



***Master Bid Item*** feature for  
Bid Form Development  
and Project Estimating

To have your specific line items added to the Master Bid Item list, please contact the PennBid Team at [info@PennBid.net](mailto:info@PennBid.net) or call (610) 693-4769



The Master Bid Item List feature allows PennBid clients to develop their bid forms by simply selecting items from an online list, populated specifically for your firm. This feature also provides historical cost data for project estimating.

The Master Bid Item feature is provided at no cost for select engineering firms and agencies.

## Benefits

- *Bid Form Development*

The Master Bid Item list can contain your company's specific numbering, descriptions, and unit of measures. Bid forms can be developed On-Screen by selecting your items from the list.

- *Cost Estimating*

Historical unit cost data to assist in estimating future projects.

- *Consistency*


The Master Bid Item List provides consistent, repeatable, rapid, and more accurate bids for development and estimating.

## Next Steps

If interested in utilizing this feature, please contact us at [info@PennBid.net](mailto:info@PennBid.net).

To build the bid form using the *Master Bid Item* List, select **Add Items from Master** from the **Bids** tab

**Bid Form**

[Add Item from Master](#) 

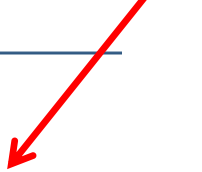
Upload New Bid Form    [Template Bid Form \(.csv file\)](#)

Line Item	Lot	User Field 1	User Field 2	User Field 3	Type	Description	Unit of Measure	Quantity
<a href="#">Insert</a> *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	* BASE ▾ *	<input type="text"/>	<input type="text"/>	<input type="text"/>

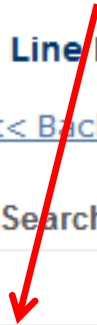
The complete list will appear. You can search the list or just select your bid items.

**Line Item Master**

[<< Back](#)

Search by any field   

<a href="#">Select</a>	BH-BA_W1	4" DI Water Main, complete in place, including testing.	LF
<a href="#">Select</a>	BH-BA_W2	6" DI Water Main, complete in place, including testing	LF
<a href="#">Select</a>	BH-BA_W3	8" DI Water Main, complete in place, including testing	LF
<a href="#">Select</a>	BH-BA_W43	6" Gate Valve & Box, complete in place, including testing	EA
<a href="#">Select</a>	BH-BA_W81	Excavation, Backfill and Restoration of Unpaved Surfaces, complete in place, for trenches 6-8 feet deep	LF




Current Bid Form export print

Edit Estimate	Line Item	Lot	User Field 1	User Field 2	User Field 3	Type	Description	Unit Of Measure	Quantity
<a href="#">Delete</a> <a href="#">Edit Estimate</a>	101	0	BH-BA_W3			BASE	8" DI Water Main, complete in place, including testing	LF	222.0000
<a href="#">Delete</a> <a href="#">Edit Estimate</a>	102	0	BH-BA_W43			BASE	6" Gate Valve & Box, complete in place, including testing	EA	8.0000
<a href="#">Insert</a>	* 103		BH-BA_			* BASE	* Excavation, Backfill and Restoration of Unpaved	* LF	* 222

Simply add the Line Item (Number) and Quantity then click Insert. Continue until all line items are added.

**Note** – When using the Master Item List in conjunction with the Bid Form Template, upload the template first.

 You may edit your bid up to the closing date/time.

**Bidder's View**

Last Edited By James Jackson (3/12/2012 3:08 PM Eastern)

Company Kitten Construction

Bid Status Complete

Bid Form export print Records

Line Item	User Field 1	Description	Type	Unit of Measure	Quantity	Unit Price	Extended Bid
101	BH-BA_W3	8" DI Water Main, complete in place, including testing	BASE	LF	222.0000	\$41.2500	\$9,157.50
102	BH-BA_W43	6" Gate Valve & Box, complete in place, including testing	BASE	EA	8.0000	\$145.0000	\$1,160.00
103	BH-BA_W81	Excavation, Backfill and Restoration of Unpaved Surfaces, complete in place, for trenches 6-8 feet deep	BASE	LF	222.0000	\$14.5000	\$3,219.00

Total Base Bid \$13,536.50

