

STATE OF GEORGIA 2016 MASS TRANSIT COST WORKBOOK INSTRUCTIONS

Billy Gilbert <billy.gilbert@doas.ga.gov>

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Issuing Officer: Billy Gilbert <billy.gilbert@doas.ga.gov>

Contact Number: 404-657-4277

Before we begin

Depending on your version of Microsoft Excel, after you open the COST WORKBOOK, there may be a message just under the menu bar at the top of your screen.

These messages will look similar to the images below asking you to enable content or enable editing. You will need to enable both of these things to complete this **Cost Worksheet**. Should you not receive these messages proceed to "After Opening the Workbook" section.

IMPORTANT

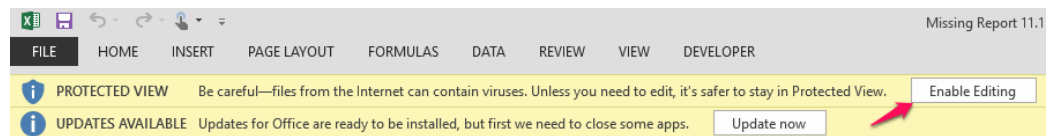


Figure 1. Example: Warning Message From Microsoft To Enable Editing

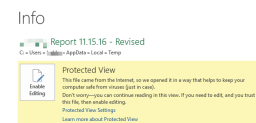


Figure 2. Protected View information from Microsoft is located on the **INFO** page.

After opening the workbook

IMPORTANT

Review and/or print the **Instructions** tab, **Line Item Listing** tab, and the **Glossary** tab.

INPUT REQUIRED: Company Name

The first thing you should do is fill out your company name at the top of the page at the top of the **Bid Start And Summary Tab**.

TIP

Anything in **yellow** is an indicator to you, the bidder, that a response is *required* or *requested* in this space.

Navigation

- After inputting your company name. It's time to start entering bids.

1. Choose "Add a new Bid" from the **Naviagtion** form.

NOTE | You may edit both the FTA and Company Name fields at this point.

1. Choose the appropriate category. image::- 2. Choose the appropriate subcategory.
- 3. Choose the appropriate line item.
- 4. Indicate if the vehicle is FTA or Non-FTA.

NOTE | You can edit both the FTA and Company Name fields later on.

1. After all these options are selected, the GO button will activate and you are ready to generate a new bid sheet.
2. Press Go!

Filling out a bid worksheet

1. The bid worksheet is populated based on those previous inputs.
2. Verify the company name and the FTA selection.
3. Input the delivery cost per mile.
4. Input the early pay discount if any.
5. Proceed to the next section: Base Vehicle Information.
6. Enter the make and model of the bus.
7. Enter the price of the bus.
8. Proceed to the next section: Vehicle Attributes.
9. For every line in this section do the following
 - a. Enter the Attribute Description for the component you are describing that matches the provided category.
 - b. Enter the Credit Value, as a unit price, provided for this component when it is exchanged for another component of the same category.
10. Proceed to the next section: Vehicle Required Options
 - a. For Every line in this section do the following:
 - b. Enter the Option Description for the component you are describing that matches the provided category.
 - c. Enter the price charged to the customer for selecting this option.
 - d. Bypass the Total Evaluated Cost and the Calculate Button until you get to
11. Proceed to the next section: Other Available Options
 - a. For every line in this section do the following:

- b. Enter the option category for the component you are describing.
- c. Enter the option description and price as you did previously.

TIP

BIDDERS are HIGHLY ENCOURAGED to provide ALL options available. Any option not listed in this section will be unavailable for purchase by our customers should this be the winning bid.

Reviewing your bids

WARNING

Do not attempt to renumber the bids if you delete one and they fall out of sequence. This is intended.

1. In the summary sheet you can easily review all your bids.
2. Bids appear in the order entered. Bidders are highly encouraged to review Columns H to L which are the key components to each line items **TOTAL EVALUATED COST** for accuracy before submitting their bid. Any data omitted will be annotated by a *RED X*.

Deleting a Sheet

1. From the navigation form, click Delete an Existing Sheet.
2. When prompted, enter the # of the bid (This is listed in the first column of the summary).
3. A screen will appear and ask you to confirm if you want to permanently delete the selected cost worksheet.
 - a. Select delete to permanently delete the sheet; or
 - b. Select cancel to return to the **Bid Start and Summary Tab**.