The following instructions will walk you through the process of entering a bid into Bid-Advantage. The examples use a roof drawing that can be found at www.bid-advantage.com/demo

Open Bid Advantage Estimator

On Home Screen
- Enter Company Name
- Select what options you want to bid with
- Click on the Start button to begin

Roof Sections
- Quick Bid (We encourage you to use Quick Bid every time)
- Enter Width and Length of Roof Area
- Select tab spacing on sheet from drop down box
- Select an average size sheet used in the area entered from drop down box.
- Select deck type
- Select pull test results
- Labor automatically calculated but if you want to change double click to change.
- Select termination to be used for any sides having a termination
- Select wood blocking for any sides needing wood blocking
- Select ARP for any sides tying into asphalt roofing
- Click on Save Section and your entry will appear in columns on the right.
- Enter any additional roof areas and make appropriate choices for each roof area entered.
- Save Section on each area entered.

> **Example**: Assuming a metal retro-fit application per attached drawing you could enter as a 81 x 200 roof area, select 60" tab spacing, 2000 square foot average size sheets, metal retro-fit for deck type and a 300 lb. pull test. Under termination select 6" 2-piece compression metal on one gable end and term bar in gutter on gutter edges. Select wood blocking for the three sides. Save Section.

Underlayment
- Select section of roof or sections of roof to receive underlayment
- Select Layer 1
- Select button with underlayment list to choose from
- Select item under that button you want for first layer of underlayment
- If more than one layer Select Layer 2 and follow same steps
- If you make a wrong entry Select that Section and Layer again and click on "None"
- Labor is adjustable for each entry
  Pricing from management can be edited for each job at this point.

Example: The entry from Roof Sections will be on this screen. Select Layer 1 and choose the flute filler button. Under 'name' you can put size or a name you choose, under labor enter whatever labor amount you feel is required to install the flute filler on this section (the program does not have a labor number for flute filler installation) If you select piece quote you can select the flute filler calculator to tell you how many pieces this job requires and then enter the quote per piece you have for this job. Select Layer 2 and Select 1.5" ISO for an overlay

Parapets
- Select Parapet style
- Verify or change to appropriate deck and wall structure
- Make dimensional entries in inches appropriate for each parapet section
- If you are entering a length of parapet that will be made into multiple pieces enter how many pieces you want it to be made in.
- If plastic will be put on the wall before parapet flashing is installed check this box
- Select termination
- Select wood blocking if required
- Select ARP if tying into asphalt roofing
- Save Parapet information
- For additional parapet sections make additional entries and follow same steps

Example: The parapet is 2' tall and the old coping was 14" wide. Select Parapet 3 up and over wall. The skirt defaults to 6" but can be changed. Enter vertical height at 24", cap width at 14" and the drop on outside defaults to 3" which can be modified. Enter the length of the wall as 81' and choose 2 pieces. Use plastic if you desire. Enter termination choice you would like and if you want wood plate on top of the parapet wall. Save your parapet.

Curbs
- Select Curb Style
- Make dimensional entries to nearest ¼"
- Select termination method
- Verify or change deck type
- Labor is calculated automatically but modify if needed
- Select plastic or insulation by checking if required on each curb installation.
- Enter the quantity of that curb style needed
- Save Curb information
- Enter additional curbs using the same procedure

Example: Select opened curb and enter 38" x 38" and stick with defaults on height and skirt. Select termination desired, as well as plastic or insulation. Enter quantity of 2 and save your selection.

Accessories

- Click on each button on this tree view and manually enter required quantities of each item.
- For items highlighted in red you will find that there are some calculated quantities based on selection from previous screens. Please click on and verify, modify or enter additional of any items calculated.
- On fasteners you will see that the program has calculated a quantity. Enter the quantity needed under the type and length fastener and plate you require

   Example: Select Pipe Stacks. The drawing has 2-2" opened pipe boots, 2-4" closed pipe boots, 1-5" closed pipe boot, 1-9" opened hot stack, 5-12" opened hot stacks. Enter each and save. Highlighted in red from entries made on other screens should be t-bar, base and snap cover, sealants, vents, and under fasteners, metal and metal retro-fit fasteners. Click on each highlighted item and enter appropriate information. On term bar you will choose if you want any additional term bar, if strip mastic will be used and length of fastener used as well as quantity.

Exceptional Metals

- Click on the button of any items you need.
- Select style and size required for gutters and downspouts
- Select items needed and enter quantities on pitch pans and scuppers

   Example: Choose LX style gutter, 7,6,5 size and enter total length of gutters needed. Enter right and left end caps, splice plates if you use them, quantity of sealant for splices, and rivets. Choose 4 x 4 downspout, total length, # of drop outlets, elbow quantities and style, downspout strap, and square to round adaptors if going into drain tile or some other piping.

Tear Off

- Select sections that require tear off of existing roofing
- Select the button and specific composition that most closely resembles the roof conditions.
- Enter total thickness of materials to be removed.
- Select from drop down box how much you can fill each dumpster based on weight.
- Adjust labor as needed

Non-Duro-Last

- Some calculated quantities from other screens will already be listed in columns.

- Select any button and option you want to manually make entries or modify calculated quantities on for this bid.
- Under each button are blank green highlighted lines. You can manually add items, pricing and labor for any item not included in bid.

Review Screen

- Left column are material pricing, taxes and shipping
- If the calculated shipping is not sufficient you can manually add shipping costs on this screen.
- Center column is a list of labor for each area. You can view this in dollars or hours by clicking on the option desired at the bottom of this column.
- Totals have a double column with calculated quantities. Two items can be modified in the second column. Per diem charge and markup amount. Adjust as desired.