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Introduction to Contracts

The Alaska Department of Transportation and Public Facilities uses an application called Oracle Forms for Contracts that is a part of the Management Reporting System (MRS) to manage and track Contract activities. The MRS database is the source for all of the Contracting data that is displayed on the ADOT/PF's Web site including the Tentative Advertising Schedule, Current Bid Calendar, Plan-holders lists, Addenda, Bid Opening Results and the Contract Award Status.

The function of Oracle Forms for Contracts has not been changed by the introduction of the Bidtab IV program. Contracts personnel will continue to use it for all pre-bid opening activities; identifying plan-holders, issuing addenda, changing estimate amounts, identifying Bidders and inputting uncheck bid results. In an unassociated manner, Bidtab is used to produce the detailed changes in the Engineer's Estimate for creation of Bid Schedules and to prepare DBE Goals Worksheets. Contracts personnel are required to update the appropriate fields in the Oracle Forms for Contracts, just as they are now, to keep the estimate amounts and DBE goals in-sync.

Active interaction between Bidtab and MRS is delayed until after the bids have been opened, the actual Bidders are identified in MRS and the unchecked bid results have been entered. (The level of bid detail in MRS is limited to the estimate-section totals for each bidder, even though each section may contain many pay-items.) Using the MRS data, Bidtab establishes the appropriate Bidtab records for each bidder. Then Bidtab is used to input the detailed bids and publish the certified bid results. During this process, Bidtab updates the MRS estimate-section totals for each bidder.

The Forms Bidtab IV uses directly in support of the Contracting role are as follows:

- **Bid Schedule Form**: Create a bid schedule, set allowances for Alaska Bidders and Products.

- **Bid Entry and Certification Form**: Enter detailed bids, model award scenarios, publish certified bid results and archive the Bidtab project.
What you should learn in this module

By the completion of this module you should be able to answer the following questions:

1. What is the primary application that is used to support Contract Management?
2. What Bidtab IV form is used to transfer a project?
3. What items are added to a Bid Schedule when Alaska Preferences are specified?
4. Where may notes or instructions be placed on a Bid Schedule?
5. What would be an appropriate Top of Page Note on a Bid Schedule that is included in a lengthy addendum where the addendum pages are numbered consecutively?
6. How can a note or instruction be formatted?
7. Can a Bid Schedule be Posted to the Contracts Web site for download by potential bidders?
8. Can Bidtab be used to create a new Contract in the Management Reporting System?
9. What are the steps involved in linking a Bidtab project to an MRS Contract?
10. What options are available to find a Contract in MRS, using Bidtab?
11. What Tests are performed by Bidtab before allowing a linkage to an MRS Contract? Why are these Tests necessary?
12. How can you overcome Test failures?
13. Which MRS records are updated when a linkage is established?
14. What records are deleted when a linkage is removed?
15. How are Bidders added to the list contained in Bidtab?
16. What reports can you print to check bid entry?
17. How do you enter Unchecked Bid Results or Alaska Product Preference Amounts?
18. What is a Formulated Cost? Can they be changed?
19. Does the Certified Bid Results Report show which Estimate Sections were finally awarded in a construction contract?
Preparing a Bid Schedule

Bid Schedule Form

The Bid Schedule Form is used to prepare a Bid Schedule. It has two frames: the Special Conditions Frame and the Bid Schedule and Instructions To Bidders Frame.

Special Conditions for Award (Alaska Preferences)

Using this pane, you may specify Special Conditions for Award by clicking on the appropriate check box. You may set the Alaska Bidder Preference percentage or the allowance of an Alaska Product Preference amount in determining the low bidder.

The allowance of an Alaska Product Preference amount can be specified for each estimate section. Toggle the allowance (Yes/No) by clicking on an estimate section in the list.
Using the Estimate items as a template, Bidtab IV can be used to create a bid schedule that bidders will use to submit their bids. While Bidtab IV’s text editor is not quite as powerful as Microsoft Word’s, it does allow for basic paragraph justification and font formats. Its real advantage is that it automatically positions Instructions To Bidders in your Bid Schedule.

**Instruction Locations**

Creating a Bid Schedule is a relatively simple process. First, select a location for an instruction to Bidders by clicking on it:

- **@Top of Each Page, Before the Project Header**
- **@Preamble**: Prints Once beginning on the First page (may be many pages long)
- **@Before Items are Listed** on each Page (this is usually "The bidder shall insert a unit bid price for each pay item listed below. Type or print legibly."
- **BEFORE: an Estimate Section Prints**
  - **Before Each Pay-Item** (just click on the Item Number)
- **AFTER: an Estimate Section Prints**
Inserting & Deleting Instructions

Right-Click on an Instruction Location to display the popup menu and select Insert New Instruction or Delete Instruction from the menu.

When Inserting, The Grid will be updated with a line that says CLICK HERE TO EDIT INSTRUCTION

If you click where specified, the editor opens, on top of the grid. Type in your instruction, or copy and paste it from some other document. Then Click Close to close the editor and return to the grid.

Formatting Instructions To Bidders

You can change the paragraph justification and font characteristics from the Main Menu under the Format menu Item. This does not allow you to select certain words to italicize or make bold. The formatting applies to all of the text included in the instruction.
Creating & Using Instruction Templates

You can create Instruction Templates that you can repeatedly use on projects. Simply develop a create a Bid Schedule with all of the standard verbiage you want to use and then select Create New Template Using This Bid Schedule from the main menu. Dialog boxes will be displayed to gather further information and the template will be created.

To recall a template for use, Click Select a Template and a dialog box will open so that you can select the template you want to use. Type in the Number of the template you want to load.

To insert an Instruction, simply click on one of the Blue command Buttons
Printing the Bid Schedule
To Print the Bid Schedule, select *Print Bid Schedule* from the Main Menu under File.

<table>
<thead>
<tr>
<th>Addendum Numer 45</th>
<th>Sheet of</th>
<th>Department of Transportation &amp; Public Facilities</th>
<th>Juneau Highway MP 1001-1094</th>
<th>Project No. S2504 (Federally Funded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Instruction is printed just before the page header and usually says over:</td>
<td>Basic Bid</td>
<td>The bidder shall insert a unit bid price for each pay item listed below, type or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item No.</td>
<td>Item Description</td>
<td>Unit</td>
<td>Quantity</td>
<td>Unit Bid Price</td>
</tr>
<tr>
<td>047105</td>
<td>Word Processing</td>
<td>PC</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>061105</td>
<td>Automatic Traffic Recorder, 311, HO</td>
<td>Lump Sum</td>
<td>All Req'd</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>071005</td>
<td>Metal Rumble Strips Pavement Markings, Low</td>
<td>Linear</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>071005</td>
<td>Metal Rumble Strips Pavement Markings, High</td>
<td>Linear</td>
<td>12,500</td>
<td></td>
</tr>
<tr>
<td>071005</td>
<td>Metal Rumble Strips Pavement Markings, Model</td>
<td>Linear</td>
<td>21,200</td>
<td></td>
</tr>
</tbody>
</table>

- Total Basic Bid $ |
- Alaska Bidder's Preference (5%) $ |
- Alaska Products Preference $ |
- Adjusted Bid Amount Basic Bid $ |
Establishing a Contract in MRS

Oracle Forms for Contracts is used to establish a contract in MRS. These forms are used for all pre-bid opening activities; scheduling bid openings, identifying plan-holders, issuing addenda, changing estimate amounts, identifying Bidders and inputting the uncheck bid results. The Bidtab program uses the list of bidders in MRS to create the detailed bid entry records used by Bidtab.

NOTE: Oracle Forms for Contracts requires separate user authentication, not available in the Bidtab program.
Bid Opening, Certification and Award

After a Contract has been established in MRS, the Bids are opened and the unchecked bid results for each bidder have been entered, Bidtab IV's Bid Entry and Certification Form is used to select the MRS Contract linkage, enter the detailed bids, prepare bid-opening reports, model award scenarios publish the results to the Web-site and archive the Bidtab project.

Bid Entry and Certification Form

The Bid Entry and Certification Form has 6 Frames: Link to MRS Contract, Alaska Preferences, Bidders, Bid Detail, Award Scenarios and Publish Certified Bid Results.

Link to MRS Contract Frame

When you first open the Bid Entry and Certification form you are presented with the above screen. It is used to search for an MRS Contract. Using the yellow pull-down selection field you can choose to search for a Contract by:

♦ **Find (user supplied) Contract #** = (an AKSAS number or a sequence number)
♦ **Find (System Generated) Contract ID** = (the MRS Contract ID unique number)
♦ **Find Contract Name Like:** (enter any part of the project name)

Type the value to search for in the *white text-box* and then click on the *Find-MRS-Contract button* to execute the search. A list of MRS Contracts will be generated as shown on the following page.
Click on the name of any project presented in the list to display the MRS Contract's scope of work, the engineer's estimate for the bid sections in the contract and the list of bidders. Once you have found the Contract you want to link to, click on the light-blue Link to this Contract button to attempt the linkage.

**Tests performed to Verify an Appropriate Contract Linkage**

Before actually linking to an MRS Contract, Bidtab IV will perform a number of tests to verify that the MRS Contract you are trying to link to is an appropriate linkage.

1. First, Bidtab checks to see if the MRS Contract is already certified. If it is, you will not be allowed to establish a linkage.

2. Bidtab then checks to make sure that the number of estimate sections in the MRS Contract exactly matches those in the Bidtab project. For example, if an MRS Contract contains a Basic Bid and two Alternates, The Bidtab estimate must have exactly 3 estimate sections (probably named Basic Bid, Alternate One and Alternate Two). If the number of estimate section do not match then Bidtab will inform you of the problem and will not allow a linkage.
3. The third test Bidtab performs is to check to see that the estimate amounts in MRS match for each section in the Bidtab project. If they do not match, you will presented with the option to automatically update the MRS Contract Engineer’s Estimate Amounts so that they exactly match the Bidtab engineer's estimate amounts. If you choose not to perform this update, the linkage attempt is abandoned.

**Correcting Failed Tests**

The tests Bidtab performs are a safeguard to protect both the MRS and Bidtab databases from erroneous entry. If in the course of attempting a linkage you are presented with a test failure and you are absolutely certain you still want to make the linkage, you can use the Main Menu → Open Contract selection to open *Oracle Forms for Contracts* and make any adjustment that is required in the MRS Contract.

You will be required to enter your MRS User Name and Password to run the *Oracle Forms for Contracts* application.

**Automatic Functions performed by Bidtab in making a Linkage**

Once the attempted linkage has passed all of the tests, Bidtab will automatically:

1. Update the Bidtab records with the MRS Contract Advertised Date and Bid Opening Date. In addition, the MRS Contract Scope of Work is copied to the Scope of Work used on the Bidtab Federal Aid Coding Form (if the existing Bidtab Scope of work is empty).

2. Establish Bid records in MRS for any bidder that is already in Bidtab but not in MRS. This is a odd situation that arises when a contract record in MRS does not have any Bidders. The situation may occur because Bidtab has bid results from many years before the MRS Contract application was created. Fortunately, it is unlikely you will ever run into this situation!

3. Establish Detailed Bid entry records for each bidder in MRS that is not already in Bidtab. For each Bidder, Bidtab will create a Total Bid record, a section-totals record for each estimate section, and a Bid record for each pay-item in the estimate. Unchecked Bid results for each bidder and bid-section are copied from the associated MRS records.
Linkage Established

The following Frame is displayed when a linkage has been established between a Bidtab Project and an MRS Contract. It is similar, in some respects, to the Oracle Forms for Contracts Main Entry Screen but cannot be edited.

A button is provided that will remove the linkage between the MRS Contract and the Bidtab Project. Be aware that this will not back-out of any Automatic Functions performed by Bidtab in making a Linkage. So, it is very important that you make a proper choice to begin with!
Using this pane, you may specify Special Conditions for Award by clicking on the appropriate check box. You may set the Alaska Bidder Preference percentage or the allowance of an Alaska Product Preference amount in determining the low bidder. If Bidtab was used to create a Bid Schedule for the project, these selection have already been made.

The allowance of an Alaska Product Preference amount can be specified for each estimate section. Toggle the allowance (Yes/No) by clicking on an estimate section in the list.
Bidders Frame
The Bidders Frame contains the list of Bidders established in Bidtab for the project. It is used to modify the Unchecked Bid Results, enter the Alaska Product Preference amounts for each bid section (if allowed) and to indicate a Bidder's Status and Alaska Contractor designation (where applicable).

The top half of the Form contains the list of contractors who actually submitted. The Columns are as follows:

1. ID: The MRS Company identification number.
2. Bid Tendered By: The MRS Company Name.
3. Unchecked Total: This is the Unchecked bid Total for all of the bid-sections. It is initially transferred from MRS when the Bidder was added to the Bidtab tables.
4. Entered: The initials of the person who did the detailed bid entry.
5. Checked: The initials of the person who checked the detailed bid entry.
6. Detailed Bid: The total of all bid-items that have been entered.
7. AK: Either Y or N, indicates the Bidders Alaskan Contractor Status.
8. Status:
   ♦ V-not evaluated    R-Responsive
   ♦ N-Non responsive    W-Withdrawn
9. Adjusted Bid: The total of all bid-items that have been entered minus any adjustments for Alaskan Contractor Preference and Alaska Product Preference.
10. Items: The number of Bid Items. It should be the same for all bidders.
11. Zeros: The number of non-contingent sum items where the bid amount is zero. This can indicate the number of items where detailed bid entry is incomplete.
12. Errors: Indicates the number of errors identified in the detailed bid entry.
Adding A Plan Holder To The Bidders List
You must use Oracle Forms for Contracts to add a bidder to this list. After the addition, reopen the Bidtab Bid Entry and Certification Form and the new bidders will be automatically added to the list.

Deleting A Bidder From The Bidders List
To delete a Bidder, right click on the Bidders name and select Delete This Bidder from the popup menu. The bidder will be eliminated from Bidtab but not MRS.

Entering Unchecked Bid Results
To enter Unchecked Bid Results, first click on a Contractors Name in the Bidders list. Then click on the Unchecked Bid Amount Cell on the Grid. Enter the amount and press the enter key. If the Estimate contains multiple sections, the yellow text box will move down to the next section so you can enter its unchecked bid amount also. Bidtab will automatically update the proper bid amount in the MRS tables as long as the MRS contract has not been certified.

Entering Alaska Product Preference Amounts
Entering the Alaska Product Preference amount (if allowed) follows the same routine as entering Unchecked Bid Results except that you click in the Alaska Product Preference amount Cell. You'll also notice, at the bottom of the grid, the insertion of an Adjusted Total. The Adjusted Total = The Grand Total-The Alaska Product Preference Amount.
Bid Detail Frame

To enter the bids for a Contractor, click on the Contractor’s Name on the Bidder List and then click on the Enter Bid button in the lower pane of the form.

You can automatically select the contractor and switch to the Bid Detail Frame by clicking on the bidder identification number, located in the first column (yellow) next to the Contractors Name. Either action will switch you to the Bid Detail Frame.

The Bid Detail Frame is used to enter the Contractors bid prices for each pay item in the Estimate. It may also be used to edit the Contractor’s contact information. The Frame is divided into two sections: the Bid Tendered By Pane and the Bid Entry List.

Bid Tendered By Pane

The Bid Tendered By Pane is used to edit the Contractor’s contact information. Any changes made are updated in the MRS Company Table. If you change any of the contact information on the Bid Tendered By pane, be sure to click on the green Button, near the bottom of the pane, to save your changes.
Bid Entry List, Entering and Checking Bids

Left-Click on any item in the Bid-Entry List to begin entering the Unit Price bids. The interface has been set up to use the 10-key numeric entry pad found on most keyboards. Simply type in the Unit Price and press Enter. The Cell-editor will move to the next unit price automatically. Contingent Sum Items are automatically skipped.

After entering the Unit Prices for all the Items, check to make sure that the Item total matches up with the Contractors Total Bid for the Section. If it does not, you will need to figure out whether you made an entry error of whether the contractor multiplied or added incorrectly. Right-Click on the item list to display the lists popup menu. You can Print the Grid from this Menu and use the hard-copy to check against the contractor’s bid schedule. If you prefer, you can also print a copy of the Bid Schedule, filled out with the Contractor’s Bids by using the menu function provided under File-Print Bid Schedule For: (the contractor’s name).

If the Contractor made a price calculation error, you can indicate this by switching to Enter Unit Prices and Extended Prices Mode using the Option Box and entering the incorrect Extended Price. The row will be highlighted Red to indicate an error and the Bidder List on the Plan holders and Bidders Frame will be updated to show an error in the bid.

Formulated Costs and Added Costs

As you enter unit prices, the Section Summary will be automatically updated for you.

Bidtab IV supports multiple Estimate sections. Each section may have formulated costs such as costs for Construction Engineering and costs for the Indirect Cost Allocation Plan that are independent of the other sections in the Estimate. In addition, each Section may contain its own unique Costs that are not part of the Contract, such as Design during Construction or Utilities during Construction. Usually these costs are setup when the Estimate is prepared. You can modify these if you need to. Any changes you make will automatically apply to all the bids and the estimate, of course. To modify these costs click on the appropriate Section Summary row.
Construction Engineering (CENG)
You can assign a Percent-of-Items Engineering Calculation or a Fixed CENG amount. If you choose to calculate CENG based upon a percentage, be sure to put a (%) after the number.

Contractor Furnished CENG items are subtracted out of the Pay Item Total before the amount for Construction Engineering is calculated.

Indirect Cost Allocation Plan (ICAP)
The amount for the Indirect Cost Allocation Plan can only be entered as a percentage.

Additional Costs (not part of the Contract)
When this Section Summary row is selected, a dialog form will be displayed. Click the Add New command button; enter a description for the added cost and the amount. The added cost will then be inserted into the list of costs on the dialog form. Click OK to return to the Estimate.

Toggle...Contractor Furnished CENG
Right-click on the Bid Entry List to display the popup menu. This selection Toggles the Item is Contractor Furnish CENG.

You can select more than one item at a time to perform this operation:
- Highlight the items you want to copy on the Estimate by Left-Clicking on an Item and (while holding the Left mouse button down) drag down to the last item you want to Toggle.
- Right-click inside the area you just highlighted to bring up the Menu.
- Select Toggle...Contractor Furnish CENG from the Menu.

If Construction Engineering is calculated based upon a Percent of the Pay-Items then Contractor Furnished CENG items are subtracted out of the Pay Item Total before the Construction Engineering cost is calculated.

If Construction Engineering is designated as a Fixed Amount then Contractor Furnished CENG items are ignored.
The Items that are designated as Contractor Furnished CENG are highlighted in Blue on the Estimate Grid and a note is placed in the first column of the grid to indicate the item is *In CENG*.

Also, to see a list of all Items designated as Contractor Furnish CENG you can click on the row that says *Minus Contractor Furnished Construction Engineering Items* (the fifth row down in this example). A message box will display the results for the Section.

<table>
<thead>
<tr>
<th>Basic Bid</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>C90 G1271</td>
<td>383 (1) Recommissioning</td>
<td>1.8</td>
<td></td>
<td></td>
<td>360.00</td>
</tr>
<tr>
<td>C91 R001</td>
<td>Asphalt Concrete Pavement, Type II, Class A</td>
<td>4,007</td>
<td>MagPi gramm</td>
<td></td>
<td>10,121.50</td>
</tr>
<tr>
<td>C544 R1151</td>
<td>654 (1) Public Information Program</td>
<td>1</td>
<td>Lump Sum</td>
<td></td>
<td>25,000.00</td>
</tr>
<tr>
<td></td>
<td>Pay Item Total</td>
<td>14</td>
<td></td>
<td></td>
<td>2,051.248.28</td>
</tr>
<tr>
<td></td>
<td>Minus Contractor Furnished Construction Engineering Items</td>
<td>644 (1)</td>
<td>25,000.00</td>
<td></td>
<td>25,000.00</td>
</tr>
<tr>
<td></td>
<td>Minus Contractor Furnished Construction Engineering Items</td>
<td>10%</td>
<td>202,024.02</td>
<td></td>
<td>202,024.02</td>
</tr>
<tr>
<td></td>
<td>Indirect Cost Allocation Plan</td>
<td>5.8%</td>
<td></td>
<td></td>
<td>85,647.57</td>
</tr>
<tr>
<td></td>
<td>Additional Costs</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Basic Bid</td>
<td>Section Total</td>
<td></td>
<td></td>
<td></td>
<td>2,339,526.19</td>
</tr>
</tbody>
</table>
**Award Scenarios Frame**

After you have entered the Bids for all of the companies, you can use the *Award Scenarios Frame* to determine the apparent low bidder, compare the Bids to the Engineer's Estimate and Print the *Certification Of Bids Report*. When an Engineer's Estimate contains multiple sections, like in the example above, you can also use this Frame to *model various award scenarios*.

**Bid Results Grid**

The Bid Results Grid displays the ascending order of the bid results, in columns, with lowest bidder shown first. The grid is set up and sized to automatically show the three lowest bidders even though you may have many more bidders on the project. Contractors determined to be either *Non-Responsive* or *Withdrawn* are always displayed in the last columns of the grid. By using the slider controls at the bottom of the grid you can reposition the grid to show any of the other bidders. If you prefer, you can also manually resize the individual columns to show more bidders, which may be handy if you want to print the grid (which we will discuss later). Clicking on a contractor’s name, in the top row, will automatically switch you to the *Bid Details* frame for that company.
The rows are organized to show the amount bid for each Section in the Estimate and, if applicable, deductions for the Alaska Product Preference amount and a subtotal for this reduction. Below the Section listings you will find rows for:

- **Total Bid**, which is the Contractor's unadjusted bid amount.
- **Adjusted Bid For Award**, which is the Total Bid minus any adjustments for Alaska Bidder Preference and Alaska Product Preference Amounts that are listed directly above this total.
- **Project Summary** that shows the amount bid for the Pay Items, and the resultant Formulated Costs for Construction Engineering, the Indirect Cost Allocation Plan, any Added Costs not part of the Contract and the Grand Total.

**Bid Results Grid, Popup Menu Functions**

When you Right-click on the grid, a popup menu will be displayed.

**Bid Analysis Report**

If you select Display Bid Details the grid will be refreshed to show an analysis of each bid and how it compares to the Engineer's Estimate.

Again, you can resize the columns to show more Bidders.

You can also Print This Grid by displaying the popup menu again and making the appropriate selection.

To switch back to The Bid Summary, display the popup menu and make that selection.
**Modeling Award Scenarios**

Sometimes Project Funding is limited to a fixed amount and an Engineer’s Estimate is prepared with a Basic Bid and several Additive Alternates. In this manner, a Construction Contract can be assembled that will only include the alternates that the funding allows.  

When an Engineer's Estimate contains multiple sections, like in the example shown here, you can use the Bid Summary to **model award scenarios**. You do this by indicating which estimate sections you want included in the award scenario.

Click on a Section’s title, in the first column, to remove the section from the contract. The Bid results will be recalculated, showing the new order of Bidders, and the Project Summary will be updated, showing you the costs for this scenario.

To add a Section back into the award scenario, simply click on its name again. Again, the Bid Summary will be recalculated and displayed.

---

1 The manner in which these Alternates are selected is subject to departmental policies.
Publish Certified Bid Results

Before the Certification Of Bids Report is posted on the departments web site, you will need to indicate who opened the bids and certified the Bid Results. Eventually you will also want to store the Project in a secured Archive Cabinet.

<table>
<thead>
<tr>
<th>Bids Opened By</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>David McCabio P.E.</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Preconstruction Engineer</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Fairbanks</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>907-864-3232</td>
<td></td>
</tr>
<tr>
<td>MRTDNum</td>
<td>AS 2500</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bids Certified By</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>John Simpson</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Chief of Contracts</td>
<td>(Also an Archivist)</td>
</tr>
<tr>
<td>Address</td>
<td>Fairbanks</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>907-865-6922</td>
<td></td>
</tr>
<tr>
<td>MRTDNum</td>
<td>AS 2700</td>
<td></td>
</tr>
</tbody>
</table>

1. Click on any Bids-Opened-By or Bids-Certified-By field to open a dialog form and select the appropriate official.
2. Click on the Update MRS Contract with Certified Bid Results field to indicate the date the Bids were Certified. Updating this field will also update the MRS Contract record to indicate certified Bid results and transfer the Bid-Section totals for each Bidder to the appropriate MRS tables.
3. Click on the Select a Public Archive Cabinet to Store Project field. This selection will only work if you have permission to Archive Projects. Users who have this permission are allowed to insert, delete or modify a project in a Cabinet called an Archive. This is a very powerful permission and is not to be taken lightly because it allows you to actually change the data stored for a project that has been certified, awarded and archived.
Creating and Saving the Compilation of Certified Bid Results PDF

1. Select File ➔ Print Compilation of Bids, Certified Bids Report from the Main Menu.

2. From the Print Setting Dialog that appears, select PDF995 as the Destination Printer. This is the program that is used to Create PDF files.

3. Click OK to preview the report.

4. If, after reviewing the Report you want to make it available on the Web site, click the Printer Button on the Print-Preview Form.

5. The Save PDF File dialog will appear.

6. Right Click on the File Name Field and select Paste from the pop-up menu. The File Name has been automatically created for you! (The Root location for storing the PDF file is a setting the Database Administrator can change, should the need arise.)
Printing the Certification Of Bids Report

This Report is printed from the Main Menu using the File-Print Bid Tabulation, Certification Of Bids Report menu selection.