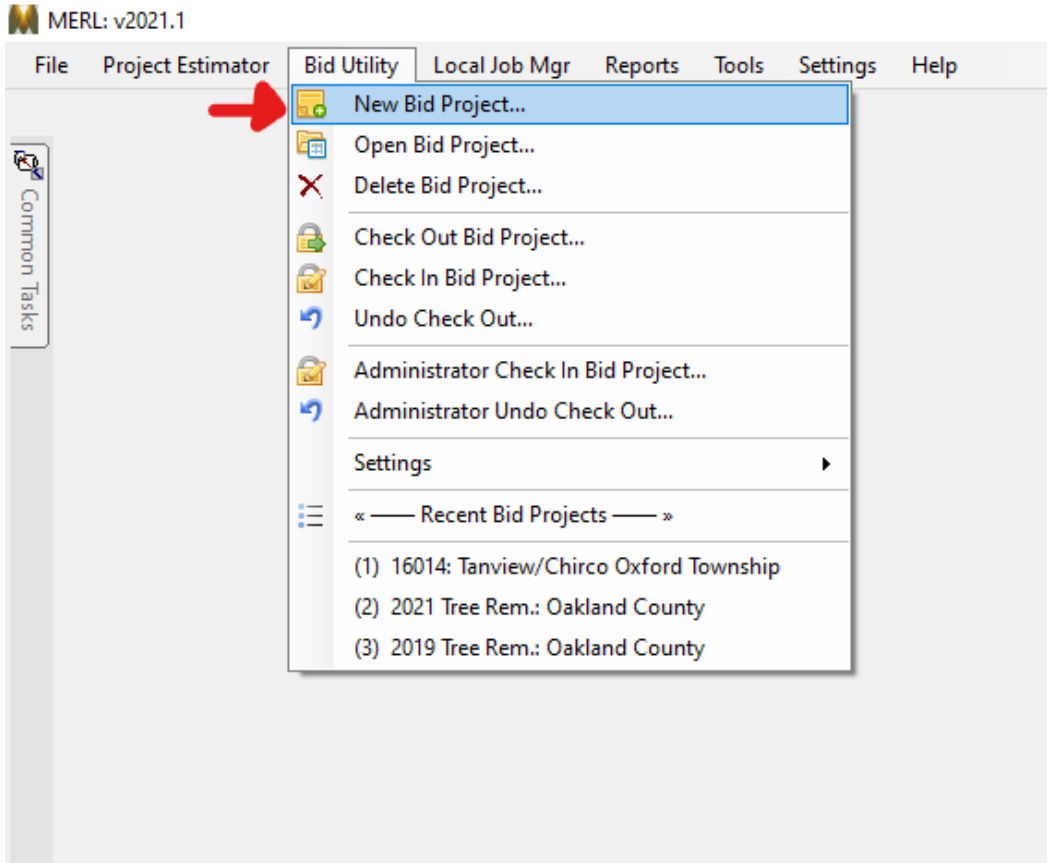


To Print Schedule of Items/Itemized Bid Sheet/Blank Bid Sheet

These instructions work with MERL v2018.05 or newer.

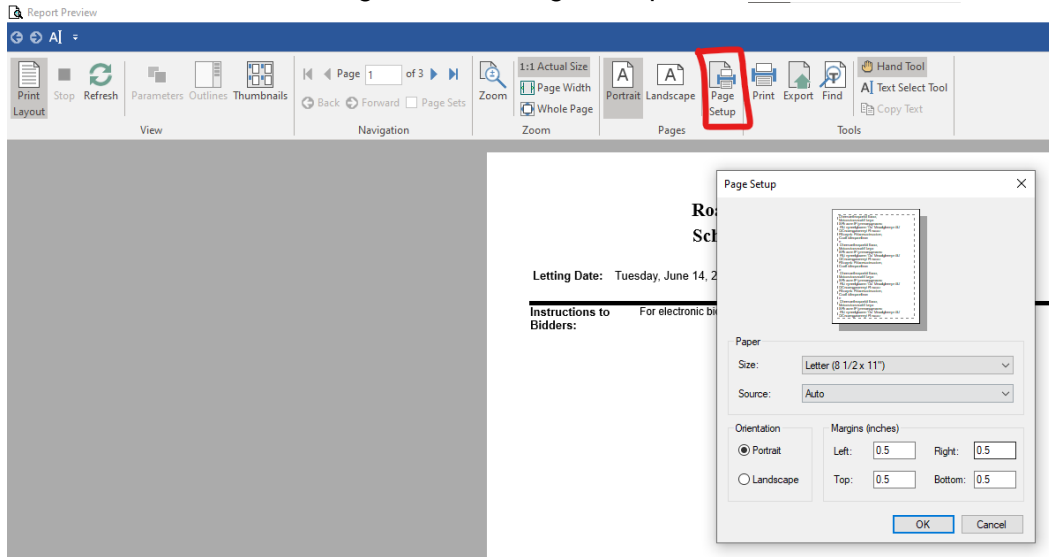
1. A Bid Project must be created from the Project Estimate in MERL before the Blank Bid Sheet can be generated.
 - a. After opening MERL, select “Bid Utility” in the menu bar. In the dropdown list, select “New Bid Project”



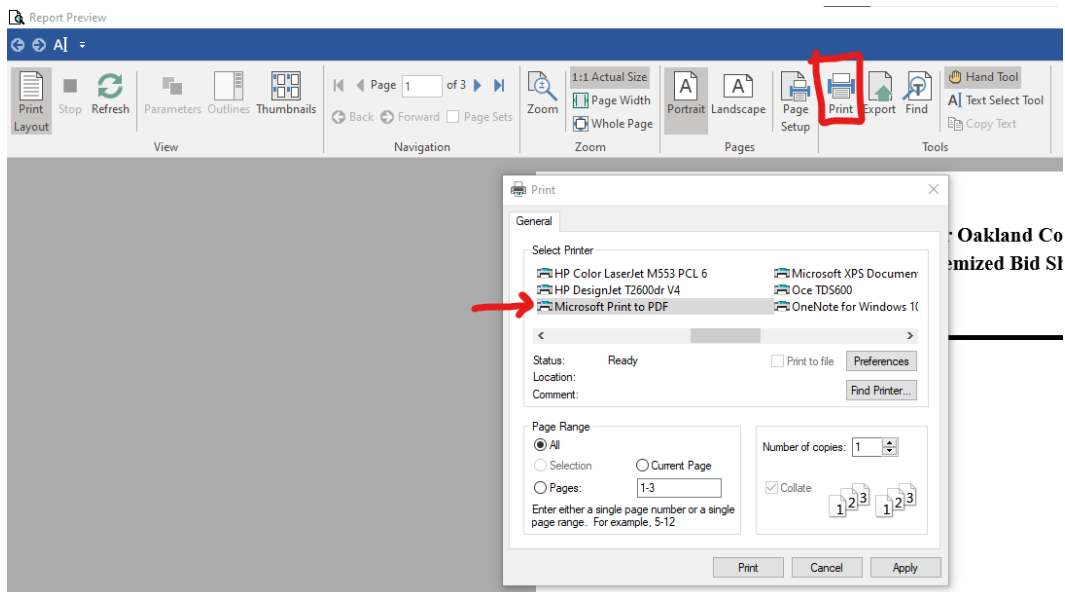
- b. Select your project, and click “Create New”
 - c. In the pop up box, select “Group Items by Pay Item”, and set the bid date and time. The date and time should match what is written in ADMIN1_RCOC20SP102AL of the proposal book.
 - d. Click save.
2. To create the Schedule of Items/MERL Blank Bid Sheet, select “Reports” in the Bid Project menu bar. After making sure the correct project is generating the report, select “Blank Bid Sheet” in the available reports.
 - a. Ensure that the report options read as follows:

Agency	Road Commission for Oakland County
3 Digit Precision	No
Hide Date	Yes
Include Line #	No
Default Dlr Items	Yes
Hide Contract Info	Yes
Hide Project Info	Yes
Hide Contractor Signature Block	Yes

3. Select "Preview Report"
 - a. If the Bid Total line appears on its own page, adjust the margins of the report to 0.5-inches on all edges un the "Page Setup" menu.



4. To create the PDF, select "Print" in the menu bar, and select "Microsoft Print to PDF" as your printer.

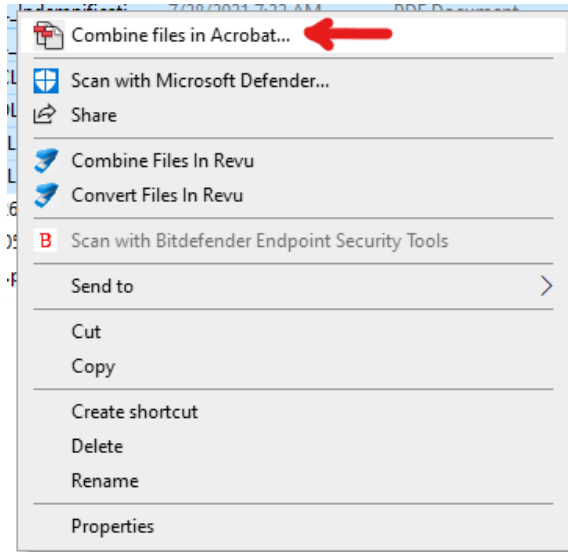


- a. Select "Print" and save the PDF to your preferred location.
5. The project estimate part of MERL and the MERL bid utility are NOT dynamic or actively connected. If a changes is made to the estimate, it will not be reflected in the bid utility. You must recreate the bid project and overwrite the existing file to reconcile the two. Any bids already imported will be lost!

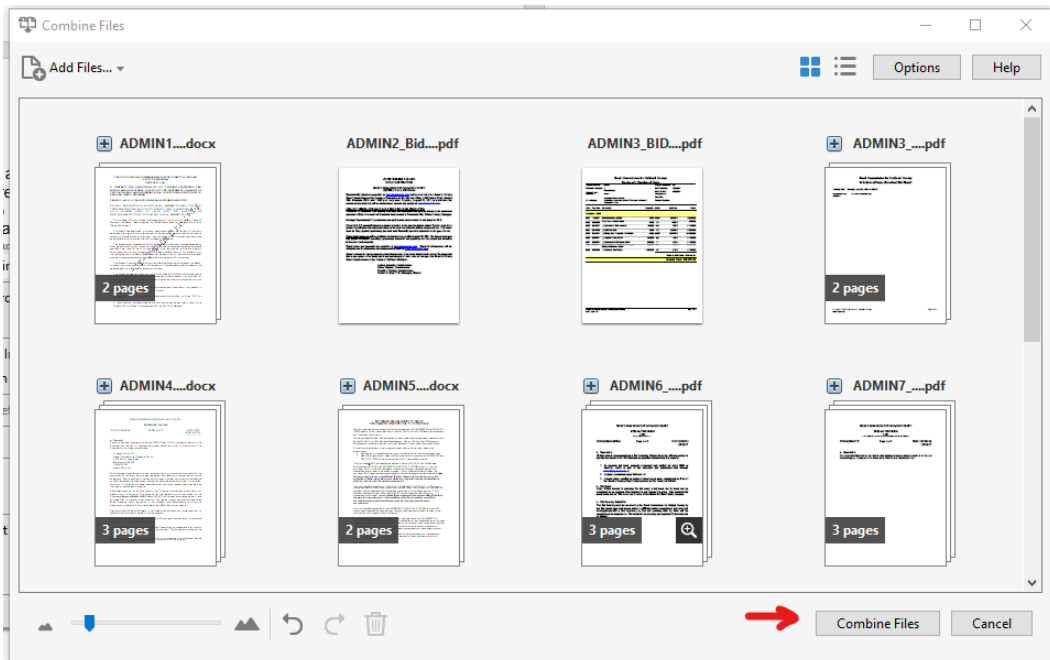
Creating the Proposal Book PDF

Once you are done with the plans are ready to put the project on the shelf.

1. To combine all documents into a proposal book, place all of the necessary documents into the same folder, and make sure that they are named appropriately. The word documents do not need to be converted to PDF.
2. Highlight all of the documents and right click, select “Combine Files in Acrobat”

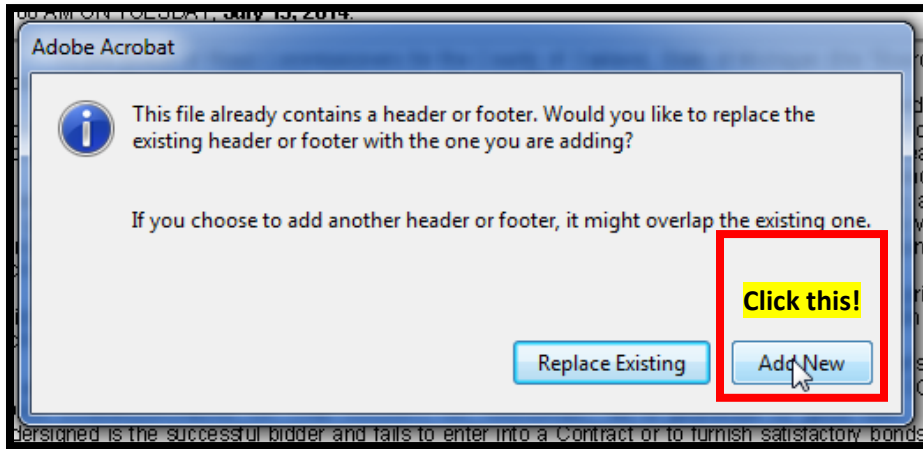


3. In the next window, select “Combine Files”

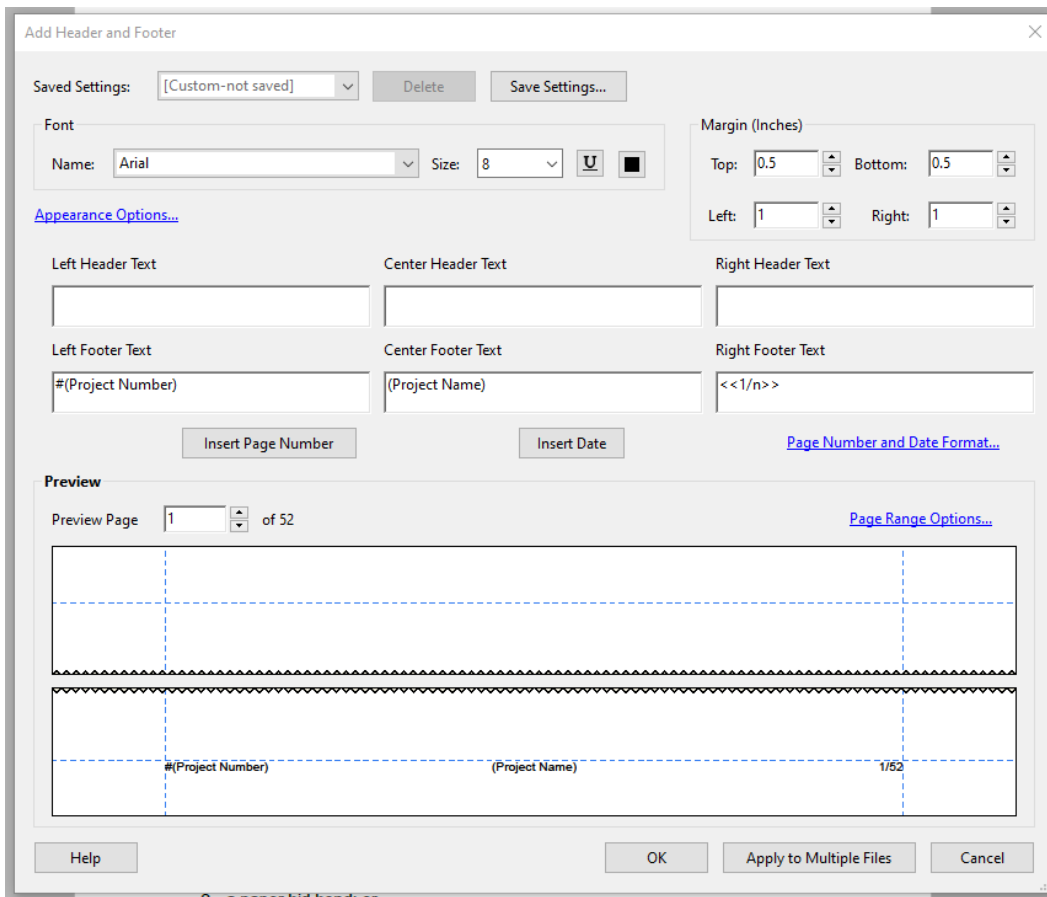


4. When the file is finished, click “Save”
5. To add footers to the PDF in Adobe, select “Tools” from the menu bar, then click “Edit PDF”
6. In the tool bar that appears, select “Header & Footer”, then select “New”

7. In the popup window, select “Add New”
 - a. If you do not select “Add New”, the MDOT headers and titles will disappear and will not be recoverable in the combined file.



8. Ensure that the footers are filled in as shown below.
 - a. **The project number and name MUST MATCH the project number and name written in ADMIN1_RCOC20SP102AL and remain consistent through the whole document.**



9. Select “OK”, then click “Save”

Contract Documents

Once the bids have been opened, the following happens...

1. At 11:00 a.m. at the bid openings the bids will be opened and read out loud in the Board Room. At that time the lowest bidder is unofficially determined.
2. Send extra copies of the plans and proposal book to construction.
3. Soon after the bid tabulation for each contactor will be entered into MERL by Jennifer, once this is complete the lowest bidder is officially determined.
4. A bid recommendation is to be completed to either reject or accept the lowest bidder. If all bids are rejected are you going to re-bid. You must say why to the Board.
5. If we are to accept the lowest bid, Jennifer will put together the contract from legal which is a completely different document. There is talk that we will just staple the proposal book to this contract.

