



**RIGGS  
DISTLER**

A **CENTURI** COMPANY

# **HeavyBid Setup and Operations Manual**

**Riggs Distler**

Revision 0  
January 20, 2022

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# Section 1: Opening the HCSS Client

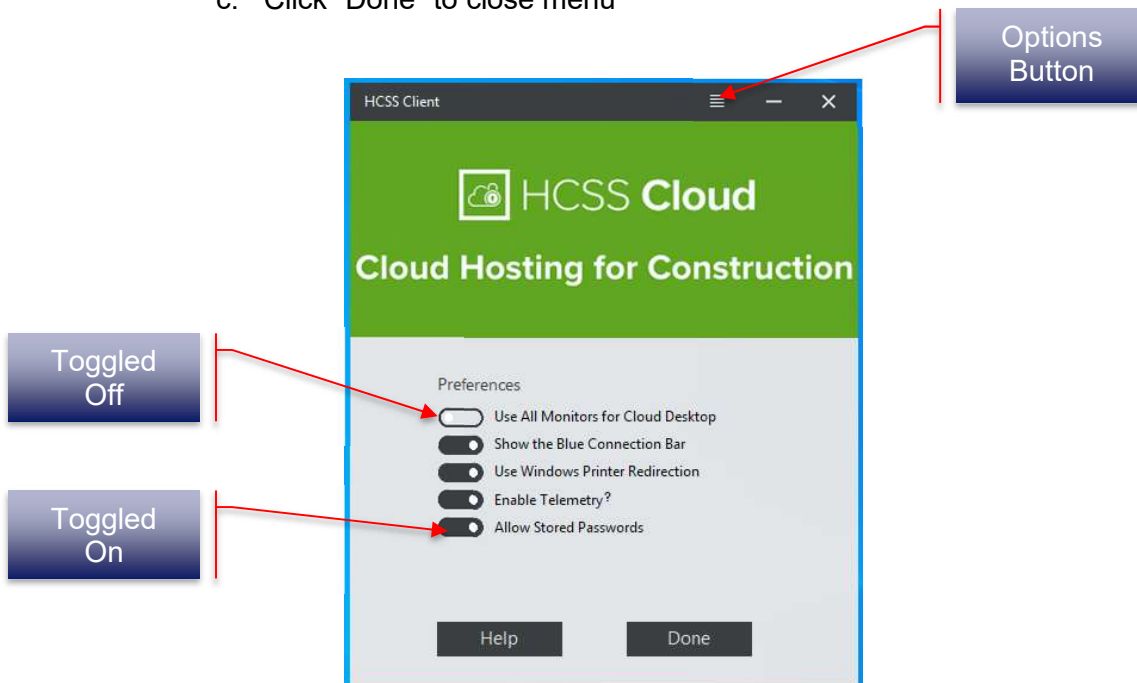
## 1. Opening the HCSS Client

- a. Click “HCSS Client” Icon on desktop or in start menu



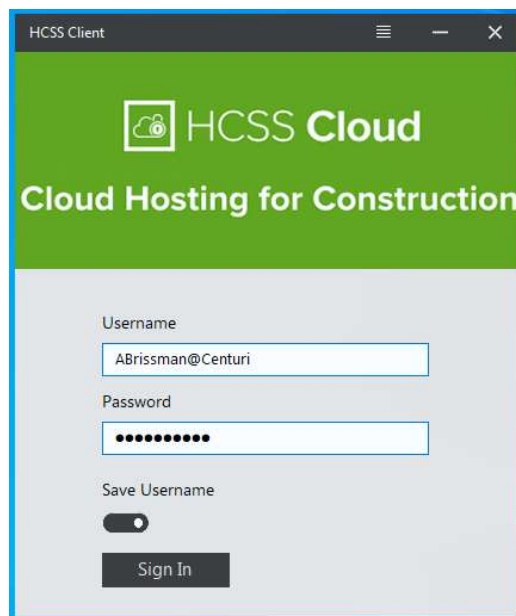
## 2. Modifying HCSS Client options

- a. Click “Options” Button to open options menu
- b. Toggle desired options on/off
- c. Click “Done” to close menu



### 3. Completing Log In Process

- a. Enter HCSS Client Username  
(#####@Centuri)
- b. Enter provided HCSS Client password
- c. Toggle “Save Username” to ON  
(This will allow the HCSS Client to log in without the need to enter a username or password in the future)

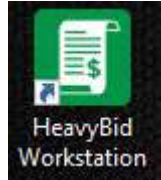


- d. Click “Sign In”

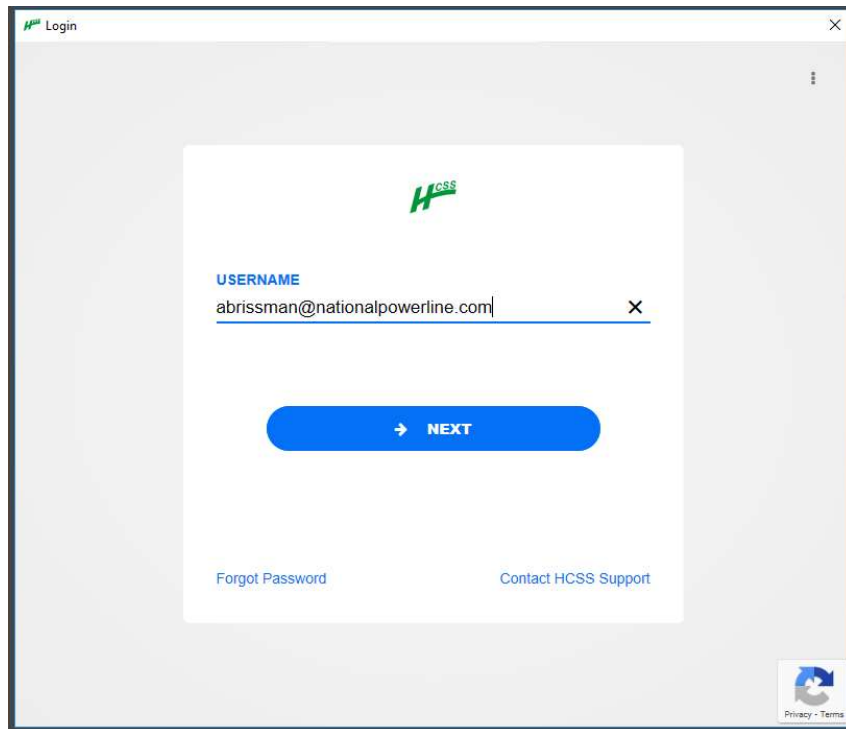
## Section 2: Opening the HeavyBid Workstation

### 1. Opening the HeavyBid Workstation

- a. Click the HeavyBid Workstation Icon

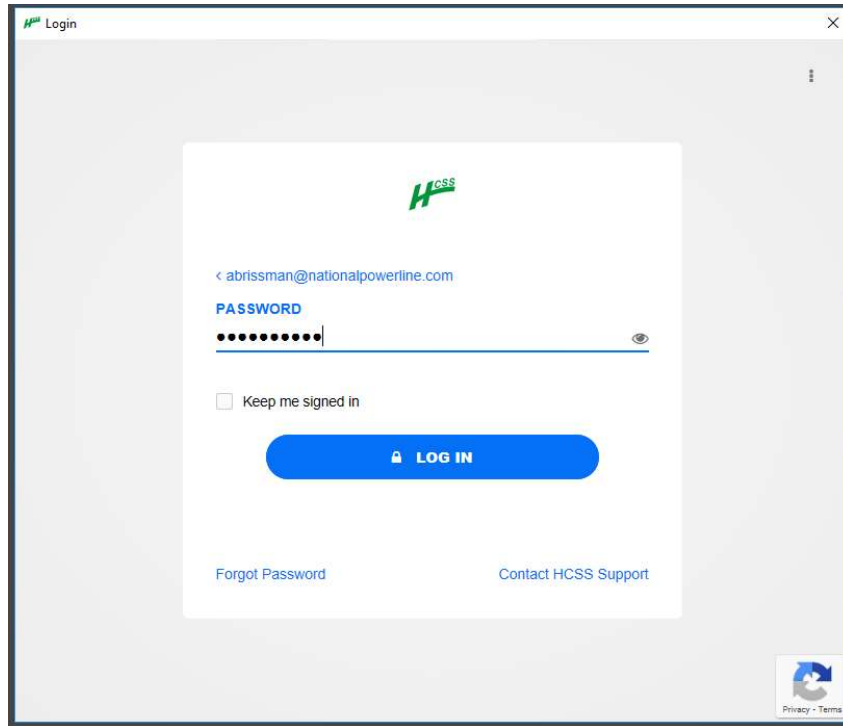


- b. Enter HCSS Apps Username  
(#####@riggsdistler.com)

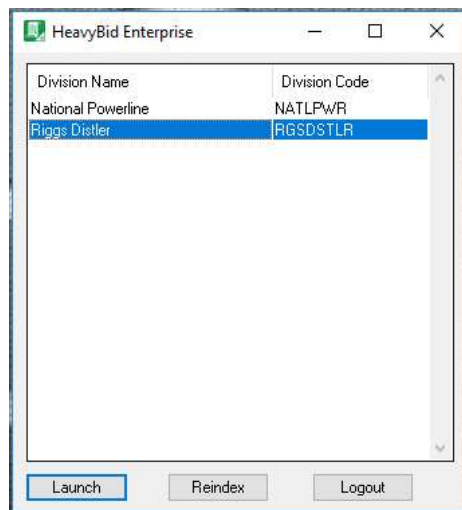
A screenshot of a web browser window titled "Login". The window displays the HCSS logo at the top. Below the logo is a form with a "USERNAME" label and a text input field containing "abrissman@nationalpowerline.com". To the right of the input field is a small "x" icon. Below the input field is a large blue button with a white right-pointing arrow and the text "NEXT". At the bottom of the form, there are two links: "Forgot Password" and "Contact HCSS Support". In the bottom right corner of the window, there is a small icon for "Privacy - Terms".

- c. Click "Next"

- d. Enter HCSS Apps Password



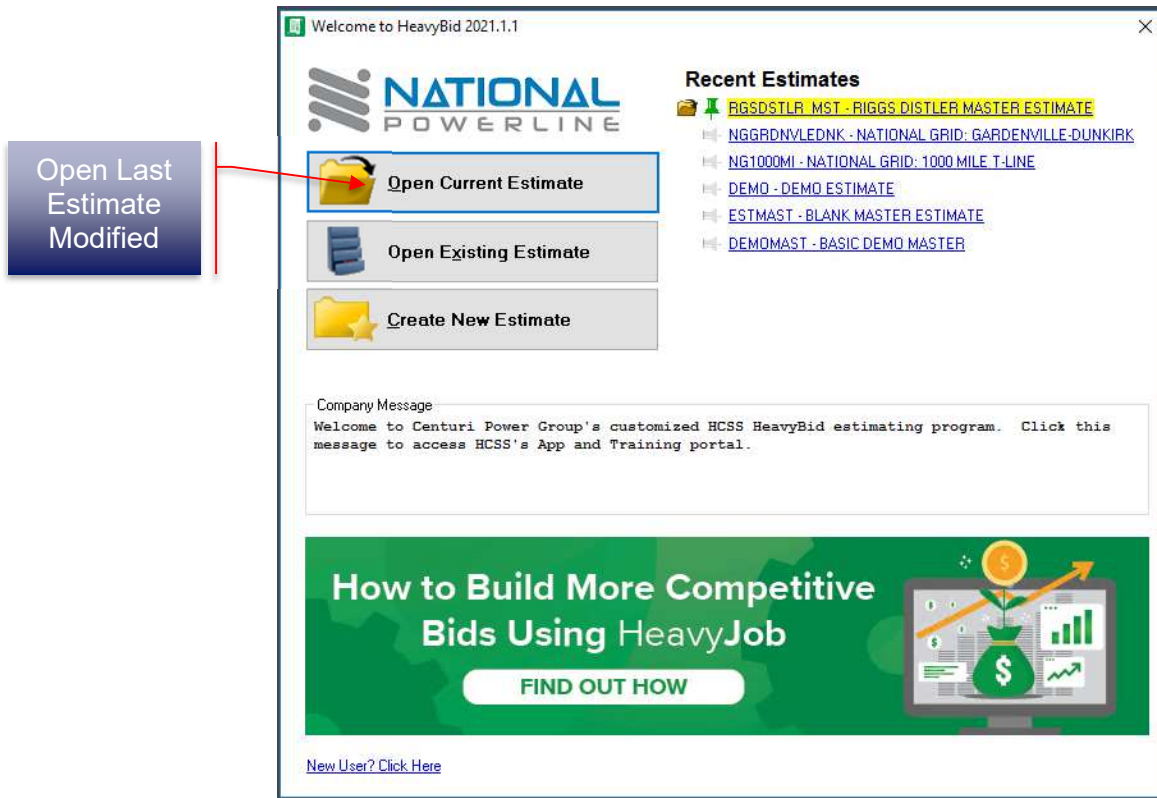
- e. Click checkbox next to "Keep me signed in"  
*(This will all HeavyBid to automatically log you in each time)*
- f. Click "Log In"
- g. Select Operating Company



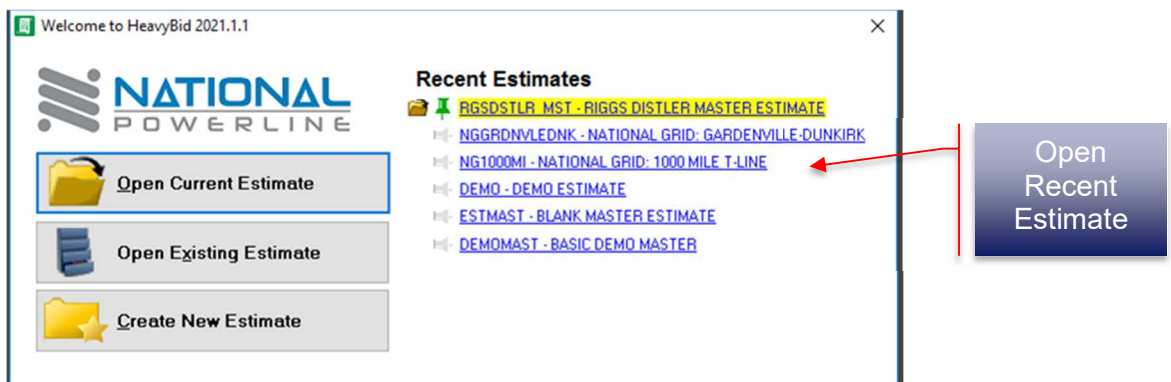
- h. Click "Launch"

## Section 3: Opening an Existing Estimate

1. If opening the last estimate modified by you

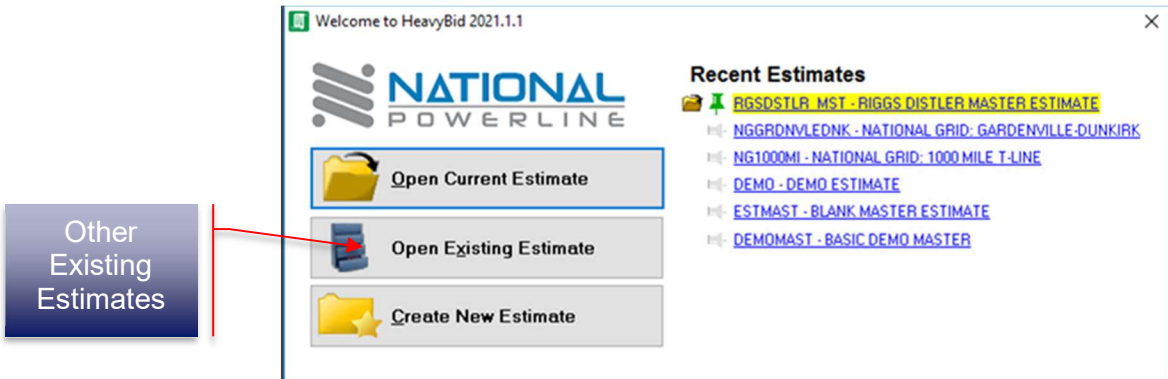


2. Click "Open Current Estimate"
3. If not opening the last estimate modified by you AND estimate name is visible under "Recent Estimates"

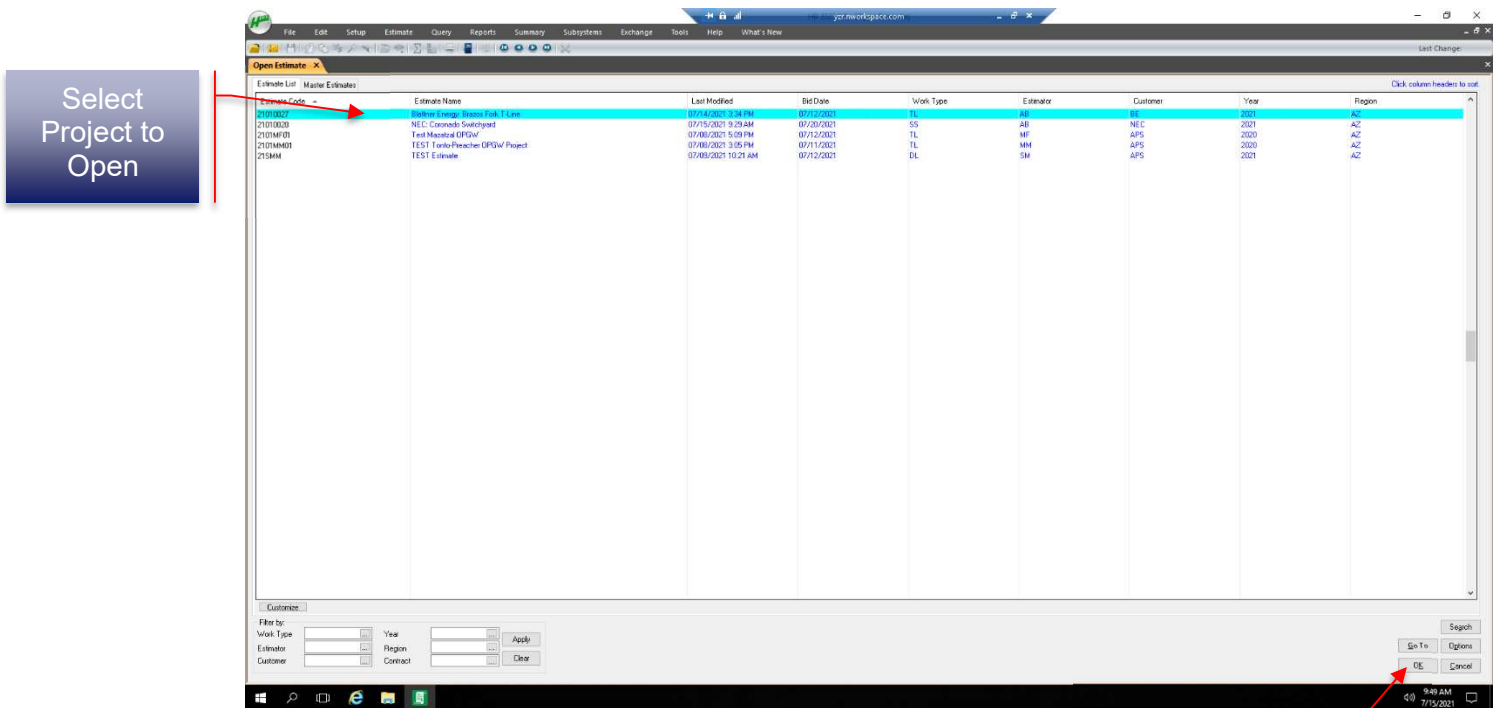


4. Click on estimate name

- If not opening last estimate modified by you AND estimate name is NOT visible under “Recent Estimates”



- Click “Open Existing Estimate”
- Select / Highlight desired estimate



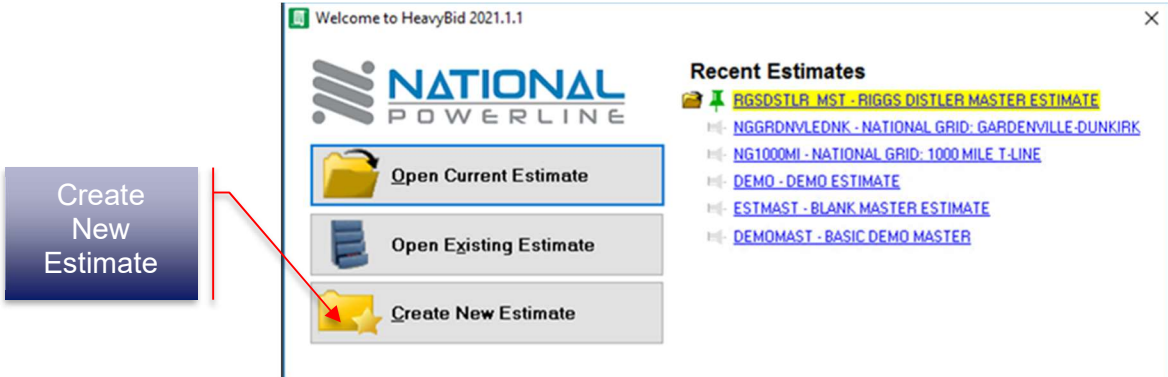
- Click “OK”

Confirm and Open Estimate

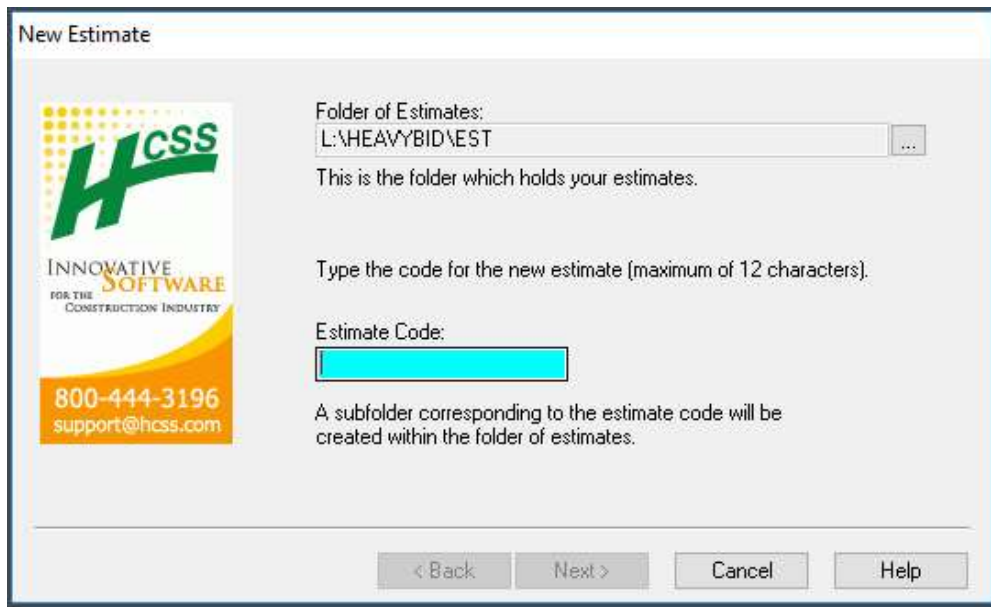


## Section 4: Creating a New Estimate

1. Click “Create New Estimate”



2. Obtain / assign new bid number
3. Enter assigned bid number into “Estimate Code” field



4. Enter Client Abbreviation and Project Name into “Estimate Name” field  
(i.e. APS: HeavyBid Checklist Project)

**New Estimate**

Estimate Name:  
APS: HeavyBid Checklist Project

Add tags to this estimate - Bold tags are required

**Work Type** [Dropdown] **Year** [Dropdown]  
**Estimator** [Dropdown] **Region** [Dropdown]  
**Customer** [Dropdown] **Contract** [Dropdown]

Type an optional description of the estimate.

< Back   Next >   Cancel   Help

5. Select Work Type (**Required**)

**New Estimate**

Estimate Name:  
APS: HeavyBid Checklist Project

Add tags to this estimate - Bold tags are required

**Work Type** [Dropdown] **Year** [Dropdown]  
**Estimator** [Dropdown]  
**Customer** [Dropdown]

Type an optional description of the estimate.

Code	Description
CVL	Civil / Foundations
DL	Distribution
SS	Substation
TL	Transmission
URD	Underground

Add To List   Go To   OK   Cancel

6. Select Estimator Name (**Required**)

The screenshot shows the 'New Estimate' window. The 'Estimate Name' field contains 'APS: HeavyBid Checklist Project'. The 'Add tags to this estimate - Bold tags are required' section includes fields for 'Work Type' (TL), 'Year', 'Estimator' (AB), and 'Region'. The 'Customer' field is empty. A dropdown menu is open for the 'Estimator' field, displaying a list of options:

Code	Description
AB	Brissman, Aaron
MF	Fiske, Matthew
MM	McConnell, Michael
SM	Marin, Salvador

The 'AB Brissman, Aaron' option is highlighted in blue. At the bottom of the dropdown menu are buttons for 'Add To List', 'Go To', 'OK', and 'Cancel'.

7. Select Customer Name (**Required**)

The screenshot shows the 'New Estimate' window. The 'Estimate Name' field contains 'APS: HeavyBid Checklist Project'. The 'Add tags to this estimate - Bold tags are required' section includes fields for 'Work Type' (TL), 'Year', 'Estimator' (AB), 'Region', and 'Customer'. The 'Customer' field is empty. A dropdown menu is open for the 'Customer' field, displaying a list of options:

Code	Description
AMIL	Ameren - Illinois
APS	Arizona Public Service
BE	Blattner Energy
CPE	CenterPointe Energy
EPE	El Paso Electric
EVR	Eergy

The 'APS Arizona Public Service' option is highlighted in blue. At the bottom of the dropdown menu are buttons for 'Add To List', 'Go To', 'OK', and 'Cancel'.

8. Select Estimate Year (**Required**)

The screenshot shows the 'New Estimate' form with the following fields and values:

- Estimate Name: APS: HeavyBid Checklist Project
- Work Type: TL
- Estimator: AB
- Customer: APS
- Year: 2021 (selected from dropdown)
- Region: (dropdown menu open)
- Contract: (dropdown menu open)

The 'Year' dropdown menu is open, showing a table with the following data:

Code	Description
2020	2020
2021	2021

Buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Add To List', and 'Go To'.

9. Select Project Region (**Required**)

The screenshot shows the 'New Estimate' form with the following fields and values:

- Estimate Name: APS: HeavyBid Checklist Project
- Work Type: TL
- Estimator: AB
- Customer: APS
- Year: 2021
- Region: AZ (selected from dropdown)
- Contract: (dropdown menu open)

The 'Region' dropdown menu is open, showing a table with the following data:

Code	Description
AZ	Arizona
CO	Colorado

Buttons at the bottom include '< Back', 'Next >', 'Cancel', 'Add To List', and 'Go To'.

10. Select Contract Type (*Optional*)

11. If desired selection is not available in any of the above “Tag” fields:

- a. Click “Add to List”
- b. Click “Insert Row”
- c. Enter Abbreviation in “Code” Column
- d. Enter Name/Description in “Description” Column
- e. Click “Close”
- f. Locate and Select newly added Tag

Code	Description
AMIL	Ameren - Illinois
APS	Arizona Public Serv
BE	Blattner Energy
CPE	CenterPointe Energy
EPE	El Paso Electric

- Enter optional project description. **NOTE: Data from this field will not be visible to anyone other than system administrator**

New Estimate

**HCSS**  
INNOVATIVE SOFTWARE  
FOR THE CONSTRUCTION INDUSTRY  
800-444-3196  
support@hcss.com

Estimate Name:  
APS: HeavyBid Checklist Project

Add tags to this estimate - Bold tags are required

**Work Type** TL ... **Year** 2021 ...  
**Estimator** AB ... **Region** AZ ...  
**Customer** APS ... **Contract** LS ...

Type an optional description of the estimate:  
 Enter Optional Description

< Back    Next >    Cancel    Help

- Click "Next"

- Confirm "L:\HEAVYBID\EST\RGSDSTLR\_MSTR" is show in "Source Estimate" field

New Estimate

Type the location of the source estimate. This will normally be the default master estimate. To select another estimate, click the prompt button or Browse. You can also type the location of compressed backups, such as C:

Source Estimate:  
 GSDSTLR\EST\RGSDSTLR\_MSTR ... Browse

Use Current Estimate as the Source Estimate

If you would like to use resource files from other estimates, click Custom.    Custom

Display this estimate with Master Estimates

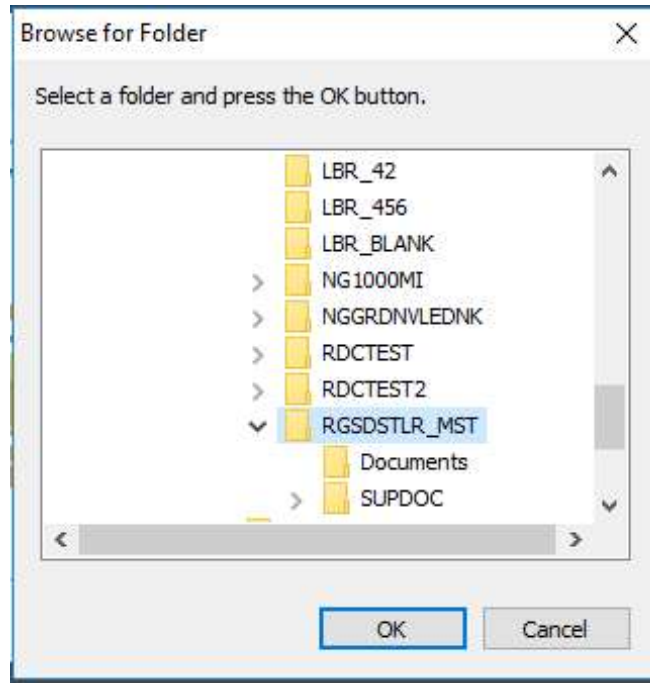
< Back    Finish    Cancel    Help

15. If YES to step 19:

- a. Confirm “Use Current Estimate as the Source Estimate” checkbox is UNCHECKED
- b. Confirm “Display this estimate with Master Estimates” checkbox is UNCHECKED
- c. Click “Finish”

16. If NO to step 19:

- a. Click “Browse”
- b. Select “RGSDSTLR\_MSTR”
- c. Click “OK”



- d. Confirm “L:\HEAVYBID\EST\RGSDSTLR\_MSTR” is show in “Source Estimate” field
- e. Confirm “Use Current Estimate as the Source Estimate” checkbox is UNCHECKED
- f. Confirm “Display this estimate with Master Estimates” checkbox is UNCHECKED
- g. Click “Finish”

17. Enter proposal due date in “Bid Date” field

Estimate Information

The Audit Trail has been set to begin 3 days prior to bid date.  
For this to be effective, please enter the bid date for this estimate

Bid Date:

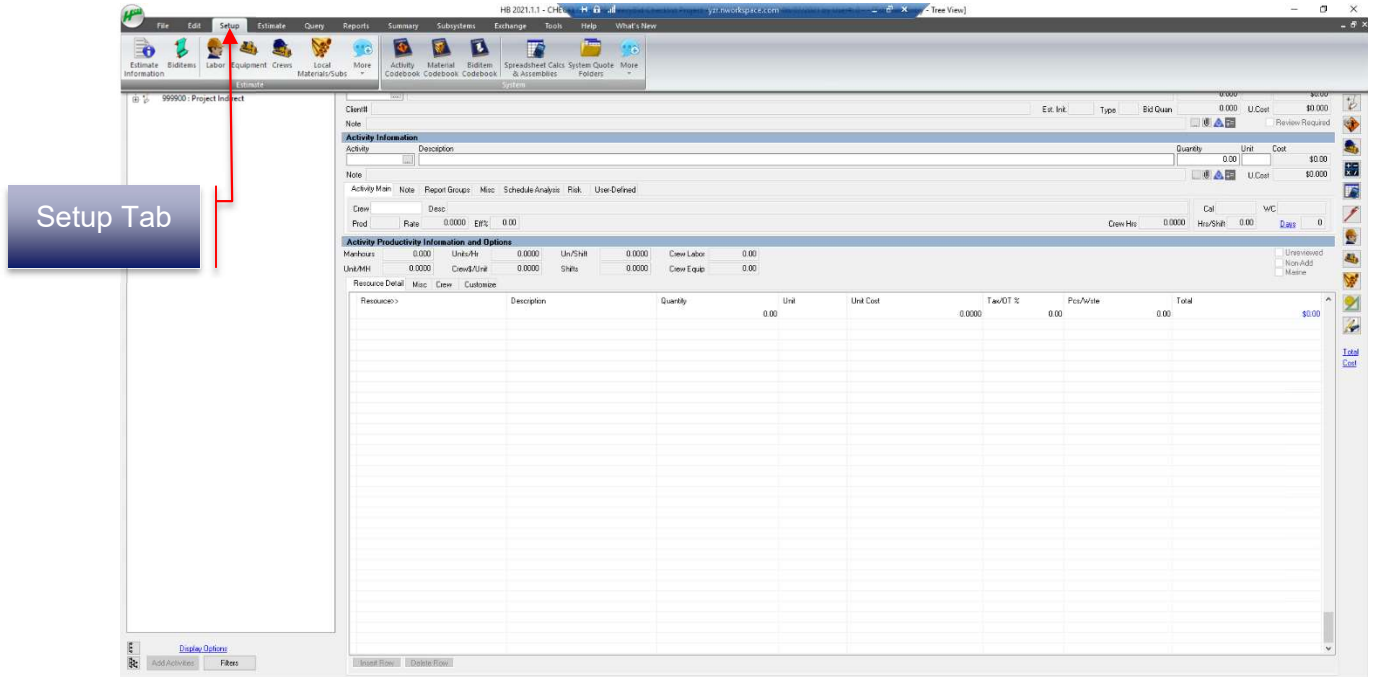
Accept the new bid date      Ignore and turn off Audit Trail

18. Click “Accept the new bid date”



## Section 5: Estimate Information Setup

1. If Editing Existing Estimate:
  - a. Select "Setup" Tab



- b. Click "Estimate Information"



2. Verify Project Description
3. Enter client's project number
4. Enter client contact information
5. Enter Project Location
- NOTE: Addresses and/or Coordinates will produce map when hyperlink is clicked**
6. Select desired default Calendar
7. Select appropriate default Burden Table (*For work location or as directed*)
8. Select appropriate WC (*Worker's Compensation*) Code
9. Select Estimator's Name
10. Enter number of last Addendum received
11. Update Sales Tax information

The screenshot shows the 'Estimate Information Setup' window with the following fields and callouts:

- Project Description:** Points to the 'Estimate' field containing 'CHECKLIST' and the 'Project' field containing 'APS: HeavyBid Checklist Project'.
- Client's Project No.:** Points to the 'Project' field.
- Client's Contact:** Points to the 'Location' field.
- Project Location:** Points to the 'Location' field.
- Sales Tax Information:** Points to the 'Sales Tax' table with columns 'Cost Type', 'Tax %', and 'Type'.
- Project Calendar:** Points to the 'Calendar' dropdown menu.
- Burden Table:** Points to the 'Burden Table' dropdown menu.
- Worker's Comp.:** Points to the 'W/C Code' dropdown menu.
- Estimator Name:** Points to the 'Estimator In Charge' field.
- Latest Addendum:** Points to the 'Addendum #' field.

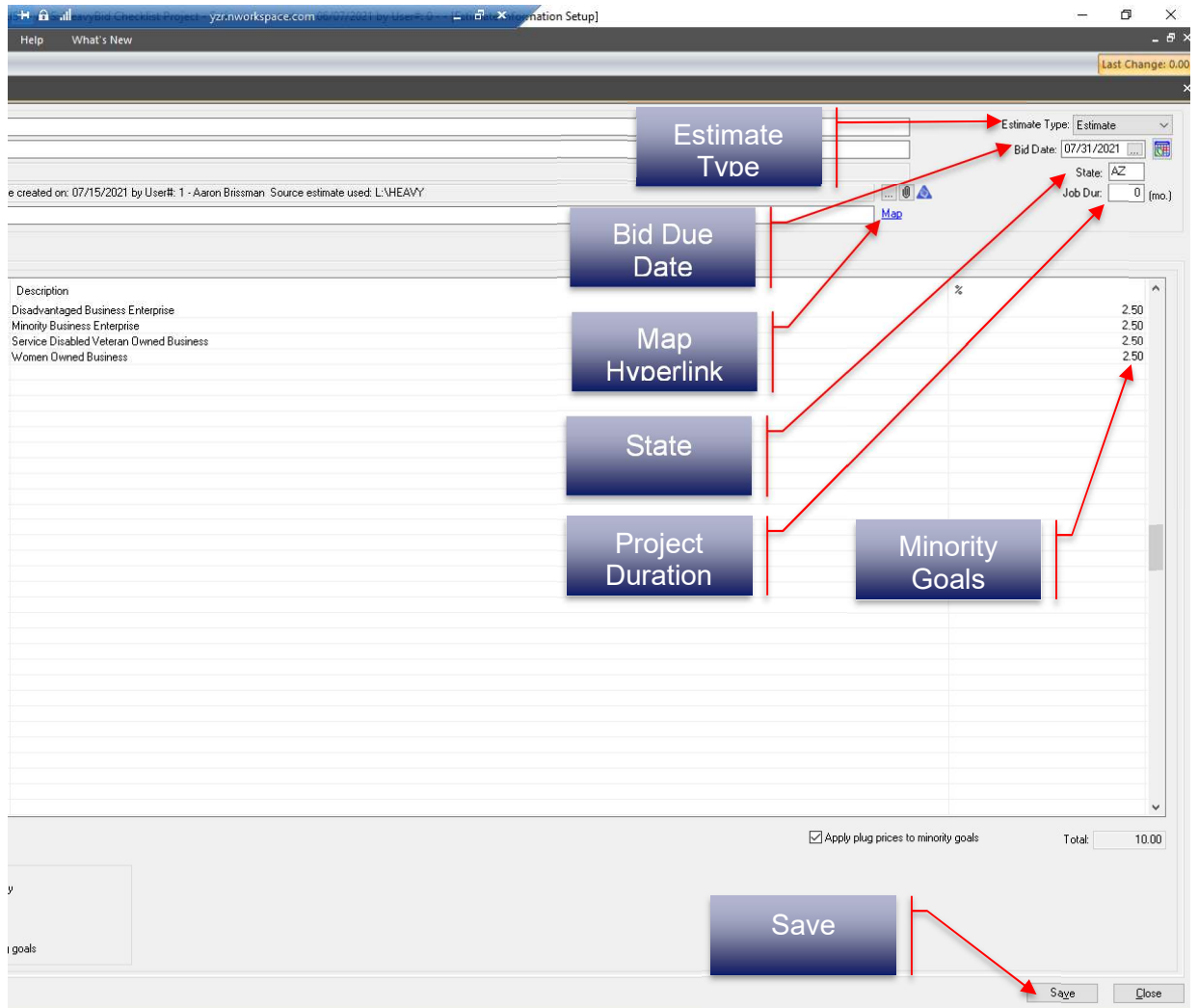
Cost Type	Tax %	Type
Perm Mat'l	0.00	DBE
Constr Mat'l	0.00	MBE
Outside Eqp.	0.00	SDV/OB
Subcontract	0.00	WBE
Haul Mat'l	0.00	
Overheads	0.00	
Risk	0.90	

**Vendors Qualifying for Multiple Minority Goals**

- Apply default minority % to first qualifying goal on
- Apply default minority % to each qualifying goal
- Split default minority % evenly between qualifying

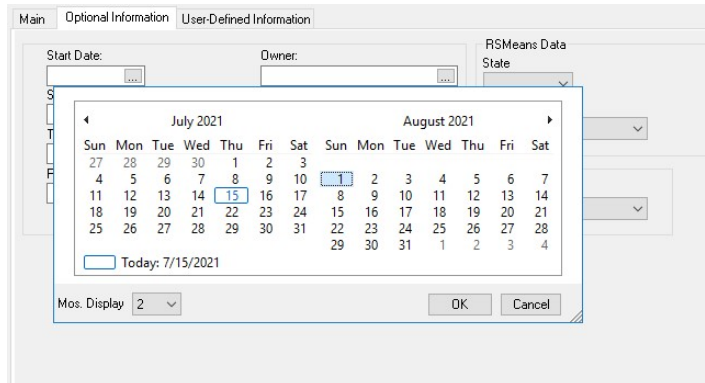
Do not apply sales tax on EOE

- 12. Verify Estimate Type
- 13. Verify Bid Date
- 14. Type State abbreviation
- 15. Enter anticipated Project Duration
- 16. Update Minority Goals

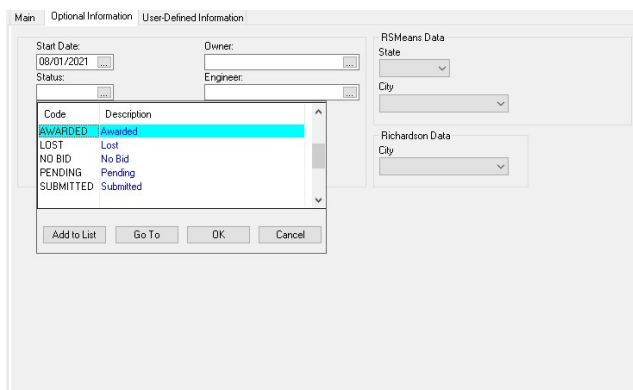


- 17. Click "Save"

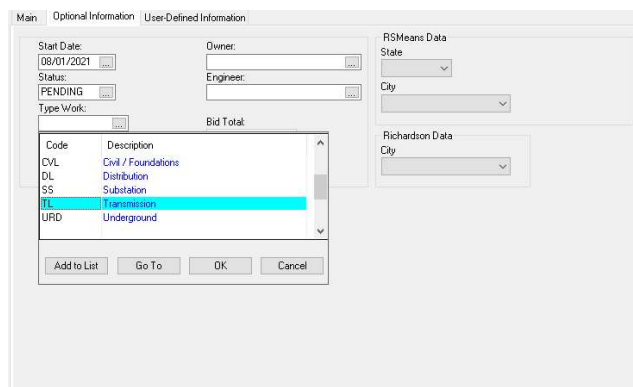
18. Click "Optional Information" tab
19. Enter construction Start Date



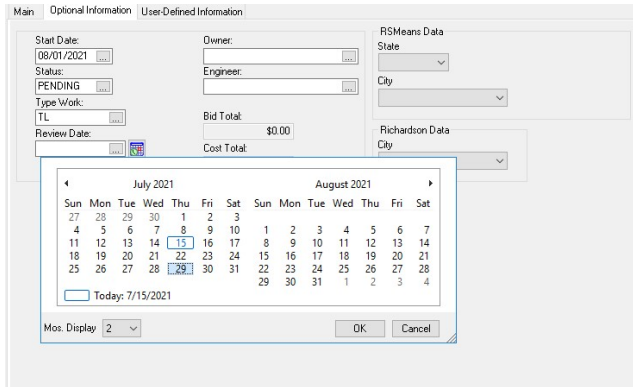
20. Select Project Status (*i.e. Pending during initial estimate*)



21. Select Work Type

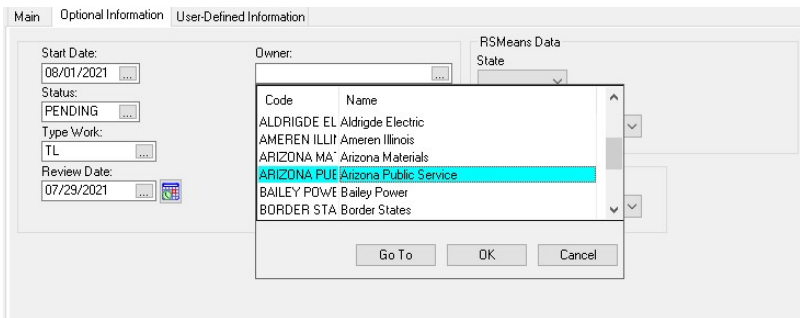


22. Select estimate Review Date



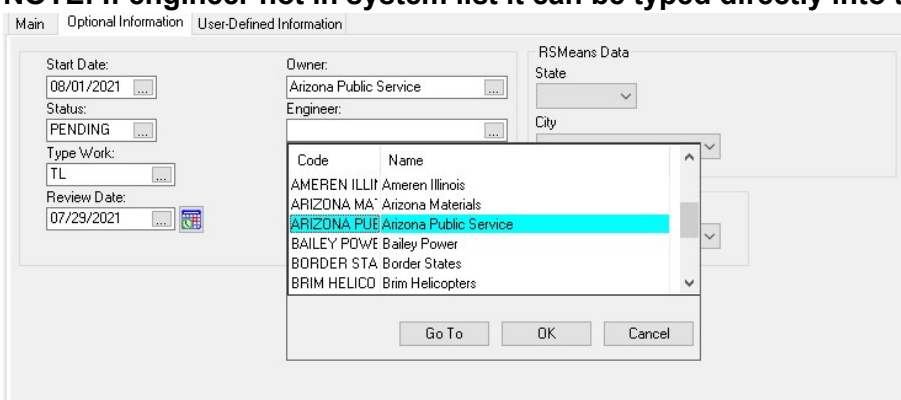
23. Select Owner

**NOTE: If owner not in system list it can be typed directly into this field**

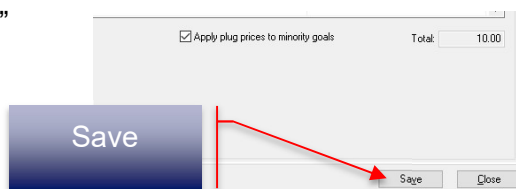


24. Select Engineer (If Applicable)

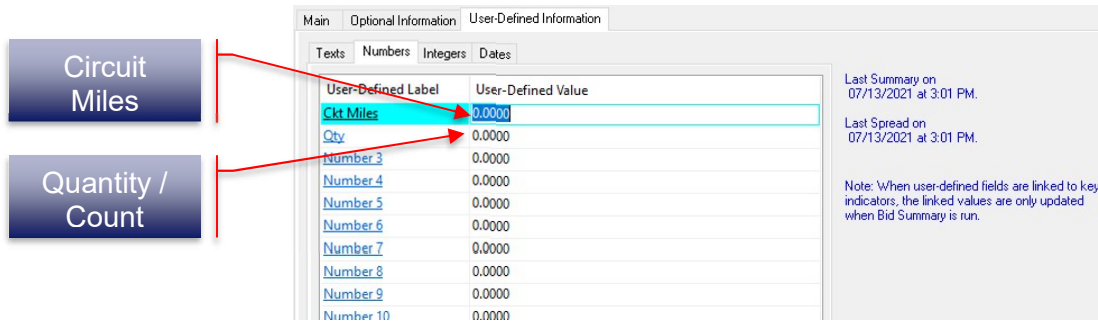
**NOTE: If engineer not in system list it can be typed directly into this field**



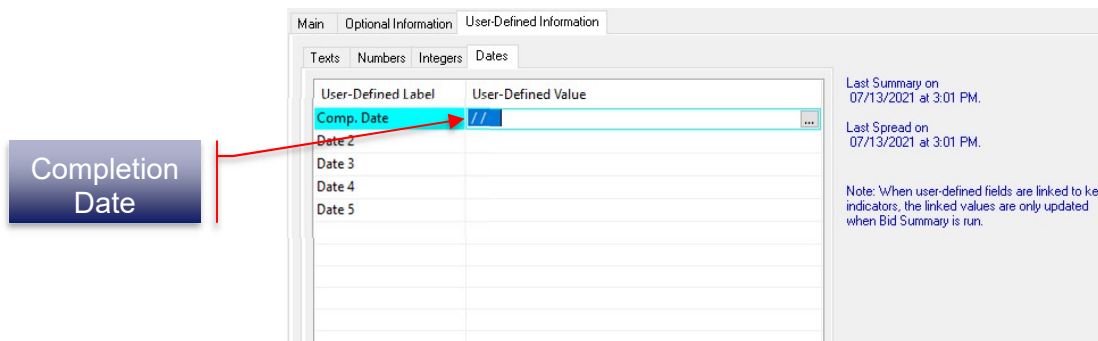
25. Click "Save"



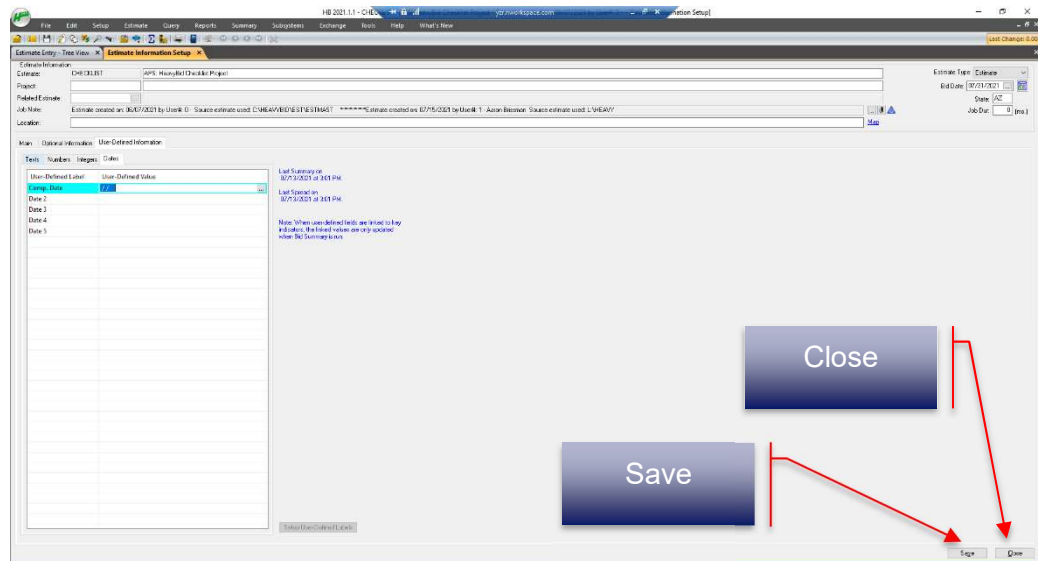
26. Click “User-Defined Information” tab
27. Click “Numbers” tab
28. Enter total Circuit Miles
29. Enter total applicable count/quantity (*i.e. pole count*)



30. Click “Dates” tab
31. Enter construction Completion Date



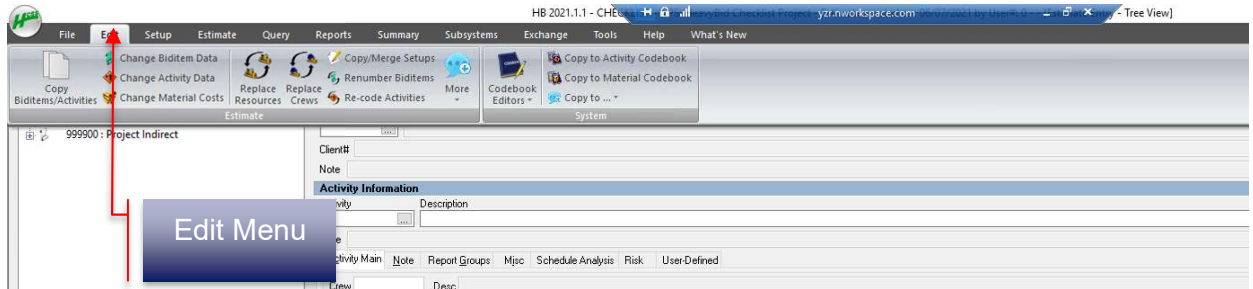
32. Click “Save”
33. Click “Close”



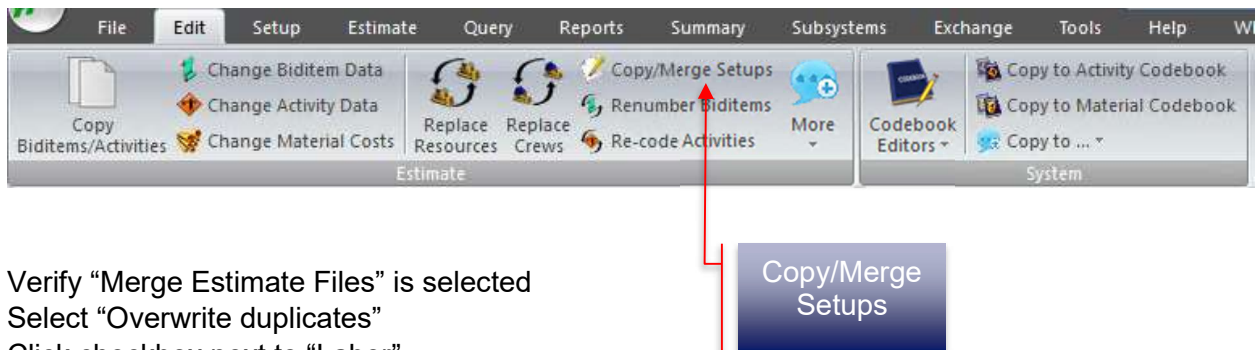
## Section 6: Setup Project Labor

### Step 1: Import Labor Costs

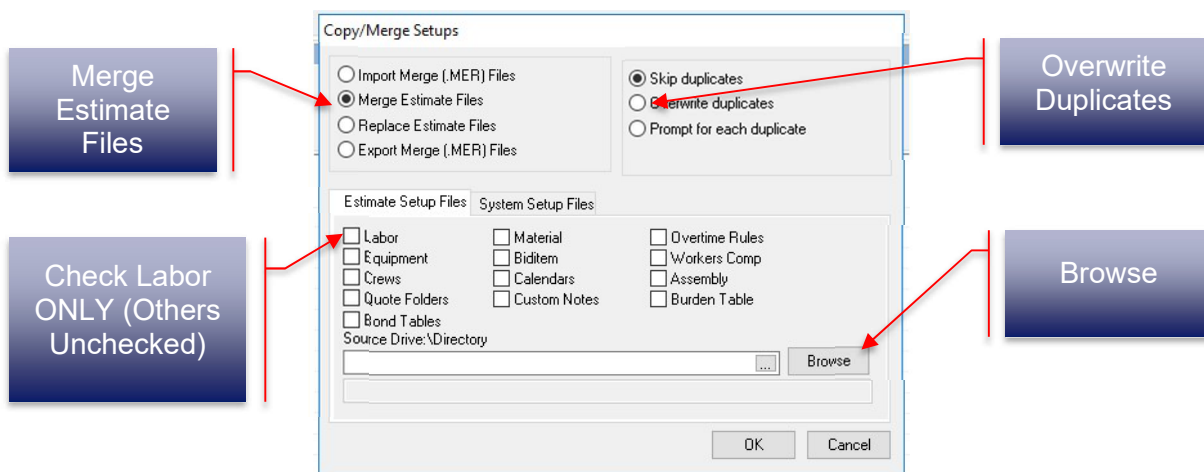
1. Select "Edit" menu



2. Click "Copy/Merge Setups"

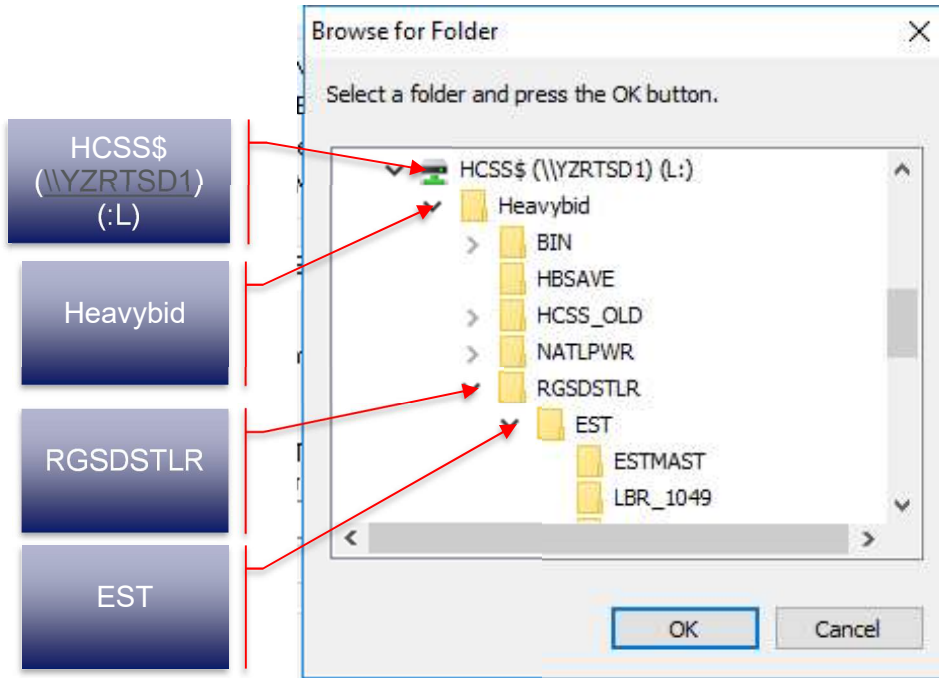


3. Verify "Merge Estimate Files" is selected
4. Select "Overwrite duplicates"
5. Click checkbox next to "Labor"
6. Ensure ALL other checkboxes remain UNCHECKED

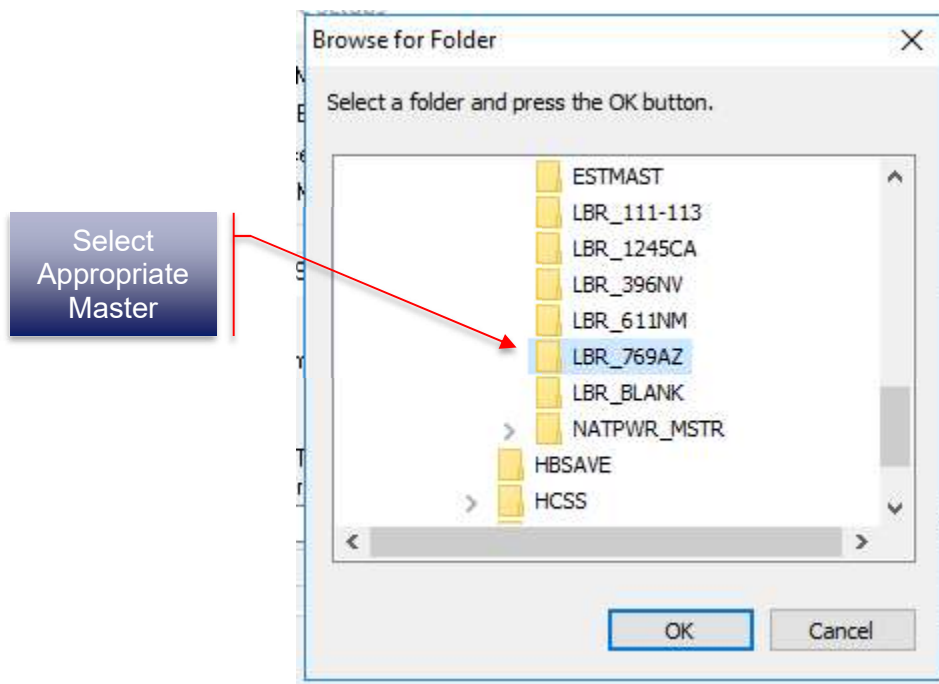


7. Click "Browse"

8. Click Arrow next to "HCSS\$ (\\YZRTSD1) (L:)"
9. Click Arrow next to "Heavybid"
10. Click Arrow next to "RGSDSTLR"
11. Click Arrow next to "EST"

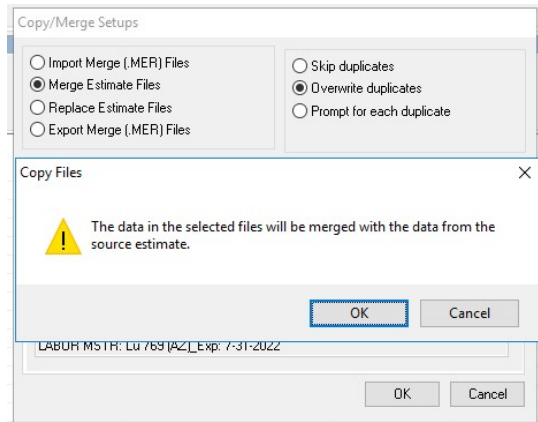


12. Select Labor Master for appropriate union (or as directed)  
(i.e. LBR\_769AZ for Arizona Local 769)

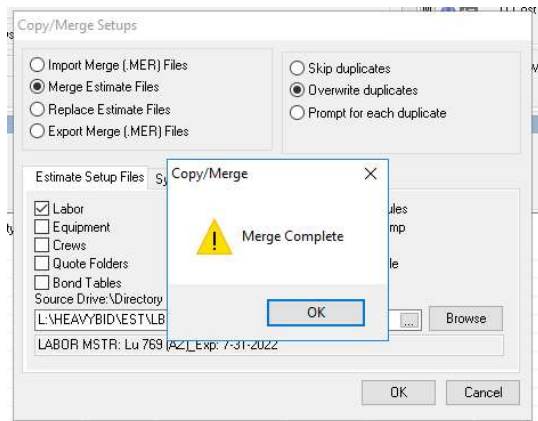




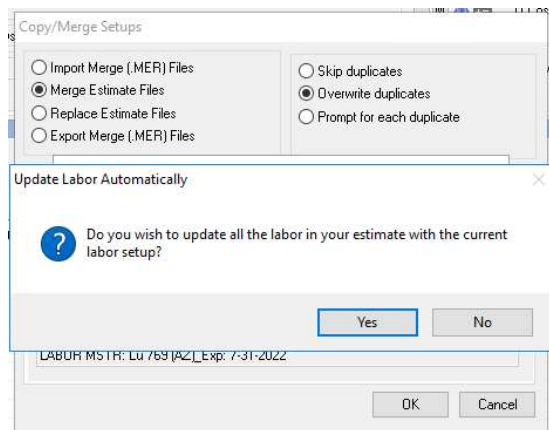
13. Click “OK” to select Labor Master
14. Click “OK” to complete merge
15. Click “OK” on pop-up to approve merge



16. Click “OK” on pop-up to confirm merge complete

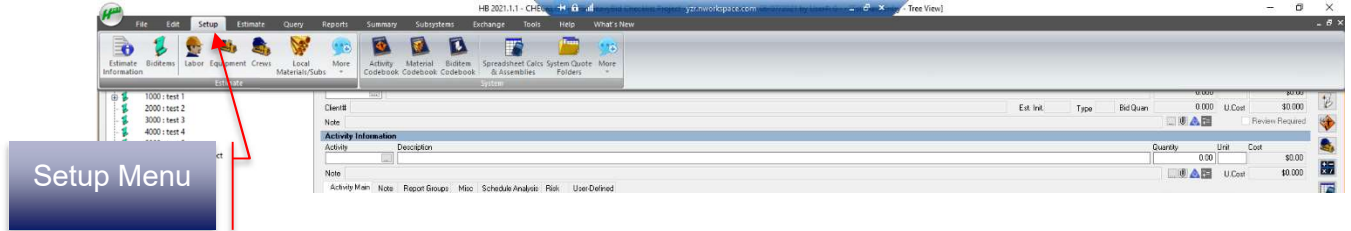


17. Click “Yes” on pop-up to update estimate labor



## Step 2: Update Per Diem Rate

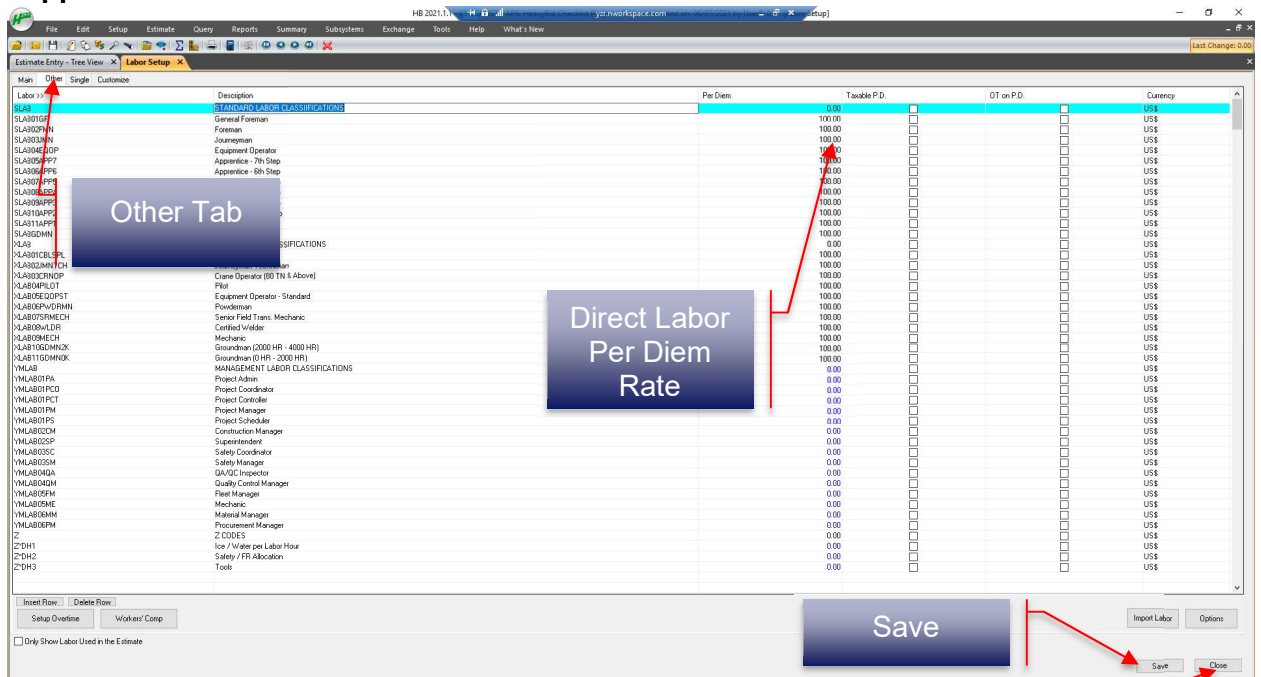
1. Select "Setup" menu



2. Click "Labor"



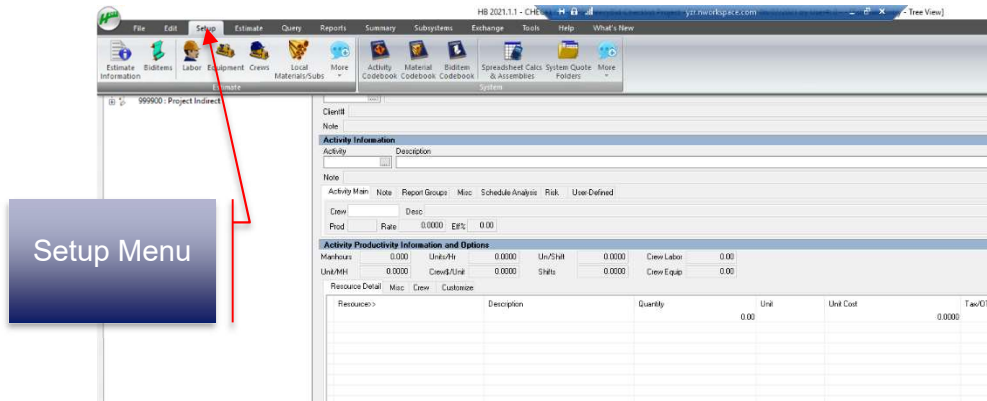
3. Click "Other" tab
  4. Update Per Diem column for all union/direct labor classifications (as directed)
- NOTE: Per Diem is included in weekly rates provided for all management and support staff. No Per Diem is to be included here for these classifications.**



5. Click "Save"
6. Click "Close"

## Section 7: Setup/Modify Bid Items

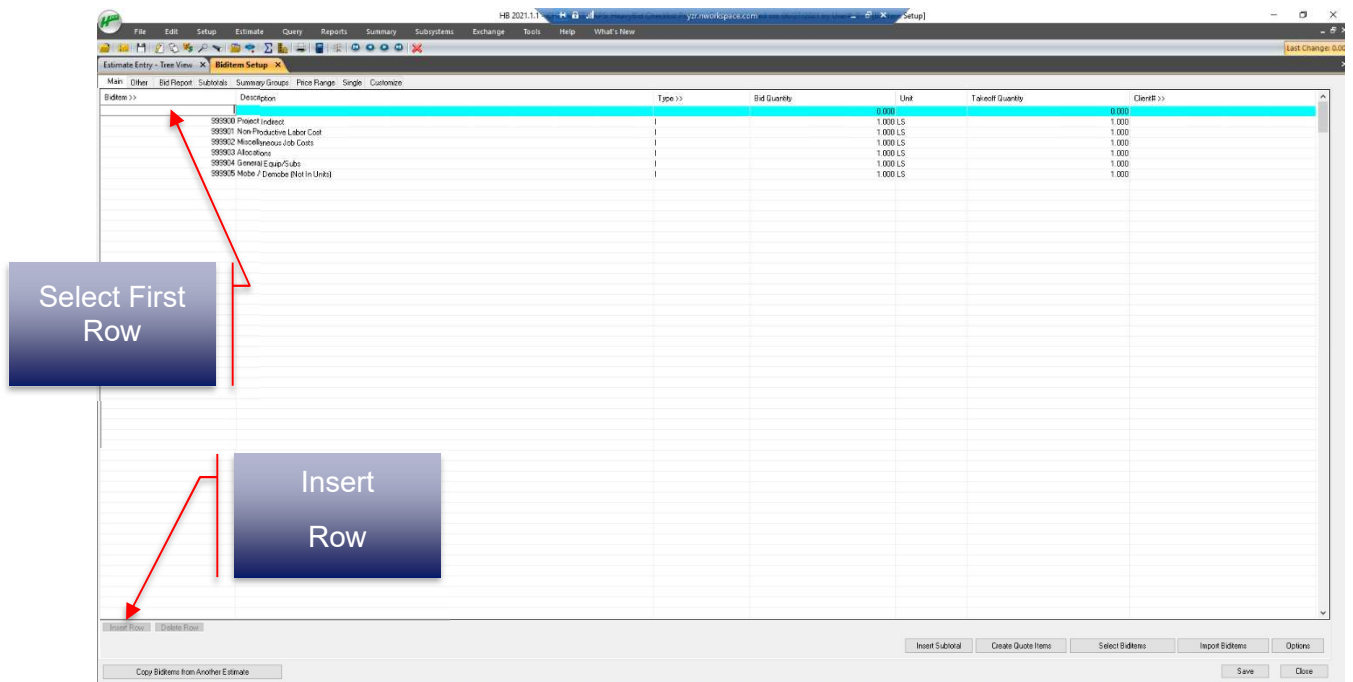
1. Select "Setup" Menu



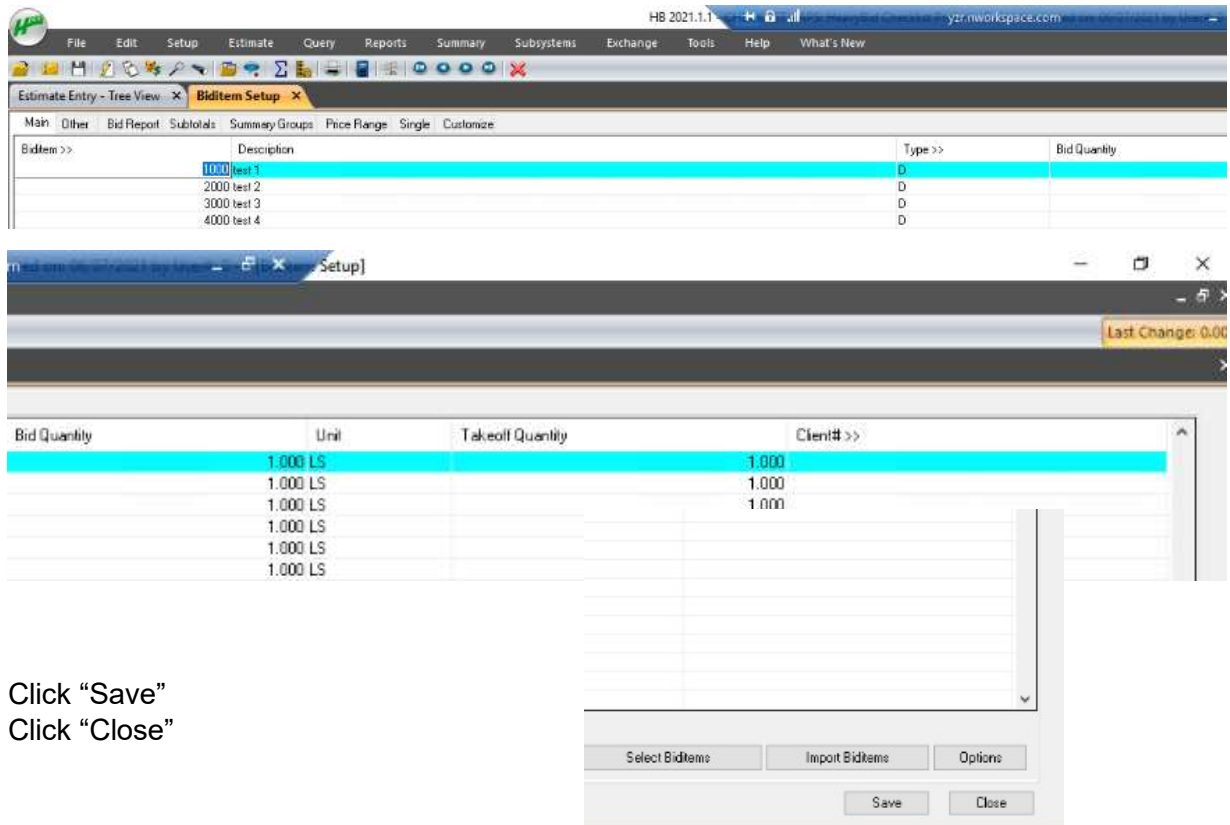
2. Click "Bid Items"



3. Select Top Row
4. Click "Insert Row"



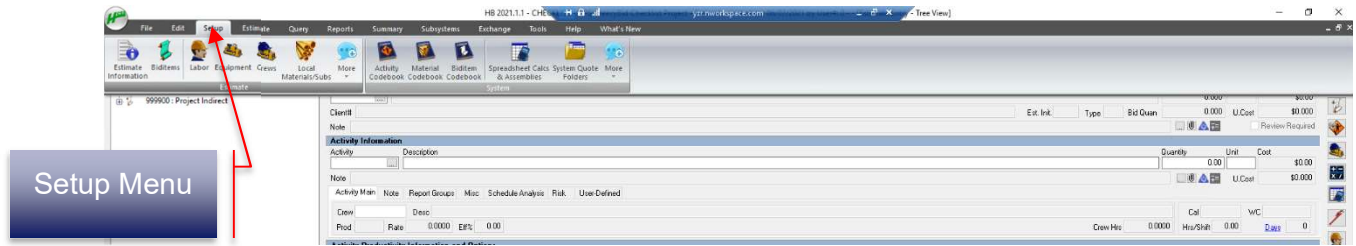
5. Enter Bid Item number (*internal*)
  6. Press “Tab” key on keyboard
  7. Enter Bid Item Description
  8. Press “Tab” key on keyboard
  9. Enter Bid Item type as “D”
  10. Press “Tab” key on keyboard
  11. Enter Bid Item quantity (*from client if available*)
  12. Press “Tab” key on keyboard
  13. Enter Unit of Measure (*from client if available*)
  14. Press “Tab” key on keyboard
  15. Enter Take-Off quantity (*if different from bid quantity*)
  16. Press “Tab” key on keyboard
  17. Enter CLIENT Bid Item number (*if available and different from Bid Item Number*)
  18. Press “Tab” key on keyboard (*moves to new blank line*)
  19. Repeat steps 5 through 18 for all remaining bid items
- NOTE: Bid item numbers should be spaced in minimum increments of 100 to allow for additions following initial setup**



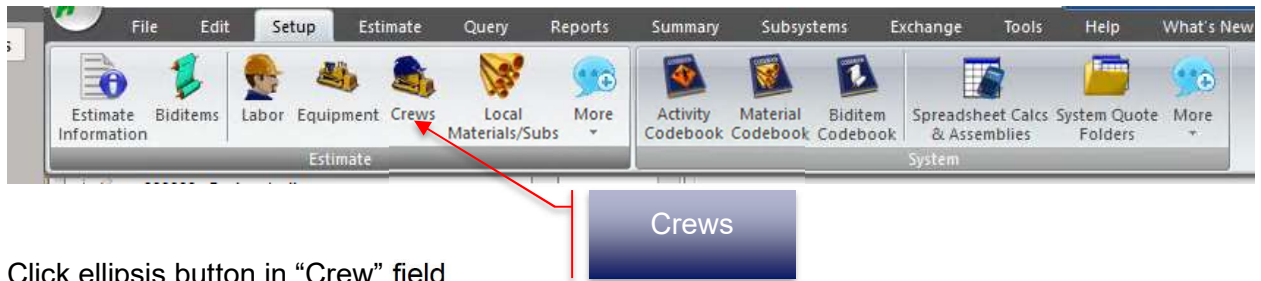
20. Click “Save”
21. Click “Close”

## Section 8: Modify Project Specific Crews

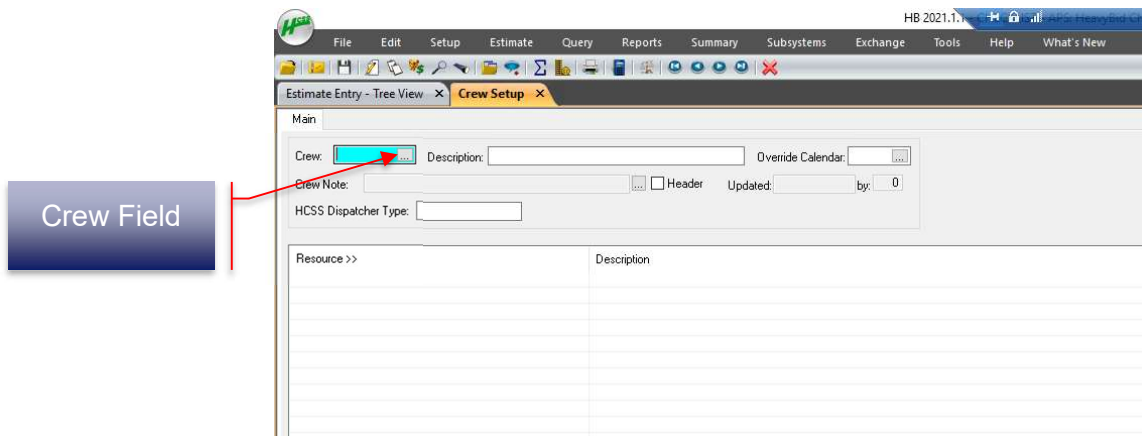
1. Select "Setup" Menu



2. Click "Crews"



3. Click ellipsis button in "Crew" field



- Click “+” next to “Indirect” to expand

Crew Code	Description	Labor Pcs	Equip Pcs
DL	Distribution Line Crews	0	0
IND	Indirect	0	0
PS	Project Specific	0	0
SS	Substation Crews	0	0
TL	Transmission Line Crews	0	0
URD	Underground Crews	0	0

Resource	Description	Pieces
		0.00

All Crews     Crews In Estimate       

- Select “IND-02 Training”

Crew Code	Description	Labor Pcs	Equip Pcs
DL	Distribution Line Crews	0	0
IND	Indirect	0	0
IND-01	General Foreman	1	0
IND-02	Training	5	0
PS	Project Specific	0	0
SS	Substation Crews	0	0
TL	Transmission Line Crews	0	0
URD	Underground Crews	0	0

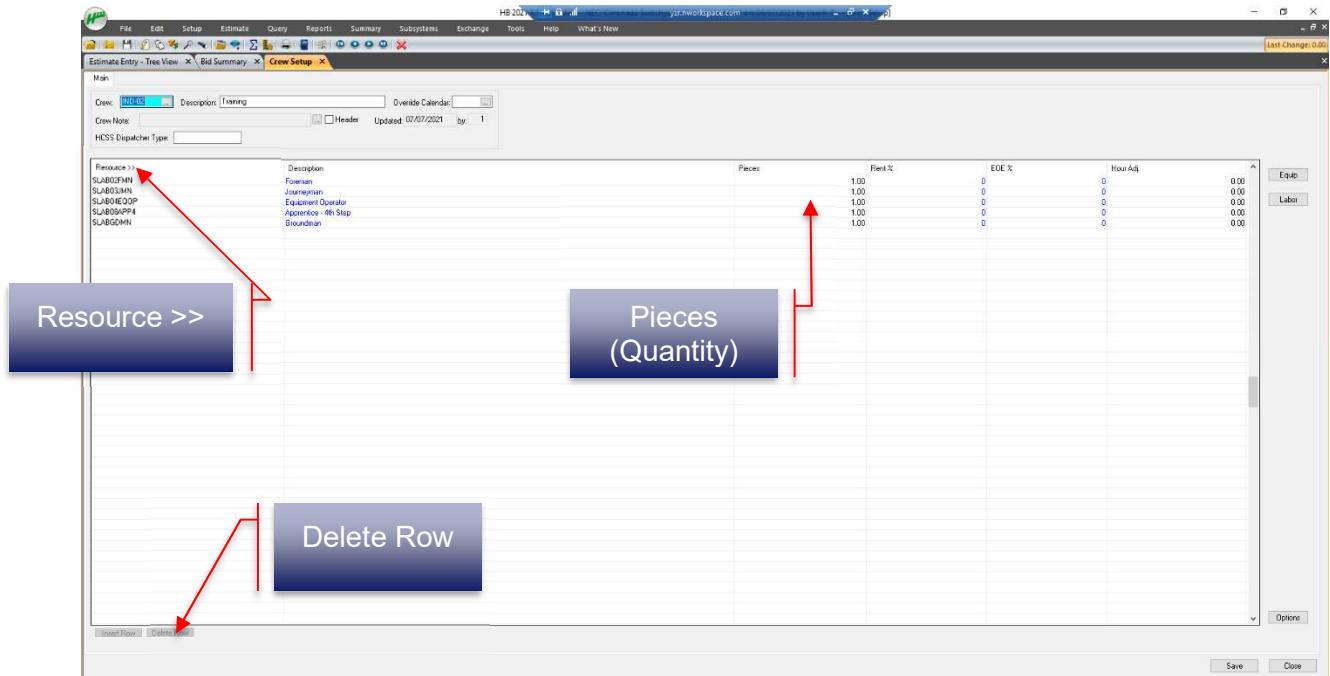
  

Resource	Description	Pieces
SLAB02FMN	Foreman	1.00
SLAB03JMN	Journeyman	1.00
SLAB04EQOP	Equipment Operator	1.00
SLAB08APP4	Apprentice - 4th Step	1.00
SLABGDMN	Groundman	1.00

All Crews     Crews In Estimate       

- Click “OK”

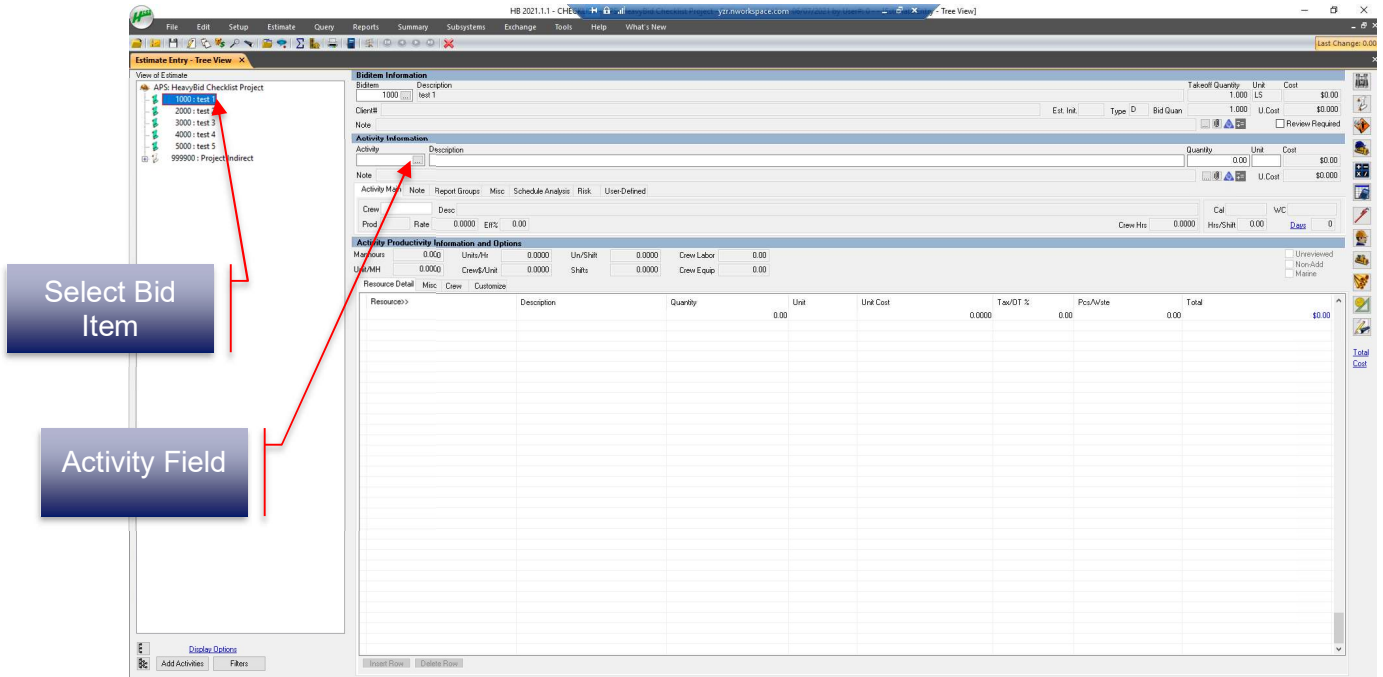
7. Click “Resources >>” to add crew classifications (*No equipment is used in this crew*)
8. Select resource line and click “Delete Row” to remove existing classification
9. Modify “Pieces” column to reflect actual quantities of each classification
10. Click “Save”



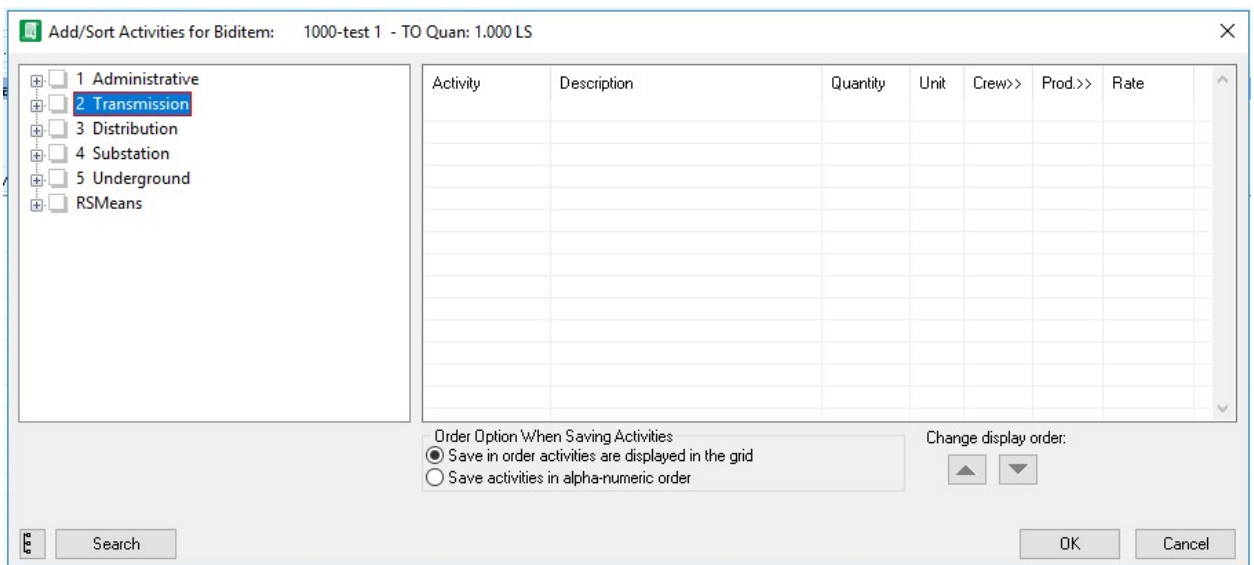
11. Click ellipsis button in “Crew” field
12. Click “+” next to “Project Specific” to expand
13. Select “PS-01 Total Project Crew”
14. Click “Resources >>” to add crew and equipment classifications
15. Modify “Pieces” column to reflect actual quantities of each classification
16. Click “Save”
  
17. Highlight Crew ID in Crew field
18. Type “PS-02” to create next Project Specific crew
19. Press “Tab” key on keyboard
20. Enter Crew Description
21. Press “Tab” key on keyboard
22. Click “Resources >>” to add crew and equipment classifications
23. Modify “Pieces” column to reflect actual quantities of each classification
24. Click “Save”
  
25. Create additional Project Specific crews by repeating steps 17 through 24
26. Modify additional existing crews by repeating steps 11 through 16 substituting desired crew type for “Project Specific” as applicable
27. Click “Save”
28. Click “Close”

## Section 9: Entering Activity and Production Data

1. Select desired Bid Item
2. Click ellipsis button in "Activity" field



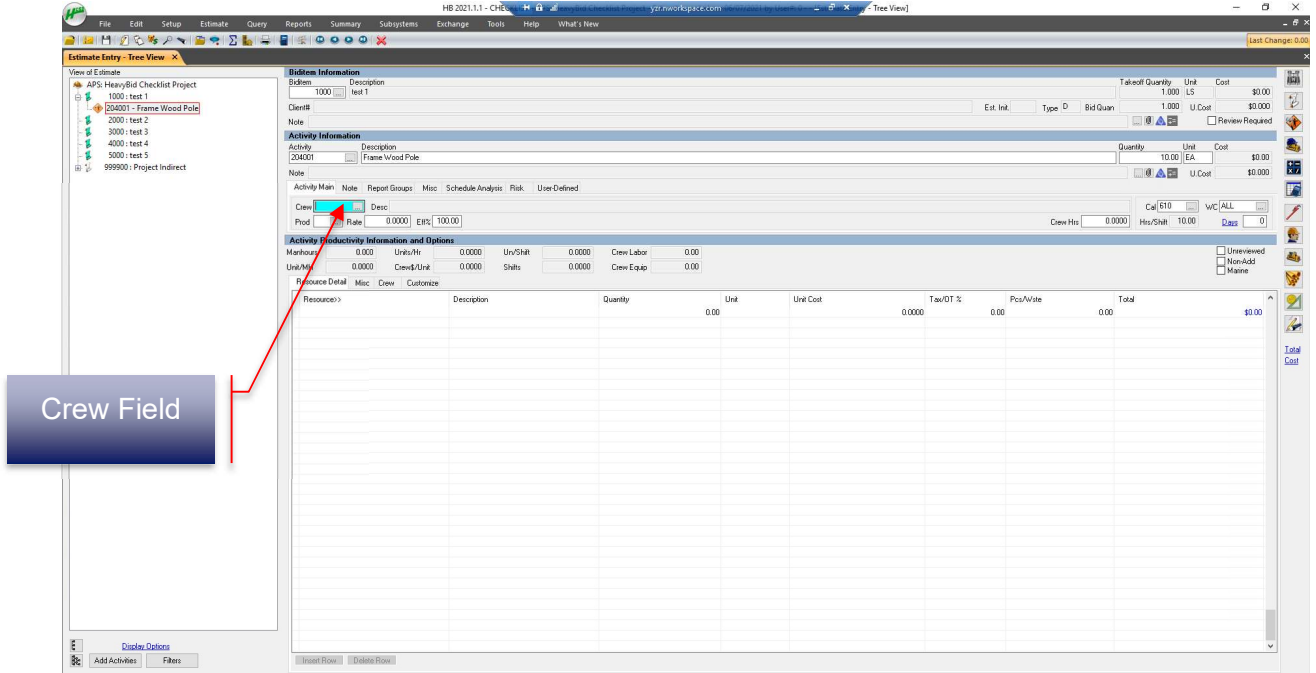
3. Click "+" next to applicable work type to expand



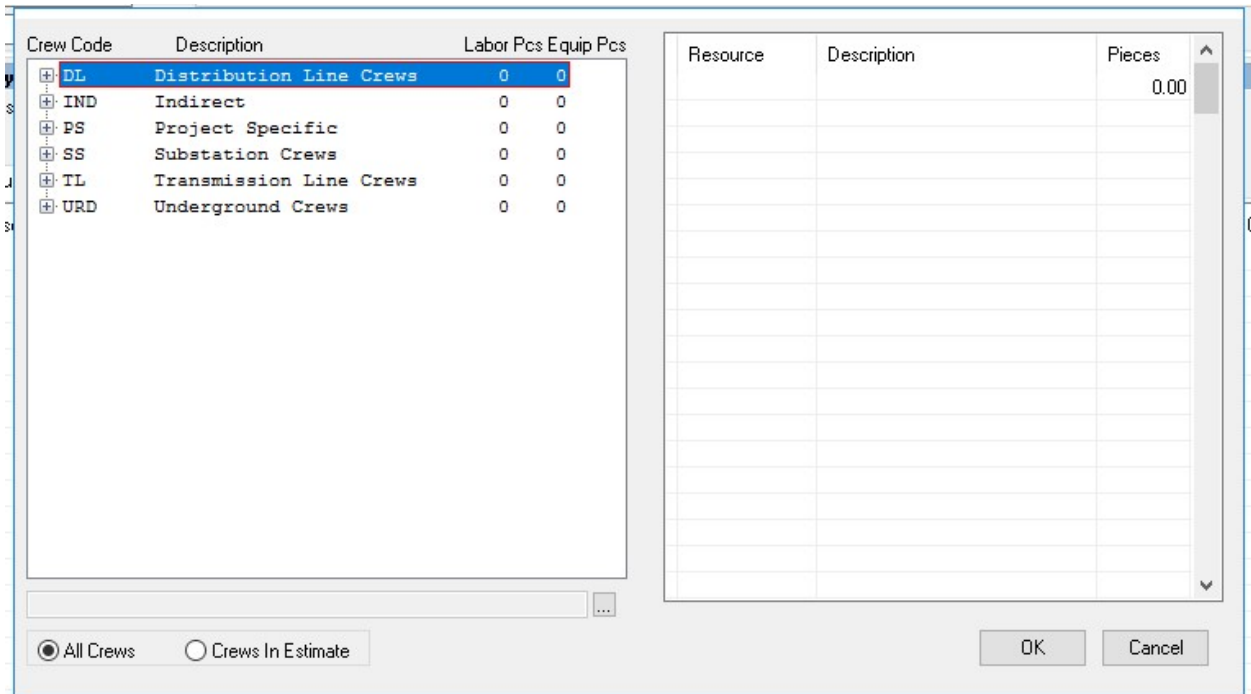




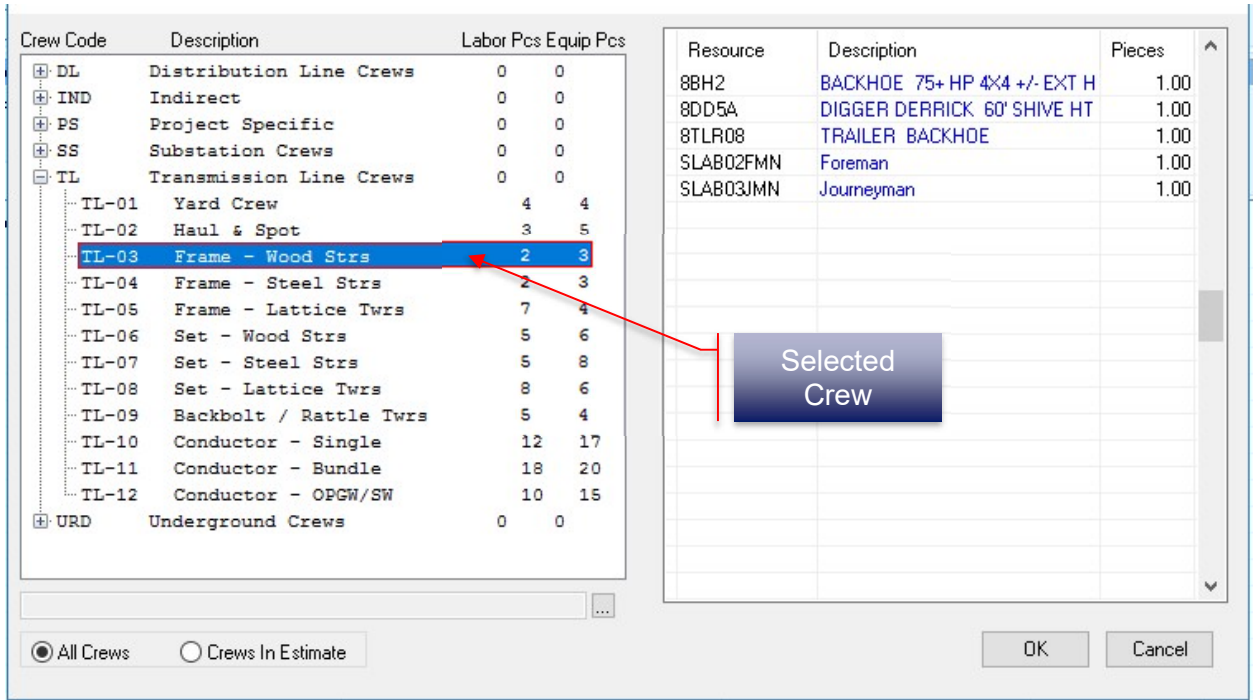
8. Click ellipsis button in “Crew” field



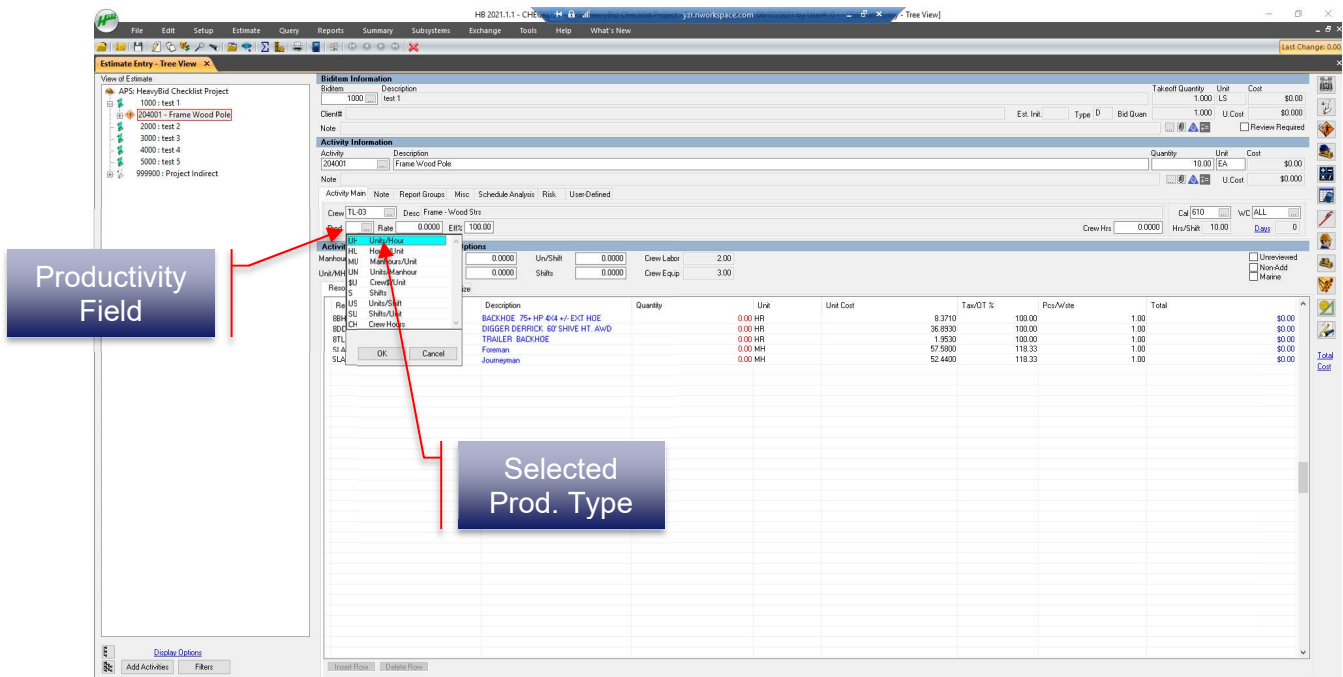
9. Click “+” next to applicable Crew group to expand



10. Select desired crew
11. Click "OK"



12. Press "Tab" key on keyboard
13. Click ellipsis button in "Prod" field
14. Select desired production rate type
15. Click "OK"



16. Press "Tab" key on keyboard
17. Enter desired production rate
18. Press "Tab" key on keyboard
19. Adjust crew efficiency % (if applicable)
20. Press "Tab" key on keyboard
21. Verify desired calendar and WC code. (Use associated ellipsis button to modify if required)

The screenshot displays the 'Estimate Entry - Tree View' window. The 'Bid Item Information' tab shows details for Bid Item 1000, Description 'test 1', Client #, and Note. The 'Activity Information' tab shows Activity 204001, Description 'Frame Wood Pole', and Note. The 'Activity Productivity Information and Options' section includes Manhours (100.000), Units/Hr (0.2000), Un/Shift (2.0000), Crew Labor (2.00), Unit/MH (0.1000), Crews/Unit (1.2914880), Shifts (5.0000), and Crew Equip (3.00). Below this, a table lists resources with their descriptions and quantities. The 'Resource Detail' section shows a table with columns for Resource, Description, Quantity, Takeoff Quantity, Unit, and Cost. The 'Calendar' and 'WC Code' fields are highlighted with red arrows pointing to callout boxes. The 'Production Rate' and 'Efficiency %' fields are also highlighted with red arrows pointing to callout boxes.

Resource	Description	Quantity	Takeoff Quantity	Unit	Cost
8BH2	BACKHOE 75+ HP 4x4 +/- EXT HOE	50.00	1.000	LS	\$12,914.88
8DD5A	DIGGER DERRICK 60' SHIVE HT. AWD	50.00	1.000	U Cost	\$12,914.880
8TLR08	TRAILER BACKHOE	50.00			
SLAB02FMN	Foreman	50.00			

Resource	Description	Quantity	Takeoff Quantity	Unit	Cost
			10.00	EA	\$12,914.88
				U Cost	\$1,291.488

Cost	Tax/OT %	Pcs/Wste	Total
8.3710	100.00	1.00	\$385.07
36.8930	100.00	1.00	\$1,637.08
1.9530	100.00	1.00	\$89.84
57.5800	118.33	1.00	\$5,579.41

22. To modify crew FOR THIS ACTIVITY ONLY:
  - a. Press “Resources >>” button to add desired crew and equipment classifications
  - b. Select existing resource line and click “Delete Row” to remove existing classification
  - c. Modify classification quantities as needed in “Pcs/Wste” column
23. To modify crew THROUGHOUT ESTIMATE:
  - a. Refer to section 8 and follow steps 11 through 16 for appropriate crew

The screenshot displays the software interface for bid item management. The top section shows 'Bid Item Information' with fields for Bid Item (1000) and Description (test 1). Below this is 'Activity Information' for Activity 204001 (Frame Wood Pole). The 'Activity Productivity Information and Options' section includes fields for Manhours (100.000), Units/Hr (0.2000), Un/Shift (2.0000), Crew Labor (2.00), Unit/MH (0.1000), Crew\$/Unit (1,291.4880), Shifts (5.0000), and Crew Equip (3.00).

The 'Resource Detail' table is shown below, with columns for Resource, Description, Quantity, Unit, Unit Cost, Tax/DT %, Pcs/Wste, and Total. A row for 'Journeyman' is highlighted in cyan. Red arrows point from callout boxes to the 'Resources >>' button, the selected row, the 'Delete Row' button, and the 'Pcs/Wste' column.

Resource	Description	Quantity	Unit	Unit Cost	Tax/DT %	Pcs/Wste	Total
8BH2	BACKHOE 75+ HP 4X4 +/- EXT HOE		50.00 HR	8.3710	100.00		1.00
8DD5A	DIGGER DERRICK 60' SHIME HT. AWD		50.00 HR	36.8930	100.00		1.00
8TLR08	TRAILER BACKHOE		50.00 HR	1.9530	100.00		1.00
SLAB02FMN	Foreman		50.00 MH	57.5800	118.33		1.00
SLAB03JMN	Journeyman		50.00 MH	52.4400	118.33		1.00
			0.00	0.0000	0.00		0.00

24. To add subcontractors and materials to activity
  - a. Select a new line under resources
  - b. Click “Resources >>” or type subcontractor code (*i.e. 4HELO*)
  - c. Adjust quantity and Unit of Measure if different from Activity quantity and unit of measure
  - d. Enter Unit Cost plug (*if desired but not required*)
  - e. Repeat steps a through d for all other subcontractors or materials desired in current activity

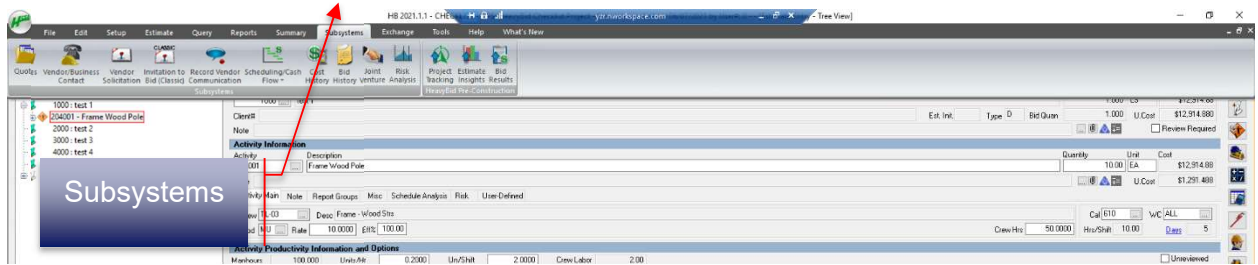
The screenshot displays the 'Resource Detail' section of the software. The table below shows the data for various resources:

Resource	Description	Quantity	Unit	Unit Cost	Tax/DT
8BH2	BACKHOE 75+ HP 4X4 +/- EXT HOE	50.00	HR		8.3710
8DD5A	DIGGER DERRICK 60' SHIVE HT. AWD	50.00	HR		38.8930
8TLR08	TRAILER BACKHOE	50.00	HR		1.9530
SLAB02FMN	Foreman	50.00	MH		57.5800
SLAB03JMN	Journeyman	50.00	MH		52.4400
4H4LL	Equipment Heating Only			0.00	0.0000
4HDD	Horizontal Direction Drilling				
4HEL0	Helicopter - General Support				
4HYH	Helicopter - Heavy Lift				

25. Repeat steps 1 through 24 for all DIRECT bid items (*Project Indirect bid items will be completed separately*)

# Section 10: Updating Subcontractor and Material Quotes

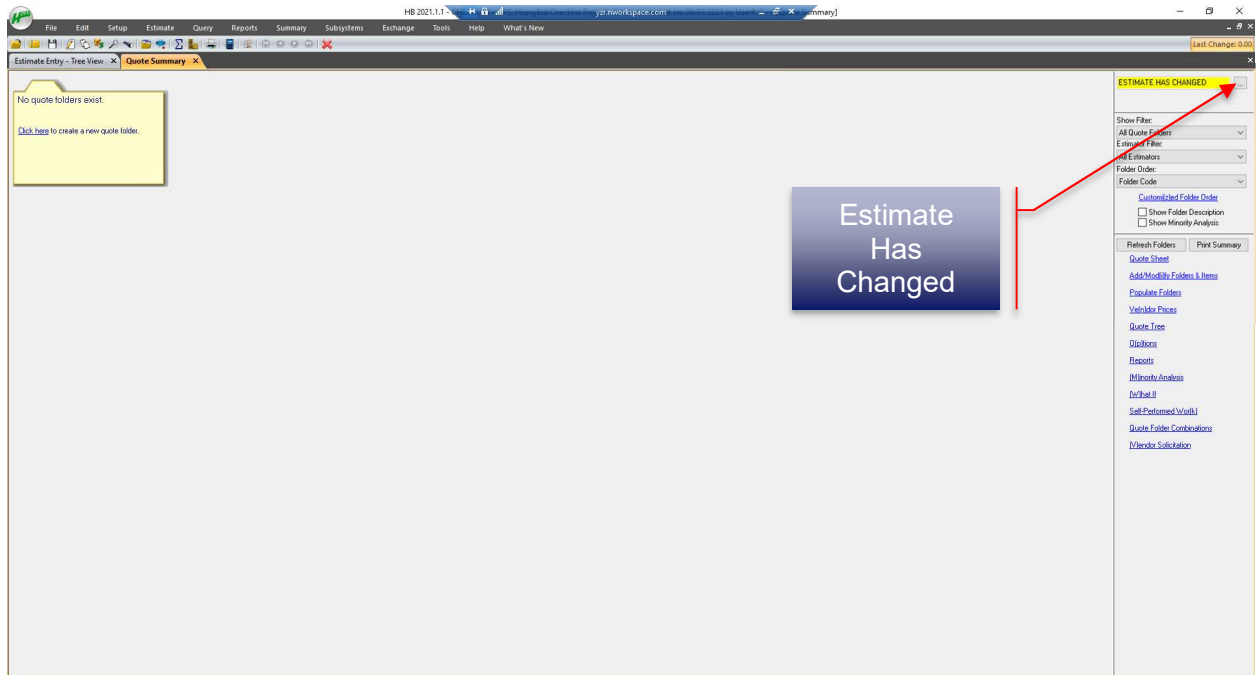
1. Click "Subsystems" Tab



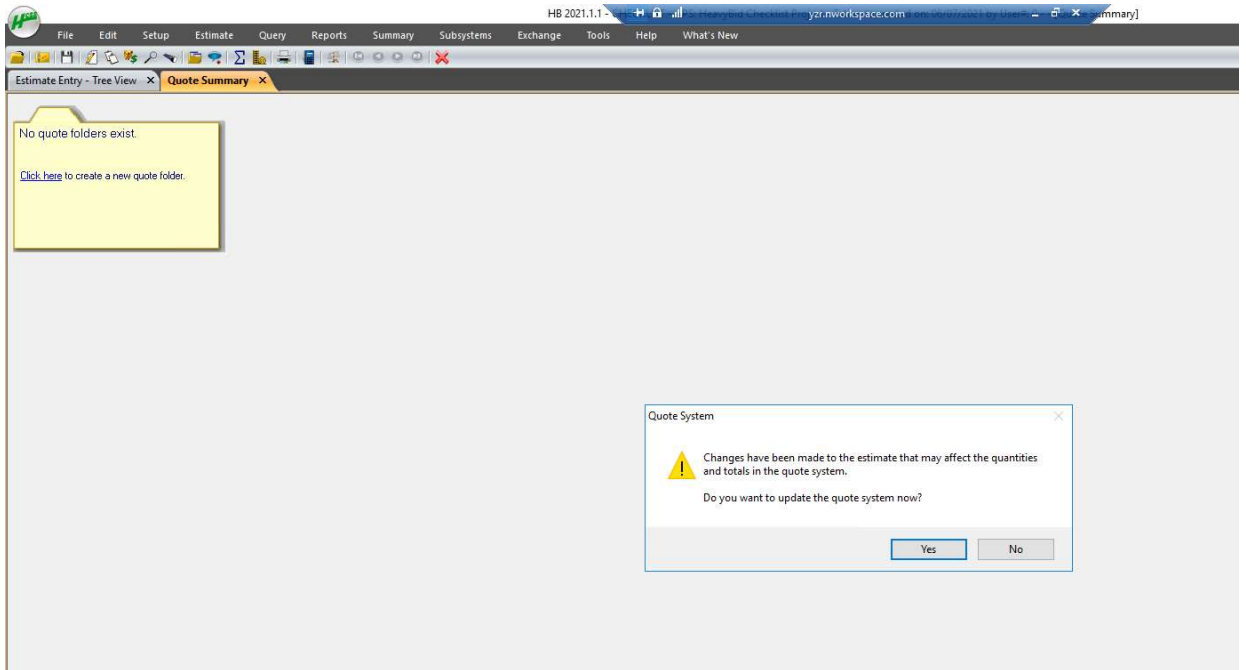
2. Click "Quotes"



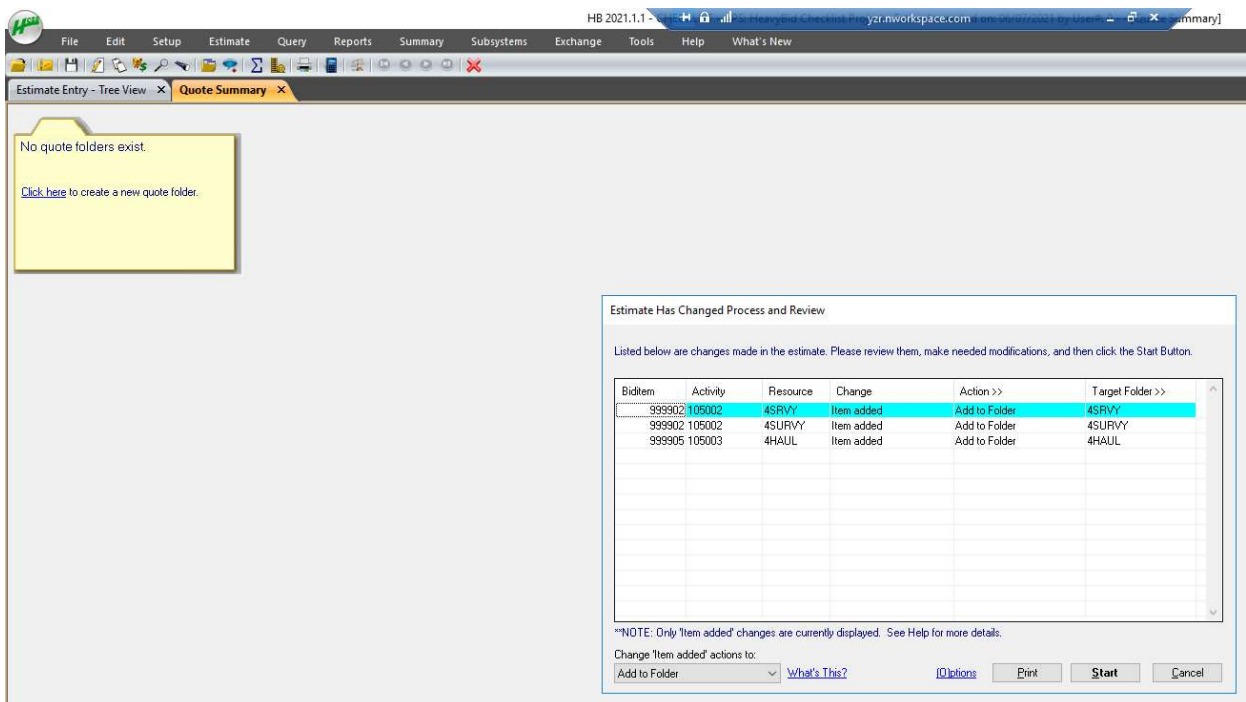
3. Click "ESTIMATE HAS CHANGED" if highlighted



4. Click “Yes” in pop-up

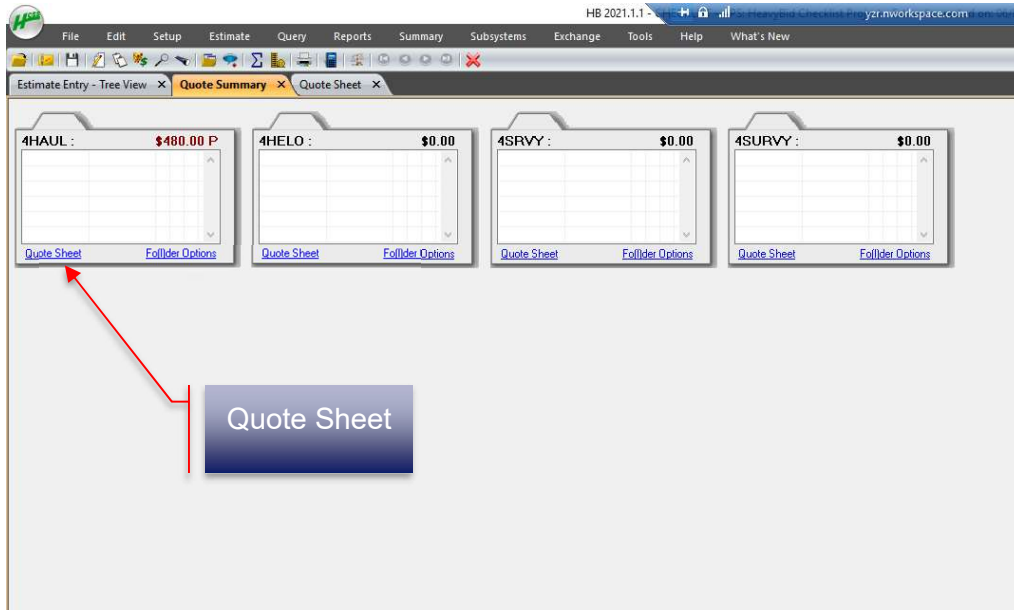


5. Click “Start” in pop-up

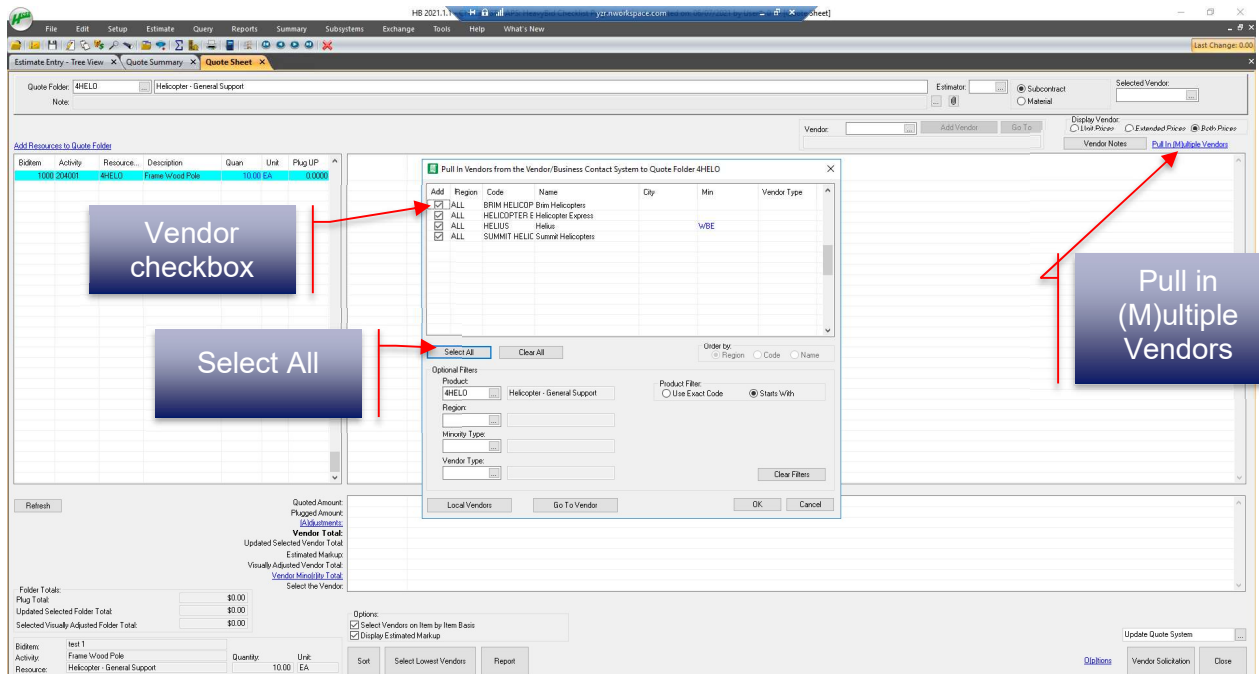




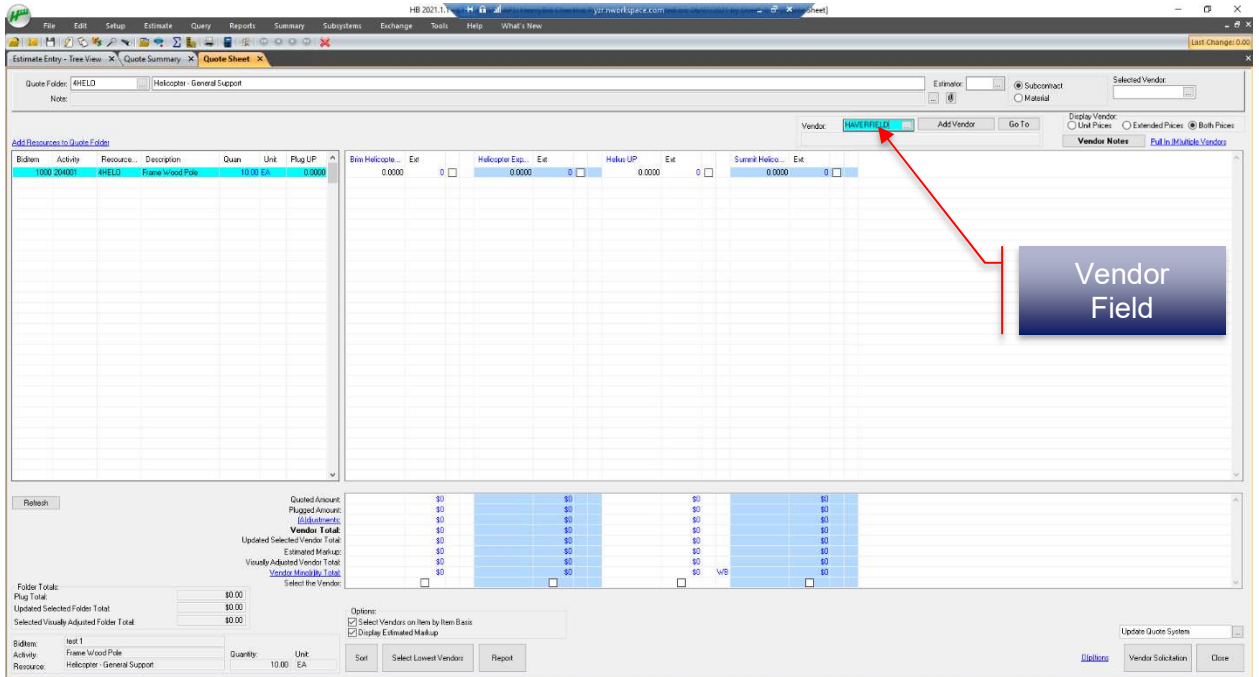
6. Click "Quote Sheet" on desired quote folder  
**NOTE: Survey and Haul folders auto-populate from indirect but can be ignored if not required**



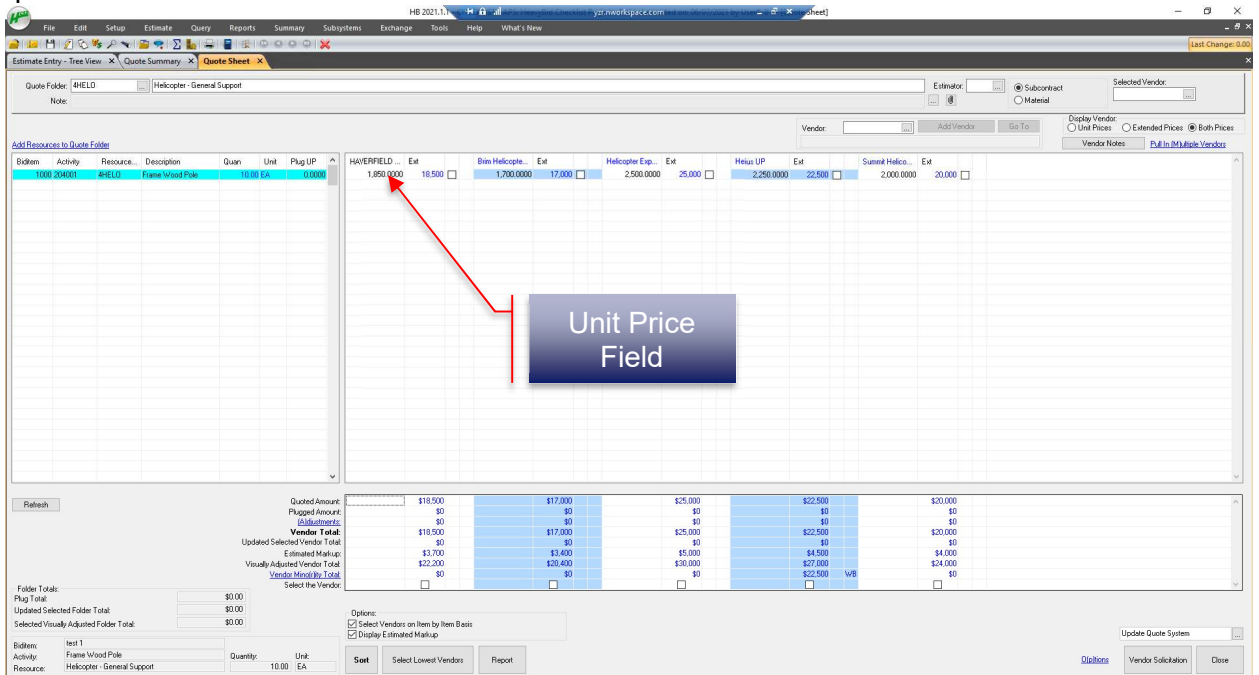
7. To add vendors from System Database:
  - a. Click "Pull in (M)ultiple Vendors"
  - b. Click checkbox beside each desired vendor for current folder or click "Select All" to include all vendors
  - c. Click "OK"



8. To add vendors NOT in System Database:
  - a. Type name in “Vendor” field
  - b. Click “Add Vendor”



9. Update pricing from each vendor in Unit Price field located below vendor name within quote sheet



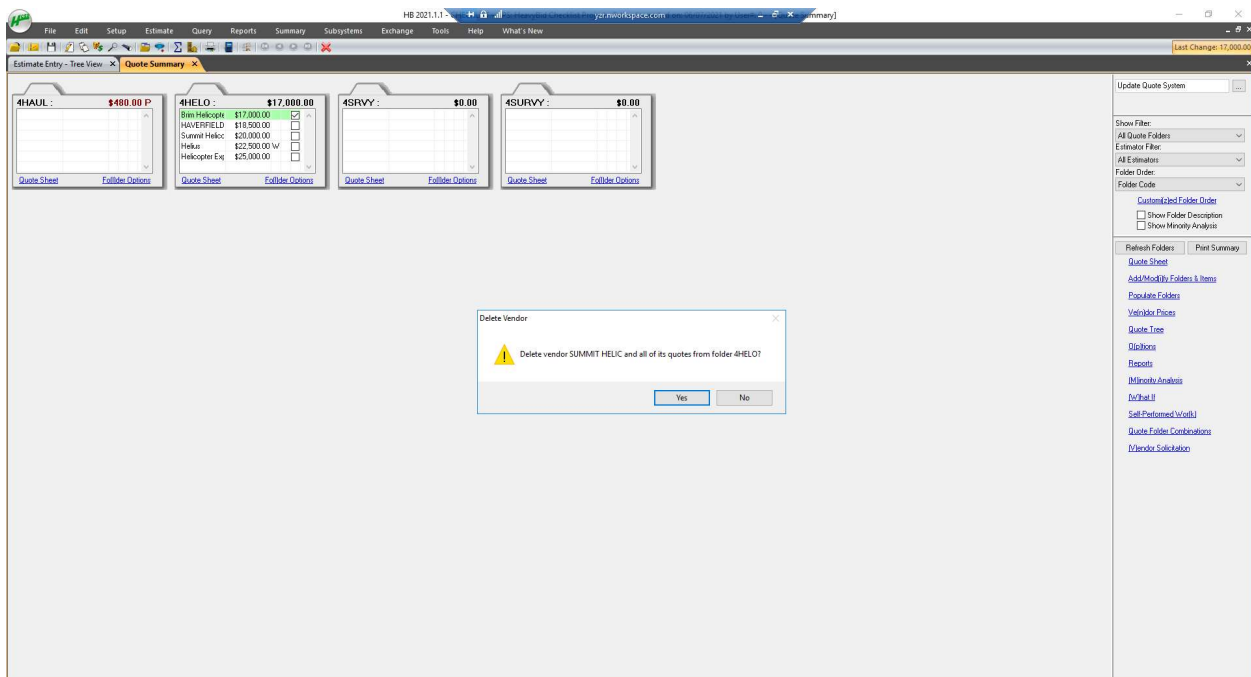
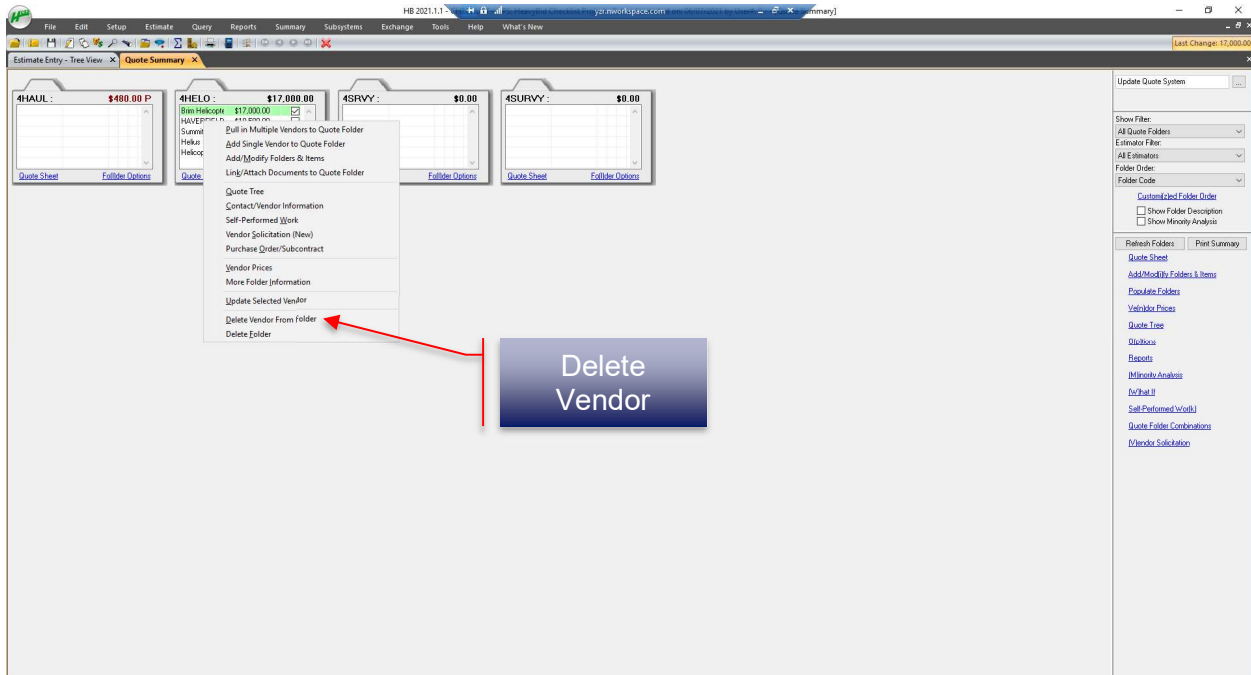


11. To select individual bid items from multiple vendors
  - a. Click checkbox next to each desired unit price
  - b. Red highlights identify selected bid items NOT carried in estimate
  - c. Click “Update Estimate”
  - d. Click “OK” in pop-up
  - e. Green highlights identify selected bid items carried in estimate

Bid Item	Ext	Bim Helicopter	Ext	Helicopter Exp	Ext	Helius UP	Ext	Sunval Helico	Ext
HAVERFIELD	1,850,000	18,500	17,000	17,000	25,000	2,250,000	22,500	2,000,000	20,000
Quoted Amount	\$18,500	\$0	\$17,000	\$0	\$25,000	\$22,500	\$0	\$20,000	\$0
Plugged Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vendor Total	\$18,500	\$17,000	\$25,000	\$22,500	\$20,000	\$0	\$0	\$0	\$0
Updated Selected Vendor Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Markup	\$3,700	\$3,400	\$5,000	\$4,500	\$4,000	\$0	\$0	\$0	\$0
Visually Adjusted Vendor Total	\$22,200	\$20,400	\$30,000	\$27,000	\$24,000	\$0	\$0	\$0	\$0
Vendor Mixability Total	\$0	\$0	\$0	\$22,500	\$0	\$0	\$0	\$0	\$0

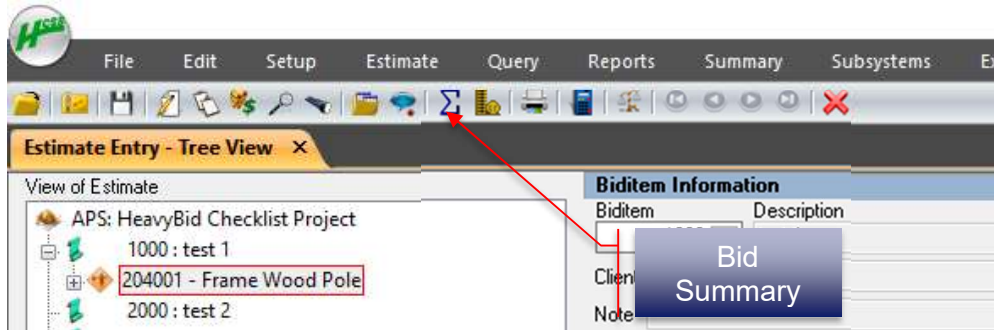
12. Click “Close”

13. To remove subcontractor from quote folder
  - a. Select vendor to be deleted in quote folder on quote summary screen
  - b. Right click on vendor name
  - c. Click "Delete Vendor From Folder"
  - d. Click "Yes" in pop-up

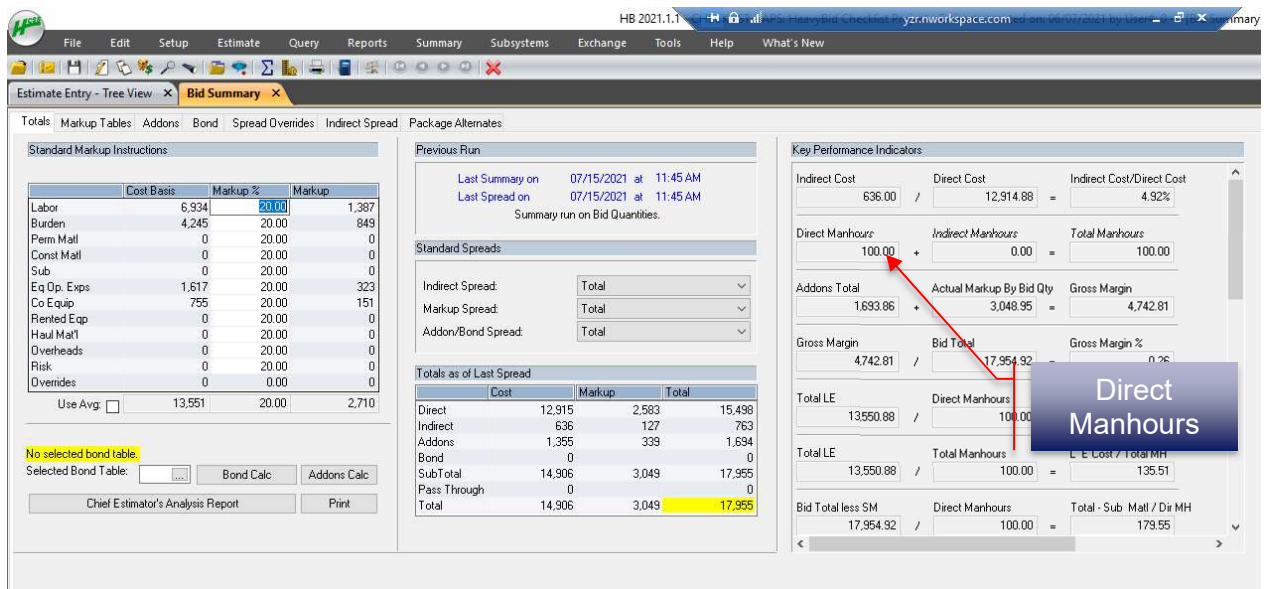


## Section 11: Updating Project Indirect

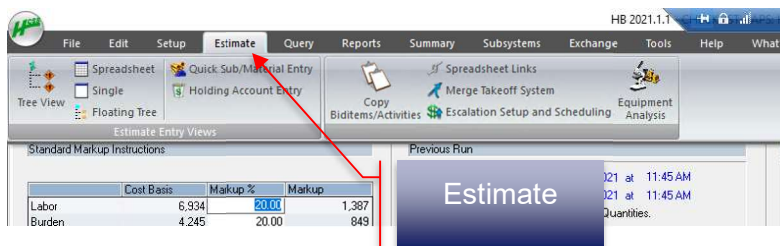
1. Press Blue Sigma ( $\Sigma$ ) button to run bid summary



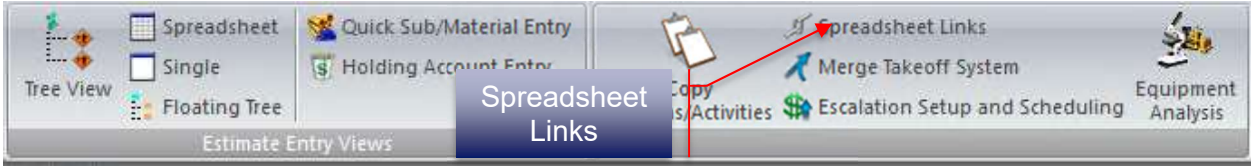
2. Note Direct Manhours



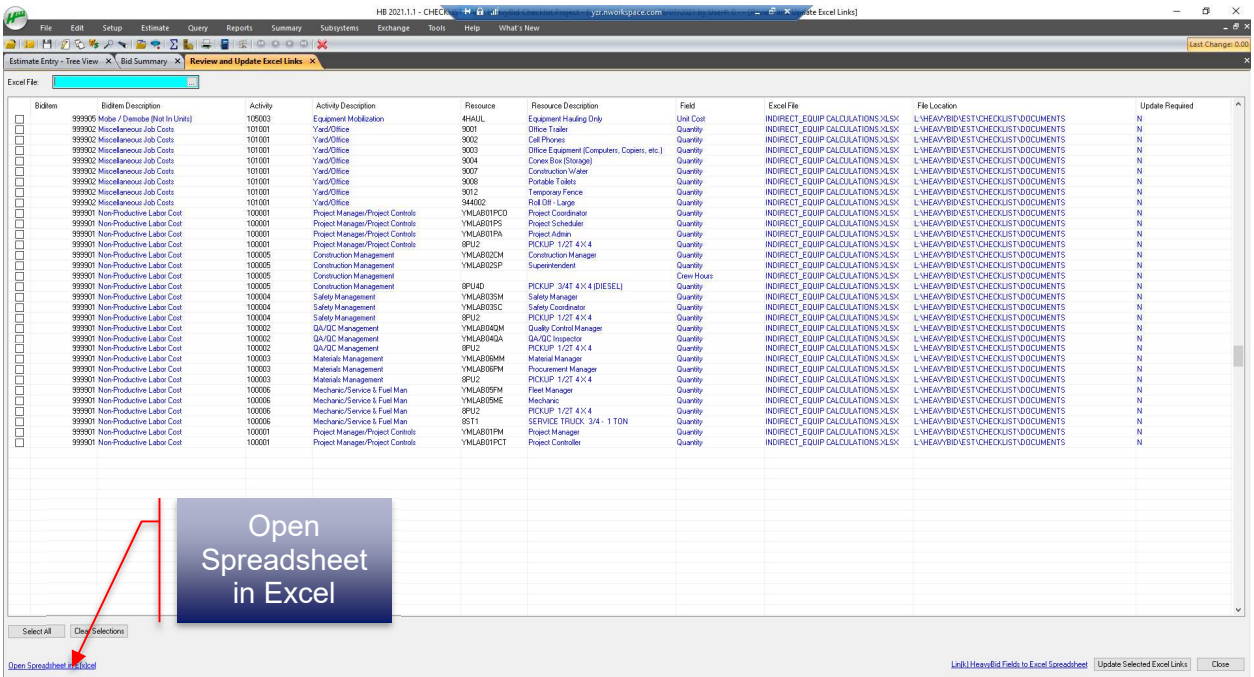
3. Select "Estimate" tab



## 4. Click "Spreadsheet Links"



## 5. Click "Open Spreadsheet in E(x)cel" hyperlink



6. Input Direct Manhours from Bid Summary
7. Input total project crew count  
**NOTE: Total craft workers on site excluding construction management**
8. Input standard / default workdays / week for project
9. Input standard / default work hours / day for project
10. Input project start date (*from client*)
11. Input project completion date (*from client*)

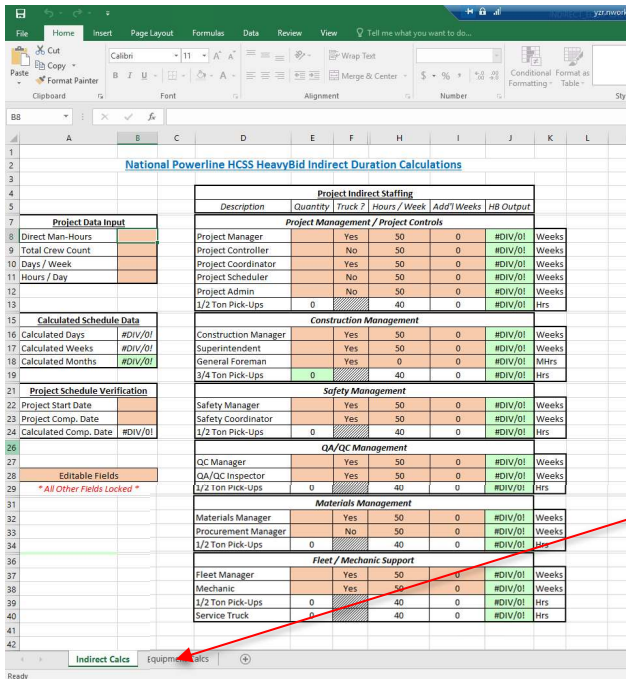
**Project Indirect Staffing**

Description	Quantity	Truck?	Hours/Week	Add'l Weeks	HB Output
<b>Project Management - Project Controls</b>					
Project Manager	Yes	50	0	#DIV/0!	Weeks
Project Controller	No	50	0	#DIV/0!	Weeks
Project Coordinator	Yes	50	0	#DIV/0!	Weeks
Project Scheduler	No	50	0	#DIV/0!	Weeks
Project Admin	No	50	0	#DIV/0!	Weeks
1/2 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
<b>Construction Management</b>					
Construction Manager	Yes	50	0	#DIV/0!	Weeks
Superintendent	Yes	50	0	#DIV/0!	Weeks
General Foreman	Yes	0	0	#DIV/0!	MHrs
3/4 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
<b>Safety Management</b>					
Safety Manager	Yes	50	0	#DIV/0!	Weeks
Safety Coordinator	Yes	50	0	#DIV/0!	Weeks
1/2 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
<b>QA/QC Management</b>					
QC Manager	Yes	50	0	#DIV/0!	Weeks
QA/QC Inspector	Yes	50	0	#DIV/0!	Weeks
1/2 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
<b>Materials Management - Fleet / Mechanic Support</b>					
Materials Manager	Yes	50	0	#DIV/0!	Weeks
Procurement Manager	No	50	0	#DIV/0!	Weeks
1/2 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
Fleet Manager	Yes	50	0	#DIV/0!	Weeks
Mechanic	Yes	50	0	#DIV/0!	Weeks
1/2 Ton Pick-Ups	0	40	0	#DIV/0!	Hrs
Service Truck	0	40	0	#DIV/0!	Hrs

12. Update personnel quantities for "Project Management" staff
13. Update truck assignments for "Project Management" staff
14. Update hours / week for "Project Management" staff
15. Update Additional Weeks on project ("Add'l Weeks") for "Project Management" staff
16. Repeat steps 12 through 15 for "Construction Management" staff
17. Repeat steps 12 through 15 for "Safety Management" staff
18. Repeat steps 12 through 15 for "QA/QC Management" staff
19. Repeat steps 12 through 15 for "Materials Management" staff
20. Repeat steps 12 through 15 for "Fleet / Mechanic Support" staff
21. Click "Save"



## 22. Select "Equipment Calcs" tab



Equipment Calcs Tab

## 23. Input total quantity for each piece of equipment on project

**NOTE: Leave omitted / unused equipment quantities blank**

## 24. Updating "Outside Mobilization"

- Select "Yes" for any piece of equipment which will be mobilized / delivered to project
- Select "No" for any piece of equipment which will be mobilized by crew

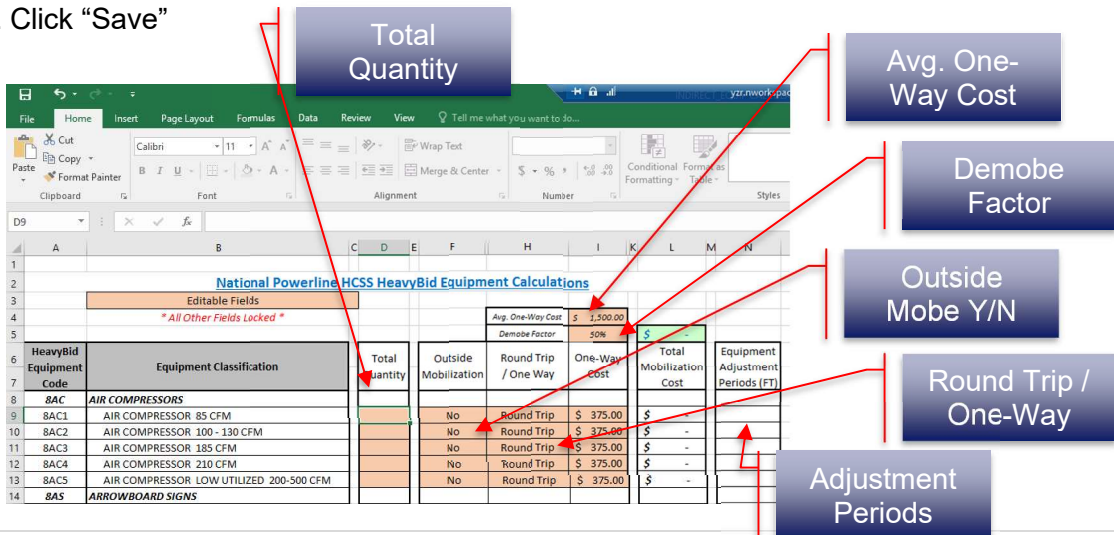
## 25. Select "Round Trip" or "One-Way" as appropriate for mobilization of each equipment classification

## 26. Adjust "Avg. One-Way Cost" as applicable for project location

## 27. Adjust "Demobe Factor" as applicable for project

## 28. Note "Equipment Adjustment" periods for each piece of equipment on project (This will be used later during the equipment analysis process)

## 29. Click "Save"



Total Quantity

Avg. One-Way Cost

Demobe Factor

Outside Mobe Y/N

Round Trip / One-Way

Adjustment Periods

30. Select "Indirect Calcs" tab
31. Click "Save"
32. Close Excel

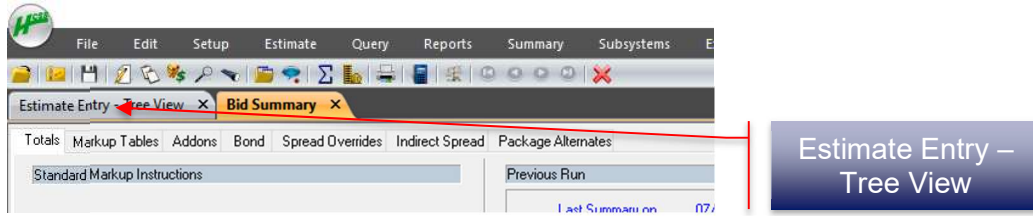
Save

Heavybid Equipment Code	Equipment Classification	Total Quantity	Outside Mobilization	Round Trip / One Way	One-Way Cost	Total Mobilization Cost	Equipment Adjustment Periods (FT)
<b>BAC AIR COMPRESSORS</b>							
BAC1	AIR COMPRESSOR 85 CFM		No	Round Trip	\$ 375.00	\$ -	
BAC2	AIR COMPRESSOR 100 -130 CFM		No	Round Trip	\$ 375.00	\$ -	
BAC3	AIR COMPRESSOR 185 CFM		No	Round Trip	\$ 375.00	\$ -	
BAC4	AIR COMPRESSOR 210 CFM		No	Round Trip	\$ 375.00	\$ -	
BAC5	AIR COMPRESSOR LOW UTILIZED 200-500 CFM		No	Round Trip	\$ 375.00	\$ -	
<b>BAS ARROWBOARD SIGNS</b>							
BAS1	ARROWBOARD SIGNS		No	Round Trip	\$ 375.00	\$ -	
<b>BATV ALL TERRAIN VEHICLES (ATVs)</b>							
BATV1	ATV - 4 WHEELER		No	Round Trip	\$ 375.00	\$ -	
BATV2	UTV - SIDE BY SIDE		No	Round Trip	\$ 375.00	\$ -	
<b>BBH BACKHOES / EXCAVATORS</b>							
BBH1	BACKHOE 75+ HP 2X4		No	Round Trip	\$ 750.00	\$ -	
BBH2	BACKHOE 75+ HP 4X4 4+ EXT HOE		No	Round Trip	\$ 750.00	\$ -	
BBH3	BACKHOE 85+ HP 4X4 4+ EXT HOE		No	Round Trip	\$ 750.00	\$ -	
BBH4	BACKHOE/EXCAVATOR 115 HP AWD		No	Round Trip	\$1,500.00	\$ -	
BBH5	EXCAVATOR 22-30 METRIC TON		No	Round Trip	\$1,500.00	\$ -	
BBHME	MINI EXCAVATOR 20 - 40 HP		No	Round Trip	\$ 375.00	\$ -	
<b>BBM BORING / ADD MACHINES</b>							
BBM1	BORING MACHINE		No	Round Trip	\$ 750.00	\$ -	
BBM2	MOLES		No	Round Trip	\$ 750.00	\$ -	
BBM3	DIRECTIONAL DRILL 10,000 LBS		No	Round Trip	\$ 750.00	\$ -	
BBM4	DIRECTIONAL DRILL 40,000 LBS		No	Round Trip	\$1,500.00	\$ -	
BBM5	DIRECTIONAL DRILL 25,000 LBS		No	Round Trip	\$1,500.00	\$ -	
<b>BBT BUCKET TRUCKS</b>							
BBT1	BUCKET TRUCK 30'		No	Round Trip	\$1,500.00	\$ -	
BBT1A	BUCKET TRUCK 30' AWD		No	Round Trip	\$1,500.00	\$ -	
BBT2	BUCKET TRUCK 44' - 52'		No	Round Trip	\$1,500.00	\$ -	
BBT2A	BUCKET TRUCK 44' - 52' AWD		No	Round Trip	\$1,500.00	\$ -	
BBT2B	BUCKET TRUCK 45' - 55' MATERIAL HANDLER		No	Round Trip	\$1,500.00	\$ -	

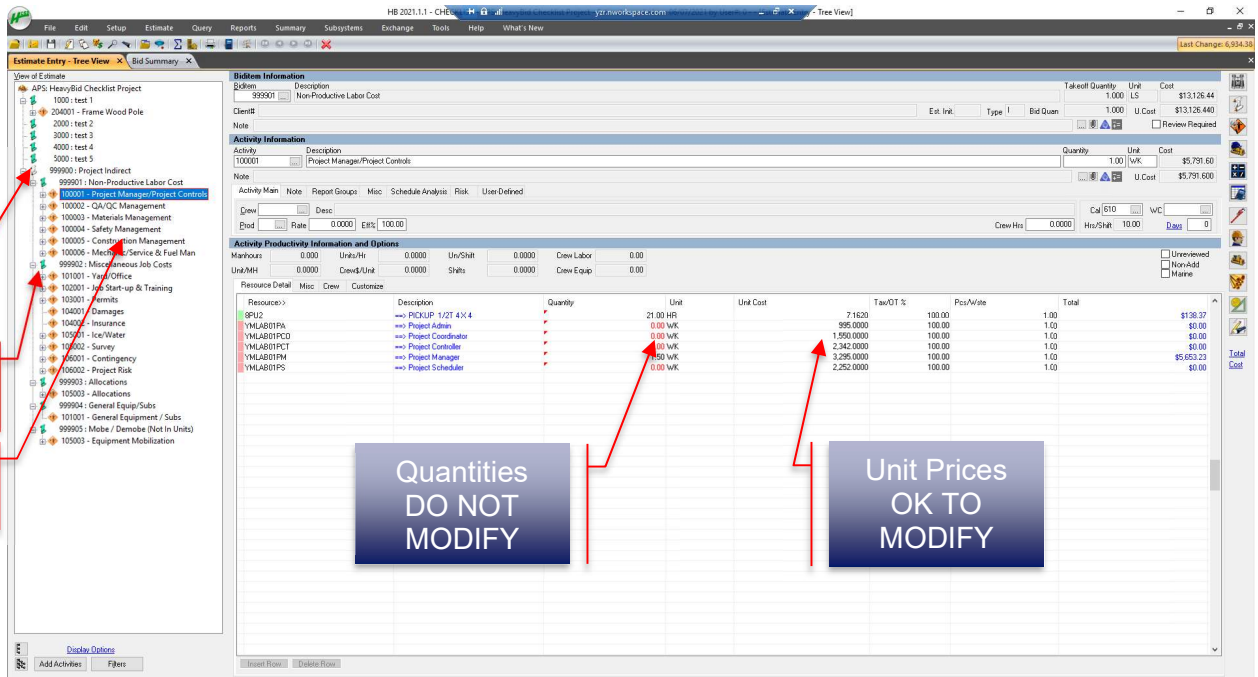
33. Click "Select All"
34. Click "Update Selected Excel Links"
35. Click "Close"

Bid Item	Bid Item Description	Activity	Activity Description	Resource	Resource Description	Field	Excel File	File Location	Update Required
99906	Mob / Demob (Not In Link)	105003	Equipment Mobilization	4H4UL	Equipment Hauling Only	Unit Cost	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9001	Office Trailer	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9002	Cell Phones	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9003	Office Equipment (Computers, Copiers, etc.)	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9004	Cones/Sign Storage	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9007	Construction Water	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9008	Portable Toilets	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	9012	Temporary Fence	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99902	Miscellaneous Job Costs	101001	Yard/Office	94402	Roll Off - Large	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	YMLAB01PCD	Project Coordinator	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	YMLAB01PS	Project Scheduler	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	YMLAB01PA	Project Admin	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100005	Construction Management	YMLAB02CM	Construction Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100005	Construction Management	YMLAB02SP	Supervisor	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100005	Construction Management	8P12	PICKUP 1/2T 4X4	Crew-Hour	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100005	Construction Management	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100004	Safety Management	YMLAB03SM	Safety Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100004	Safety Management	YMLAB03SC	Safety Coordinator	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100004	Safety Management	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100002	QA/QC Management	YMLAB04QM	Quality Control Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100002	QA/QC Management	YMLAB04QA	QA/QC Inspector	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100002	QA/QC Management	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100003	Materials Management	YMLAB06MM	Material Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100003	Materials Management	YMLAB06PM	Procurement Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100003	Materials Management	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100006	Mechanics/Service & Fuel Man	YMLAB09FM	Fleet Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100006	Mechanics/Service & Fuel Man	YMLAB09ME	Mechanics	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100006	Mechanics/Service & Fuel Man	8P12	PICKUP 1/2T 4X4	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100006	Mechanics/Service & Fuel Man	85T1	SERVICE TRUCK 3/4 - 1 TON	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	YMLAB01PM	Project Manager	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N
99901	Non-Productive Labor Cost	100001	Project Manager/Project Controls	YMLAB01PCT	Project Controller	Quantity	INDIRECT_EQUIP_CALCULATIONS.XLSX	L:\HEAVYBID\EST\THECHOLST\DOCUMENTS	N

36. Click “Estimate Entry – Tree View” tab



37. Click “+” next to “99900: Project Indirect” to expand  
 38. Click “+” next to each indirect bid item to expand



39. Review quantities within each “Non-Productive Labor Cost” activity to verify imported data

40. Review quantities within “101001 – Yard/Office” activity to verify imported data

41. Modify Unit Costs for each item as required

**NOTE: If resource/item is not required for project enter \$0 for unit cost, DO NOT MODIFY QUANTITY AS THIS WILL BREAK THE LINK TO EXCEL**

42. Update remaining “Miscellaneous Job Costs” activities as required

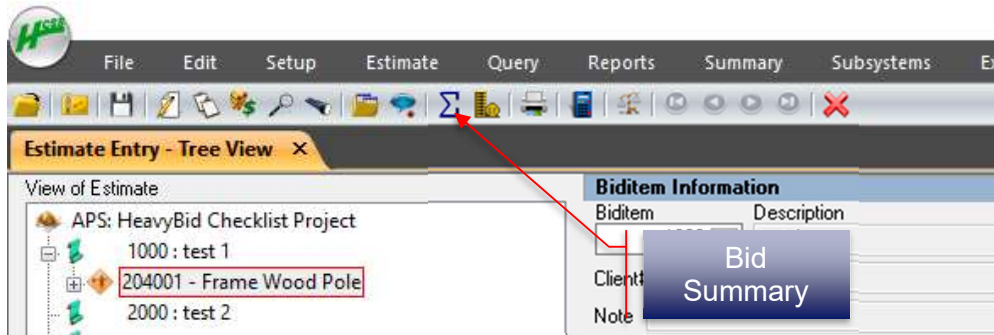
43. Add general equipment / subs for project wide applications following Step 24 outlined in Section 9.

44. Review UNIT COST for “105003 – Equipment Mobilization” to verify imported data

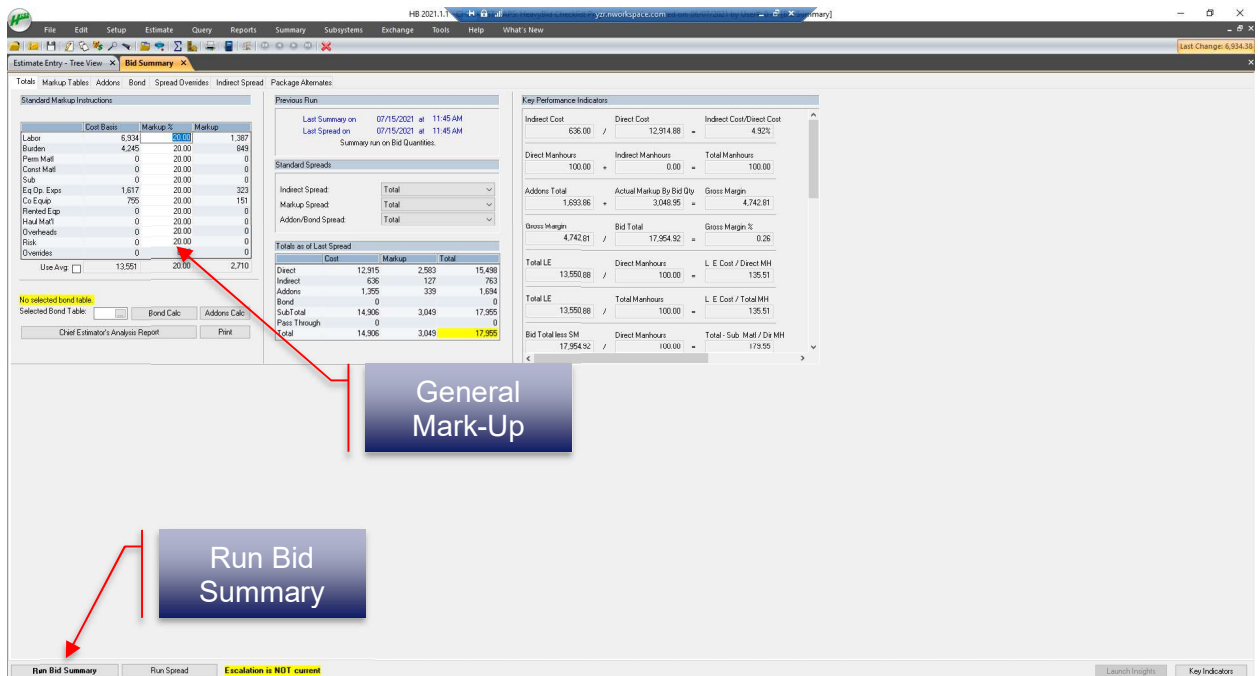
45. Add additional Mobilization / Demobilization activities to “9905: Mobe / Demobe” if not included in direct bid units and update following steps outlined in section 9.

## Section 12: Running Final Bid Summary and Closing Estimate

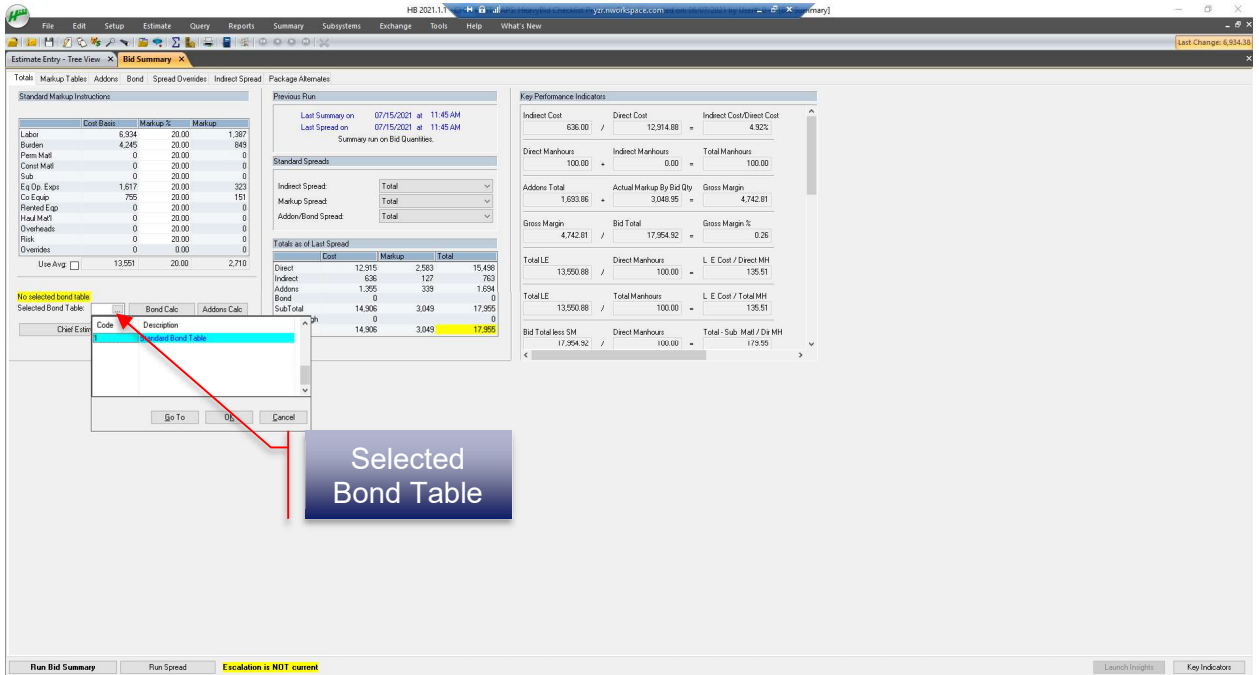
1. Press Blue Sigma ( $\Sigma$ ) button to run bid summary



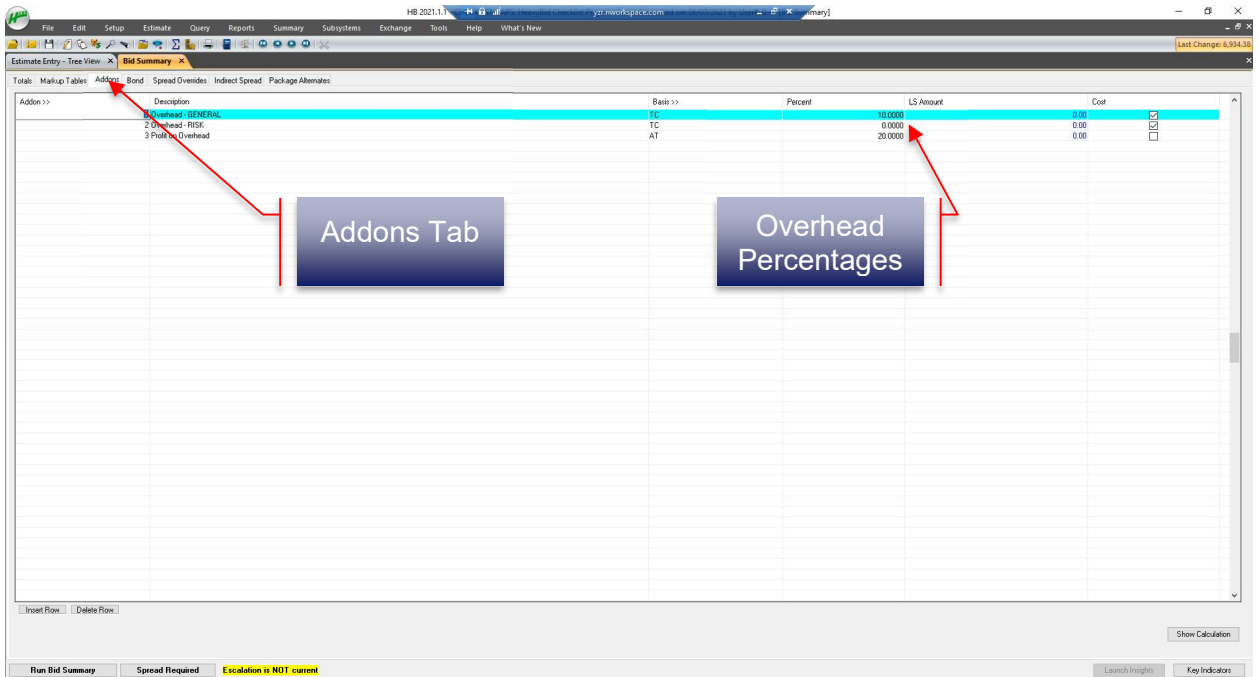
2. Press "Run Bid Summary" button (if bold)
3. Update General Mark-Up percentages



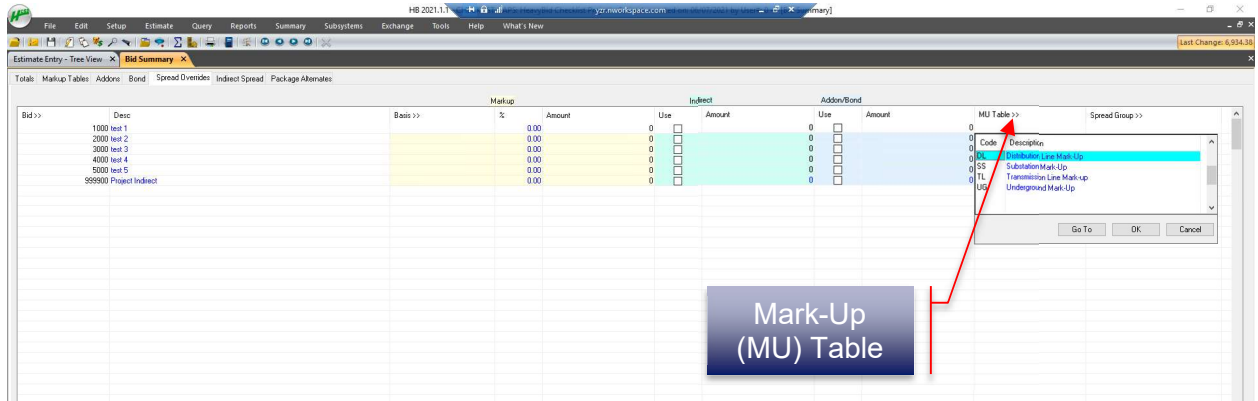
4. If Performance and Payment Bonds OR Extended Warranty are required:
  - a. Click ellipsis button in “Selected Bond Table” field
  - b. Click “OK”



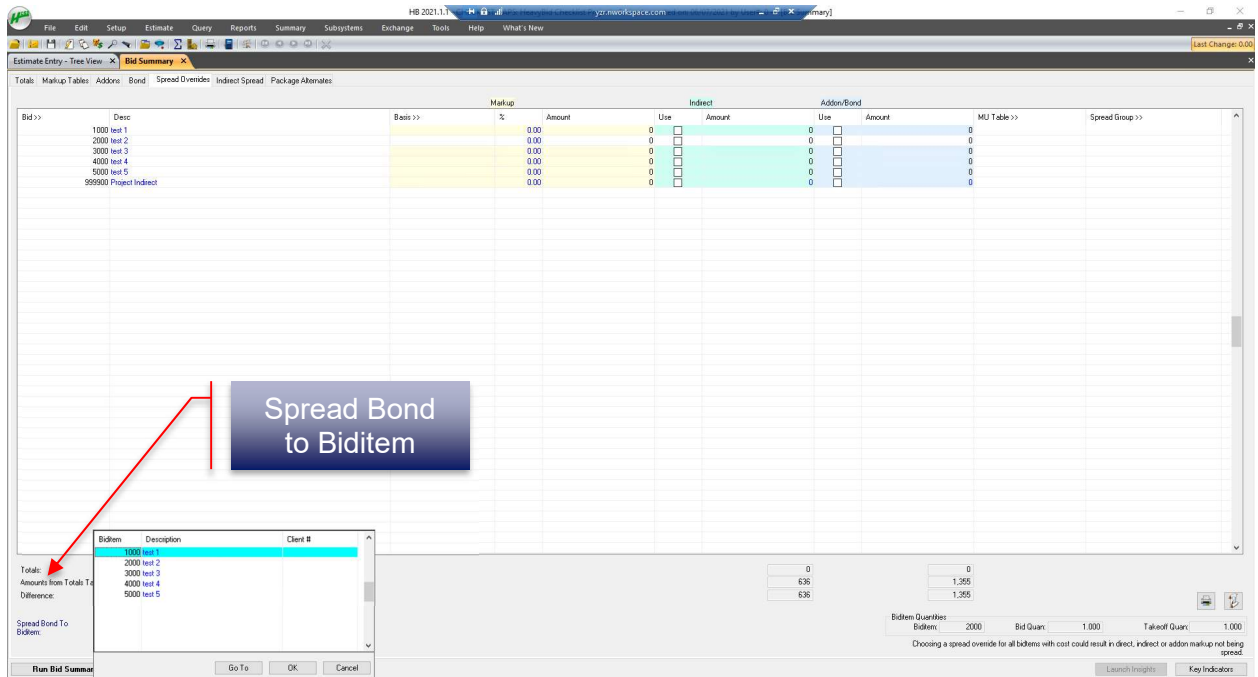
5. Click “Addons” tab
6. Update overhead percentages (as directed)



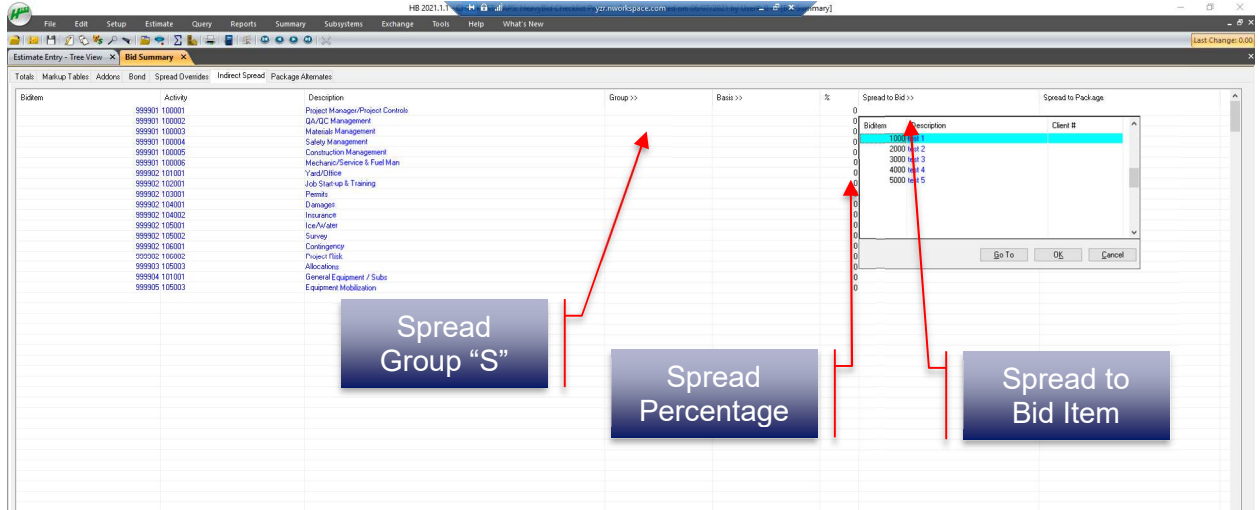
7. Click "Spread Overrides" tab
8. Assign "Mark-Up Table" (as directed)
  - a. Click desired bid item
  - b. Click "MU Table >>"
  - c. Select appropriate work type
  - d. Click "OK"
  - e. Repeat steps a through d as required



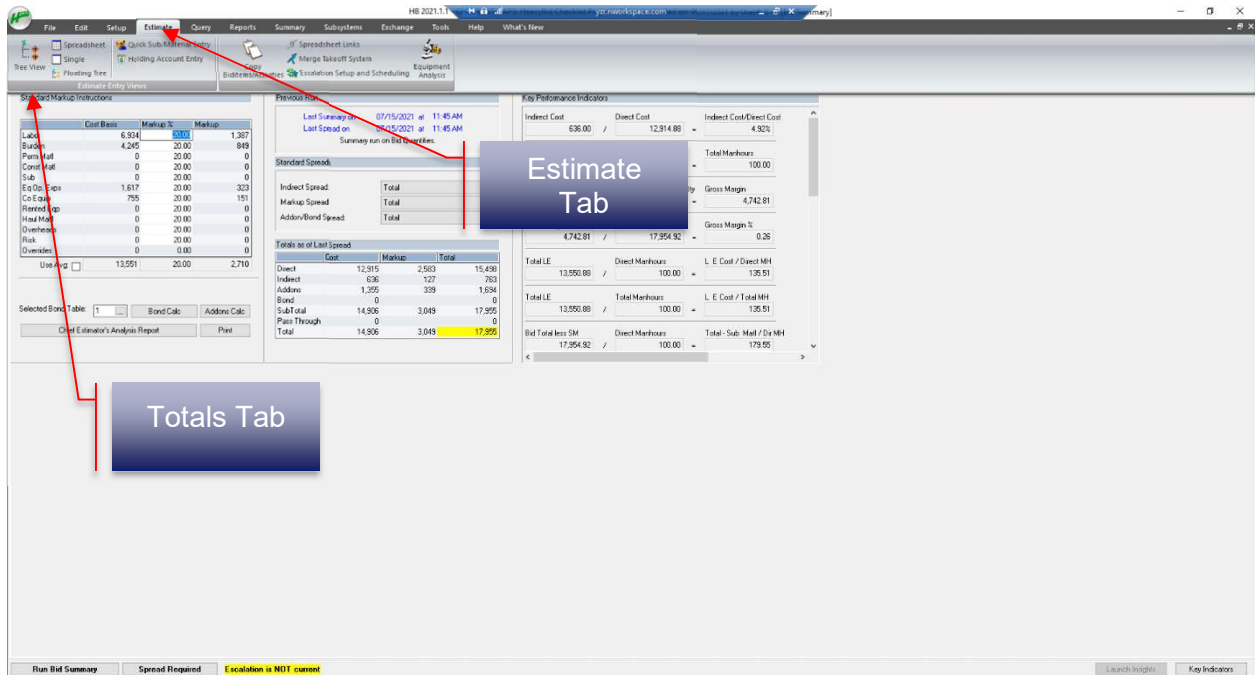
9. If client bid sheet contains specific bid item for Bond / Warranty:
  - a. Click ellipsis button in "Spread Bond to Biditem" field
  - b. Select appropriate bid item for bond costs
  - c. Click "OK"



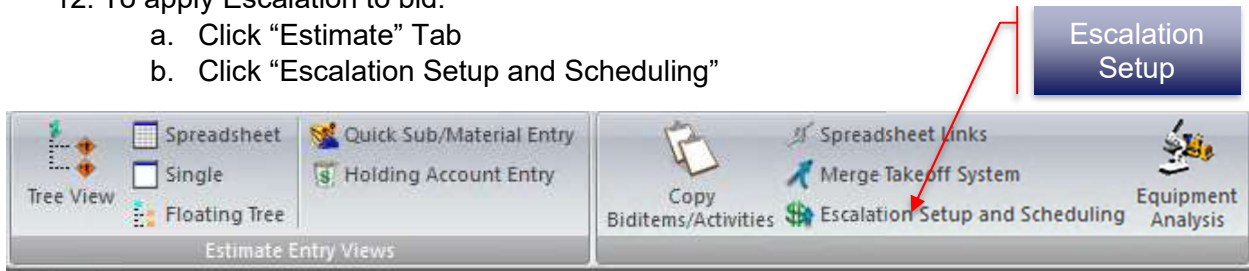
10. If client bid sheet contains specific bid items for Indirect costs
  - a. Click “Indirect Spread” tab
  - b. Select appropriate indirect bid item
  - c. Type “S” in Group Column
  - d. Type 100% (or as applicable) in “%” column
  - e. Click “Spread to Bid >>”
  - f. Select appropriate bid item where indirect is to be spread
  - g. Click “OK”
  - h. Repeat steps a through g as required for other indirect bid items to be spread



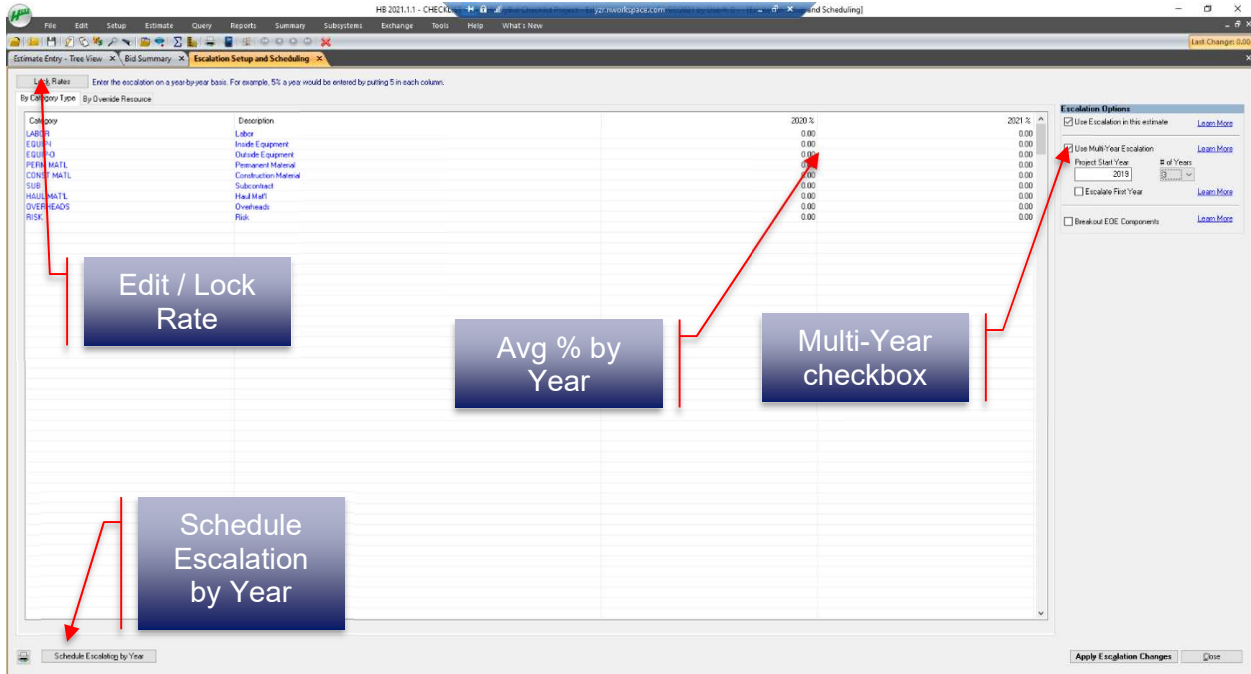
11. Click “Totals” Tab



12. To apply Escalation to bid:
  - a. Click "Estimate" Tab
  - b. Click "Escalation Setup and Scheduling"

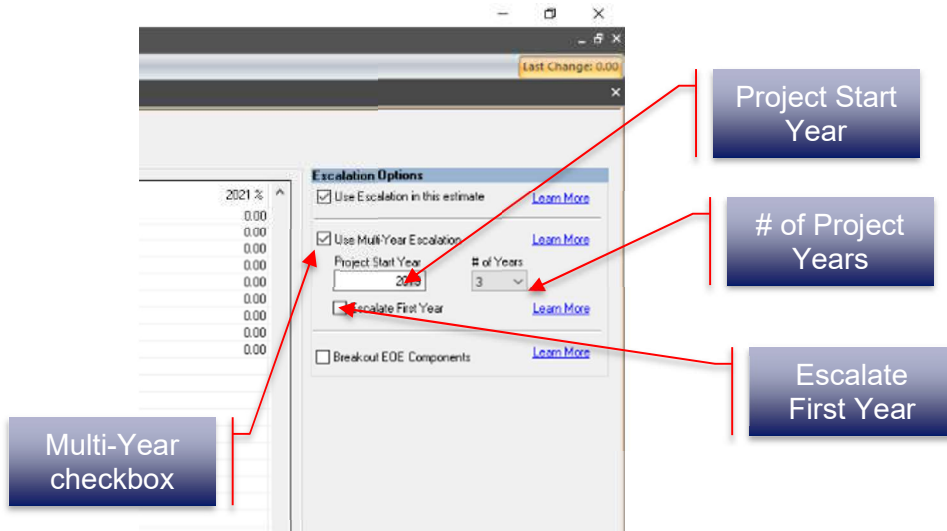


- c. For Single Year Escalation:
  - i. Ensure checkbox next to "Use Multi-Year Escalation" is UNCHECKED
  - ii. Click "Edit Rates"
  - iii. Update "Avg %" column (as directed)
  - iv. Click "Lock Rates"





- d. For Multi-Year Escalation:
  - i. Click checkbox next to “Use Multi-Year Escalation”
  - ii. If first year of estimate will require escalation click “Yes” in pop-up, otherwise click “No”
  - iii. Update “Project Start Year” for first year in which work will be completed
  - iv. Click checkbox next to “Escalate First Year” if required and unchecked
  - v. Select appropriate number of years for construction duration in drop-down
  - vi. Click “Edit Rates”
  - vii. Update “Avg %” column for each year (*as directed*)
  - viii. Click “Schedule Escalation by Year”

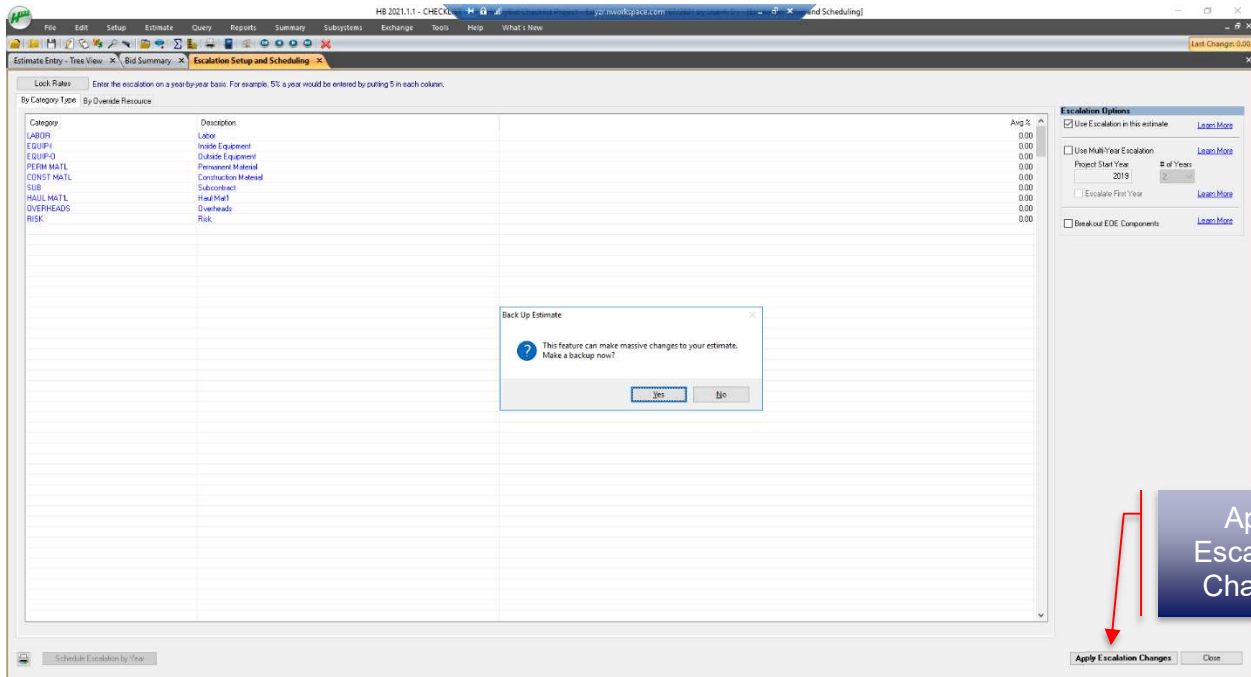


- ix. Update percentage of work completed per year for each bid item
- x. Click “Close”
- xi. Click “Lock Rates”

The image shows a screenshot of a bid item scheduling table. The table has columns for Bid Item, Description, Quan, Unit, Labor, PM, CM, Sub, Equip, Haul/Mat, Overheads, Risk, Direct Total, and three columns for percentages: 2019%, 2020%, and 2021%. A red arrow points from a callout box labeled "Percentage of Work / Yr" to the 2021% column.

Bid Item	Description	Quan	Unit	Labor	PM	CM	Sub	Equip	Haul/Mat	Overheads	Risk	Direct Total	2019%	2020%	2021%
999901	Non-Productive Labor Cost	1.00	LS	\$12,587.61	\$0.00	\$0.00	\$0.00	\$58.93	\$0.00	\$0.00	\$0.00	\$13,246.54	100	100	100
999902	Miscellaneous Job Costs	1.00	LS	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.61	\$0.00	\$123.61	100	100	100
999903	Educations	1.00	LS	\$411.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$661.00	100	100	100
999904	General Equip/Subs	1.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100	100	100
999905	Major / Demob Rel to Livs	1.00	LS	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	100	100	100

- e. Click “Apply Escalation Changes” (*if bold*)
- f. Click “Yes” in pop-up
- g. Click “Close”



### 13. To complete Equipment Analysis:

- a. Click “Estimate” tab
- b. Click “Equipment Analysis”
- c. Update “# of T.P. (*Number of Time Periods*)” column to match quantities noted in Section 11, step 28 (*or as applicable for project*)
- d. Click “Update Estimate”
- e. Click “Yes” in pop-up
- f. Click “Close”



Equipment Analysis

Equipment Analysis

Equipment	Description	Type	Purchase/Salvage			Rent/Time Method				Equip Bid Item			Total	New Rent	Freeze Rent	
			Hrs Used	Use	Purchase	Salvage	Use	T.P.	Cost/T.P.	Calc. T.P.	# of T.P.	Rent %				Use
8BH2	BACKHOE 75+11		50.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	535.71	0.31	0.00	100	<input type="checkbox"/>	167,400	3,348	<input type="checkbox"/>
8DD5A	DIGGER DERRI I		50.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	2,361.11	0.31	0.00	100	<input type="checkbox"/>	737,850	14,757	<input type="checkbox"/>
8PU2	PICKUP 1/2T 4 I		21.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	458.33	0.13	0.31	100	<input type="checkbox"/>	60,165	2,865	<input type="checkbox"/>
8PU4D	PICKUP 3/4T 4 I		40.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	696.43	0.25	0.31	100	<input type="checkbox"/>	174,120	4,353	<input type="checkbox"/>
8ST1	SERVICE TRUC I		0.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	1,547.62	0.00	0.00	100	<input type="checkbox"/>	0.000	9,673	<input type="checkbox"/>
8TLR08	TRAILER BACK I		50.00	<input type="checkbox"/>	0	0	<input type="checkbox"/>	M	125.00	0.31	0.00	100	<input type="checkbox"/>	20,050	0,701	<input type="checkbox"/>

Update Estimate

The rent rates that are using or have been using Alternate Rent Calculations may have changed. Update estimate with these rent rates?

Yes No

Number of Time Periods

Update Estimate

Show Description  Only update estimate when 'Update Estimate' Button is clicked (do not ask to update estimate when making changes on each row)

Show all equipment used in this estimate

Rent/Time Method  
 Change Rent Percent  Change Rent Rate

Print Update Estimate Close

14. Select "Bid Summary" tab (if not active)
15. Click "Run Bid Summary" (if bold)
16. Click "Spread Required" (if bold)

HB 2021.1.1

File Edit Setup Estimate Query Reports Summary Subsystems Exchange Tools Help

Excel CSV DOTS Schedule Fueler More Plus

Standard Markup Instructions

Cost Basis	Markup %	Markup
Labor	12.13%	3,243
Burden	7.55%	2,151
Power Mkt	0	0
Const Mkt	0	0
Sub	17.40%	4,96
Eq. Exp.	1.98%	564
Oil Equip	943	189
Rented Exp	0	0
Haul Mkt	0	0
Overhead	898	180
Paik	0	0
Overhead	0	0
Use Avg	45.05%	5,011

Previous Run

Last Summary on 07/15/2021 at 3:00 PM  
 Last Spread on 07/15/2021 at 3:00 PM  
 Summary run on Bid Quantities

Standard Spreads

Indirect Spread	Total
Markup Spread	Total
Add/Sub Spread	Total

Totals of Last Spread

Cost	Markup	Total
Direct	29,915	35,698
Indirect	15,141	18,160
Addons	4,506	5,632
Band	285	385
Sub/Prod	49,047	59,994
Pass Through	0	0
Total	49,047	59,984

Key Performance Indicators

Indirect Cost	Direct Cost	Indirect Cost/Direct Cost
15,141.05	29,914.88	50.61%

Addons Total

Actual Markup By Bid Qty	Gross Margin
5,631.89	10,137.55

Gross Margin

Bid Total	Gross Margin %
15,769.98	59.984.03

Total LE

Direct Manhours	L E Cost / Direct MH
26,677.32	100.00 = 266.77

Total LE

Total Manhours	L E Cost / Total MH
26,677.32	100.00 = 166.73

Chief Estimator's Analysis Report

Run Bid Summary

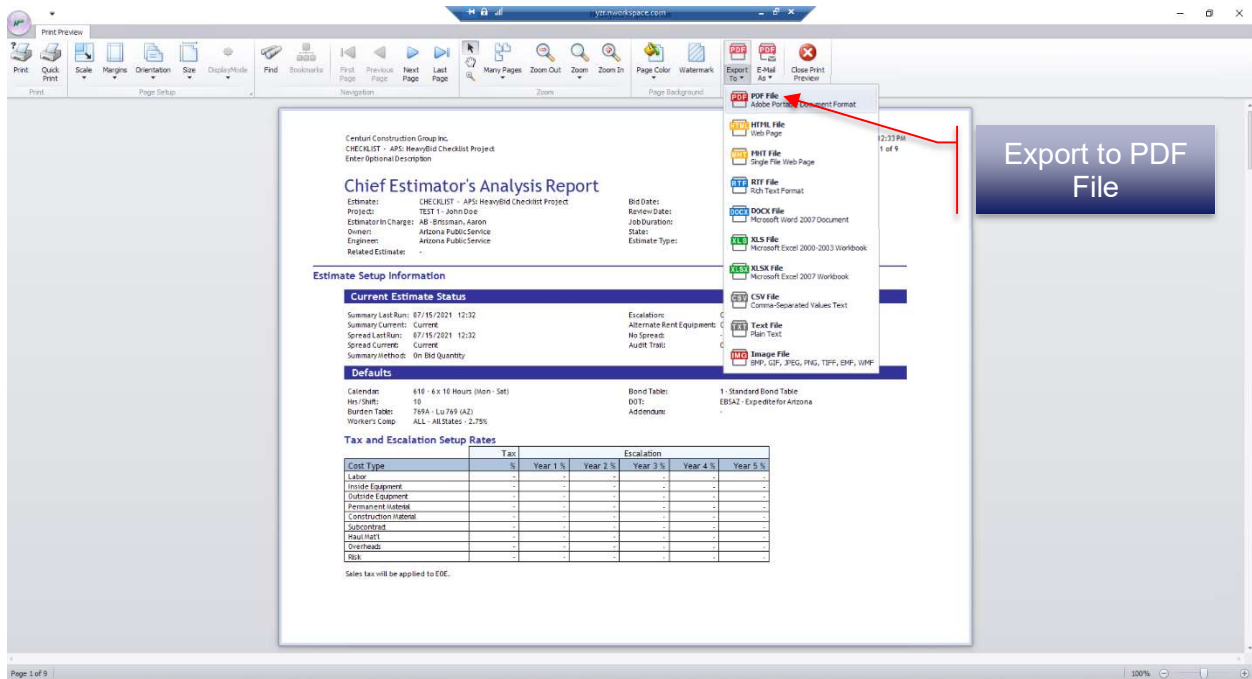
Run Spread

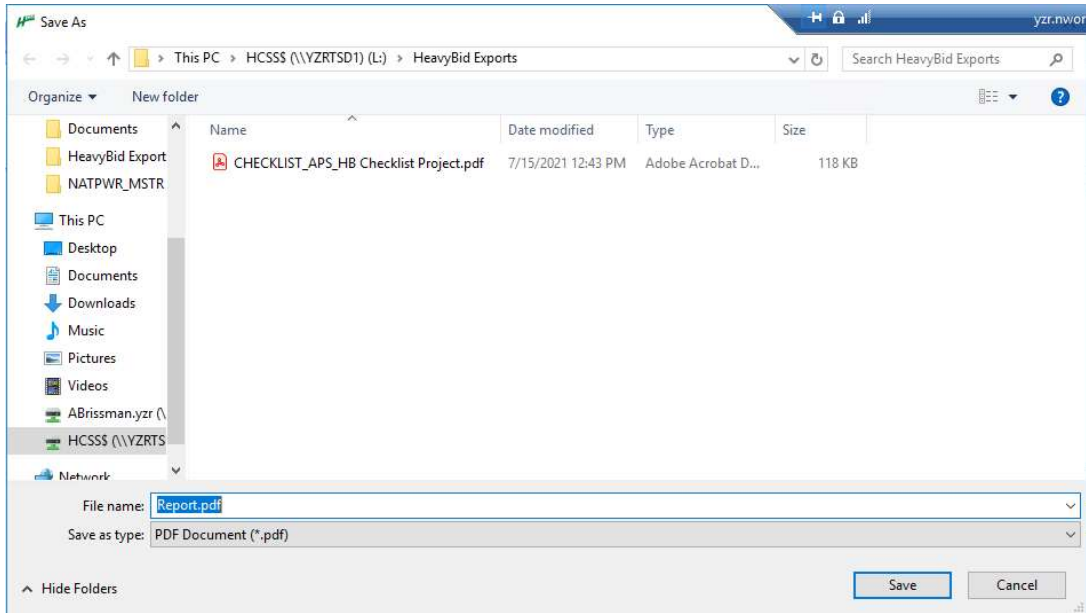
Spread Required

Evolution is in this estimate and is current.

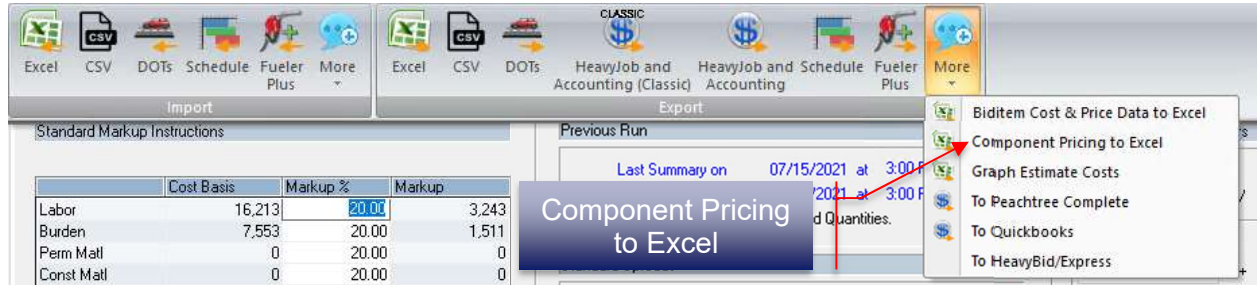
Launch Insights Key Indicators

17. To export “Chief Estimator’s Analysis Report”:
  - a. Click “Chief Estimator’s Analysis Report”
  - b. Click “Export to”
  - c. Select “PDF File”
  - d. Click “OK”
  - e. Change destination folder to HCSS\$ > HeavyBid Exports > Riggs Distler > *Job Folder*
  - f. Type file name using format (*Estimate #\_Client\_Project Name*) in “File Name” field
  - g. Click “Save”
  - h. Click “Close Print Preview”

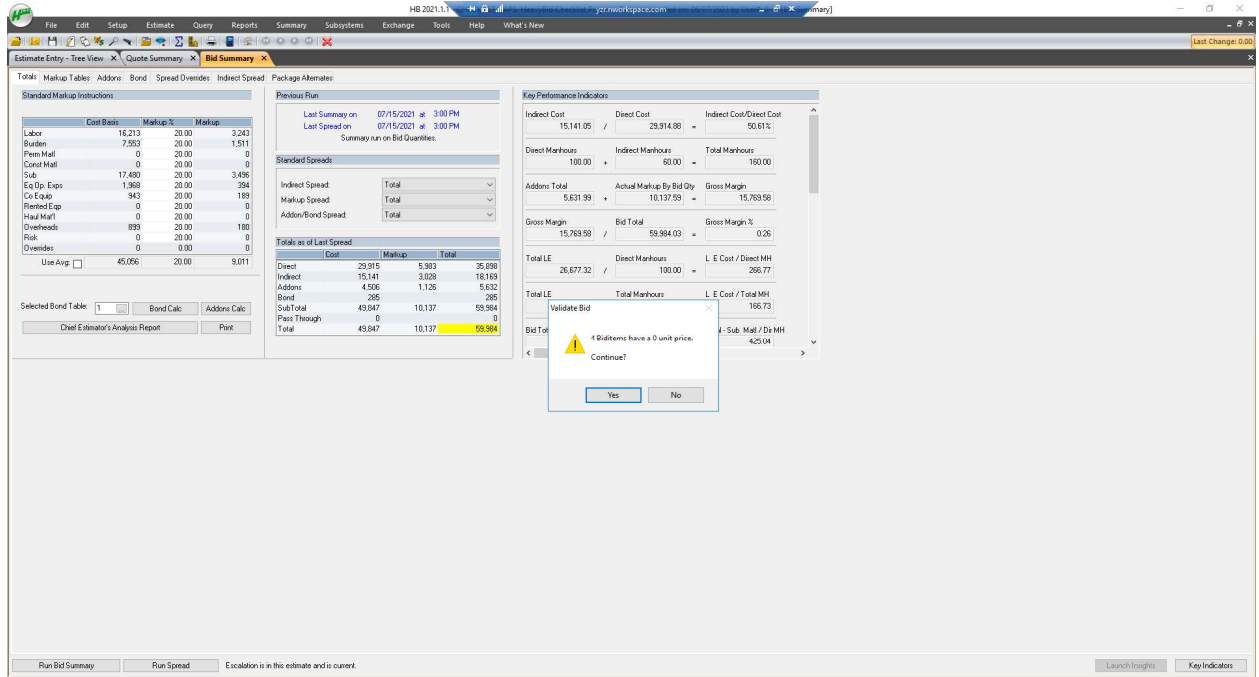




18. To export bid pricing to Excel:
  - a. Click “Exchange” tab
  - b. Click “More” in Export section
  - c. Click “Component Pricing to Excel”

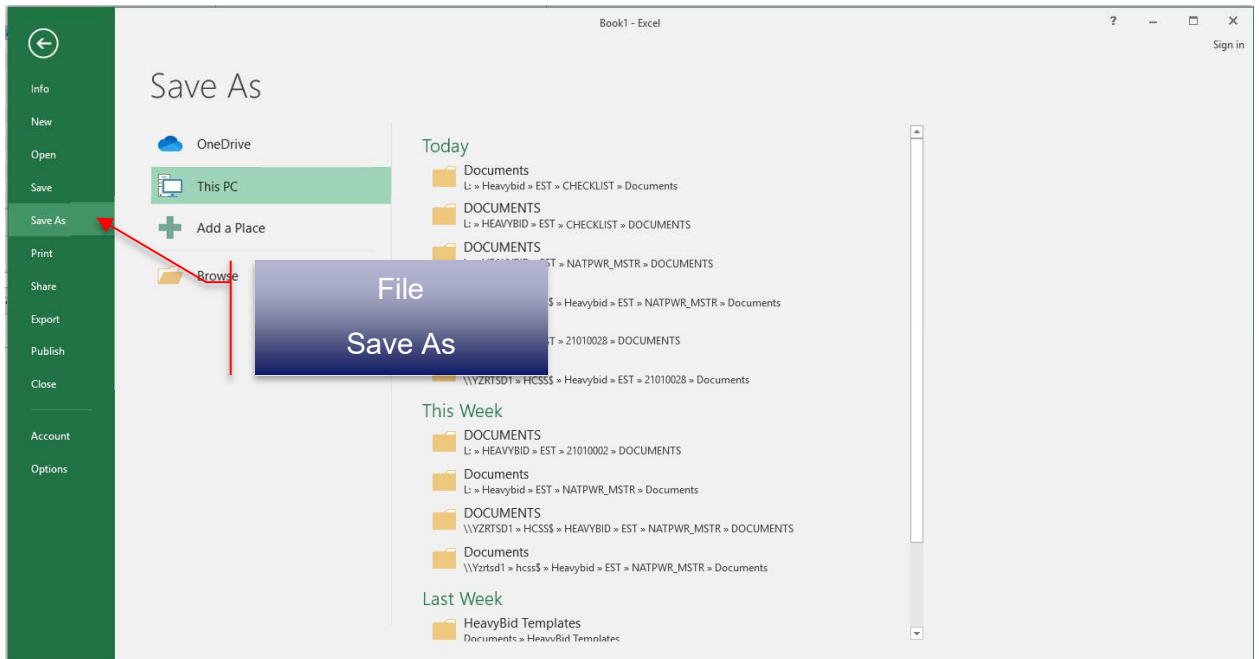


d. Click “Yes” in pop-up



e. Click “File” and “Save As” in Excel menu

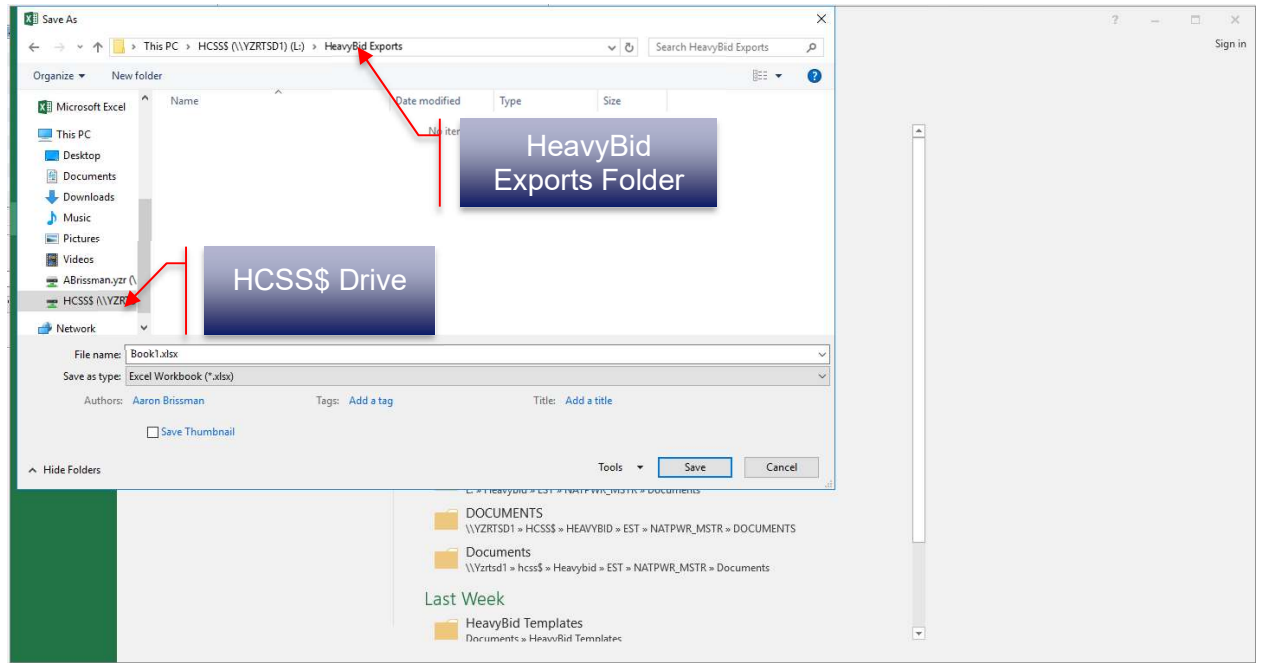
f. Click “Browse”



g. Click “HCSS\$” drive

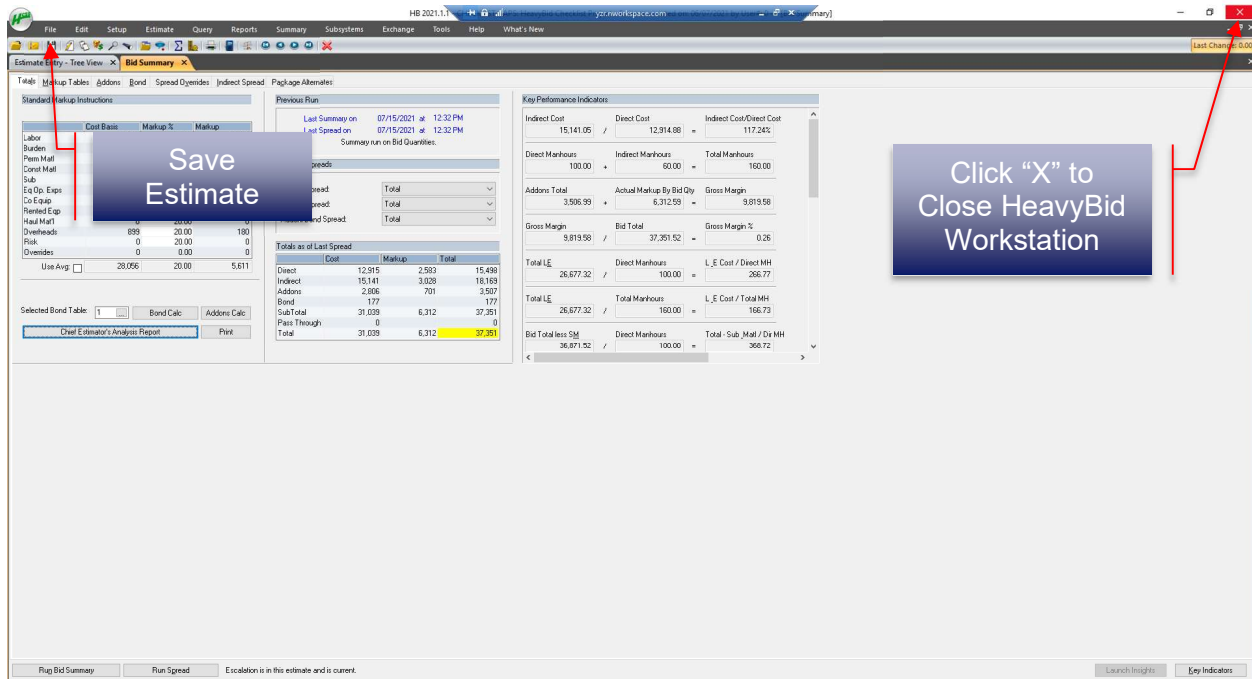
h. Open “HeavyBid Exports” folder, Open “Riggs Distler” folder, and Open *job folder*

- i. Type file name using format (*Estimate #\_Client\_Project Name*) in “File Name” field
- j. Click “Save”

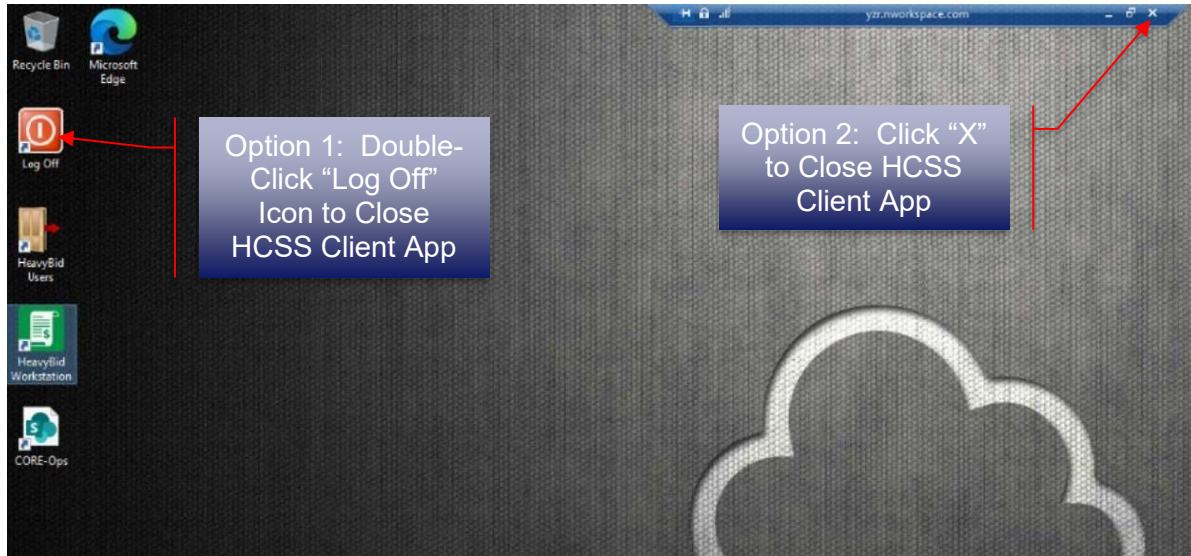


## Section 13: Closing HeavyBid and HCSS Client

1. Click “Save”
2. Click “X” to close HeavyBid Workstation



3. Ensure checkbox next to “Require username/password at next login” is UNCHECKED in pop-up
4. Click “Yes” in pop-up
5. Double-Click “Log Off” or Click “X” to close HCSS Client application





## Section 14: Support Information

### Disclosure:

This manual has been developed for the explicit use of Riggs Distler, Centuri Power Group, and its employees. This manual has been custom tailored to provide direction for the use and operation of the HCSS HeavyBid system customized specifically for Riggs Distler and may not be sufficient for use in other applications of this program.

### For Additional Support Please Contact:

#### Riggs Distler Internal Support

**John Farzetta**  
Chief Estimator  
**Riggs Distler**  
A Centuri Company  
Email: [JFarzetta@riggsdistler.com](mailto:JFarzetta@riggsdistler.com)  
Mobile Phone: (856) 685 – 6673

**Aaron A. Brissman, PMP**  
Director of Operations  
**National Powerline, LLC**  
A Centuri Company  
Email: [ABrissman@NationalPowerline.com](mailto:ABrissman@NationalPowerline.com)  
Direct Phone: (623) 879 – 4618  
Mobile Phone: (480) 640 – 5772

#### HCSS Technical Support

Support Website: [help.hcss.com](http://help.hcss.com)

Toll-Free Phone: (800) 683 – 3196

**\*\* Support is also available by access the links provided on the HCSS Apps website and through the help menu within the HeavyBid Workstation \*\***

Please be sure to visit the HCSS Apps website to access your online account, seek additional assistance, and to access the many available training videos and lessons found in the HCSS Academy. A link to the website is: [HCSSApps.com](http://HCSSApps.com)

