

BidCentral Online Bidding for Subcontractors (BOBS)

GC User Guide



www.bidcentral.ca

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Online Bidding System General Contractor Guide

Welcome to our Online Bidding System Guide. This guide is intended to provide an overview of the features and tools available to you within the BidCentral Online Bidding for Subcontractors (BOBS) system.

1 – Getting Started

Once you access the BidCentral Online Bidding for Subcontractors “Bid Module” by clicking on the bid module icon in a specific project, you will be presented with a series of tools that will allow you to proceed through the process and receive bids on the project.

BidCentral

Project Details ▾ Per-Project Access: \$50.00 **BOBS Bid Module** Tools ▾

BOBS Bid Module

ATTENTION:

- **TRADE CONTRACTORS:** to ensure that bid submission is possible.
- Bond Application to be used for TRADE CONTRACTORS
- **GENERAL CONTRACTORS** are reminded that they are required to complete the bid page no later than 2 Working Days (to the hour) prior to the bid opening.

2 – GC Intention to Bid

In order to confirm as a general contractor on the project, you must declare your intention to bid by using the “GC Intention to Bid” tool. To complete the process you must:

1. Agree to the terms and conditions of BidCentral Online Bidding for Subcontractors.
2. You must enter a valid email address, which will be used to send you email notifications regarding bid withdrawals, bid omissions, non-compliant bids, non-compliant bonds, and updates to the WHO BID WHO.
3. Select the appropriate bid form that you are to receive bids on
4. Select those sections/divisions that you will be bidding own forces.

The screenshot shows the BidCentral interface for the 'GENERAL CONTRACTOR'S INTENTION TO BID' form. The top navigation bar includes 'Project Details', 'Per-Project Access: \$50.00', 'BOBS Bid Module', and 'Tools'. A sidebar on the left lists various actions: Pre-Bid Interpretations, Submit Bid, Bond Application (Trade Contractors Only), Preview Bid Form, GC Intention To Bid (highlighted), Who Bid Who, Bid History, Withdraw Bid, Missed Bid, Transfer Bid, and Help Guide. The main content area contains the following text and form fields:

GENERAL CONTRACTOR'S INTENTION TO BID

Please complete the application below. Once you have completed the application an email will be sent to the bidding administrator and you will be added to the list of recipients on the bid form you have selected. You will receive an email confirmation for payment.

I hereby confirm that I intend bid on this project and have read and agree with the terms and conditions of BidCentral Online Bidding for Subcontractors

Please enter in the email address of the bid recipient and to receive notifications on the bid module:

Email Address:

Bid Form:

Bid own forces for the following section(s) or division(s) of work:

Description
<input type="text" value=""/>

+ Add Section

A 'Help' icon is visible on the right side of the form.

5. Make payment as required by BidCentral Online Bidding for Subcontractors Rules

The screenshot shows the 'Payment Information' section of the 'GENERAL CONTRACTOR'S INTENTION TO BID' form. It includes the following text and table:

Payment Information

GENERAL CONTRACTOR'S INTENTION TO BID

In order to submit this Intention to Bid an amount of \$ 119.00 + taxes is owed.

Subtotal:	\$ 119.00
GST:	\$ 5.95
Total:	\$ 124.95

Please select a payment option before proceeding:

Payment on-line using a credit card.

Buttons: **Previous** and **Save & Proceed**

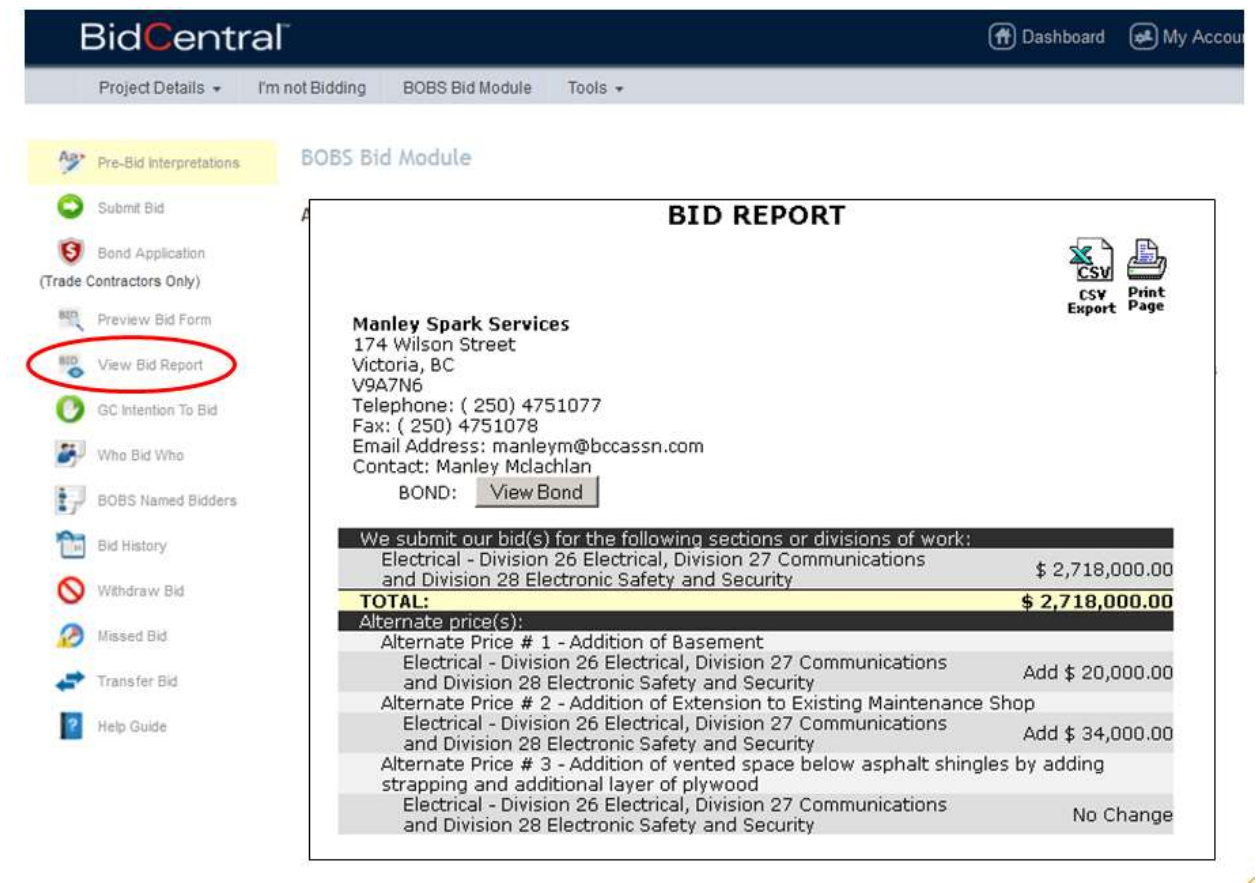
6. After the Bid Closing Date you will be able to view the bid results online if you have completed the GC Intention to Bid.

3 – View Bid Report

The view report tool allows you and the bid recipients to view the results of the bidding process after the bid closing date.

Bid Results

The results from the bid will be displayed and listed. Each bid that is submitted will be displayed, along with the accompanied details. You will then have the ability to print or export the results to a CSV.



The screenshot displays the BidCentral BOBS Bid Module interface. The sidebar on the left contains navigation options, with 'View Bid Report' circled in red. The main content area shows a 'BID REPORT' for 'Manley Spark Services' with contact information and a table of bid details.

BID REPORT

Manley Spark Services
174 Wilson Street
Victoria, BC
V9A7N6
Telephone: (250) 4751077
Fax: (250) 4751078
Email Address: manleym@bccassn.com
Contact: Manley Mlachlan
BOND: [View Bond](#)

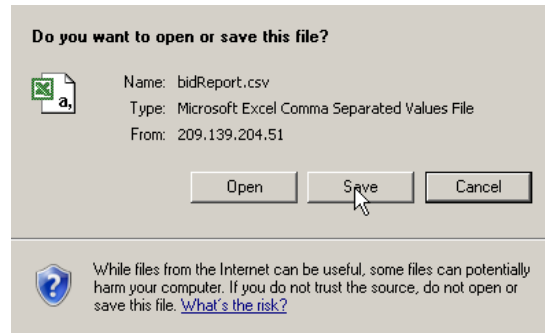
We submit our bid(s) for the following sections or divisions of work:

Electrical - Division 26 Electrical, Division 27 Communications and Division 28 Electronic Safety and Security	\$ 2,718,000.00
TOTAL:	\$ 2,718,000.00
Alternate price(s):	
Alternate Price # 1 - Addition of Basement Electrical - Division 26 Electrical, Division 27 Communications and Division 28 Electronic Safety and Security	Add \$ 20,000.00
Alternate Price # 2 - Addition of Extension to Existing Maintenance Shop Electrical - Division 26 Electrical, Division 27 Communications and Division 28 Electronic Safety and Security	Add \$ 34,000.00
Alternate Price # 3 - Addition of vented space below asphalt shingles by adding strapping and additional layer of plywood Electrical - Division 26 Electrical, Division 27 Communications and Division 28 Electronic Safety and Security	No Change

CSV Export

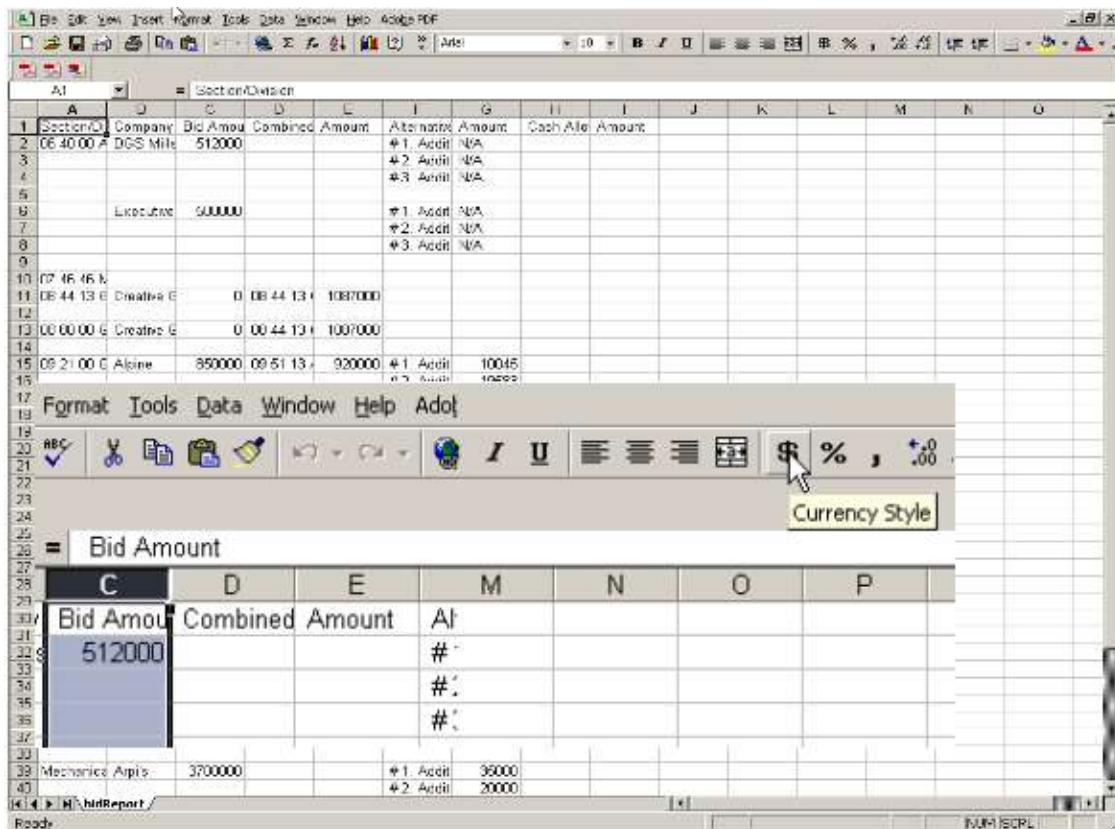
To export the bid data in a format ready for a spreadsheet program, click on the **CSV Summary Spreadsheet** icon at the top of the page.

Click the Save button, and select a location, such as the Desktop, to save your data. Locate the CSV file you have saved, in this example, on the Desktop.



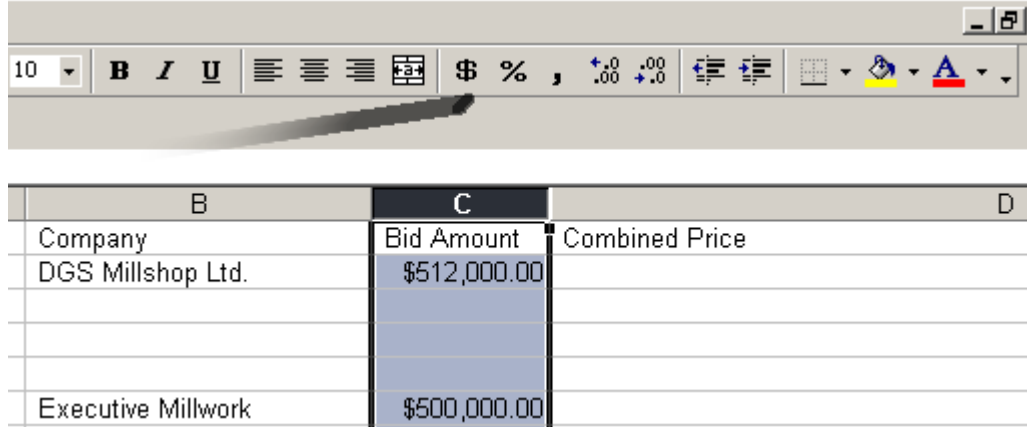
Double-clicking the CSV file will open it in your Spreadsheet Program such as Excel.

Initially, all the data is placed into the default sized and formatted cells. To make the information easier to work with it is recommended that you take a minute and reformat it. Following are a few examples of how to do this when using Microsoft Excel.



To have the currency values display with a correct “\$” symbol and two decimal places, Click on the column header to select the entire column and click the Currency Style Icon.

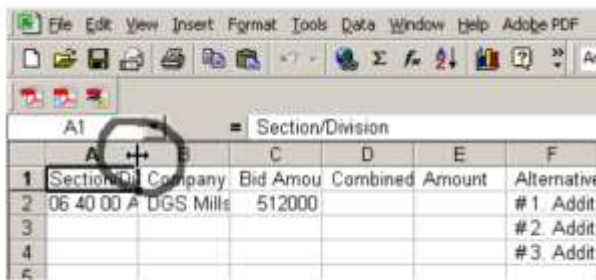
The entire column of data will be formatted in the appropriate style and automatically expand to fit.



The columns of the spreadsheet will be at the narrow default settings and the data may disappear underneath the next column of data as shown above. To rectify this, place the mouse on the dividing line between the cells, as shown below.

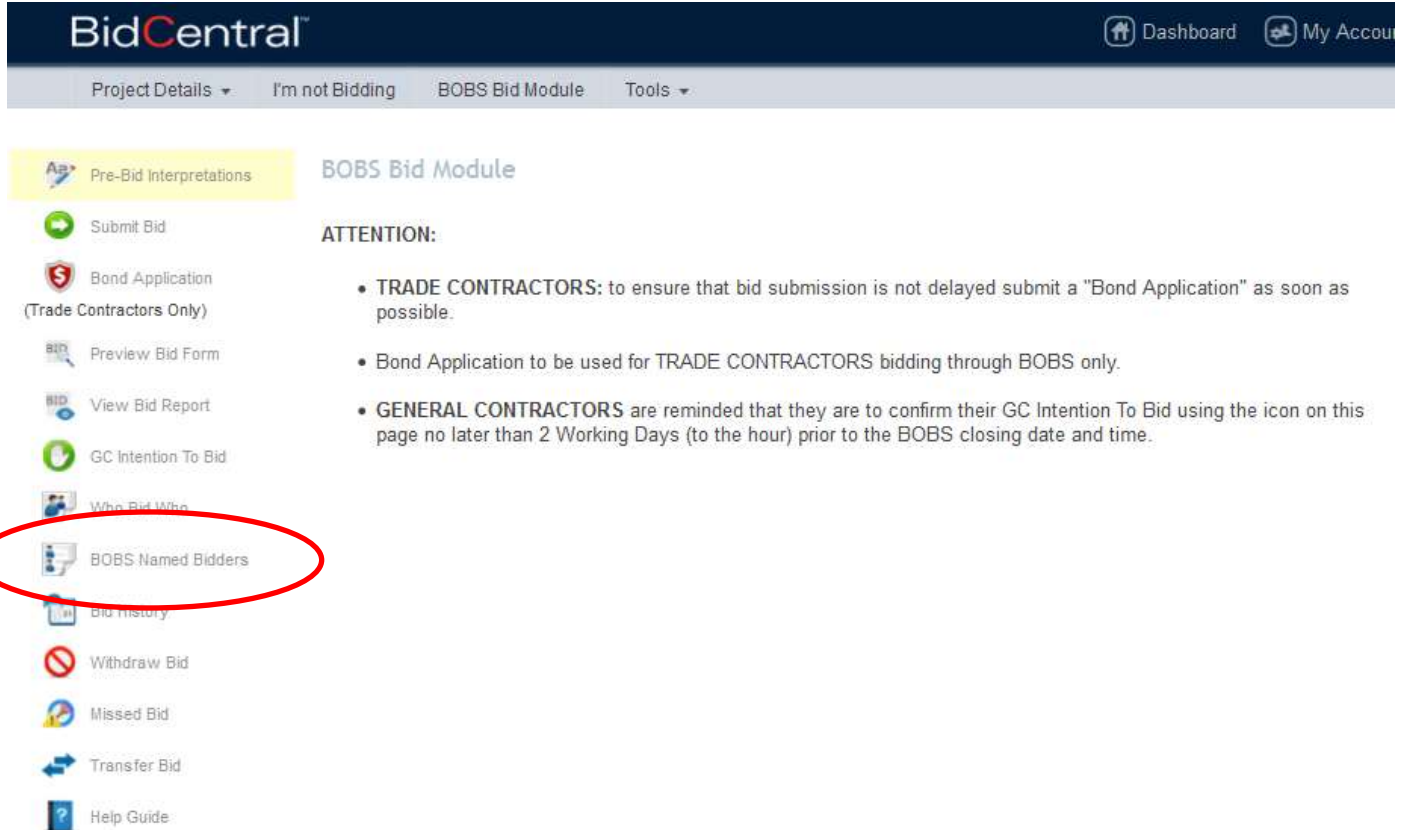
When the mouse pointer changes to this bi-directional arrow, Double-Clicking the mouse will cause the cell to expand automatically to the width of the data within the cells, as shown below.

Tip! Start with the furthest cell on the right allowing you to expand the cells conveniently.



4 – Naming of Bidders in Bid Central Online Bidders

Where applicable the naming of bidders received can be completed through BOBS. See our separate guideline for how a General Contractor can select a bidder from those received through BOBS.



The screenshot shows the BidCentral interface. At the top, the BidCentral logo is on the left, and 'Dashboard' and 'My Account' are on the right. Below the logo, there are navigation links: 'Project Details', 'I'm not Bidding', 'BOBS Bid Module', and 'Tools'. The main content area is titled 'BOBS Bid Module'. On the left, there is a vertical menu with various options: 'Pre-Bid Interpretations', 'Submit Bid', 'Bond Application (Trade Contractors Only)', 'Preview Bid Form', 'View Bid Report', 'GC Intention To Bid', 'Who Bid Who', 'BOBS Named Bidders' (circled in red), 'Bid History', 'Withdraw Bid', 'Missed Bid', 'Transfer Bid', and 'Help Guide'. To the right of the menu, under the heading 'ATTENTION:', there are three bullet points:

- **TRADE CONTRACTORS:** to ensure that bid submission is not delayed submit a "Bond Application" as soon as possible.
- Bond Application to be used for TRADE CONTRACTORS bidding through BOBS only.
- **GENERAL CONTRACTORS** are reminded that they are to confirm their GC Intention To Bid using the icon on this page no later than 2 Working Days (to the hour) prior to the BOBS closing date and time.