CMGT 352 – Electrical and Mechanical Construction Estimating

Accubid Activity #1 – Getting Started with Accubid Pro

Setting Up Accubid and Creating a New Job

1. Start the program Accubid Pro 15 [Start, Trimble, Accubid Pro 15

The opening window is the called the [Schedule] screen. The [Schedule] screen is used to help you to keep track of your estimates and bids. Information about pending bids and closed jobs can be recorded in the [Schedule] screen.

Figure 1

2. From the Menu Bar click on: **Settings, Job Folders…**

Figure 2

When Accubid Pro v15 is first installed the **default** location for saving all jobs (Job Folders) is automatically setup for saving them to the location, **C:\ProgramData\Accubid\JOBDATA**
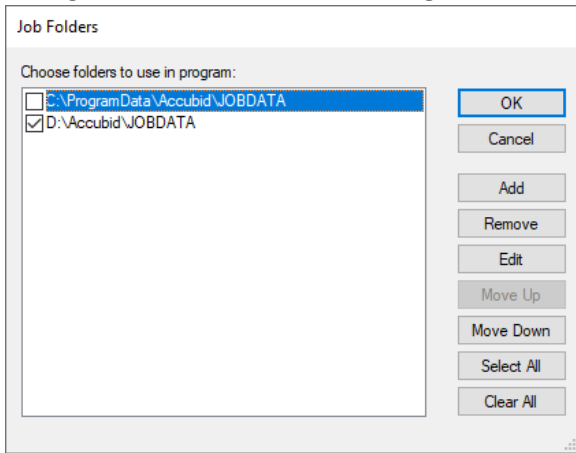

Figure 3.

The **C:\ProgramData** folder is a protected folder in Windows and requires changing the security settings for users to have full control. You should make sure you have full access to this folder. It is recommended that you change the folder to a different location as shown below in Figure 4. Note: Before adding a new Job Folder location the folder must **first** be created in File Explorer.

In Figure 4. the default Job Folder was changed to an internal hard drive (D:) in the location D:\Accubid\JOBDATA.
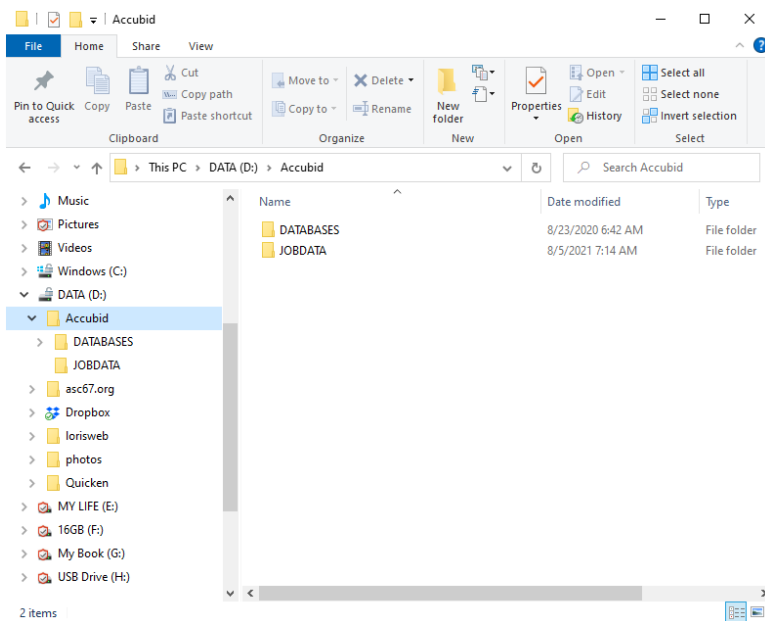

Figure 4

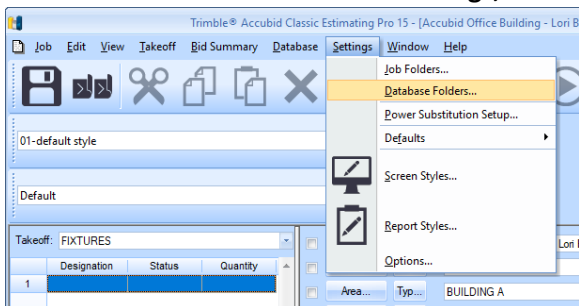3. From the Menu Bar click on: **Settings, Database Folders…**

Figure 5

When Accubid Pro v15 is first installed the default location for saving all Databases (Databases Folders) is automatically setup for saving them to the location, **C:\ProgramData\Accubid\DATABASES**
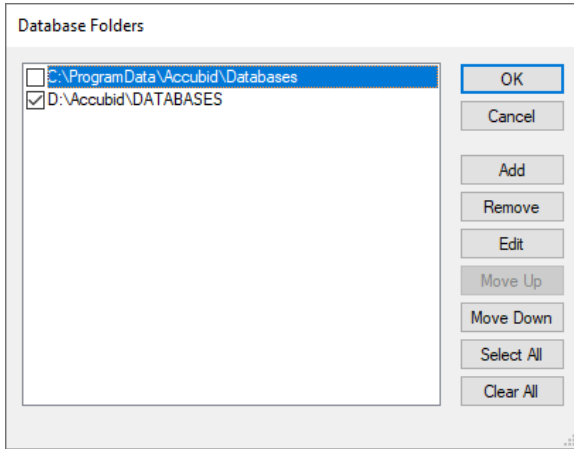

Figure 6

It is recommended that you change the folder to the same location as the [Your Location:]\Accubid\Jobdata folder you setup in Step 2. i.e. [Your Location:]\Accubid\Databases)
Note: Before adding a new Database Folder location the folder must first be created in File Explorer.

In Figure 7., the default location for the Databases was changed to an internal hard drive (D:) in the location D:\Accubid\Databases
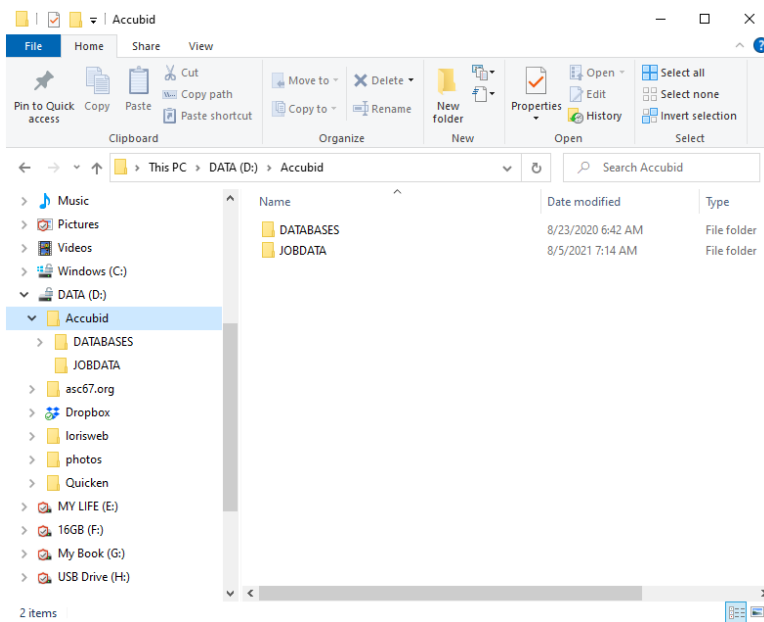

Figure 7

Important: Be sure to obtain the Database folder **L100 V8 US NECA IMP** and copy it to the location you setup in step 3. The electrical estimate will use the **L100 V8 US NECA IMP** database for creating the estimate. Do this before going to the next step.

Where to find the **L100 V8 US NECA IMP** Database:
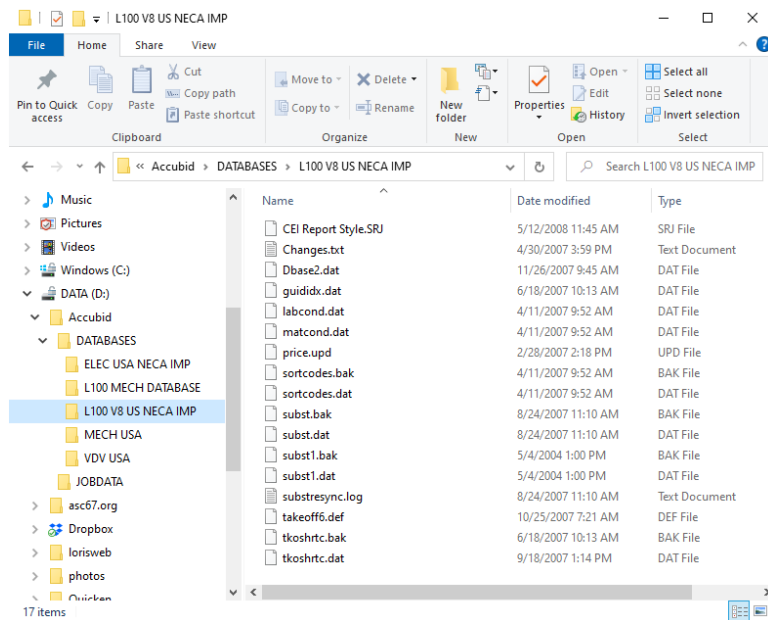
The **L100 V8 US NECA IMP** database

Figure 8

4. To begin a new Job (estimate), click on the Job menu and click New…
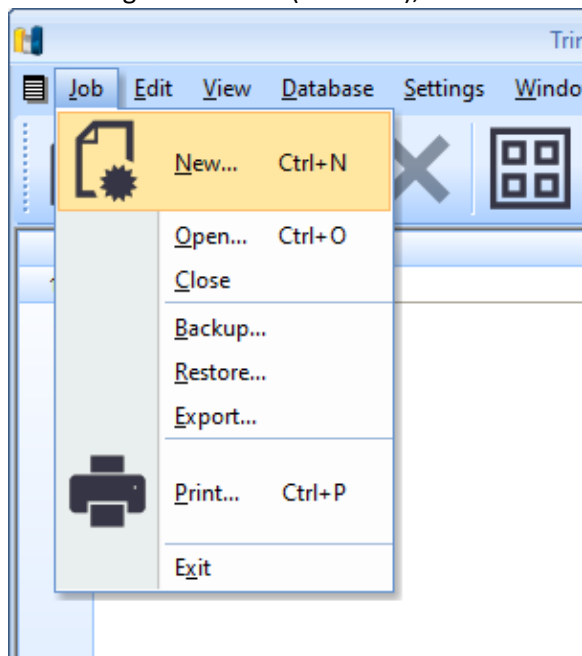

Figure 9

5. If the New Database for this job dialog box appears, Click the check box, Do not ask me again and then click on the No button.
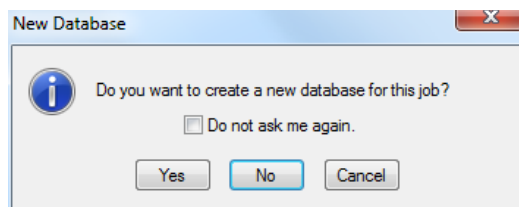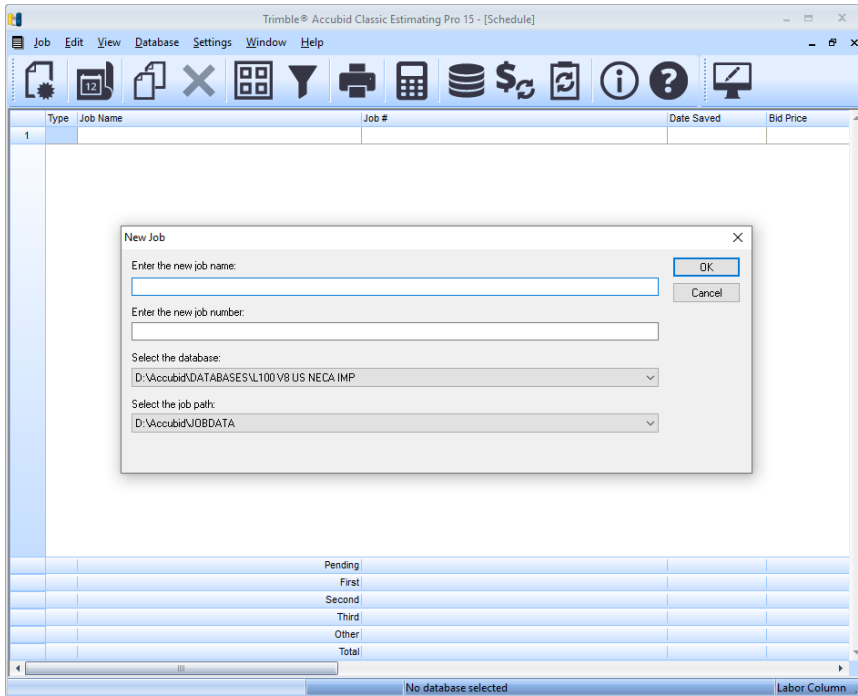

Figure 10

The New Job dialog box appears.

Figure 11

6. Enter "Accubid Office Building" for the new job name and "Accubid Office Building – First Name Last Name" for the new job number. Use your own name!
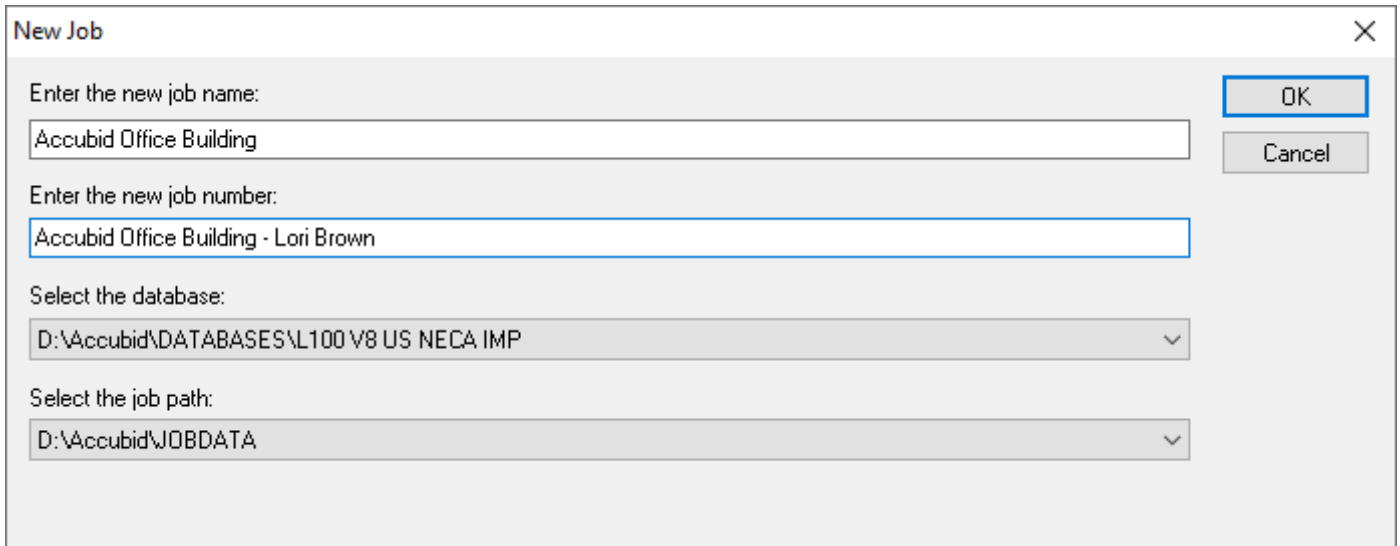

Figure 12

You must also select the material database and job path for the new job:
Click the drop-down list arrow for Select the database: and click on [Your Location:]\Accubid\Databases\ L100V8 US NECA IMP.

7. Select the default location for saving your estimate from the job path drop down list arrow.

8. Click on the OK button.

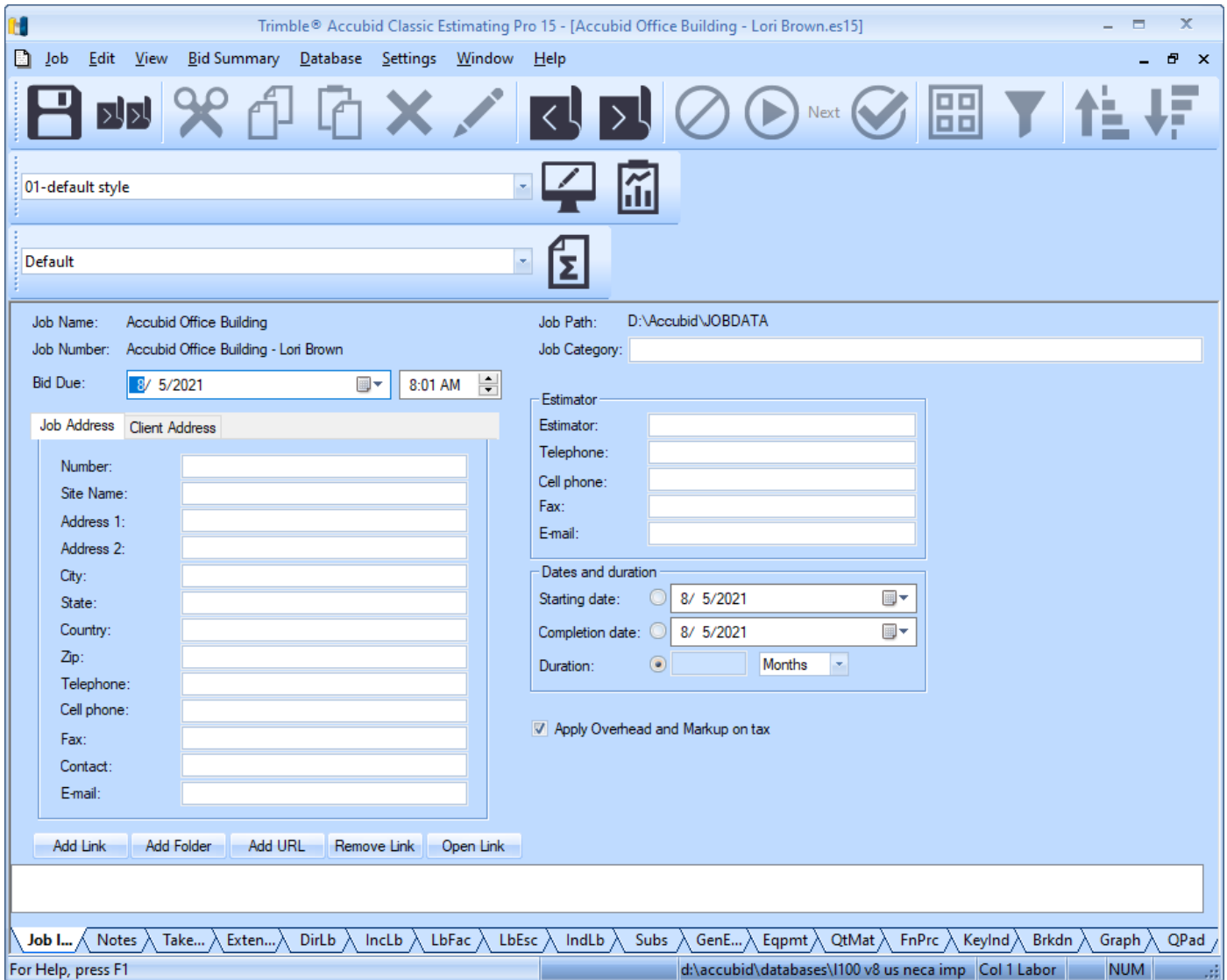The first screen to open in a newly created job is the Job Info Screen:

Figure 13

Accubid has 18 different screen tabs to work in:

Job Info	Subs
Notes	GenExp
Takeoff	Eqpmt
Extension	QtMat
DirLb	FnPrc
IncLB	KeyInd
LbFac	Brkdn
LbEsc	Graph
IndLb	QPad

Setting Up the Estimate

9. In the Job Info screen add the following information:

Figure 14

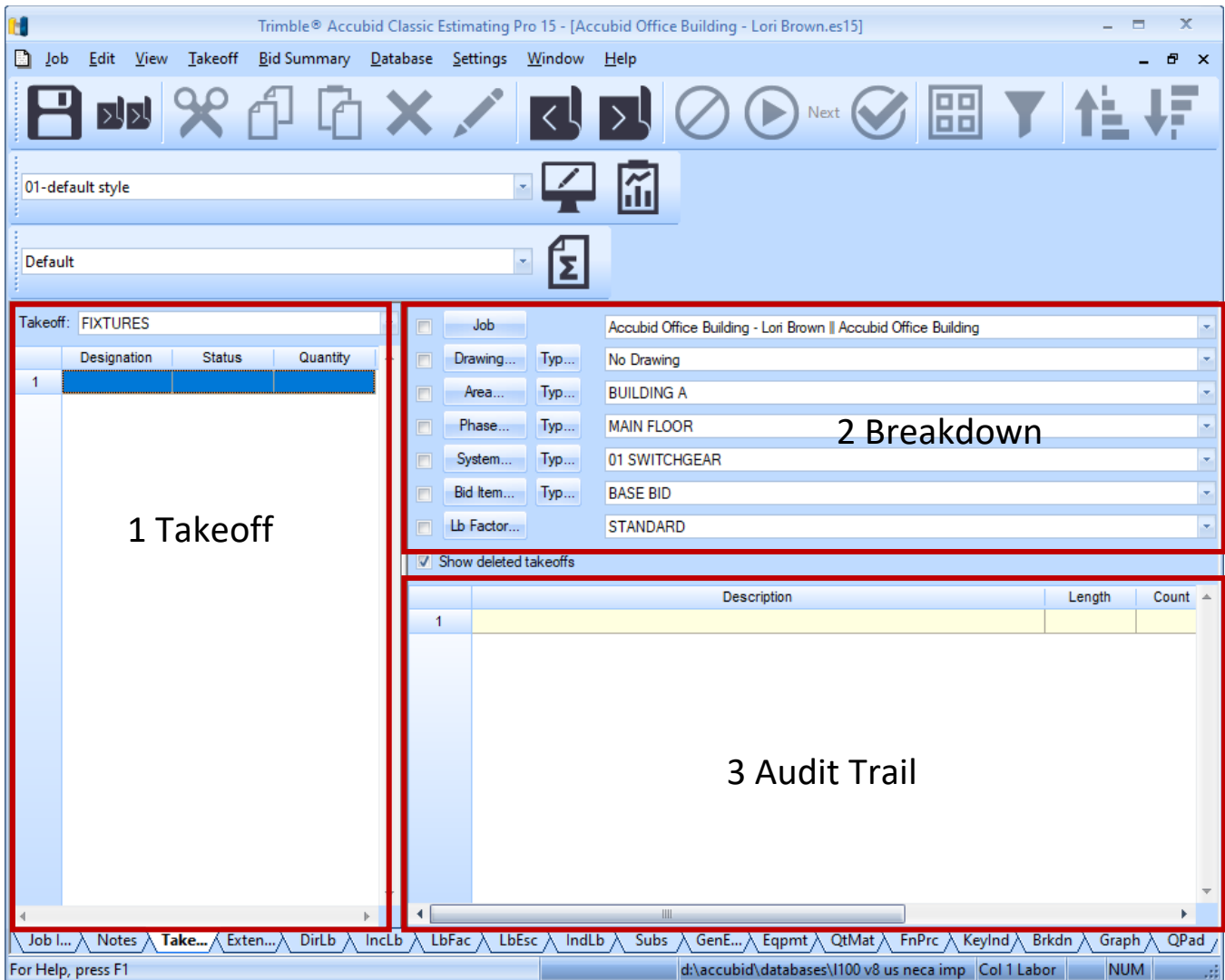10. Click on the Takeoff tab to select the Takeoff screen.

Figure 15

The Takeoff screen is divided into three different areas:

1 Takeoff
What do you want to Takeoff?

2 Breakdown
Where do you want it Taken Off?

3 Audit Trail
What did you Takeoff?

The first step in preparing a new estimate in the Takeoff screen is to setup the Breakdown.

There are seven different Breakdown Labels:
Job
Drawing…
Area…
Phase…
System…
Bid Item…
Lb Factor…

When you first start a new estimate the Breakdown fields are completed automatically using the Default estimate file.

Job   ACCUBID OFFICE BUILDING – Lori Brown (Current open job)
Drawing…   NO DRAWING
Area…   BUILDING A
Phase…   MAIN FLOOR
System…   LIGHTING
Bid Item…   BASE BID
Lb Factor…   STANDARD
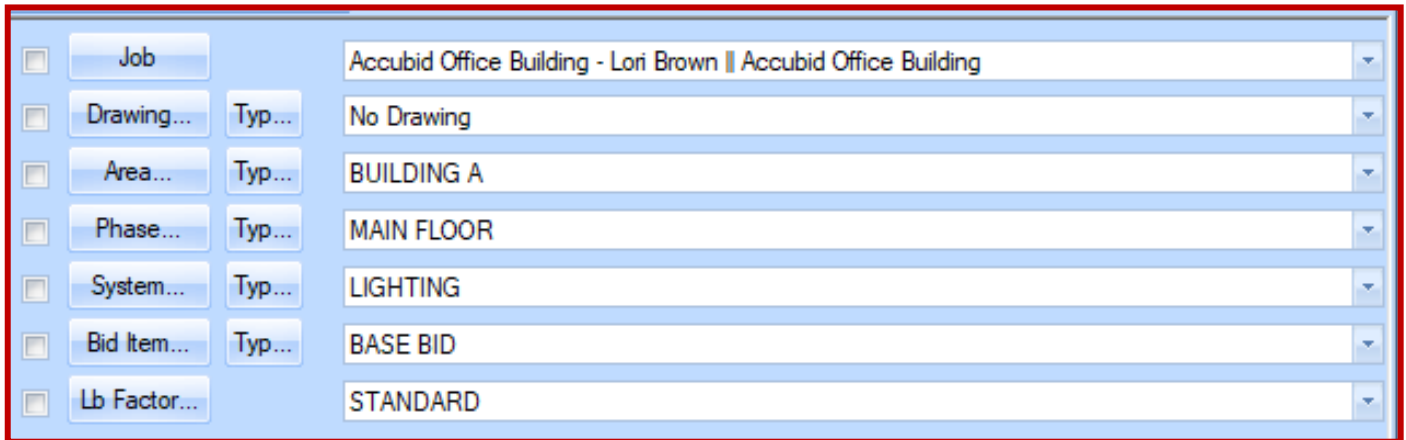
Figure 13

- ➤ The fields contained in each of the Takeoff Breakdown Labels are user definable.
- ➤ Takeoff Breakdowns are logical and/or physical areas that are created for the estimate, such as drawings, floors, and electrical systems.
- ➤ Each item or assembly that is taken off is assigned to the selected takeoff Breakdown.
- ➤ Breakdown allows the estimate to be sorted and analyzed by any combination of the Takeoff Breakdown Fields selected.

BREAKDOWN IS THE MOST CRUCIAL STEP IN TAKING OFF MATERIAL FOR AN ESTIMATE!

Creating or Modifying Takeoff Breakdown Fields

11. Click on the Breakdown [Drawing...]

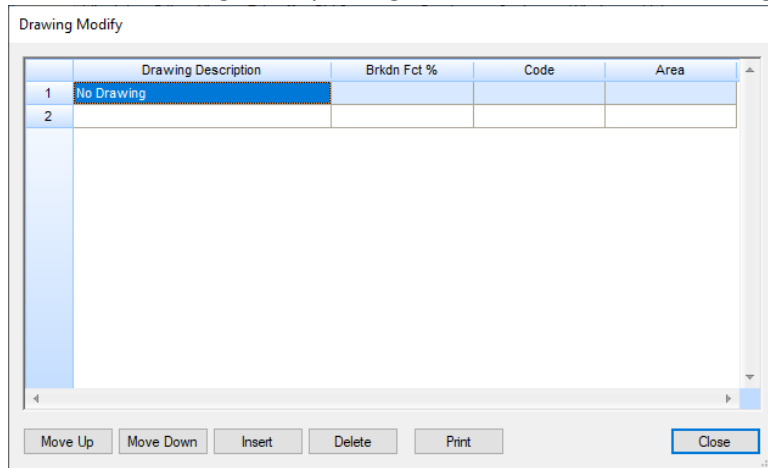12. In the Drawing Modify dialog box select Line 1 – No Drawing

Figure 14

13. **Press the Caps Lock Key**. Change NO DRAWING to E0.1 ELECTRICAL SYMBOLS LEGEND

14. Press Enter to move to the next line. Continue adding the names of the Accubid Office Building plans to the list as shown in Figure 15. When finished click the Close button.
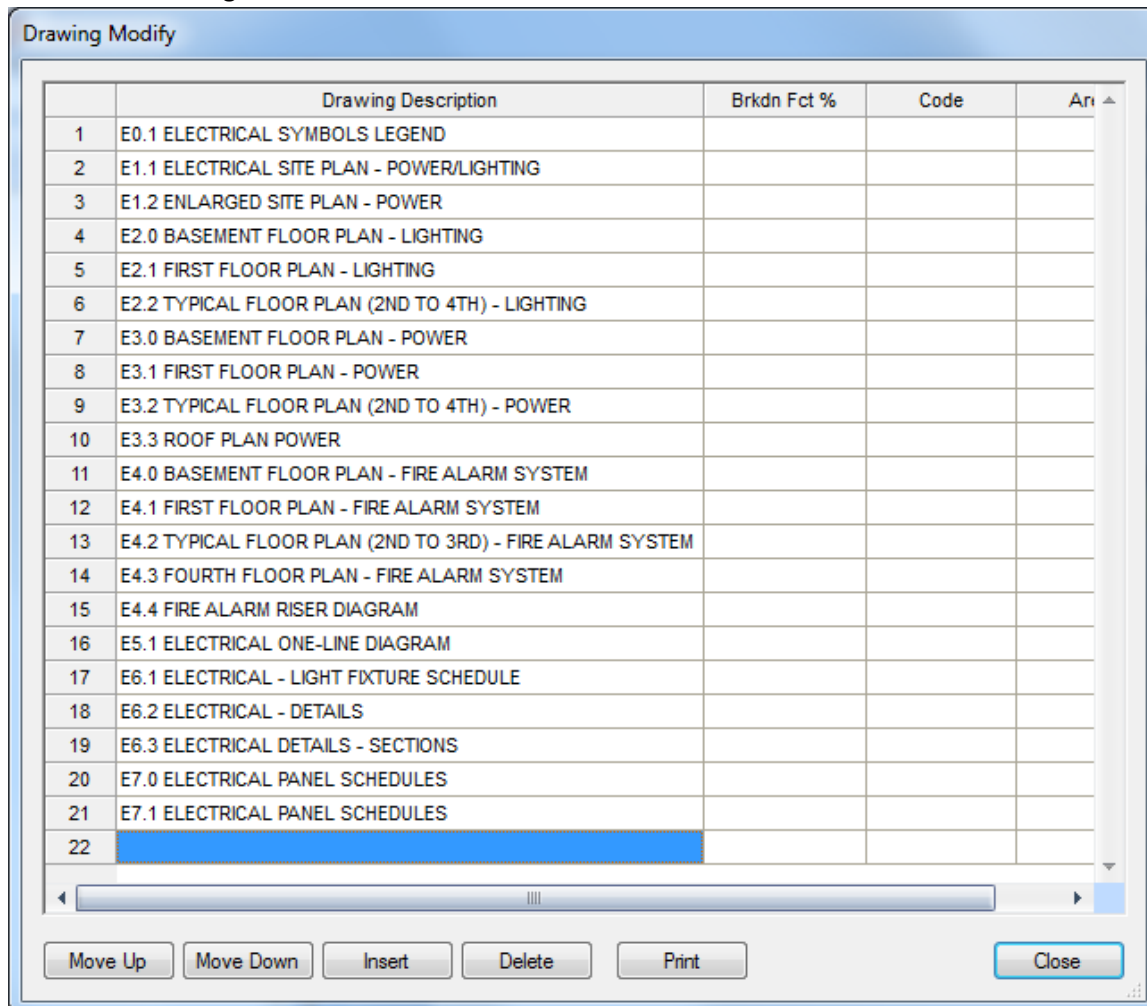
	Drawing Description	Brkdn Fct %	Code	Are
1	E0.1 ELECTRICAL SYMBOLS LEGEND			
2	E1.1 ELECTRICAL SITE PLAN - POWER/LIGHTING			
3	E1.2 ENLARGED SITE PLAN - POWER			
4	E2.0 BASEMENT FLOOR PLAN - LIGHTING			
5	E2.1 FIRST FLOOR PLAN - LIGHTING			
6	E2.2 TYPICAL FLOOR PLAN (2ND TO 4TH) - LIGHTING			
7	E3.0 BASEMENT FLOOR PLAN - POWER			
8	E3.1 FIRST FLOOR PLAN - POWER			
9	E3.2 TYPICAL FLOOR PLAN (2ND TO 4TH) - POWER			
10	E3.3 ROOF PLAN POWER			
11	E4.0 BASEMENT FLOOR PLAN - FIRE ALARM SYSTEM			
12	E4.1 FIRST FLOOR PLAN - FIRE ALARM SYSTEM			
13	E4.2 TYPICAL FLOOR PLAN (2ND TO 3RD) - FIRE ALARM SYSTEM			
14	E4.3 FOURTH FLOOR PLAN - FIRE ALARM SYSTEM			
15	E4.4 FIRE ALARM RISER DIAGRAM			
16	E5.1 ELECTRICAL ONE-LINE DIAGRAM			
17	E6.1 ELECTRICAL - LIGHT FIXTURE SCHEDULE			
18	E6.2 ELECTRICAL - DETAILS			
19	E6.3 ELECTRICAL DETAILS - SECTIONS			
20	E7.0 ELECTRICAL PANEL SCHEDULES			
21	E7.1 ELECTRICAL PANEL SCHEDULES			
22				

Figure 15

15. Click on the Breakdown **Area...**

16. In the Area Modify dialog box change the label from BUILDING A TO MAIN BUILDING.

Area Modify

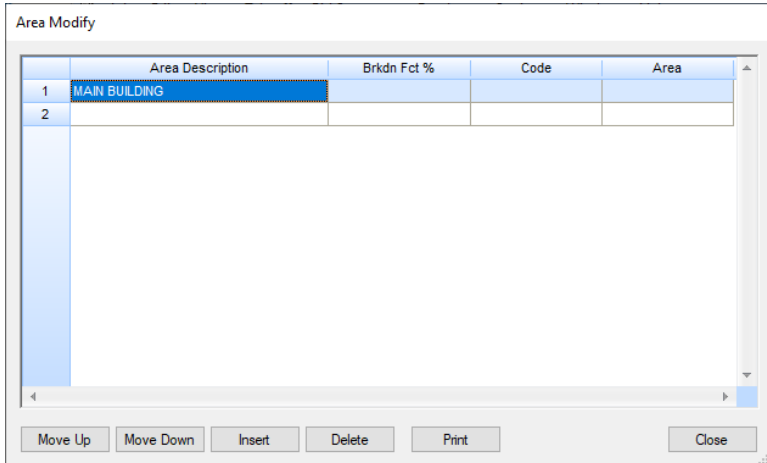|	Area Description	Brkdn Fct %	Code	Area	
1	MAIN BUILDING				
2					

Move Up   Move Down   Insert   Delete   Print   Close

Figure 16

17. Click the Close button

18. Click on the Breakdown **Phase...**

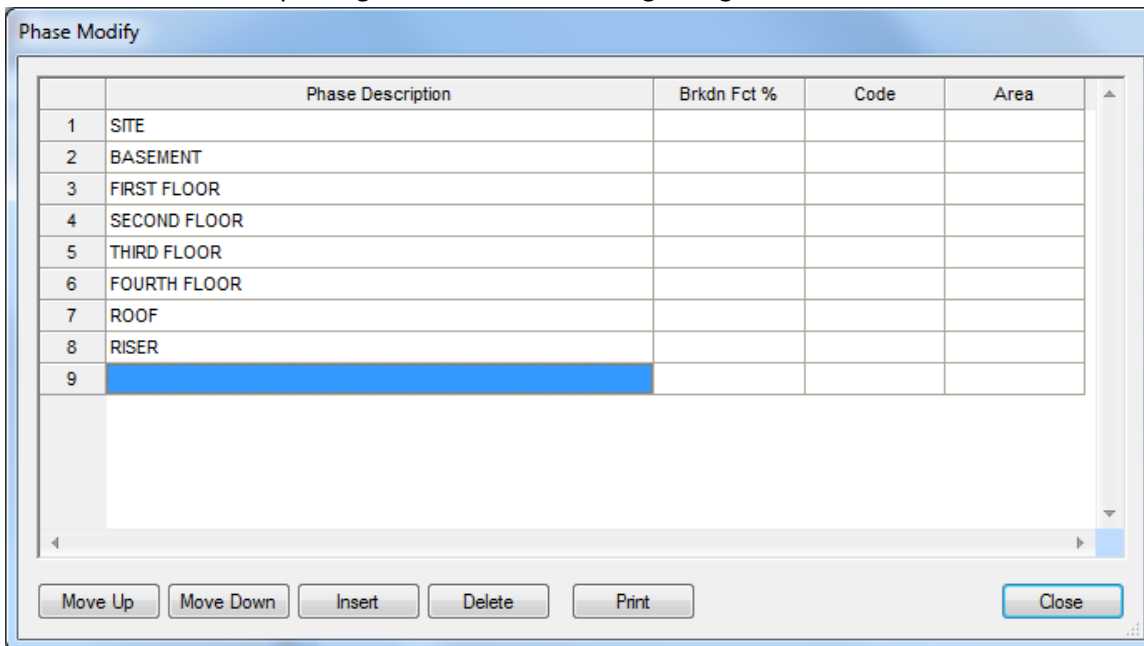19. In the Phase Modify dialog box make the following changes:

Phase Modify

	Phase Description	Brkdn Fct %	Code	Area	
1	SITE				
2	BASEMENT				
3	FIRST FLOOR				
4	SECOND FLOOR				
5	THIRD FLOOR				
6	FOURTH FLOOR				
7	ROOF				
8	RISER				
9					

Move Up   Move Down   Insert   Delete   Print   Close

Figure 17

20. Click the Close Button.

21. Click on the Breakdown [System...]
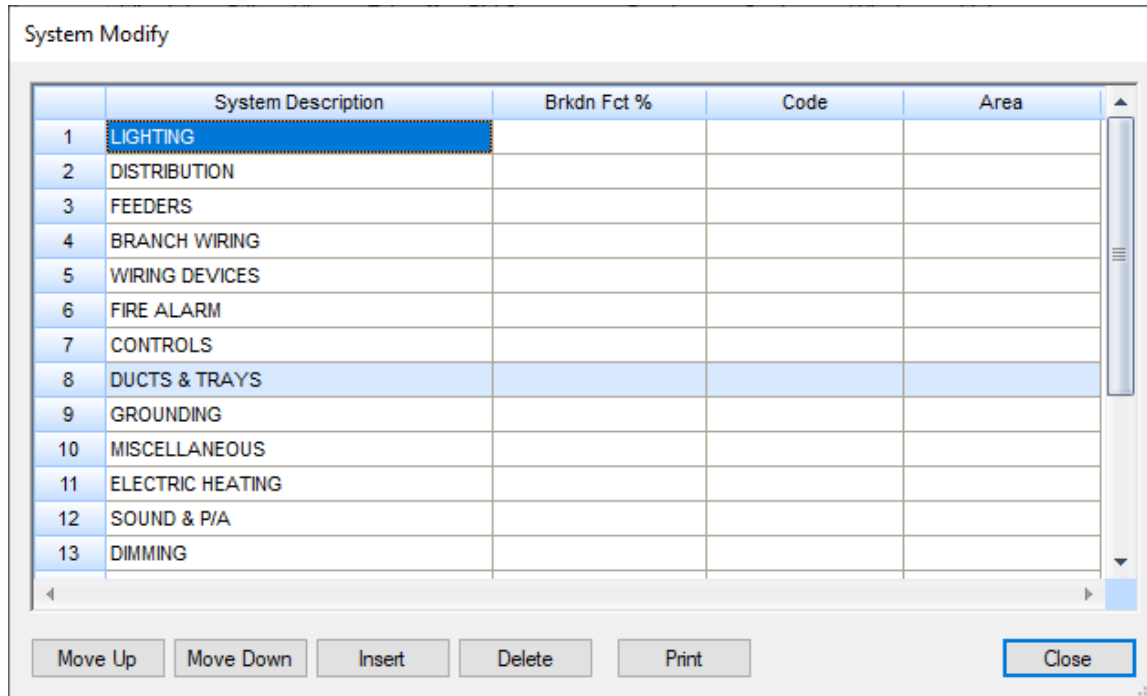22. The System Descriptions shown in Figure 18 are from the Default job.

Figure 18

23. Select Line 1 LIGHTING and change it to: 01 SWITCHGEAR
24. Select Line 2 and press and hold down the SHIFT Key. Press the arrow down key until you have selected Line 2 through Line 20.
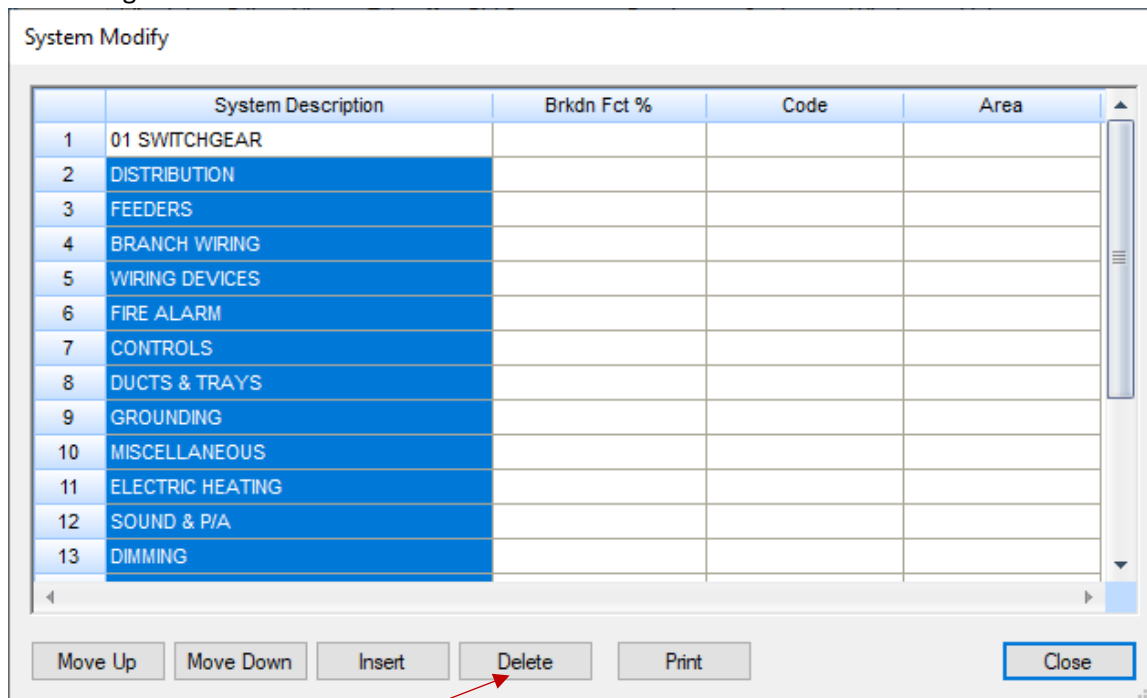

Figure 19

25. Click on the Delete button in the System Modify window.
26. Click Yes in the "Are you sure you want to delete these systems?" dialog box.

27. Starting with **Line 2** add the following fields in the order given to the System Breakdown Label:

|	
02 BUS DUCT/BUS PLUGS	32 ENERGY MANAGEMENT SYSTEM
03 EM. GEN/TR. SW./MG	33 PROCESS CONTROL SYSTEM
04 FEEDERS	34 KITCHEN EQUIPMENT
05 MOTOR BR. BRANCH/EQUIP CONNECT	35 MEDICAL EQUIPMENT 36 HALON SYSTEM
06 FIXTURES	37 LEAK DETECTION
07 LIGHTING BRANCH	38 GROUNDING
08 DEVICES - LIGHTING	39 LIGHTING CONTROL/DIMMING
09 MC CABLE LIGHTING BRANCH	40 LIGHTNING PROTECTION
10 MC DEVICES - LIGHTING	41 CATHODIC PROTECTION
11 LIGHTING SOFT WIRE	42 SITE WORK
12 POWER BRANCH	43 SITE LIGHTING
13 DEVICES - POWER	44 INCOMING SERVICE - POWER
14 MC CABLE POWER BRANCH	45 INCOMING SERVICE - TELEPHONE
15 MC DEVICES - POWER	46 DUCT BANKS AND MANHOLES
16 CABLE TRAY	47 TRAFFIC SIGNAL AND STREET LIGHTING
17 WIREMOLD (SURFACE RACEWAY)	48 REWORK EXISTING
18 RAISED FLOOR POWER DISTRIBUTION	49 DEMOLITION
19 TELEPHONE/DATA CONDUIT	50 TEMPORARY POWER
20 TELEPHONE/DATA CABLE	51 WALKER DUCT
21 FIRE ALARM SYSTEM	70 PV MODULES
22 PUBLIC ADDRESS SYSTEM	71 DC WIRING
23 DR. SECURITY/CARD READER	72 COMBINER BOXES
24 DR. MONITORING.INTRUSION	73 DC DISCONNECTS
25 INTERCOM SYSTEM	74 INVERTERS
26 CCTV	75 AC SWITCHGEAR
27 MATV	76 AC WIRING
28 CLOCK SYSTEM	77 MODULE RACKING
29 NURSE CALL SYSTEM	98 OTHER
30 GAS DETECTION SYSTEM	99 DIRECT JOB COSTS
31 TEMPERATURE CONTROL SYSTEM	
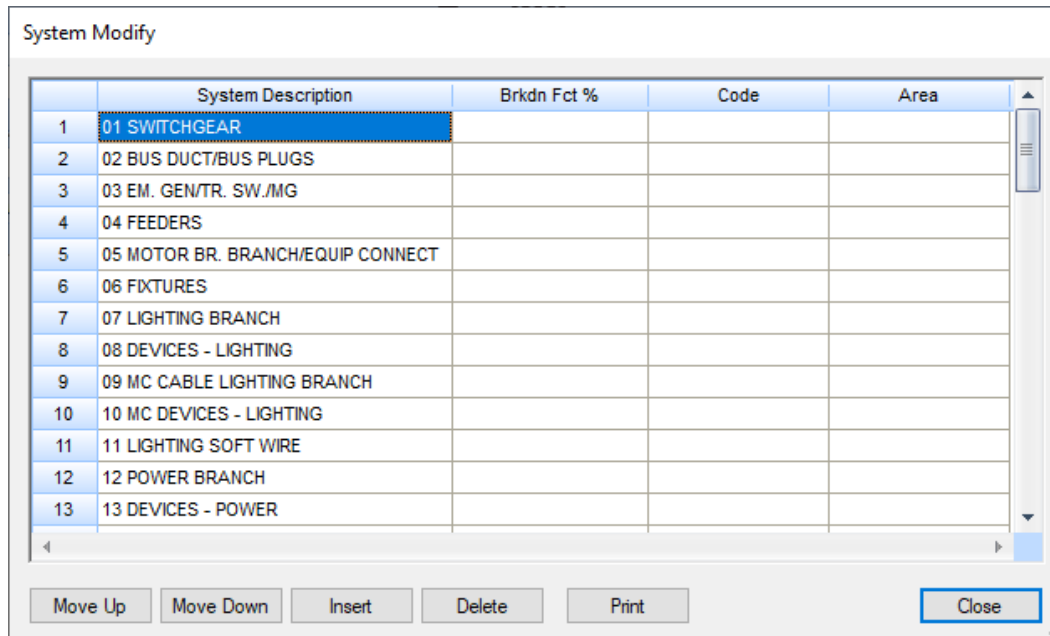
Figure 20

28. Click the Close button.

29. Save your estimate.
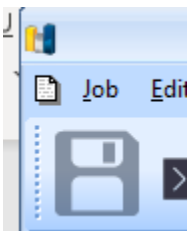From the Toolbar click the Save icon
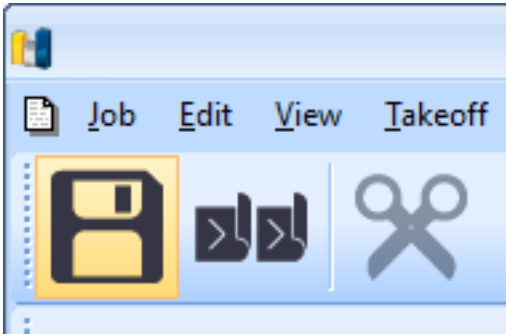
From the Job Menu select Save

Using the keyboard press Ctrl + s

Notice that the icon changes color when the file has been saved

30. Click the Job menu and click on Exit to **Close** Accubid.

Editing the Default File

Every new job is created from the default file. To make changes that all new jobs will have, such as SYSTEM BREAKDOWN labels, the default file must be edited. The only way to edit the default file is to open it from the File Explorer.

31. Right Click on the Start button and select the File Explorer.

32. Using File Explorer locate the [Your Location:]\Accubid\Jobdata folder.
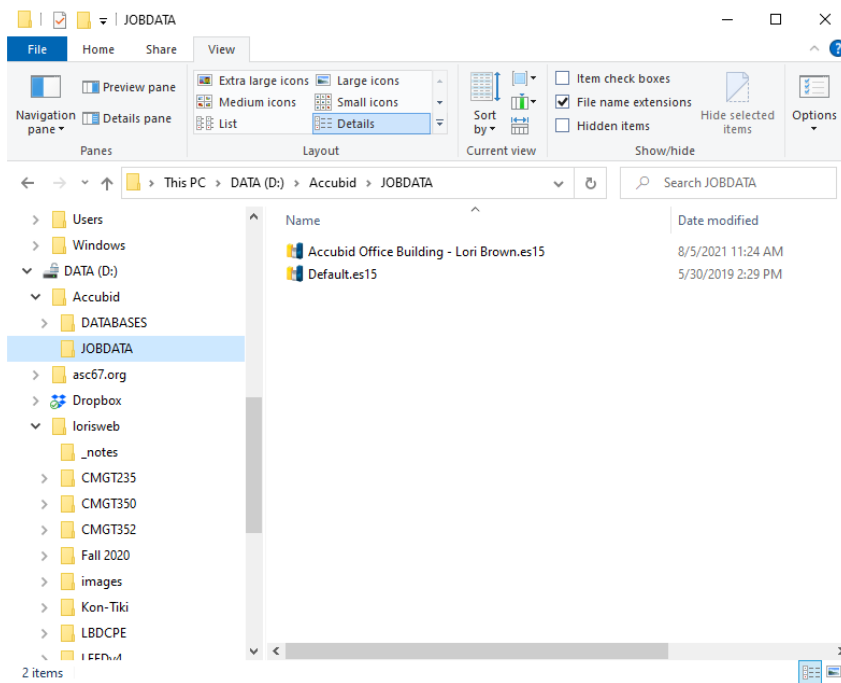
Figure 21

33. In File Explorer Double Click on the Default.es15 or Default file to Open it in Accubid. (If the .es15 is not displaying that is just a view option and not necessary to view. If the Default window is not maximized as shown in Figure 22, click the Maximize button in the Default window to maximize the window.
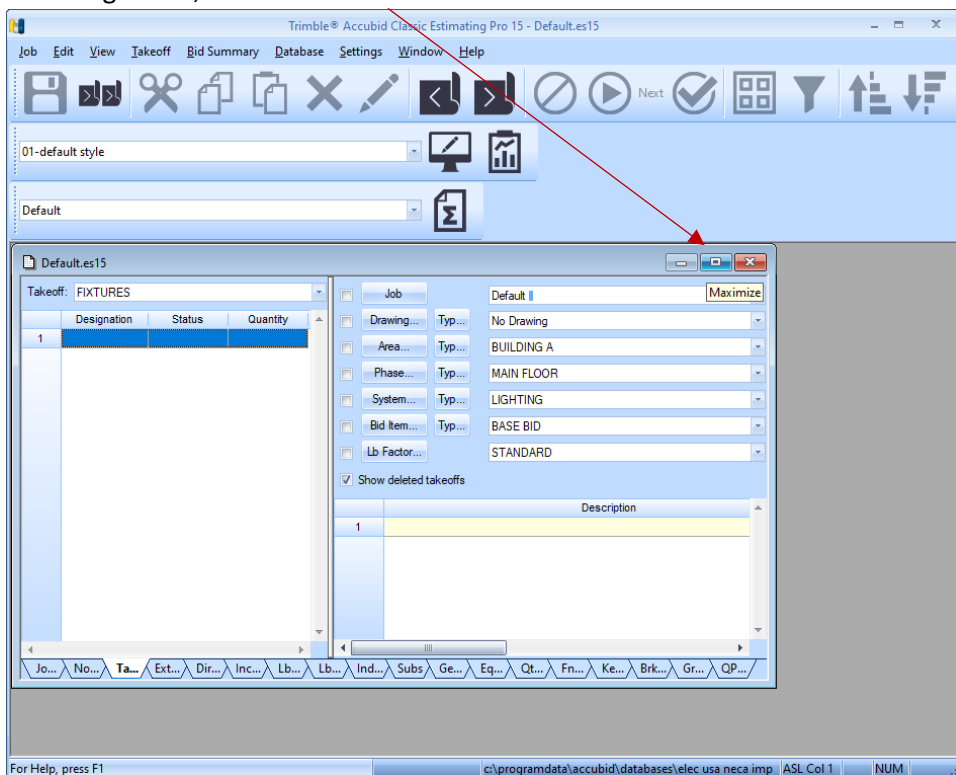
Figure 22

34. From the Job menu select Open.
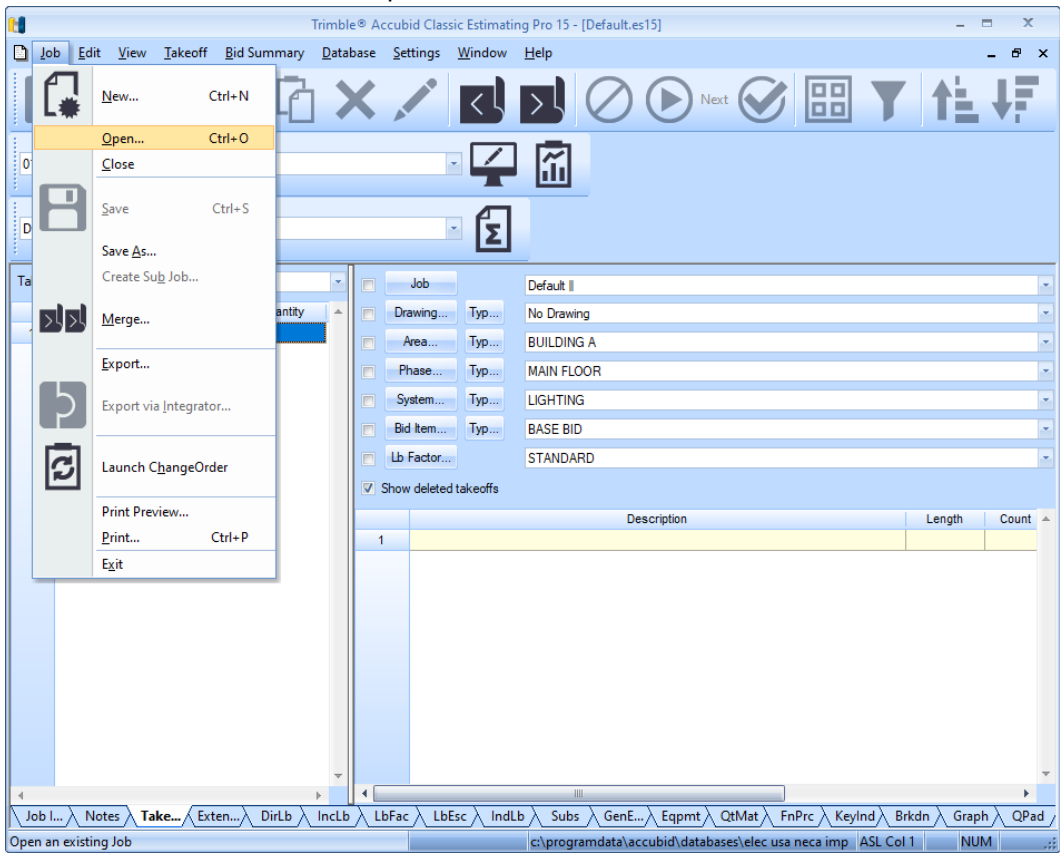
Figure 23

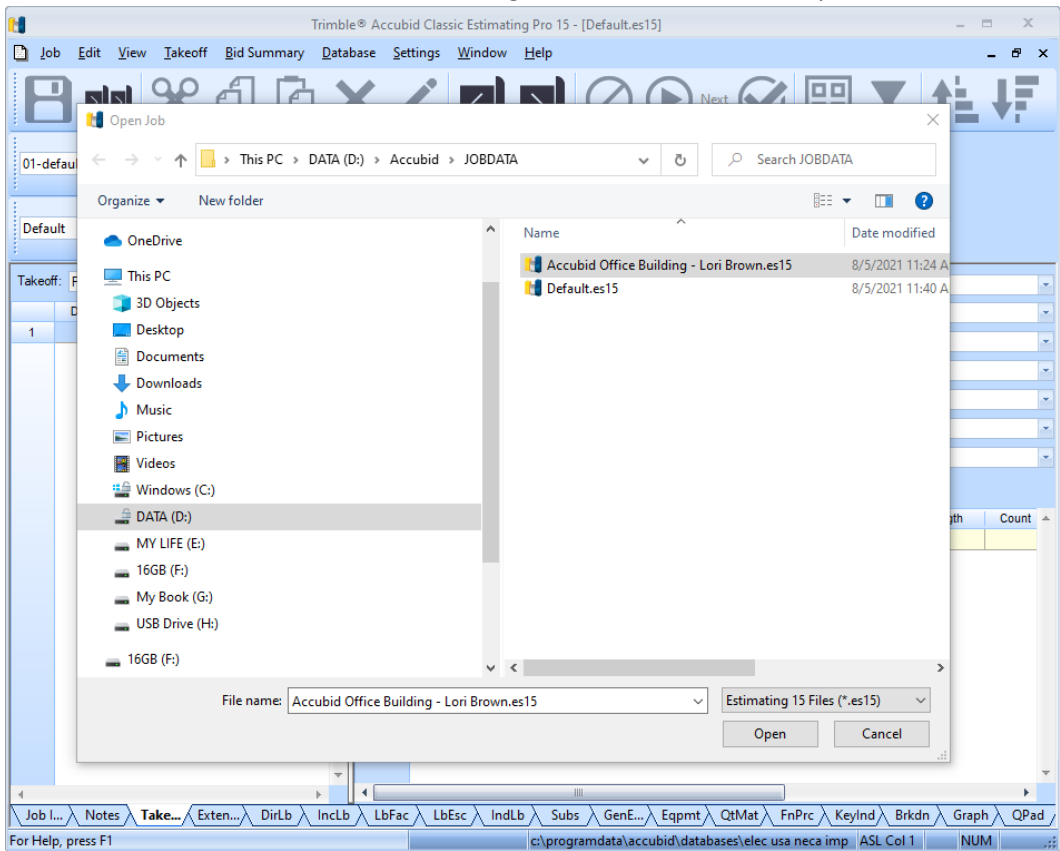35. Click on the Job Accubid Office Building – Your Name and click Open.

Figure 24

36. Click on the System Breakdown Label
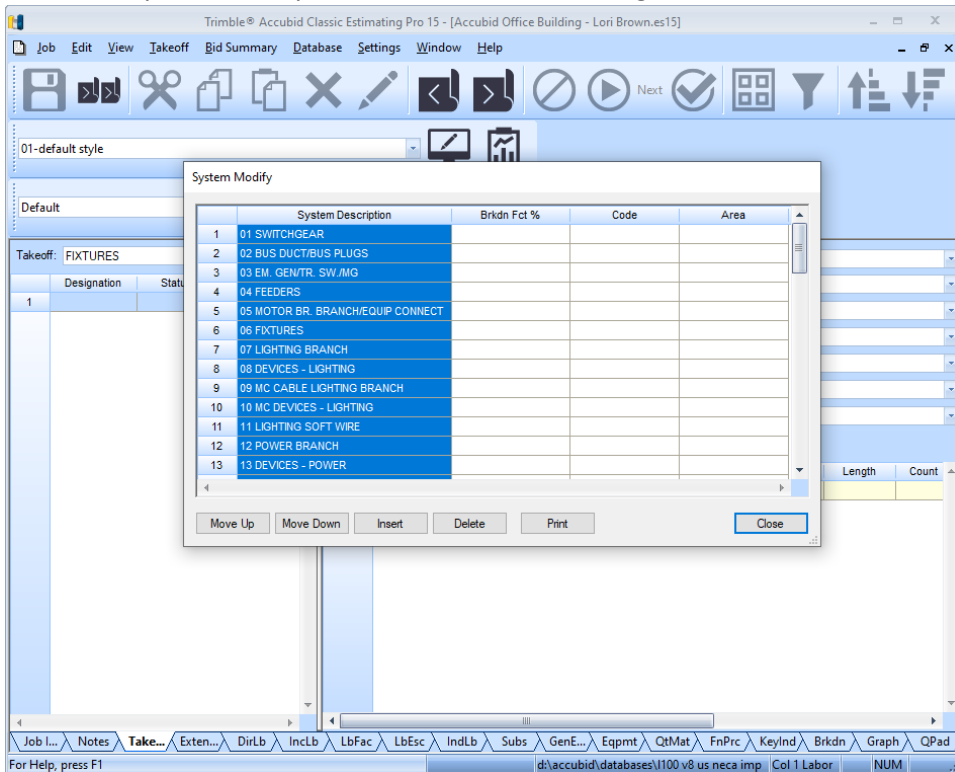37. In the System Modify window select Line 1 through Line 61.

Figure 25

38. Press and hold down the Ctrl key and then press C to copy the System Descriptions to the Clipboard.
39. Click the Close button.
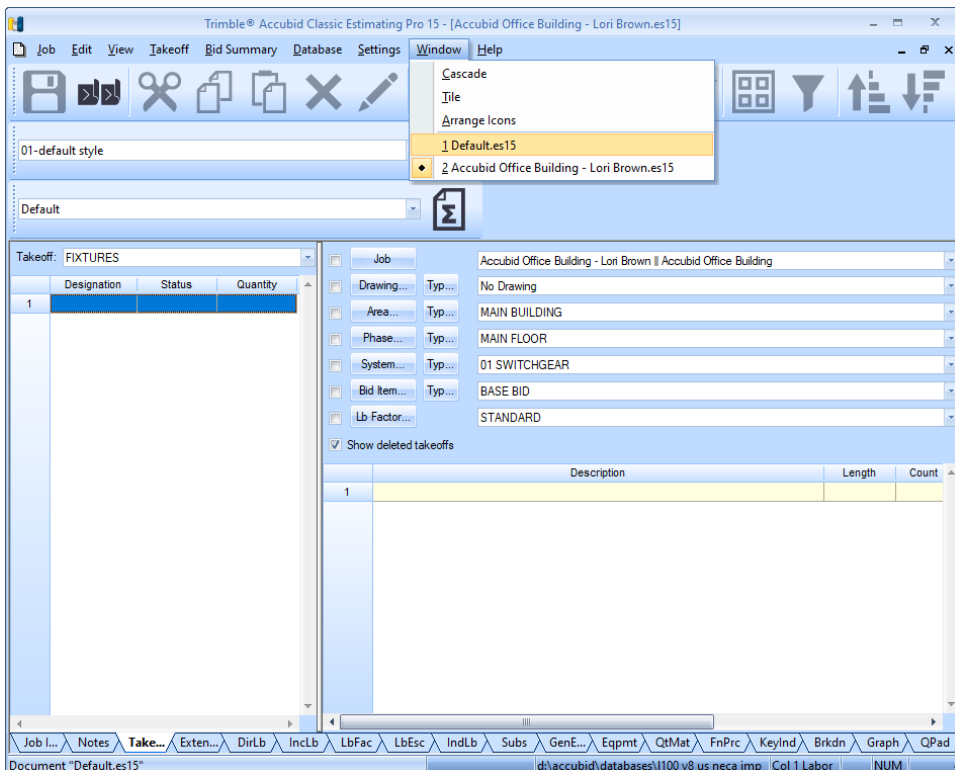40. From the Window menu select Default to switch back to the Default file.

Figure 26

41. Click the System Breakdown Label
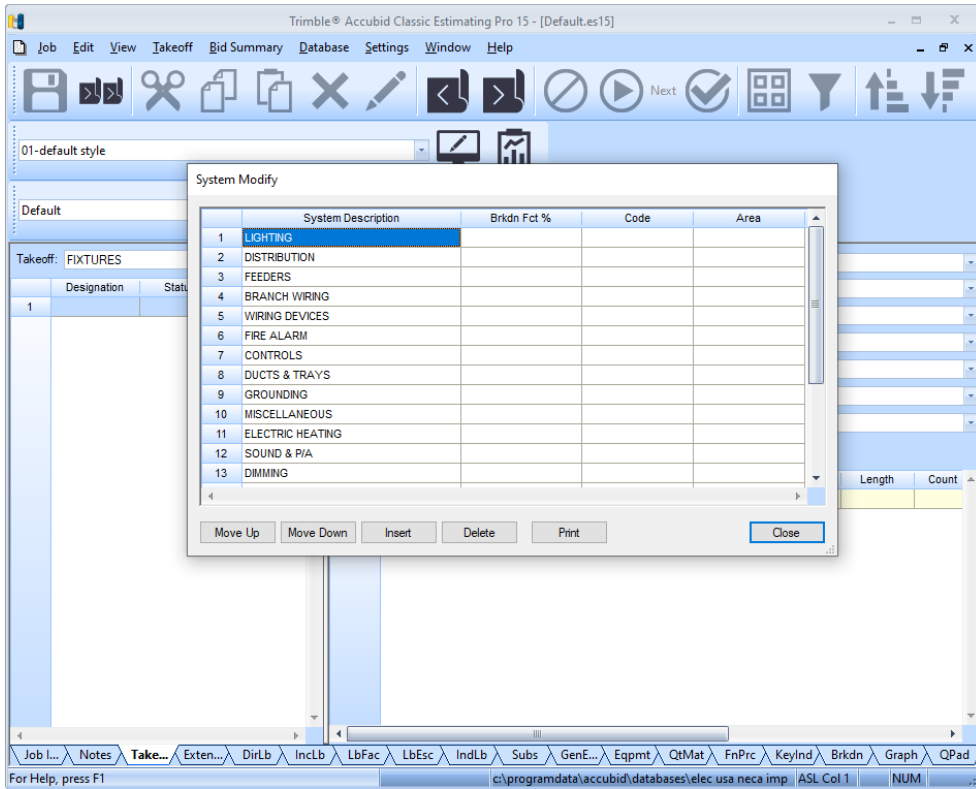
Figure 27

42. Select Line 1
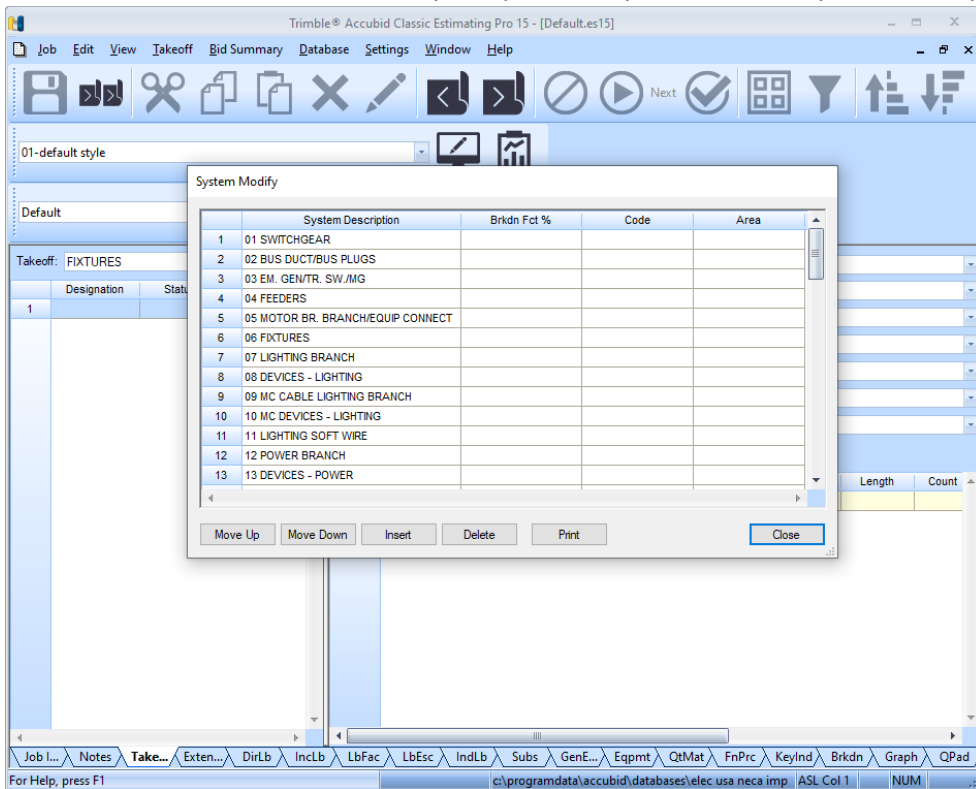43. Press and hold down the Ctrl key and press v to paste over the System Descriptions.

Figure 28

44. Click Close

45. Save the changes by clicking on the Save Job icon in the Toolbar.
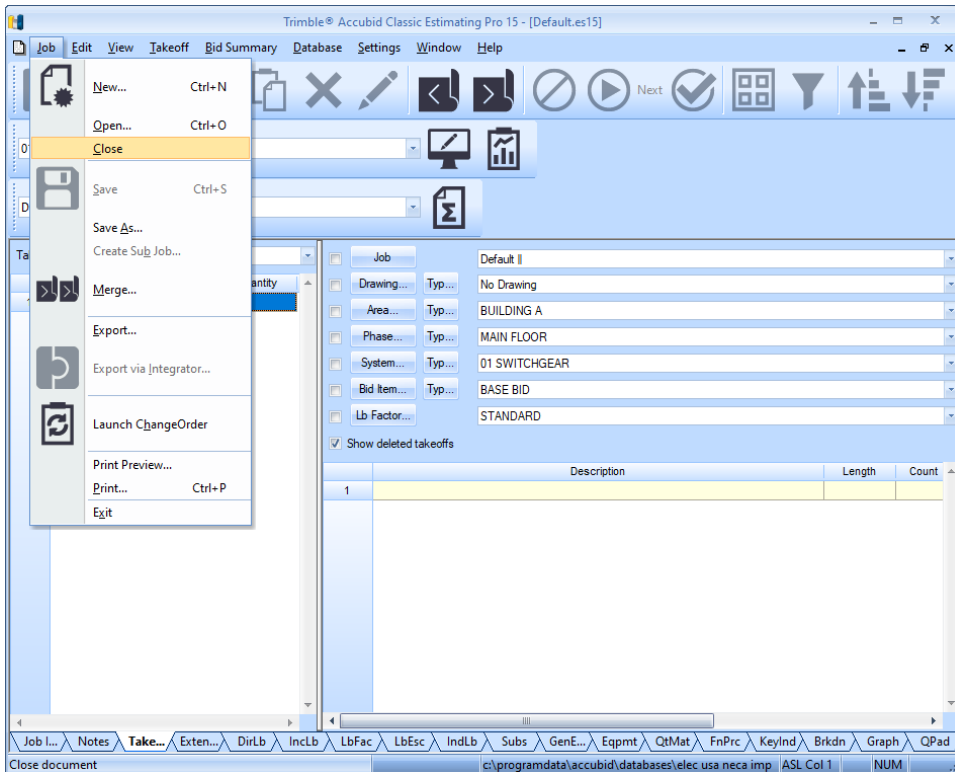46. From the Job menu select the Close command to close the Default File.

Figure 29

47. Close the Accubid Office Building – Your Name file and click No to Save Changes to the file.
48. Exit Accubid (Close the Program)

All new jobs from this point on will automatically have the fields entered in the System Breakdown Label that are used by North State Electric i.e. 01 SWITCHGEAR

49. Start the program Accubid Pro 15
50. From the [Schedule] screen create a new job use the job name "Atlantic Food Company" and job number "Atlantic Food Company – Your Name"
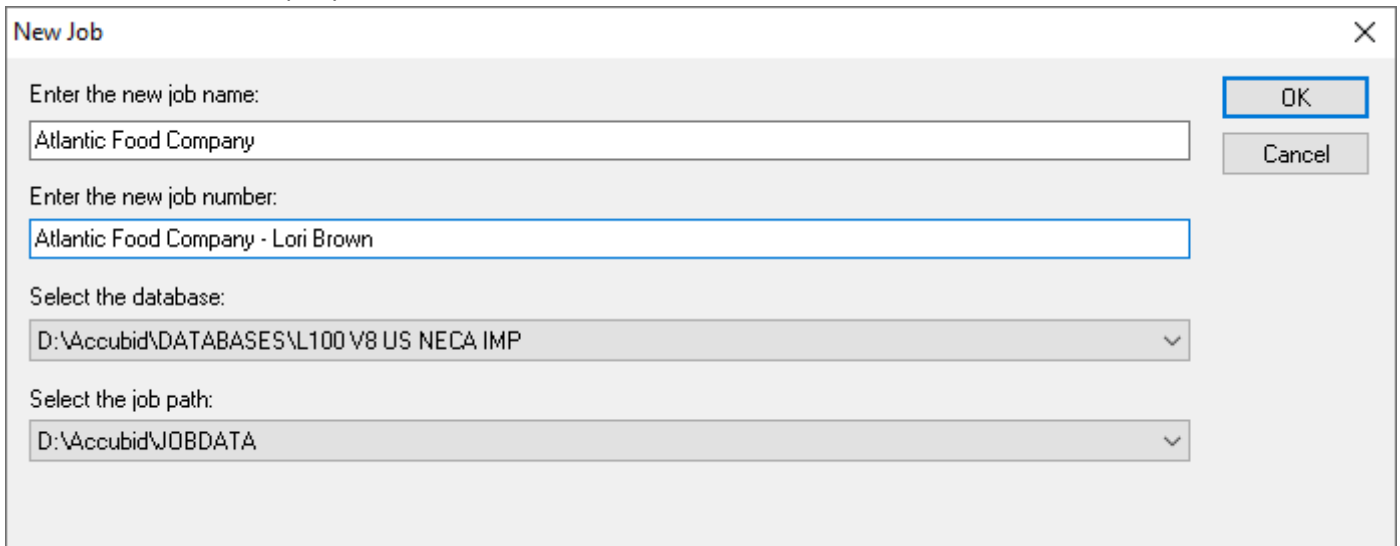

Figure 30

51. Click the Takeoff Tab to select the Takeoff Screen
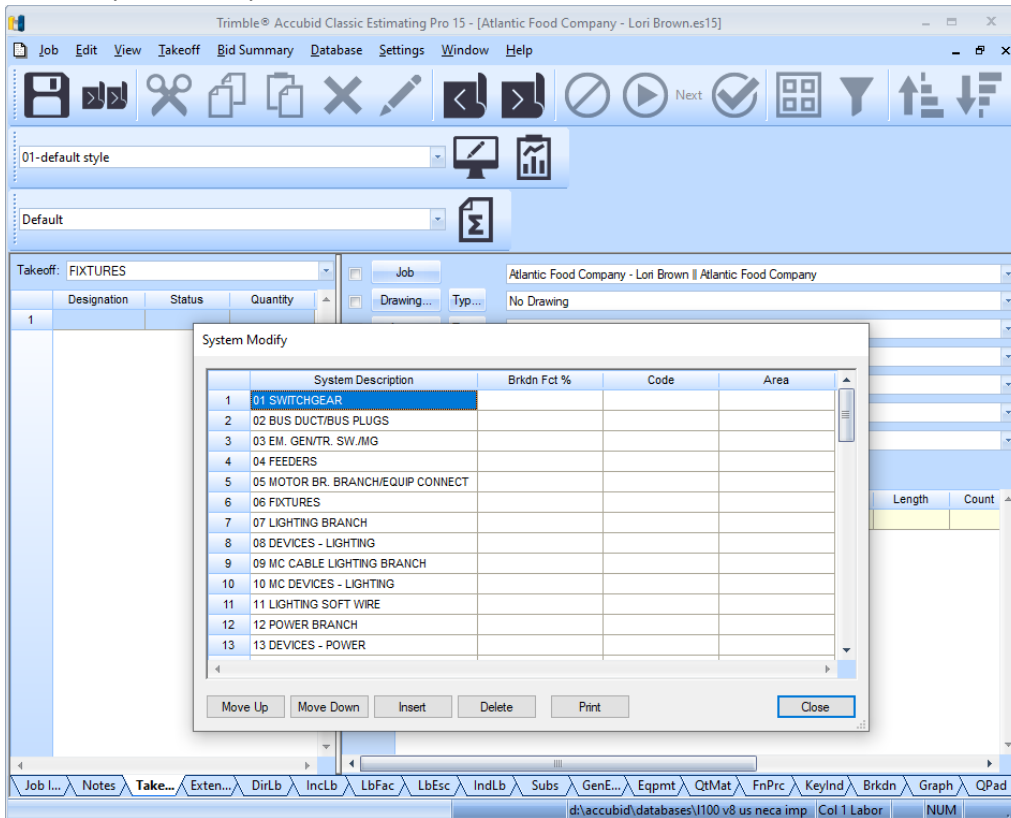52. Verify that the System Breakdown Label has the correct fields

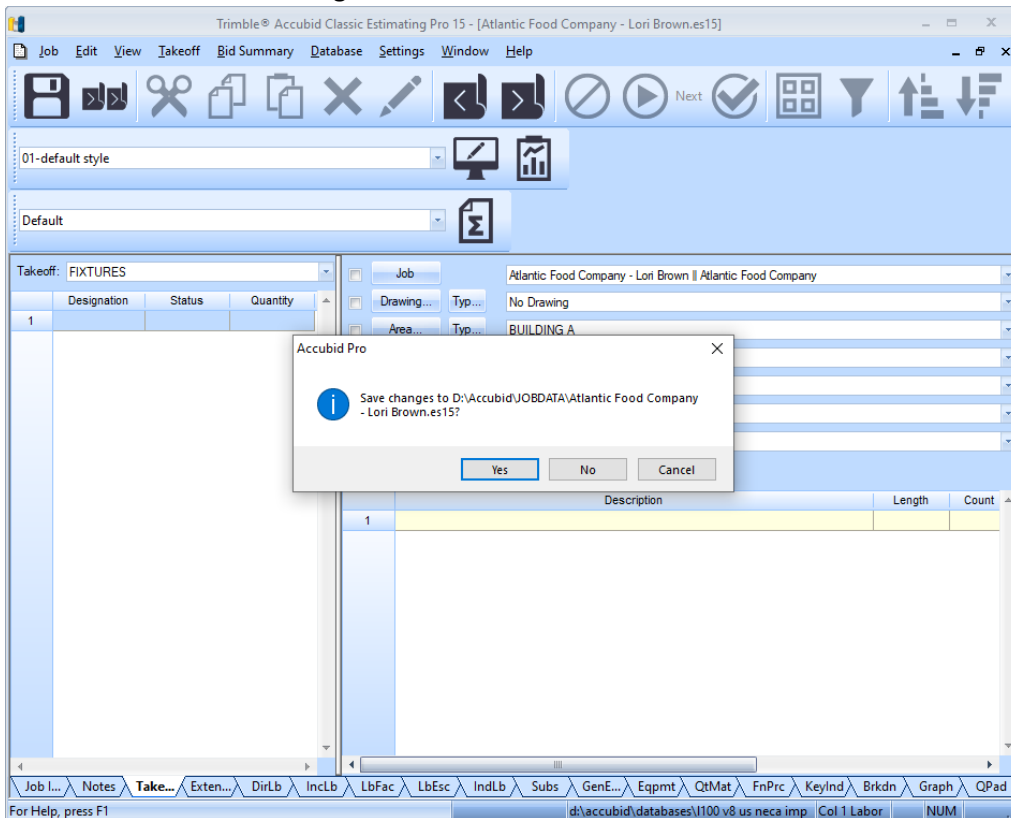Figure 31

53. Exit Accubid
54. Select Yes to Save Changes.

Figure 32