00	\$37,660.00
1	LS	\$ 1,000.00	\$ 1,000.00	\$1,000.00	\$1,000.00
10	TON	\$ 30.00	\$ 300.00	\$45.00	\$450.00
255	CY	\$ 40.00	\$ 10,200.00	\$35.00	\$8,925.00
1	LS	\$ 3,500.00	\$ 3,500.00	\$500.00	\$500.00

- e. Enter a formula in the 'Extended' column to calculate the extended cost of the unit quantity at the estimated unit price. Copy that formula for all pay items.

A	B	C	F	G	H	I
1		Edgewood Road NW from Ellis Road to Cedar River Bridge Pavement Rehabilitation				
2		Project No 3012337-03				
3		Bid Date 5/12/21				
4						
5						
6	Line #	Description	QTY	UOM	Unit	Extended
7	1	2010-D-1 - TOPSOIL, ON-SITE	298	CY	\$ 20.00	=H7*F7
8	2	2010-G - SUBGRADE PREPARATION	3748	SY	\$ 5.00	\$ 18,740.00
9	3	2010-H - SUBGRADE TREATMENT, GEOGRID, TYPE 3	2375	SY	\$ 5.00	\$ 11,875.00

- f. Sum the total of the extended prices in the 'Total' cell.

A	B	C	F	G	H	I	J
1		Edgewood Road NW from Ellis Road to Cedar River Bridge Pavement Rehabilitation					
2		Project No 3012337-03					
3		Bid Date 5/12/21					
4							
5							
6	Line #	Description	QTY	UOM	Unit	Extended	Midwest Con
7	1	2010-D-1 - TOPSOIL, ON-SITE	298	CY	\$ 20.00	\$ 5,960.00	\$20.00
8	2	2010-G - SUBGRADE PREPARATION	3748	SY	\$ 5.00	\$ 18,740.00	\$1.25
9	3	2010-H - SUBGRADE TREATMENT, GEOGRID, TYPE 3	2375	SY	\$ 5.00	\$ 11,875.00	\$6.00
10	4	2010-I - SUBBASE, MODIFIED, 6"	1058	SY	\$ 12.00	\$ 12,696.00	\$8.00
11	5	2010-I - SUBBASE, MODIFIED, 12"	2690	SY	\$ 15.00	\$ 40,350.00	\$14.00
12	6	2010-L - COMPACTION TESTING	1	LS	\$ 1,000.00	\$ 1,000.00	\$1,000.00
13	7	3010-C - TRENCH FOUNDATION	10	TON	\$ 30.00	\$ 300.00	\$45.00
14	8	3010-D - REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	255	CY	\$ 40.00	\$ 10,200.00	\$35.00
15	9	3010-F - TRENCH COMPACTION TESTING	1	LS	\$ 3,500.00	\$ 3,500.00	\$500.00

- g. Insert two columns – 'Unit' and 'Extended' – after the high bidder columns and label as 'Bid Average'

Boomerang Corp		Bid Average	
Total Price	\$1,452,315.60	Total Price	\$1,398,308.81
Unit	Extended	Unit	Extended
\$20.00	\$5,960.00	\$16.67	\$ 4,966.67
\$1.00	\$3,748.00	\$1.50	\$ 5,622.00
\$3.00	\$7,125.00	\$3.78	\$ 8,965.63
\$6.00	\$6,348.00	\$10.40	\$ 11,003.20
\$12.00	\$32,280.00	\$14.17	\$ 38,108.33
\$6,000.00	\$6,000.00	\$2,430.00	\$ 2,430.00
\$40.00	\$400.00	\$50.50	\$ 505.00
\$10.00	\$2,550.00	\$34.50	\$ 8,797.50
\$400.00	\$400.00	\$1,016.67	\$ 1,016.67

- h. Enter a formula in the 'Unit' column to calculate the average cost of the unit prices. Copy that formula for all pay items.

Midwest Concrete Inc.		Tschiggfrie Excavating Co		Vieth Construction Corporation		Pirc-Tobin Construction Inc.		BWC Excavating, LC		Boomerang Corp		Bid Average	
Total Price	\$1,331,158.70	Total Price	\$1,360,279.13	Total Price	\$1,399,777.27	Total Price	\$1,399,940.75	Total Price	\$1,446,381.25	Total Price	\$1,452,315.60	Total Price	\$1,398,308.81
Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
\$20.00	\$5,960.00	\$12.00	\$3,576.00	\$18.00	\$5,364.00	\$20.00	\$5,960.00	\$10.00	\$2,980.00	\$20.00	\$5,960.00	=AVERAGE(I7, L7, N7, P7, R7, T7)	
\$1.25	\$4,685.00	\$1.50	\$5,622.00	\$0.75	\$2,811.00	\$2.00	\$7,496.00	\$2.50	\$9,370.00	\$1.00	\$3,748.00	AVERAGE(number1, [number2], [number3], [number4], ...)	

- i. Enter a formula in the 'Extended' column to calculate the extended cost of the average unit quantity at the estimated unit price. Copy that formula for all pay items.

		Cost Estimate		Midwest Concrete Inc.		Tschiggfrie Excavating Co		Vieth Construction Corporation		Pirc-Tobin Construction Inc.		BWC Excavating, LC		Boomerang Corp		Bid Average	
		Total		Total Price		Total Price		Total Price		Total Price		Total Price		Total Price		Total Price	
		Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
298	CY	\$ 20.00	\$ 5,960.00	\$20.00	\$5,960.00	\$12.00	\$3,576.00	\$18.00	\$5,364.00	\$20.00	\$5,960.00	\$10.00	\$2,980.00	\$20.00	\$5,960.00	\$16.67	=ROUND(\$F7*V7,2)
3748	SY	\$ 5.00	\$ 18,740.00	\$1.25	\$4,685.00	\$1.50	\$5,622.00	\$0.75	\$2,811.00	\$2.00	\$7,496.00	\$2.50	\$9,370.00	\$1.00	\$3,748.00	\$1.50	=ROUND(number,num_digits)

- j. Sum the total of the extended prices in the 'Total Price' cell.

Bid Average	
Total Price	=SUM(W7:W81)
Unit	SUM(number1,[n
	\$16.67 \$ 4,966.67
	\$1.50 \$ 5,622.00
	\$3.78 \$ 8,965.63
	\$10.40 \$ 11,003.20
	\$14.17 \$ 38,108.33
	\$2,430.00 \$ 2,430.00
	\$50.50 \$ 505.00
	\$34.50 \$ 8,797.50
	\$1,016.67 \$ 1,016.67

- k. Adjust formatting and column lines as necessary.
  - l. Save and close the bid tabulation.
5. The bid tab is not released to the public until the project has been awarded. However, the total bid amounts are released the same day as the bid opening.
    - a. Complete the [Bids as Read template](#), listing the bidders in order from low to high. All of the bid results should fit on one sheet so the font size can be reduced, if needed. Save the document as "[Contract No] BIDS AS READ" in the CONTRACT subfolder of the project folder.
    - b. Go to <http://citycrbids.ionwave.net> and open the project's page. Go to the 'Messages' tab. Click '+New':
      - i. The Recipients of the message should be 'Invited and Responding Suppliers.'
      - ii. The subject line should read "[Contract No] Bid Results as Read".
      - iii. Copy the information you prepared in the Bids as Read template for this project, and paste it into the 'Message' field.
      - iv. Format the message as needed.

v. Press 'Send'.

Award Details Responses Manual Responses Event Details **Messages** Ques

Related Messages 17

Bid Messages

**+ New**

No Bid Messages

New Bid Message

Return Send

Messages are displayed to all suppliers on the Messages tab

\* Recipients Invited and Responding Suppliers Controls who will receive an email copy of the message

Acknowledgement ☐ Check this box if the message requires acknowledgement

High Priority ☐ Check this box if the message is high priority

\* Subject 3012094-06 Bid Results as Read

\* Message

### Distributing the Bid Tab:

1. As soon as the bid tab is complete, send the "BID TAB" in an email via hyperlink to the Project Manager asking them to prepare the Recommend to Award and 300-A Funding (breakdown by funding source).
2. Also send the "BID TAB" in an email via hyperlink to the Public Works Construction Manager, Construction Project Managers, Construction Inspector (if one has been assigned) and City Clerk.

### Public Access to Bid Tab Information:

After the project is awarded, the bid tabulation becomes available as a downloadable Excel file in the Documents section of the project's listing in IonWave.