

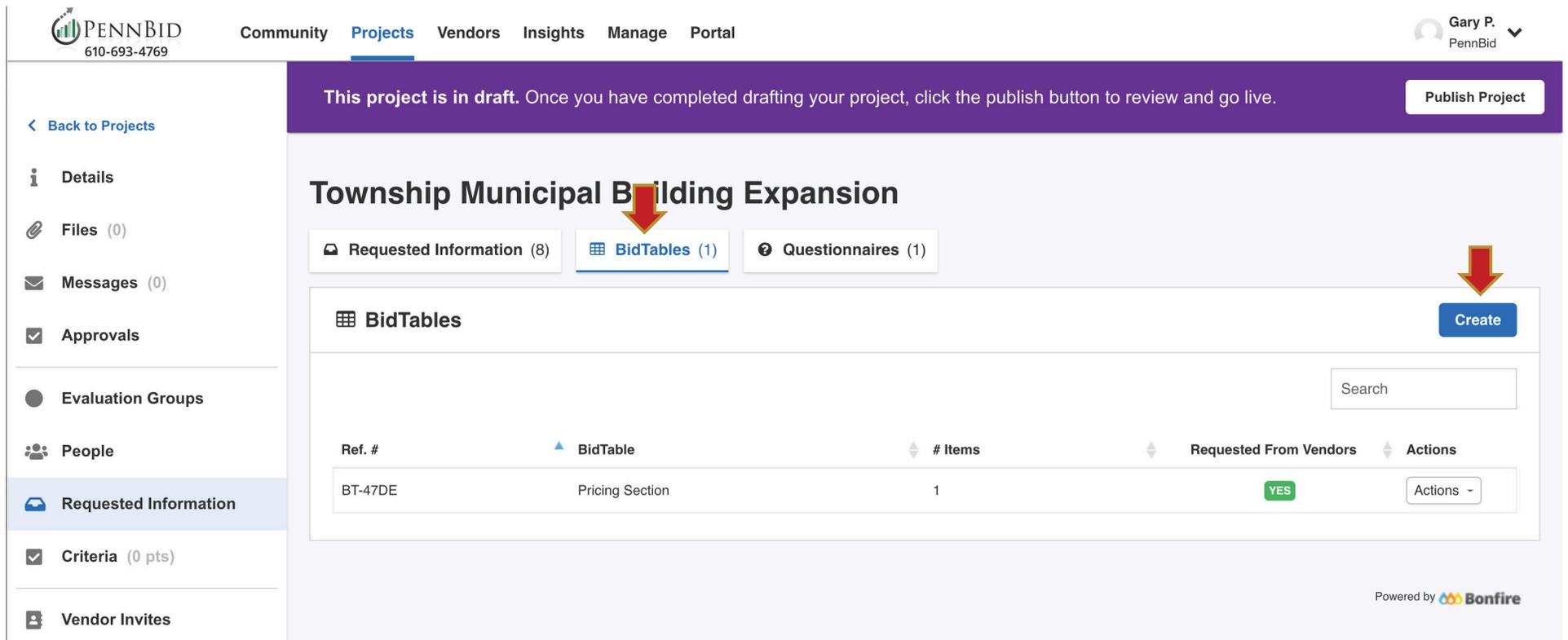
# Creating A Bid Table(s)

## BidTables Tab

The pricing portion(s) or **BidTables** related to your project are set up here.

To create a new **BidTable**, click the **Create** button on the right side of the screen.

This creates a new “**Untitled BidTable**” with a Bonfire code in parenthesis (this allows the system to associate your BidTable with the correct project and cannot be changed).



**Township Municipal Building Expansion**

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. [Publish Project](#)

**Requested Information (8)** **BidTables (1)** **Questionnaires (1)**

**BidTables** [Create](#)

Search

Ref. #	BidTable	# Items	Requested From Vendors	Actions
BT-47DE	Pricing Section	1	YES	Actions -

Powered by  Bonfire

Under the **Actions** button, select **Edit BidTable** and:

- Change the **BidTable Name** to "Pricing Section", change the **Item Column Header Name** to "Description"
- Change **Allow Additional Responses** to **No**
- Change Allow No Bids to **No**. If your bid has Alternate or Optional items for bidders and you wish to allow No Bids, we suggest creating an additional BidTable with those line items and have Allow No Bids set to YES on that BidTable.

**Untitled BidTable (BT-47NZ)**

Move to Basket ▾ Add Column ▾ Add Basket Add Item Bulk Import 📄

ⓘ Actions ▾ Back to Project

# Description
 

Purchaser Columns	Vendor Columns	Calculated Columns
Quantity Required  	Unit Price  	\$ Total Cost  

Actions

**Pricing Section (BT-47NZ)**

Move to Basket ▾

#

**Edit BidTable**

BidTable Name \* 
 Item Column Header Name

Description

Allow Additional Responses? \*  Yes  No
 Allow No Bids? \*  Yes  No
 Total Formula \*

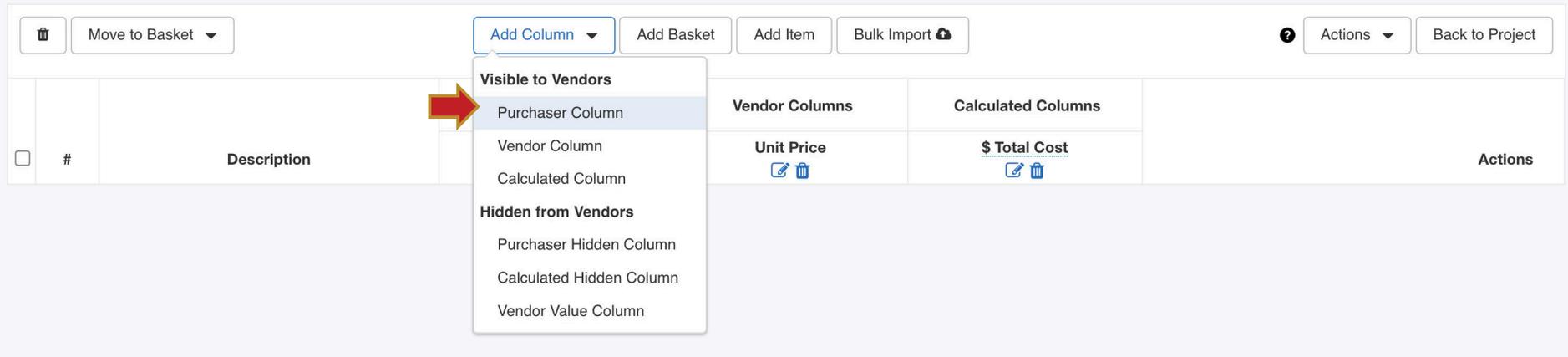
BidTable Currency

Save Cancel

Select the **Add Column** button to insert a new **Purchaser Column** to the **BidTable**. In the **Column Name**, enter *Unit of Measure* and set the **Order #** to **1** and click the **Add** button. This will insert the Unit of Measure Column into your bid form.

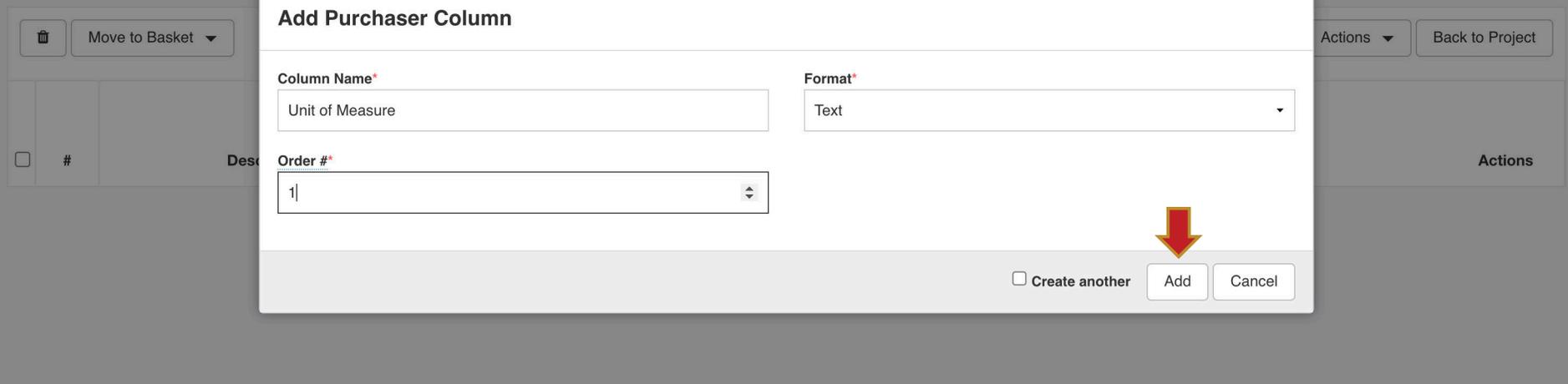
You now have the ability to add additional columns to your pricing table. Select the **Create another** check-box and then the **Add** button.

## Pricing Section (BT-47NZ)



The screenshot shows the 'Pricing Section (BT-47NZ)' interface. At the top, there are buttons for 'Move to Basket', 'Add Column', 'Add Basket', 'Add Item', and 'Bulk Import'. Below these is a table with columns for 'Vendor Columns' and 'Calculated Columns'. The 'Add Column' dropdown menu is open, showing options for 'Visible to Vendors' (Purchaser Column, Vendor Column, Calculated Column) and 'Hidden from Vendors' (Purchaser Hidden Column, Calculated Hidden Column, Vendor Value Column). A red arrow points to the 'Purchaser Column' option.

## Pricing Section (BT-47NZ)



The screenshot shows the 'Add Purchaser Column' dialog box. It has fields for 'Column Name\*' (Unit of Measure), 'Format\*' (Text), and 'Order #\*' (1). At the bottom, there is a checkbox for 'Create another' and 'Add' and 'Cancel' buttons. A red arrow points to the 'Add' button.

Select the **Add Basket** button to create a new basket or baskets (groups for pricing items). Enter the **Basket Name**. If you are adding more than one **Basket** to your **BidTable**, select the **Create another** check-box and click the **Add** button.

**Pricing Section (BT-47NZ)**



	#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
			Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
<input type="checkbox"/>							

**Pricing Section (BT-47NZ)**

**Add Basket**

Basket Name\*

Create another



Next, select the **Bulk Import** button.

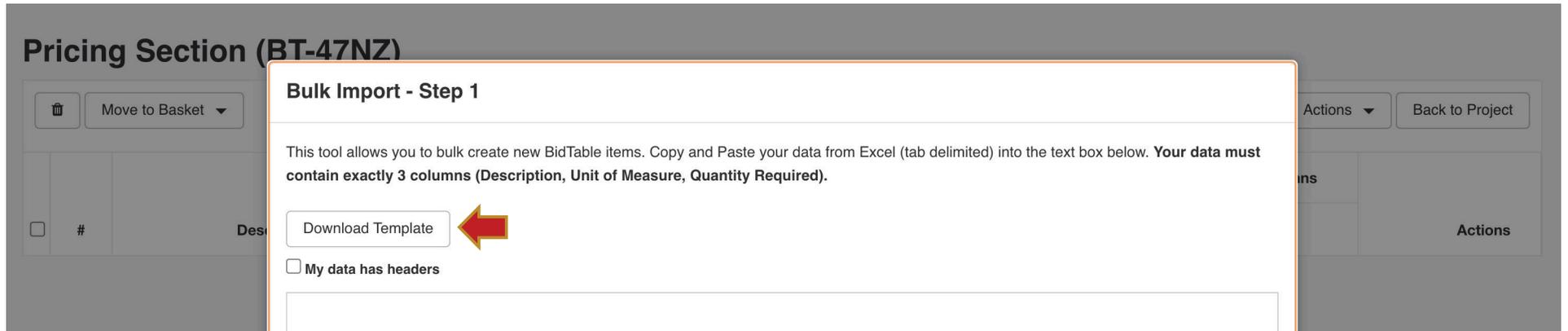
**Pricing Section (BT-47NZ)**



	#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
			Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
<input checked="" type="checkbox"/>	1	Base Bid Pricing (0)					

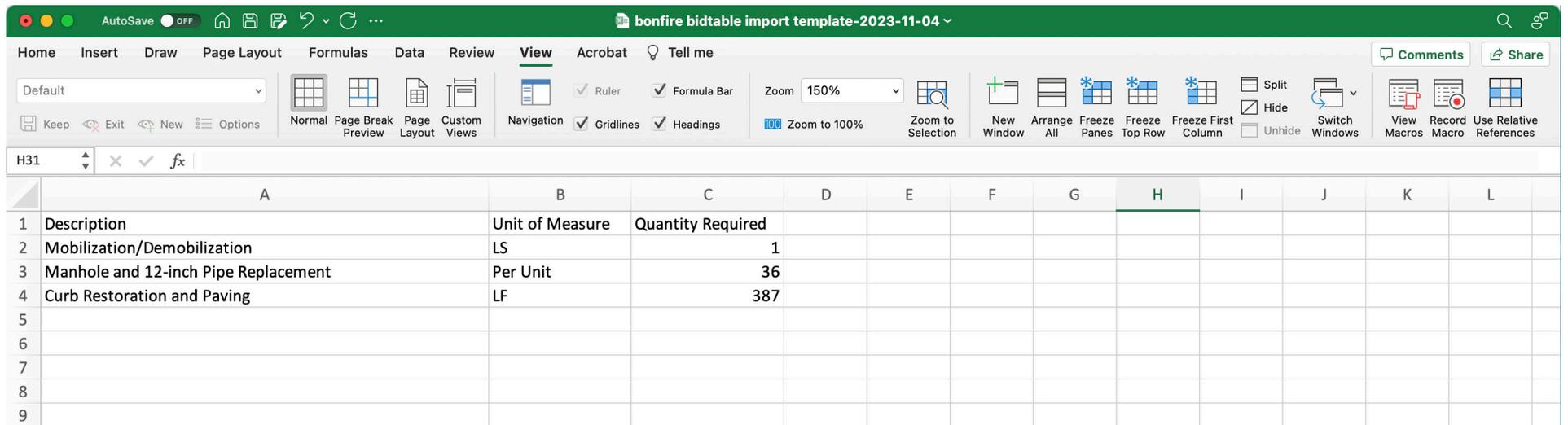
Please add some BidTable items...

From the **Bulk Import - Step 1** screen, click the **Download Template** button. This will download an Excel template file for use in creating your **BidTable** for all pricing line items.



The Excel file will contain a column for the **Item Column Header Name** (Description), and each additional Purchaser Column.

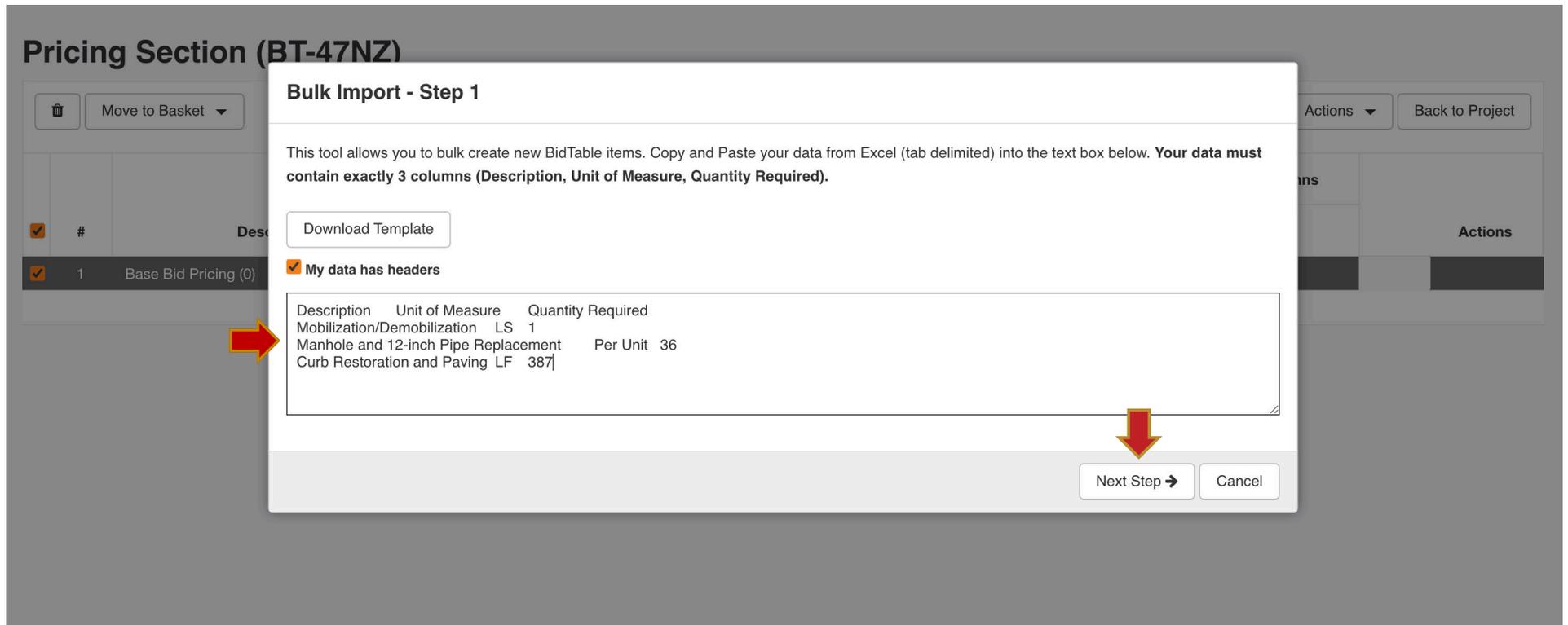
Copy and past your line items into the Excel file making sure to include the **Description, Unit of Measure, and Quantity Required** cells for each line item.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Description	Unit of Measure	Quantity Required									
2	Mobilization/Demobilization	LS	1									
3	Manhole and 12-inch Pipe Replacement	Per Unit	36									
4	Curb Restoration and Paving	LF	387									
5												
6												
7												
8												
9												

Select all the line items associated with one pricing **Basket** at a time (*if you have only one basket, select all the data*) including the column headers. Return to the **Bulk Import - Step 1** screen and paste the data into large data field. If you have copied the **Column Headers**, make sure that you select the **My data has headers** check-box.

Proceed to the **Next Step** by clicking the button.



**Pricing Section (BT-47NZ)**

Move to Basket ▾

Actions ▾ Back to Project

ins

Actions

### Bulk Import - Step 1

This tool allows you to bulk create new BidTable items. Copy and Paste your data from Excel (tab delimited) into the text box below. **Your data must contain exactly 3 columns (Description, Unit of Measure, Quantity Required).**

Download Template

My data has headers

Description	Unit of Measure	Quantity Required
Mobilization/Demobilization	LS	1
Manhole and 12-inch Pipe Replacement	Per Unit	36
Curb Restoration and Paving	LF	387

Next Step → Cancel

In the **Basket** drop-down menu, select the appropriate **Basket** that the line items need to be assigned to. If you have only one basket you should use the **Base Bid Pricing** basket created earlier.

Review the data import to verify that the data is mapped to the correct columns and click the **Import** button. If you see any errors or issues you can return to the previous step by clicking the **Back to Step 1** button.

**Pricing Section (BT-47NZ)**

Move to Basket ▾

# Description  
 1 Base Bid Pricing (0)

**Bulk Import - Step 2**

Found 3 BidTable items. Please match the columns in your imported data.

**Basket**

No Basket  
 **Base Bid Pricing**

Description	Unit of Measure	Quantity Required
<b>Match to:</b> Description ▾	<b>Match to:</b> Unit of Measure ▾	<b>Match to:</b> Quantity Required ▾
Mobilization/Demobilization	LS	1
Manhole and 12-inch Pipe Re...	Per Unit	36
Curb Restoration and Paving	LF	387



Actions ▾ Back to Project

ns

Actions

Repeat this process for each pricing **Basket** you have for your **BidTable**. You do not need to create separate Excel sheets for each basket. Simply select the line items for each **Basket** section and copy /paste as needed.

When finished, you will see your pricing **BidTable** as illustrated by the sample below.

### Pricing Section (BT-47FS)

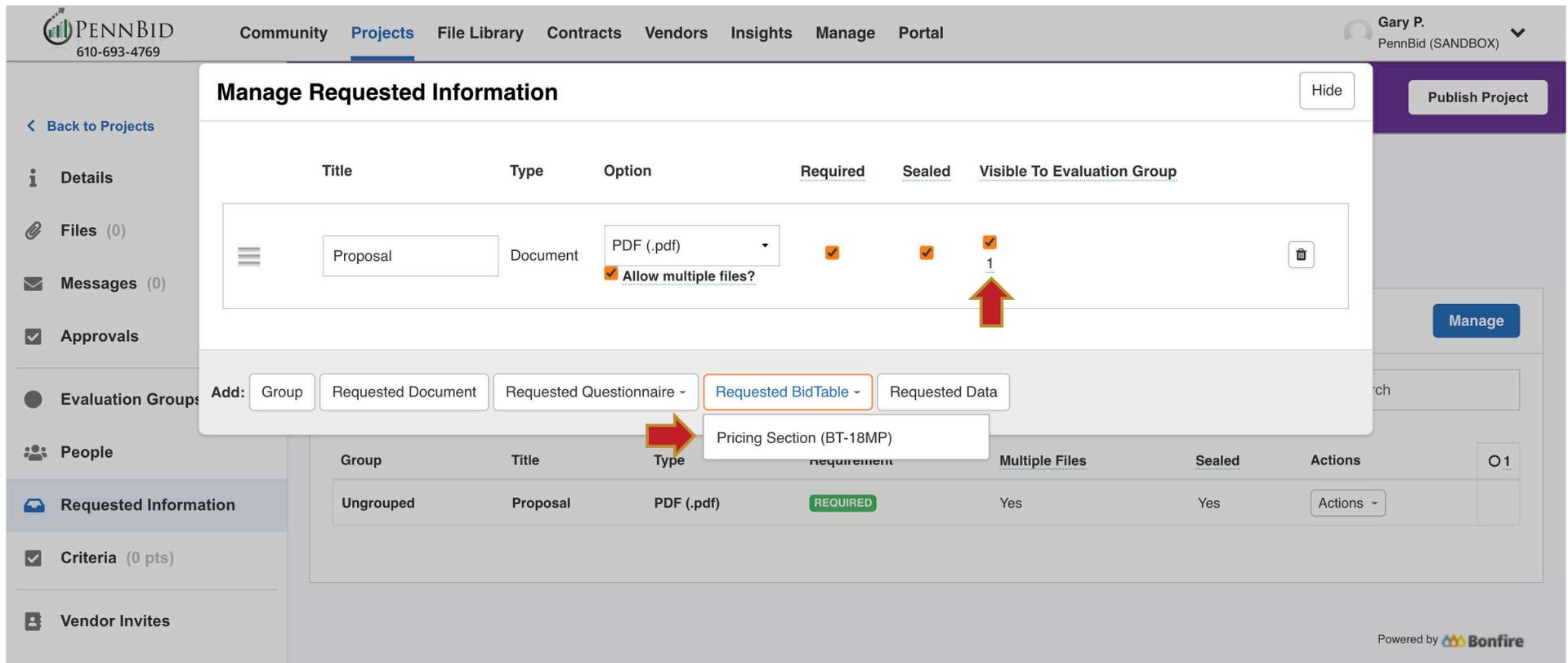
Move to Basket ▾
Add Column ▾
Add Basket
Add Item
Bulk Import 📄
Actions ▾
Back to Project

☑	#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
			Unit of Measure  	Quantity Required  	Unit Price  	\$ Total Cost  	
☑	1	General (3)			-	-	
☑	#1-1	Mobilization and Project Management	LS	1	-	-	
☑	#1-2	Traffic Maintenance and Protection	LS	1	-	-	
☑	#1-3	Erosion and Sediment Control	LS	1	-	-	
☑	2	North Janice Lane Pipe Replacement (7)			-	-	
☑	#2-1	Excavation and Removal of Existing Pipe	LS	1	-	-	
☑	#2-2	36-inch Diameter SLCP Pipe Installation	LF	45	-	-	
☑	#2-3	Bituminous Pavement Subbase Installation	CY	4	-	-	
☑	#2-4	WMA Binder Course Installation – 19.0 mm	SY	25	-	-	
☑	3	South Janice Lane Pipe Replacement (7)			-	-	
☑	#3-1	Excavation and Removal of Existing Pipe	LS	1	-	-	
☑	#3-2	48-inch Diameter SLCP Pipe Installation	LF	60	-	-	
☑	#3-3	Bituminous Pavement Subbase Installation	CY	7	-	-	
☑	#3-4	WMA Binder Course Installation – 19.0 mm	SY	41	-	-	

Map your final **BidTables(s)** to you project by returning to the **Requested Information** tab. First, click the **Manage** button on the right. Then, at the bottom of the pop-up screen click the **Requested BidTable** button and select the appropriate **BidTable**.

**Notice:** Make sure to **check** the box to make the BidTable **Visible To Evaluation Group**.

After adding them to the **Manage Requested Information** screen, simply drag them to the correct information group using the three (3) lines to the left of the **BidTable Title**.



**Manage Requested Information**

Title	Type	Option	Required	Sealed	Visible To Evaluation Group
Proposal	Document	PDF (.pdf) <input checked="" type="checkbox"/> Allow multiple files?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1

Add: Group Requested Document Requested Questionnaire **Requested BidTable** Requested Data

Pricing Section (BT-18MP)

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions
Ungrouped	Proposal	PDF (.pdf)	REQUIRED	Yes	Yes	Actions

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.