Find Bid Data

AASHTOWare Project Role User Guide

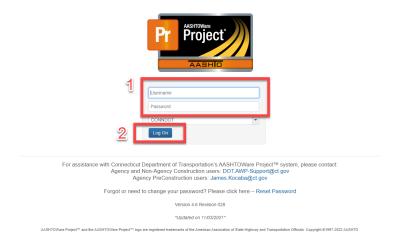
The **Find Bid Data** screen enables the user to gather bid data from proposals stored in the system and determine bid prices based upon selected parameters. Find and filter historical data for different items by entering values in the **Find Bid Data** fields or search criteria in the **Main** quick find search box. Filter functions in the header provide item specific search results while the main search field provides general results based upon the entered criteria. The drop-down filter function can also be used to narrow search results further by time and work type.

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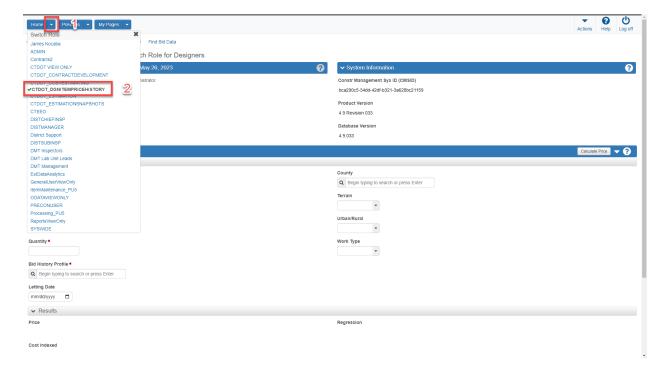
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Log into AASHTOWare Project

- 1. Login to AASHTOWare Project (AWP)
- 2. Enter username/password (1) and click "Log On" (2)
 - a. Click "Reset Password" if you forgot your password
 - b. If you're locked out or require a new account send an email to james.kocaba@ct.gov



- **3.** Select action arrow adjacent to the home button (1)
- 4. Select the CTDOT_DGNITEMPRICEHISTORY role (2)

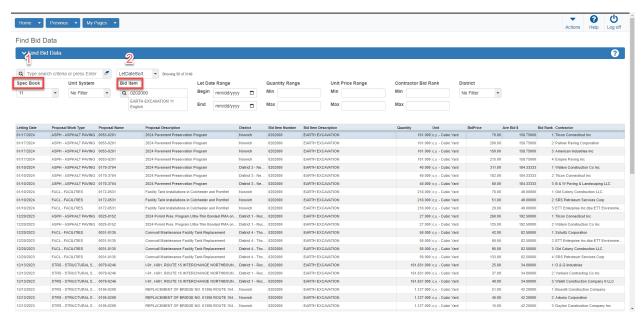


5. Scroll down to locate Find Bid Data component

Find Bid Data – Bid Item Search

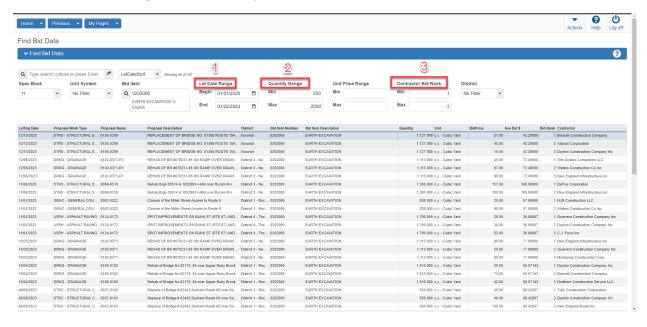
Some or all the header filter fields can be used when researching historical item bid data. Cost estimating recommends starting with a more general search; then drilling down with additional filters. Use the steps below to begin an item bid history search:

- 1. Ensure that Spec Book 11 (1) is selected.
- 2. Enter desired Item number or a portion of the item description (2).
- 3. Default filter and sort is bid letting date in descending order.



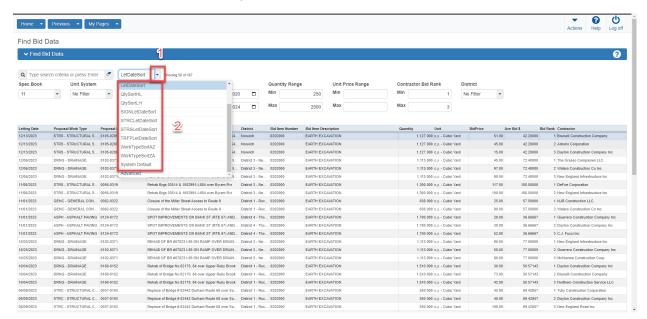
Various other filter and sorting options are available. See Example below:

- 4. Let Date Range (1), Quantity Range (2) and Contractor Bid Rank (3)
- 5. Unit Price Range and District may also be used to further filter the results



Filter and sorting functions may be used to view item quantities or contract work types on an ascending or descending basis

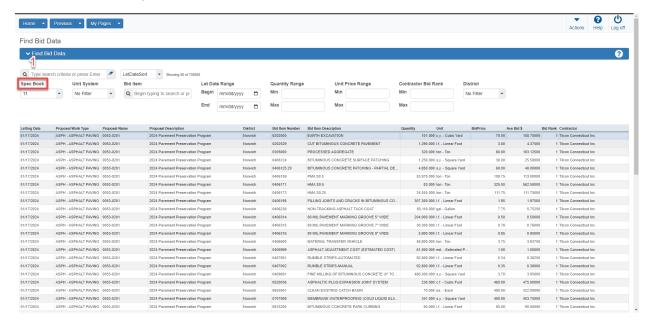
- 6. Select the filer/sort dropdown arrow (1)
- 7. Select desired filter and sort option (2)



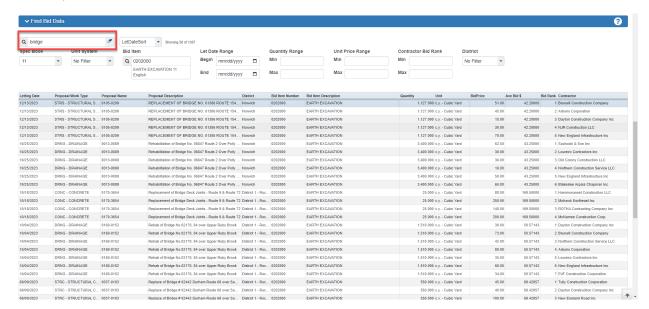
Find Bid Data – Global Search

The global search bar allows the user to search any desired criteria. For example, enter "bridge" or "pavement" into the search bar and all proposals with the selected terms are displayed.

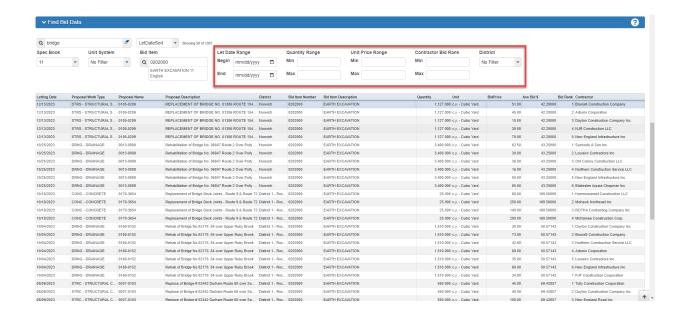
1. Ensure that Spec Book 11 (1) is selected.



2. Enter global search term such as "Bridge", "Pavement" (1). Items or proposals with the search term are displayed. The system may take a few seconds to retrieve the data, so please be patient.



3. Bid Items can be consolidated further by using any of the other filter functions.



4. Bid Items can then be sorted by quantity or contract work type using the drop-down selection field.

