

# General Contractor

## Electronic Bidding System Guide

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## Online Bidding System General Contractor Guide

Welcome to our On-line Bidding System Guide. This guide is intended to provide an overview of the features and tools available to you.

### 1.) Getting Started

Once you access the “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 bidding process and bid on the project.



### 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 the BCCA Electronic Bidding System.
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.

**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 BCCA Electronic Bidding System.**

Please enter in an email address in order 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

[+ Add Section](#)

5. Make payment as required by BCCA Electronic Bidding System Rules

**GENERAL CONTRACTOR'S INTENTION TO BID**[Payment Information](#)

In order to submit this Intention to Bid an amount of **\$ 125.0** is owed.

Please select a payment option before proceeding:

Payment using pre-approved regional association account.

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.

**BID REPORT**

  
CSV  
Export

  
Print  
Page

**Manley Spark Services**  
174 Wilson Street  
Victoria, BC  
V9A7N6  
Telephone: ( 250) 4751077  
Fax: ( 250) 4751078  
Email Address: manleym@bccassn.com  
Contact: Manley Mclachlan

BOND: [View Bond](#)

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**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
<b>TOTAL:</b>	<b>\$ 2,718,000.00</b>

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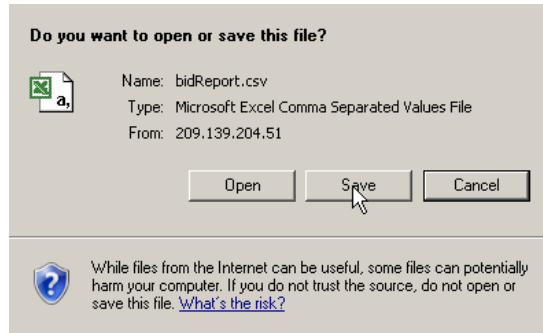
**Alternate price(s):**

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

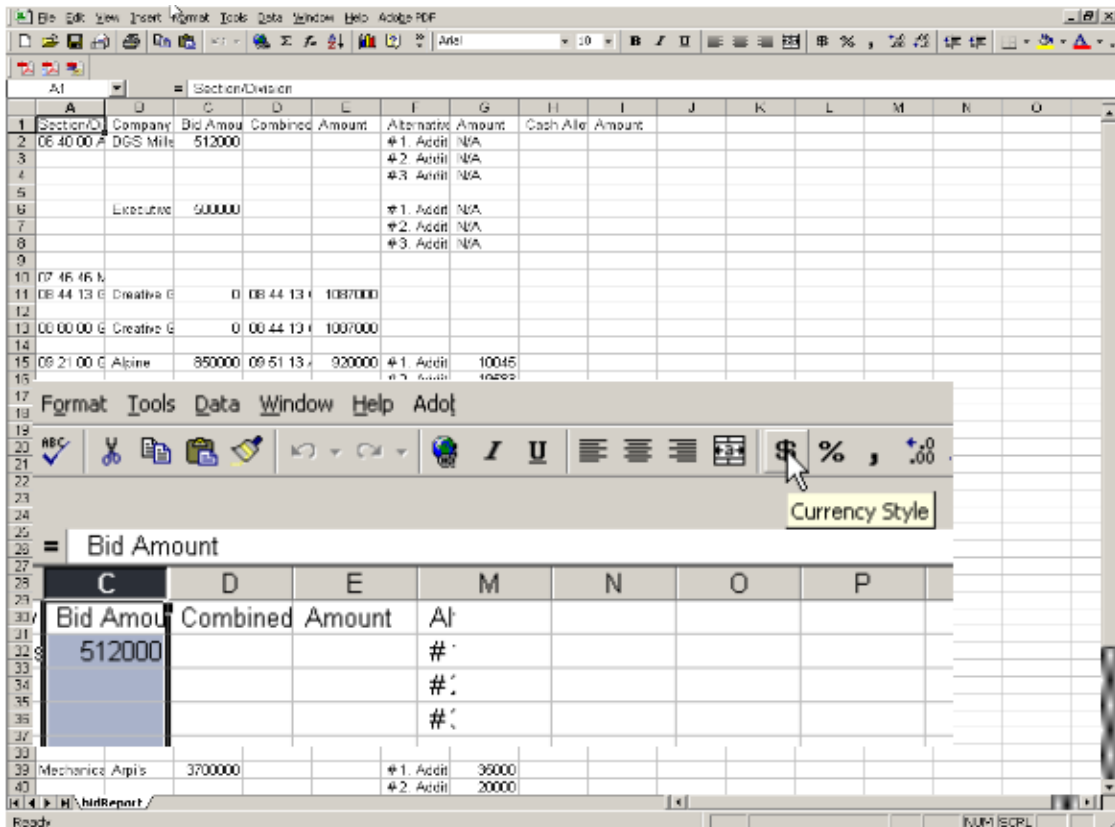
To export the bid data in a format ready for a spreadsheet program, click on the **CSV Summary Spreadsheet** icon at the top of the page.

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.



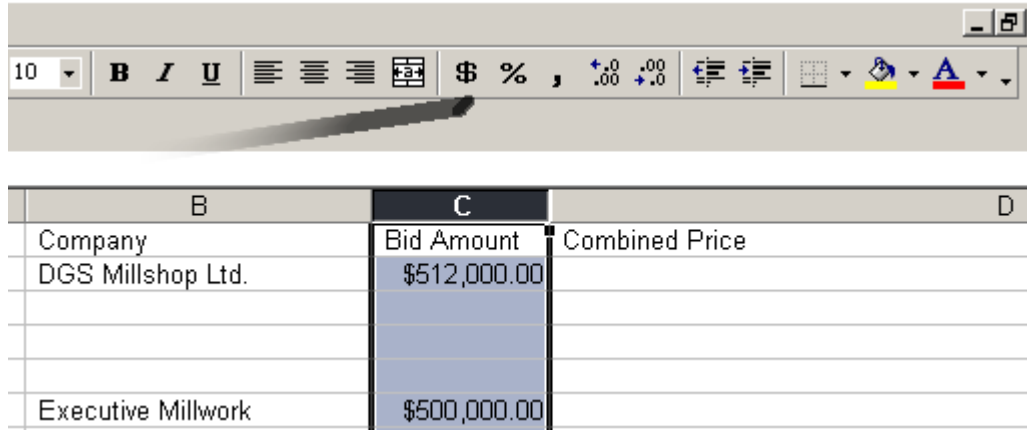
Double-clicking the CSV file will open it in your Spreadsheet Program such as Excel.

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.

