Bid Tab Analysis Tutorial

Using the Bid Tab Analysis Tab in the Bid Express Service

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Prepared By
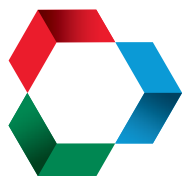
Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Web: www.infotechfl.com

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

Contact Bid Express

By mail:
Bid Express
5700 SW 34th Street,
Suite 1235
Gainesville, FL 32608-5371

By email:
Support: customer.support@bidx.com
Feedback: feedback@bidx.com

By phone or FAX:
Toll free phone: (888) 352-BIDX (2439)
Phone: (352) 381-4888
Fax: (888) 971-4191

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Welcome to the Bid Tab Analysis tutorial. In this tutorial we will cover the basics of using the Bid Tab Analysis feature within your Bid Express subscription.

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Before we get started you will need:

1. An active Bid Express account

2. A subscription to the Analysis Suite on the Bid Express site

3. An Internet connection

4. Bid tabulations information posted by the agency

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The Bid Tab Analysis service allows you to view past bid prices and use this information as a guide to help you in pricing. With this service, you can perform many different analyses quickly.

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Go to www.bidx.com and login to your Bid Express service.

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Select the agency.

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Click the **Bid Tab Analysis** tab.

The Bid Tab Analysis search is used to find historical statistical information about item bid prices, including the average, high, and low bid item prices, over a specified period of time.

You are able to search by item, description, proposal items, county, units, or low bidders. In addition, you can narrow your search with a date range, quantity range, and price range.

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Enter **concrete** in the Description field.

Select a date range

Click **Search**.

The Bid Express service searches all bids for the search criteria. The more search criteria you add to the search, such as the county and proposal items, the more you will narrow your results.

The results for your search display on the lower half of the page. It is organized by columns. The item number, the description, and the average, low and high prices are displayed. To the right of each item is a bid count column. This shows the number of bids containing the item used to calculate the average prices.

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Click the Bid count number for the item.

The Bid Express service opens the history for that item, including your search parameters. The results are displayed by call order listing all companies who bid on that item. There is also a Bidders list on the right side which allows you to make company comparisons if needed. To compare company results, clear the check boxes of the companies you wish not to view from the Bidders list and leave the ones that you wish to compare selected. The results on the left side are automatically updated. Select the companies to add them back to the results.

You can continue by clicking the bid count for another item or start all over with a new search. To see the results again, click **Bid Tab Analysis** search from the navigation trail. This brings you back to your search. To start a new search, click **Clear** and enter the new search criteria.