

CM 352 – Electrical Construction Estimating

Accubid Activity #1 – Getting Started with Accubid Pro

Setting Up Accubid and Creating a New Job

1. Start the program Accubid Pro 12 [Start, All Programs, Trimble, Classic 12, Accubid Pro 12]

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.

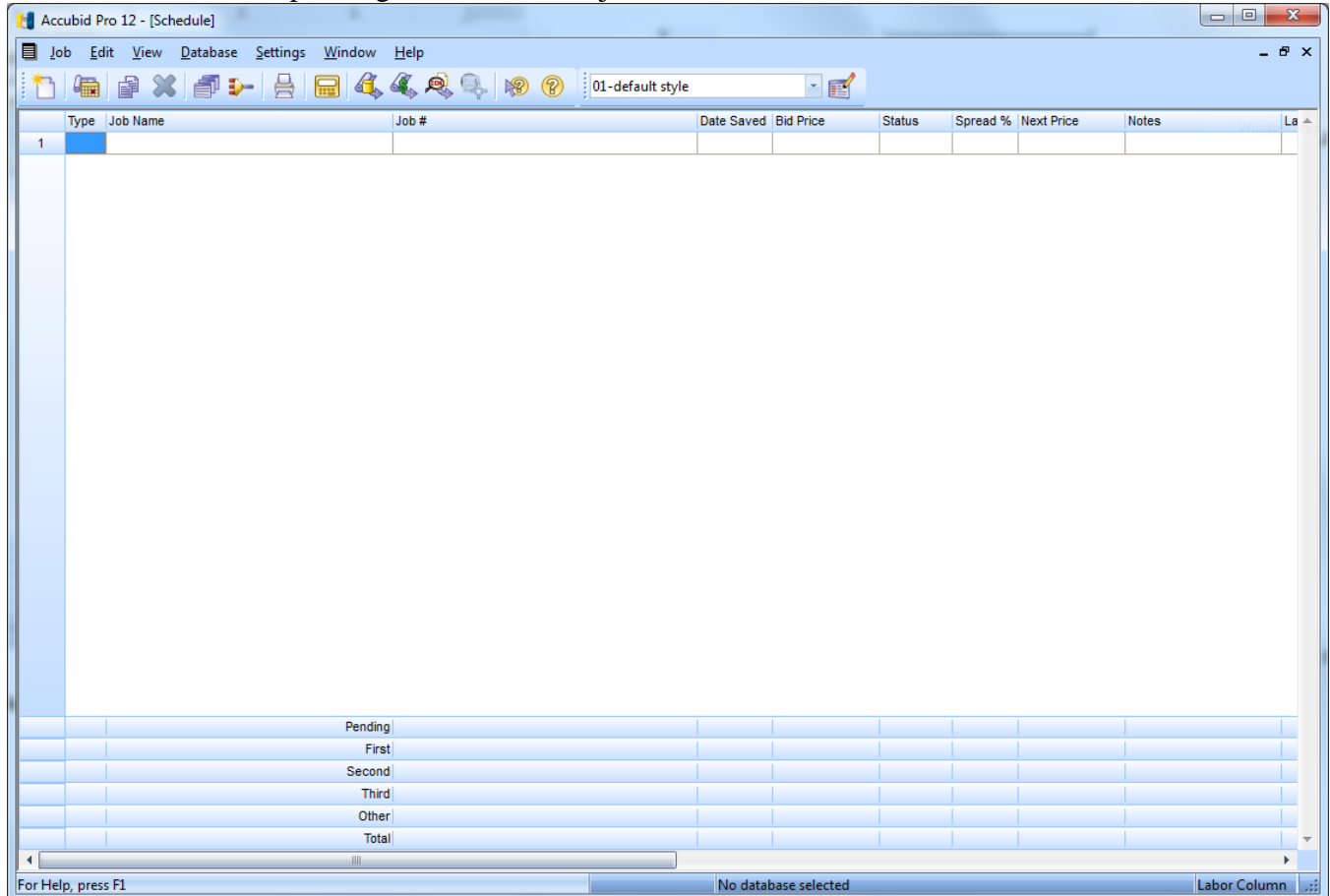


Figure 1

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

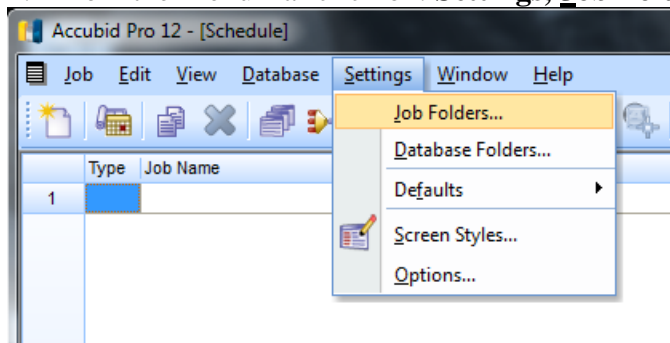


Figure 2

When Accubid Pro v12 is first installed the default location for saving all jobs (Job Folder) is automatically setup for saving them to the location, C:\ProgramData\Accubid\JOBDDATA.

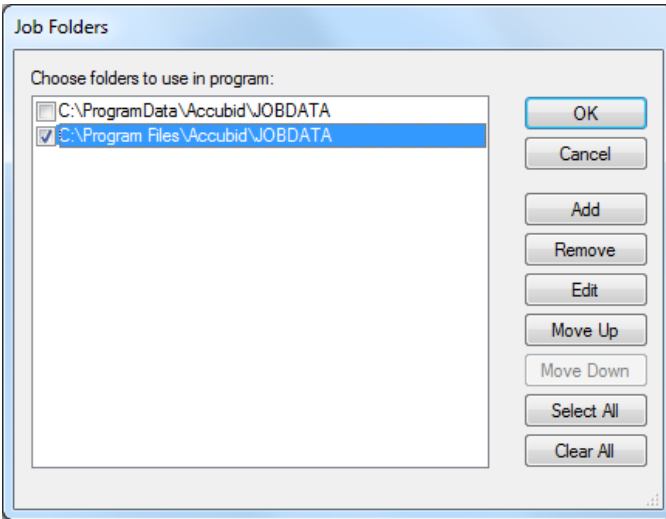


Figure 3

From the Job Folders window you can Add, Remove, Edit, Select All, and Clear All the folders to use in the program to save your Jobs to.

3. Choose the location C:\Program Files\Accubid\JOBDDATA by clicking the box next to it to place a check in it. Uncheck any other locations.
4. To close the Job Folders window and save any changes, Click OK

Note: The ProgramData folder is a protected folder in Windows and requires changing the security settings for users to have full control. In the CMGT computer lab the folder C:\Program Files\Accubid\JOBDDATA was added and will be used as the default location for saving all jobs.

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

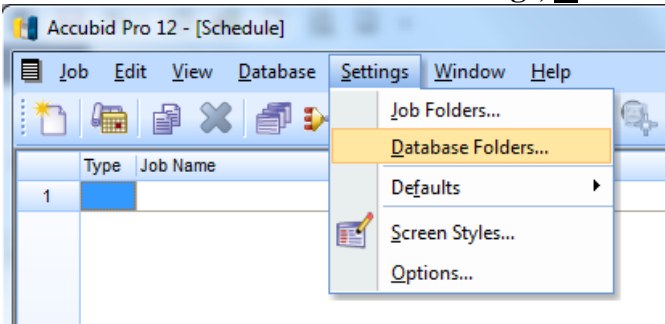
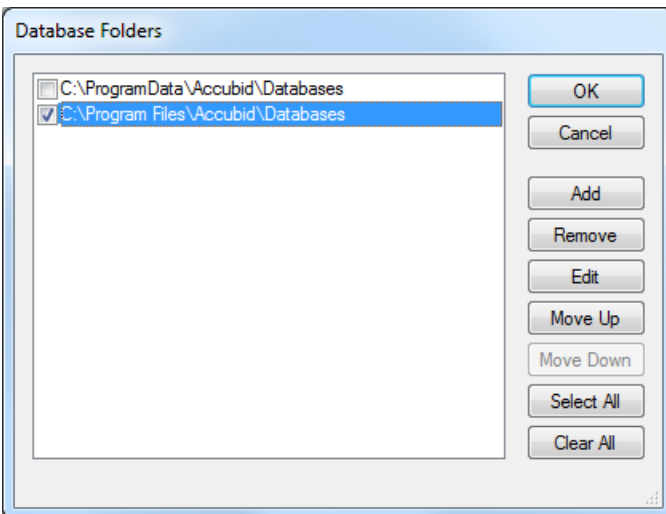


Figure 4

The default folder that all Databases are saved in is: C:\ProgramData\Accubid\Databases



From the Database Folders window you can Add, Remove, Edit, Select All, or Clear All the folders used in the program to select Databases from.

6. Choose the location C:\Program Files\Accubid\Database by clicking the box next to it to place a check in it. Uncheck any other locations.
7. To close the Database Folders window and save any changes, Click OK

Figure 5

8. Right Click on the Start button and select Open Windows Explorer.
9. From the Explorer window click Computer OS (C:) Program Files, Accubid, JOBDATA

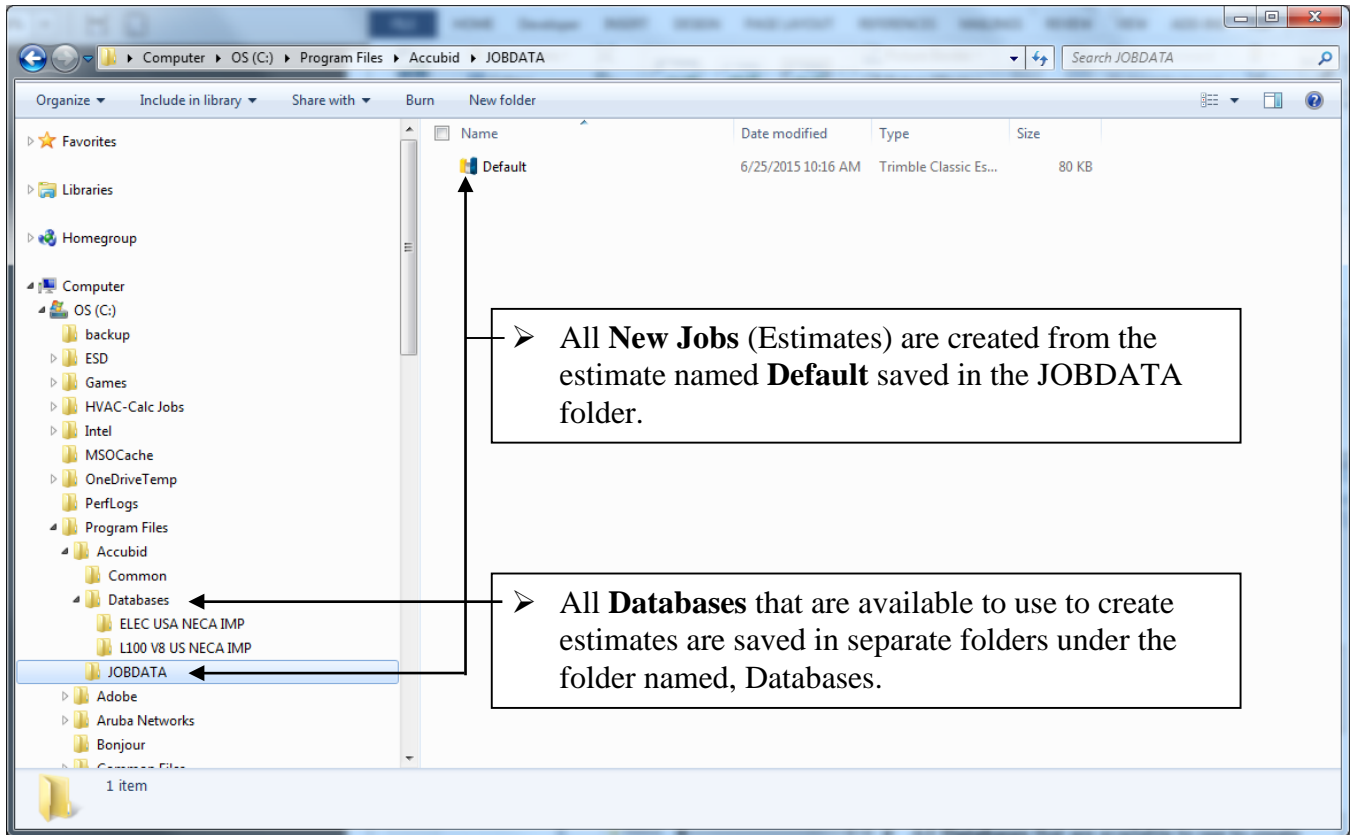


Figure 6

From the screen shot in Figure 6 we can see that the only file saved in the JOBDATA folder is the file named Default. Once you start creating new estimates they will be saved in this folder automatically. To save your estimates to your own USB drive you can use Windows Explorer to perform the copying task.

10. Close Windows Explorer.
11. To begin a new Job (estimate), click on the Job menu and click New...

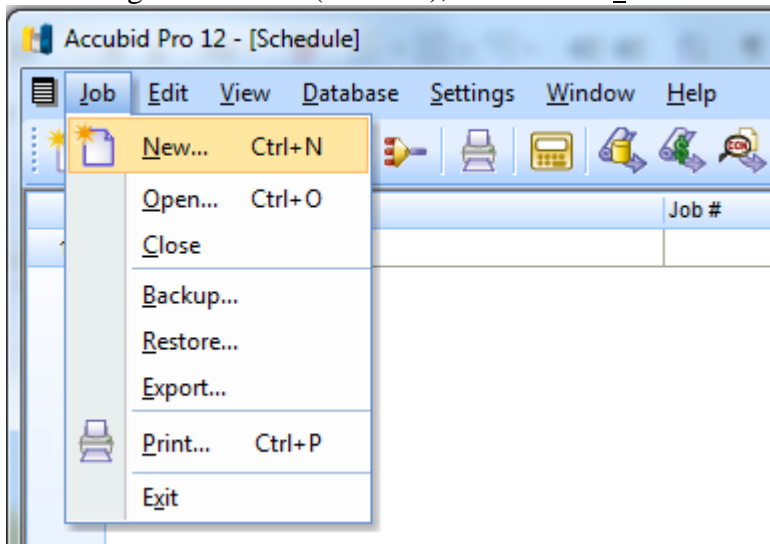


Figure 7

The New Database dialog box appears:

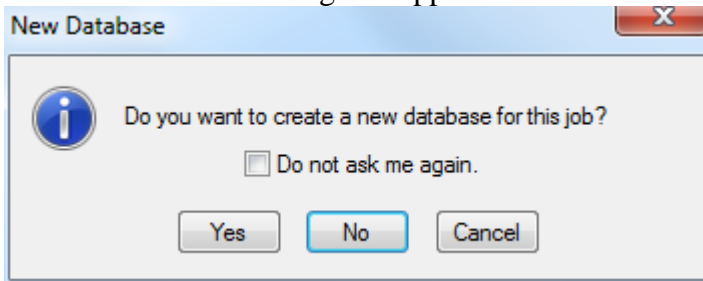


Figure 8

12. Click the check box, Do not ask me again and then click on the No button.

The New Job dialog box appears. To create a new job you must enter a job name and job number. You can also select the database to use and the folder to save the job to.

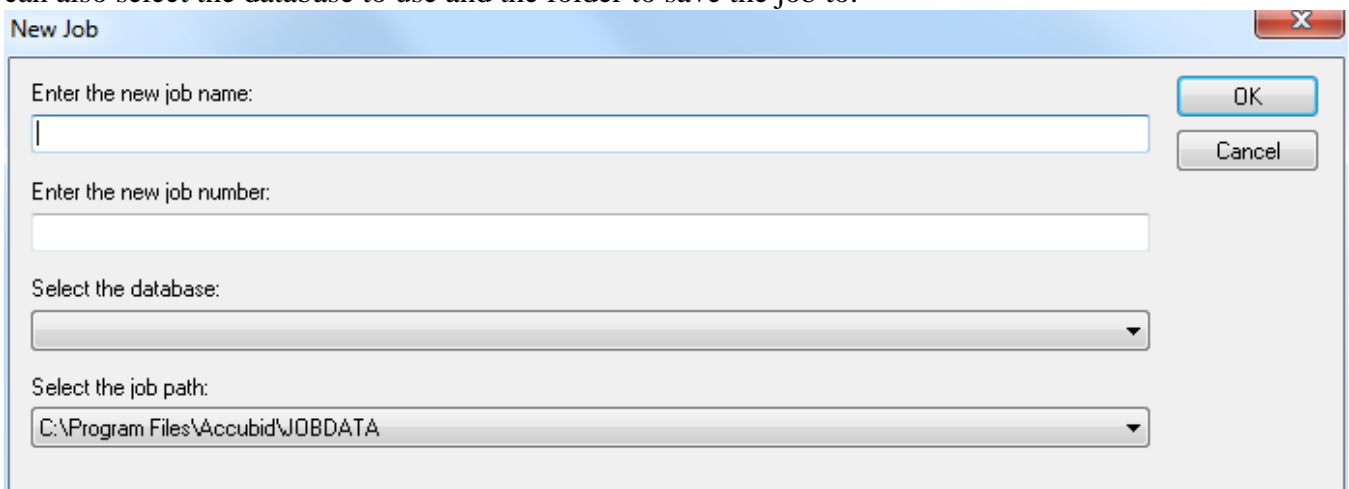
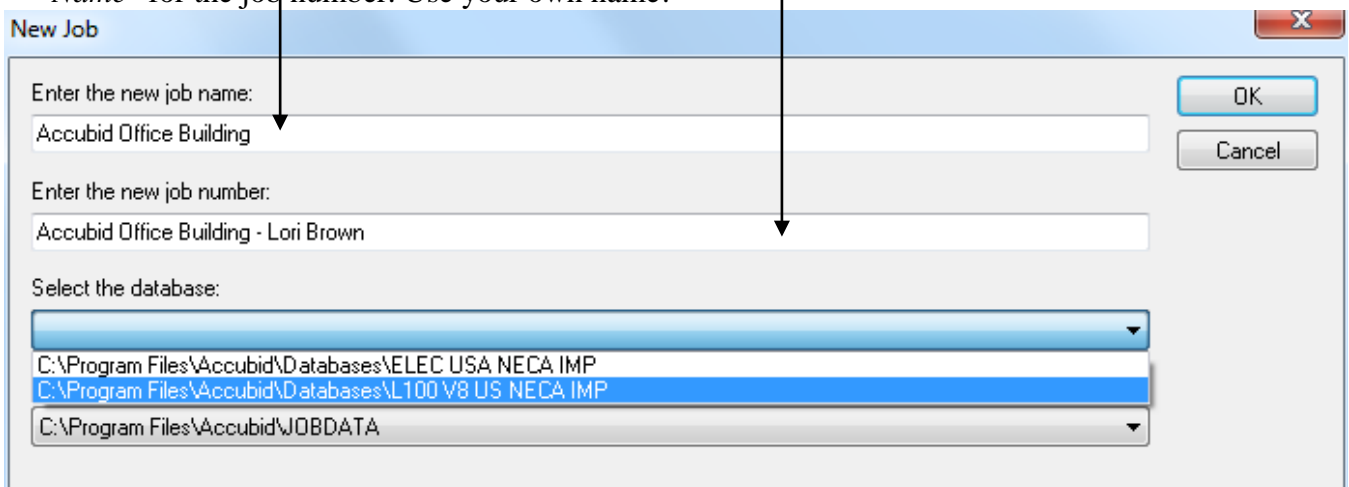


Figure 9

13. Enter “Accubid Office Building” for the job name and “Accubid Office Building – *First Name Last Name*” for the job number. Use your own name!



You must also select a material database and job path for the new job:

14. Click the drop down list arrow for Select the database: and click on

C:\Program Files\Accubid\Databases\ L100V8 US NECA IMP

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

16. Click on the OK button

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

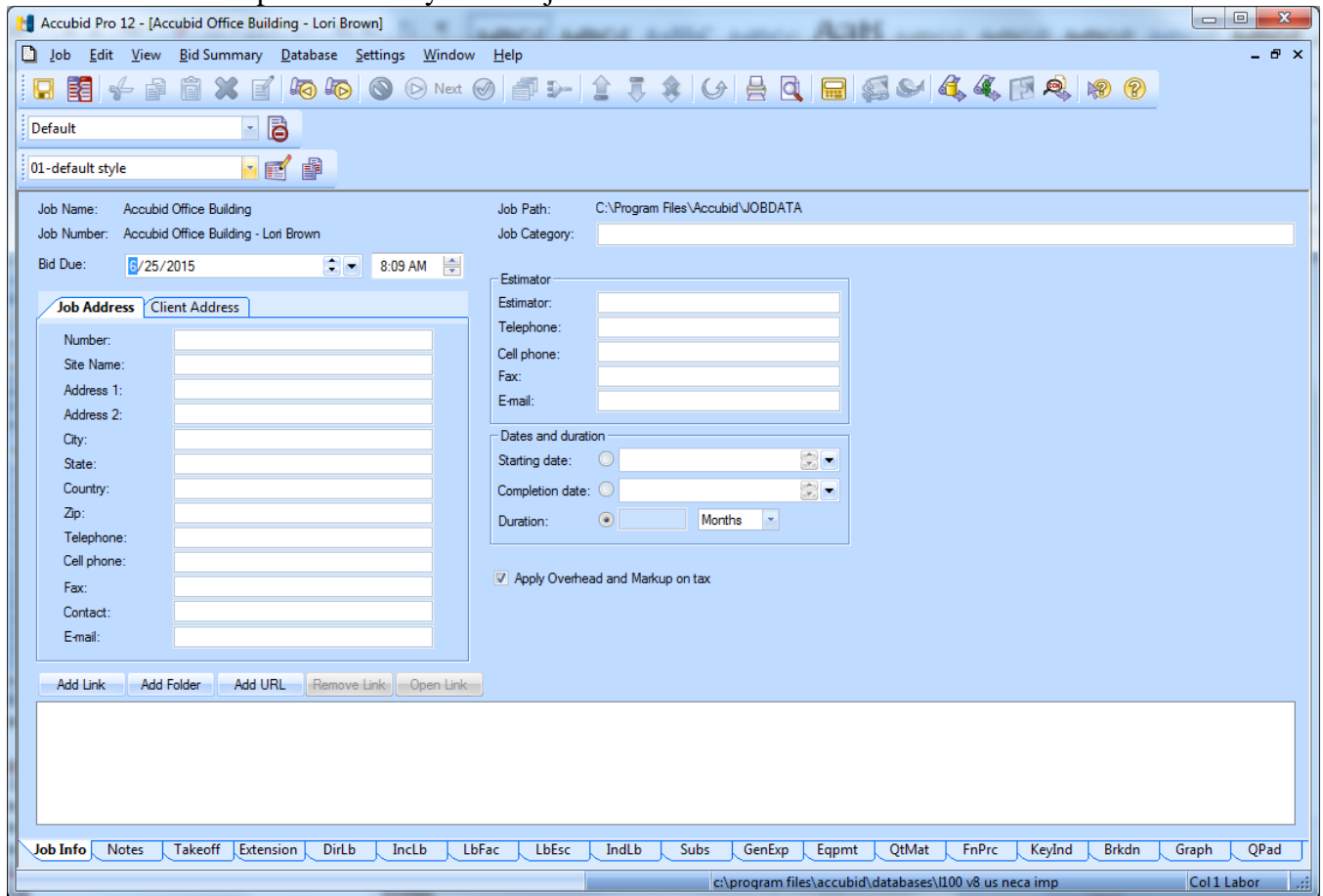


Figure 10

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

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

Accubid Pro 12 - [Accubid Office Building - Lori Brown]

Job Name: Accubid Office Building
Job Number: Accubid Office Building - Lori Brown
Bid Due: 12/7/2015 4:00 PM

Job Path: C:\Program Files\Accubid\JOBDATA
Job Category: Commercial Office Building

Job Address Client Address

Number: []
Site Name: Accubid Office Building
Address 1: 1010 Marauder Street
Address 2: []
City: Chico
State: CA
Country: US
Zip: 95973
Telephone: []
Cell phone: 530.519.1147
Fax: []
Contact: Lori Brown
E-mail: labrown2@csuchico.edu

Estimator
Estimator: Your Name
Telephone: []
Cell phone: Your Cell
Fax: []
E-mail: your-email@mail.edu

Dates and duration
Starting date: []
Completion date: []
Duration: [] Months

Apply Overhead and Markup on tax

Add Link Add Folder Add URL Remove Link Open Link

<https://www.google.com/maps/place/1010+Marauder+St,+Chico,+CA+95973/@39.8012795,-121.8536289,16z/data=!4m2!3m1!1s0x8082d9a5df9c6ba7:0x8c89f6aaa15b30f0>

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

For Help, press F1 c:\program files\accubid\databases\1100 v8 us neca imp Col1 Labor

Figure 11

18. Click on the **Takeoff** tab to select the Takeoff screen.

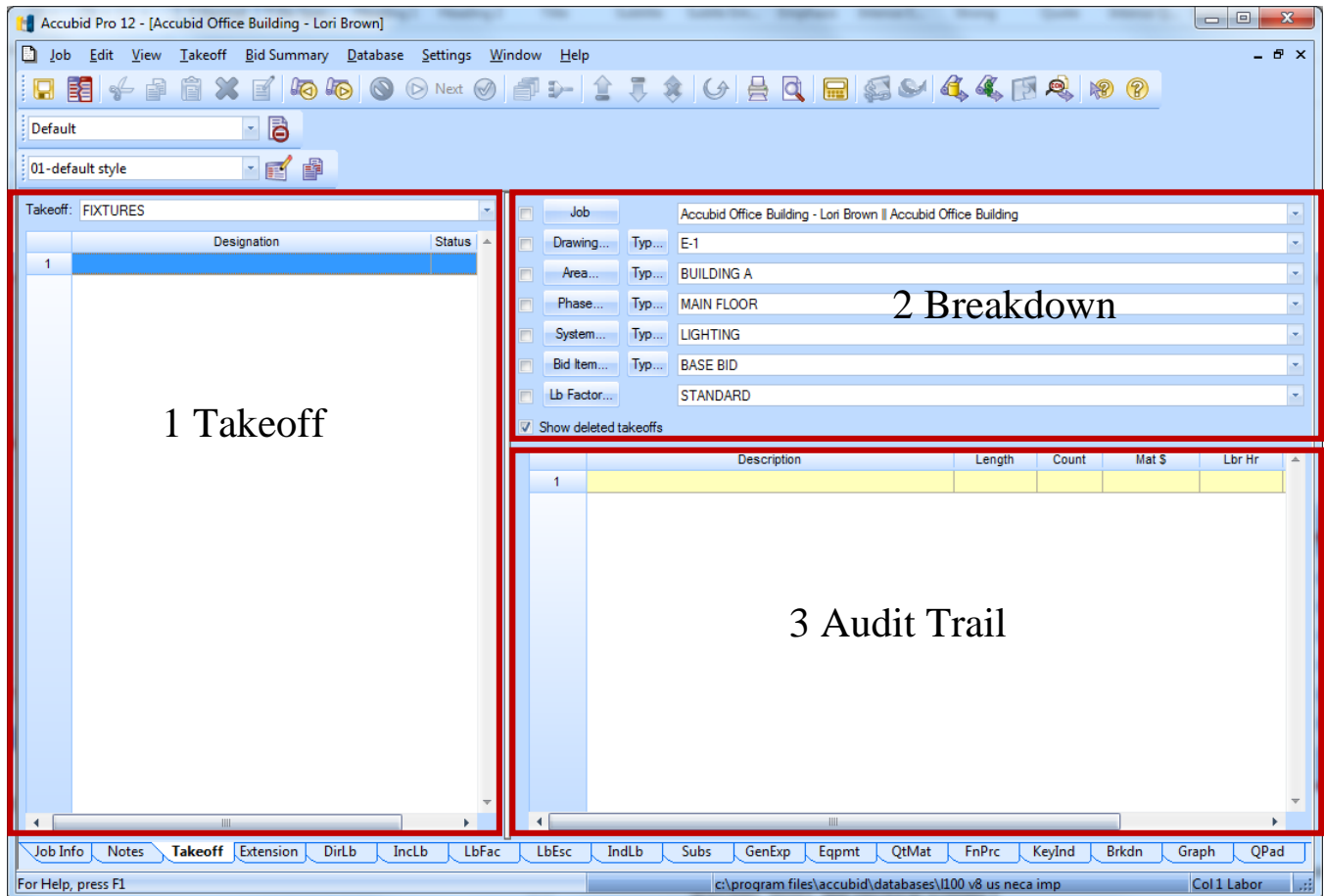


Figure 12

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... E-1
Area... BUILDING A
Phase... MAIN FLOOR
System... LIGHTING
Bid Item... BASE BID
Lb Factor... STANDARD

<input type="checkbox"/>	Job		Accubid Office Building - Lori Brown Accubid Office Building
<input type="checkbox"/>	Drawing...	Typ...	E-1
<input type="checkbox"/>	Area...	Typ...	BUILDING A
<input type="checkbox"/>	Phase...	Typ...	MAIN FLOOR
<input type="checkbox"/>	System...	Typ...	LIGHTING
<input type="checkbox"/>	Bid Item...	Typ...	BASE BID
<input type="checkbox"/>	Lb Factor...		STANDARD

Show deleted takeoffs

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

19. Click on the Breakdown
20. In the Drawing Modify dialog box select Line 1 E-1

	Drawing Description	Brkdn Fct %	Code	Area
1	E-1			
2				

Move Up Move Down Insert Delete Print Close

Figure 14

21. Press the Caps Lock key. Change the label E-1 to E0.1 ELECTRICAL SYMBOLS LEGEND
22. 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.

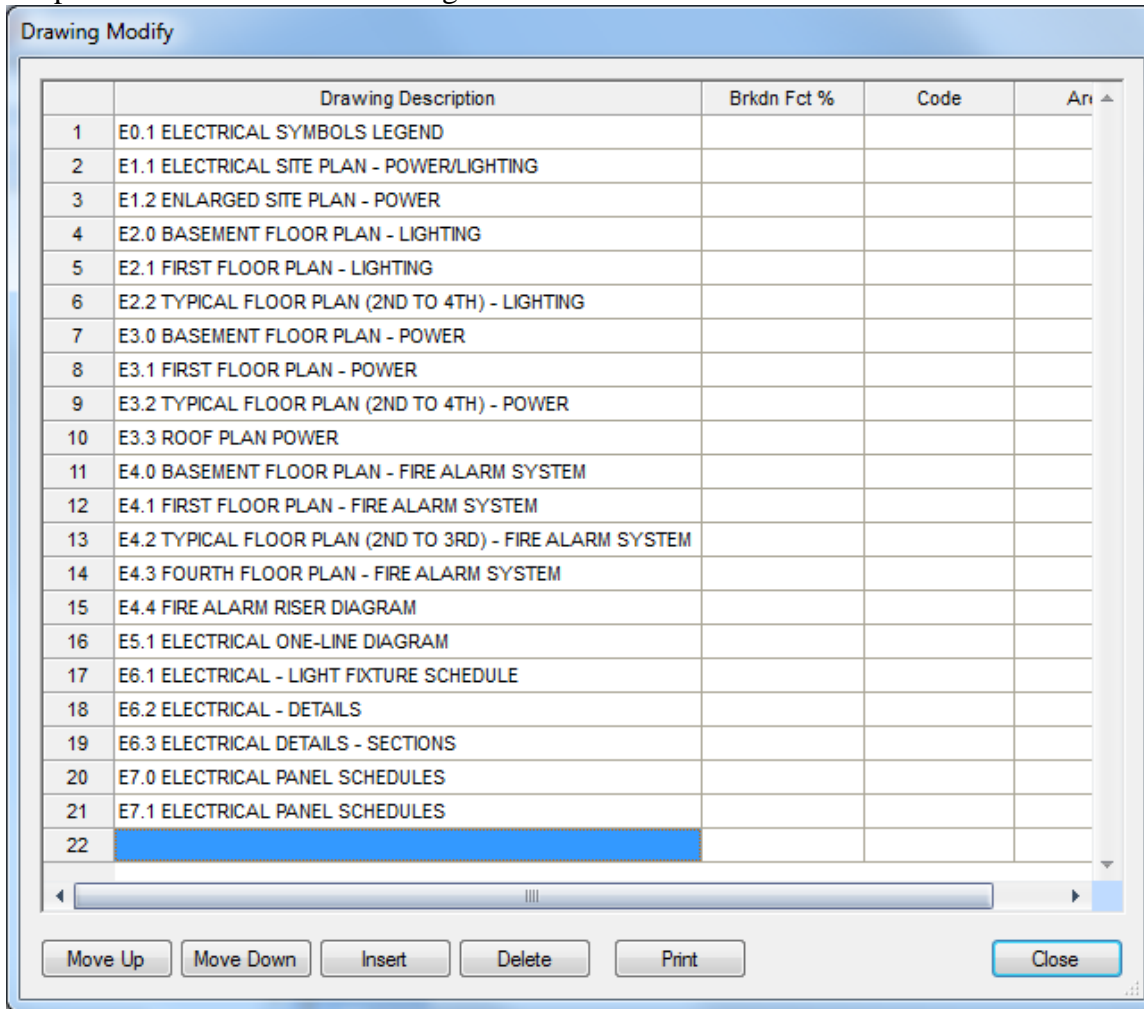


Figure 15

23. Click on the Breakdown
24. In the Area Modify dialog box change the label from BUILDING A to MAIN BUILDING

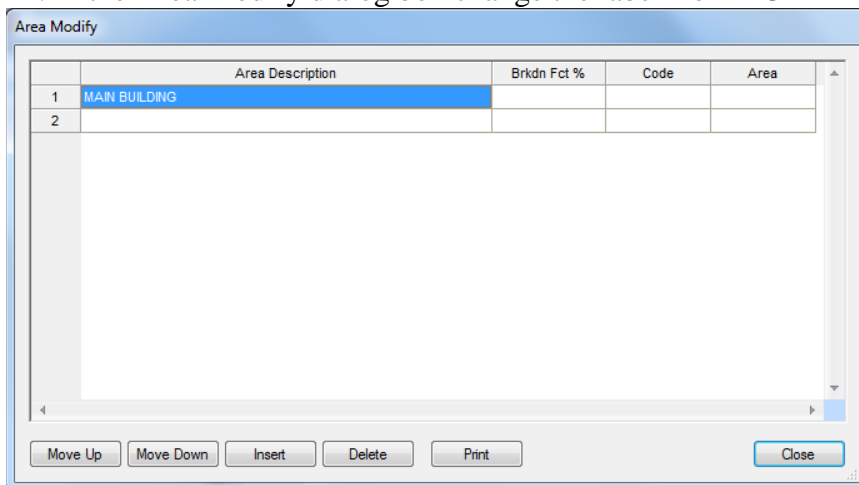


Figure 16

25. Click the Close button.

26. Click on the Breakdown Phase...
27. In the Phase Modify dialog box make the following changes:

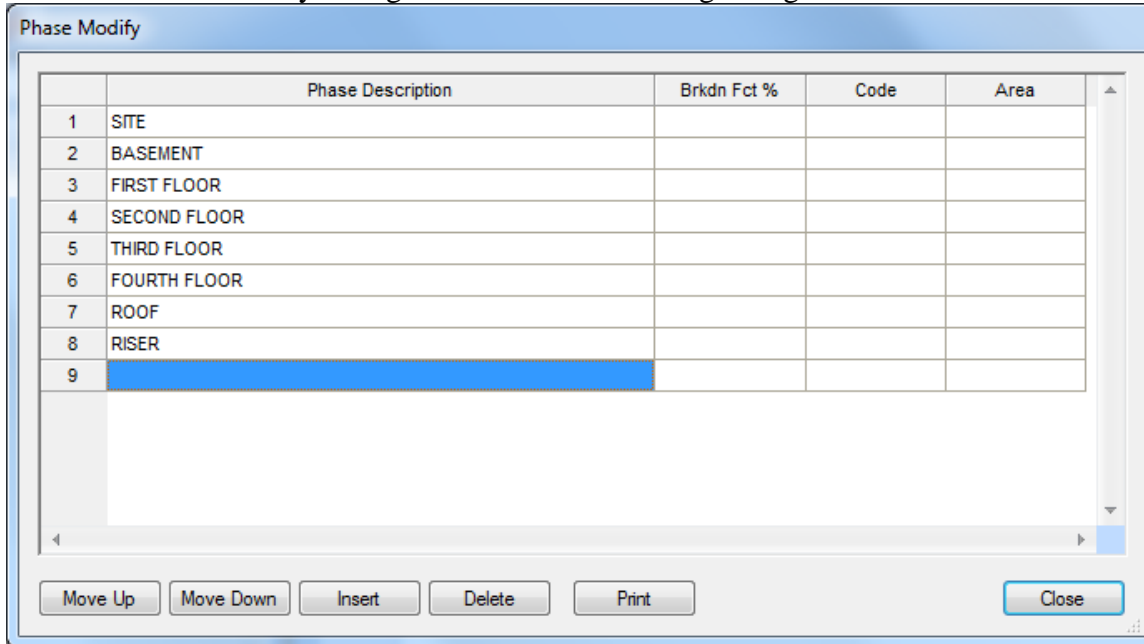


Figure 17

28. Click the Close button.

29. Click on the Breakdown System...
- The System Descriptions shown in Figure 17 are from the **Default** job.

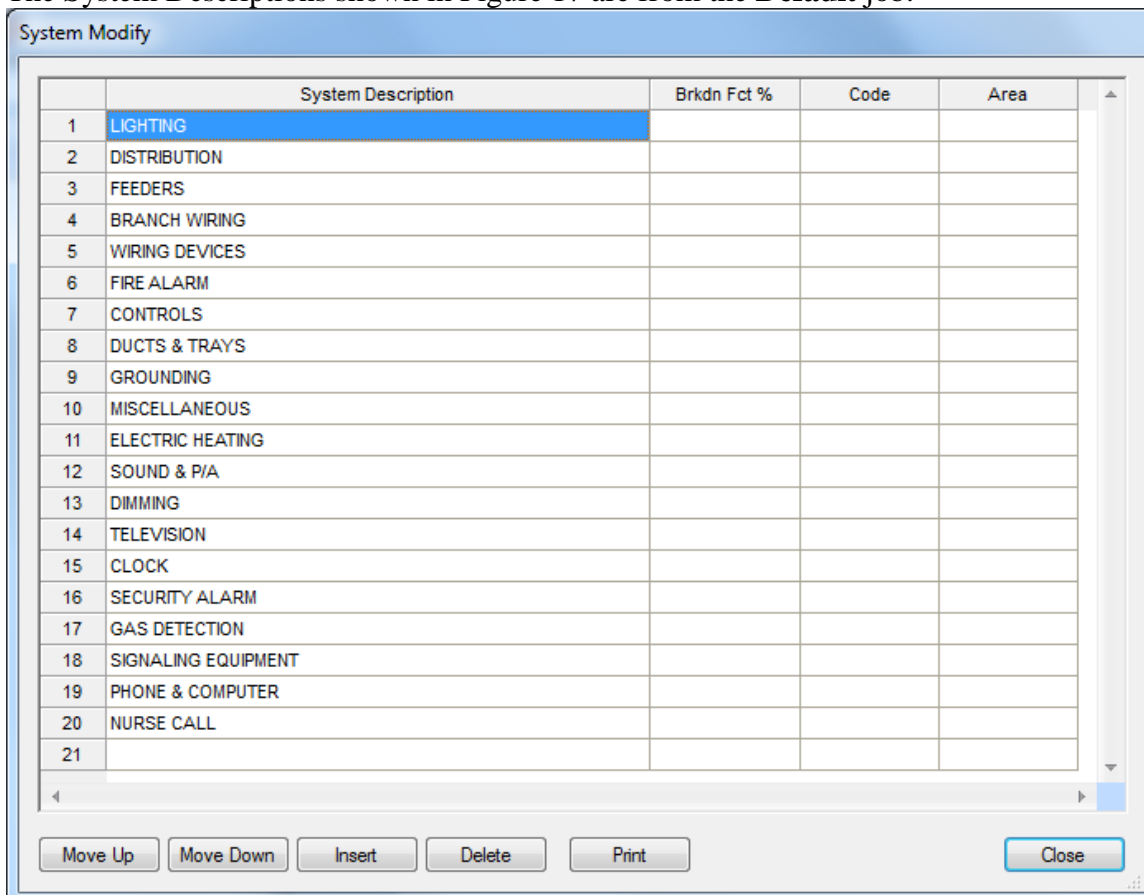


Figure 18

30. Select Line 1 LIGHTING and change it to: 01 SWITCHGEAR

31. 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.

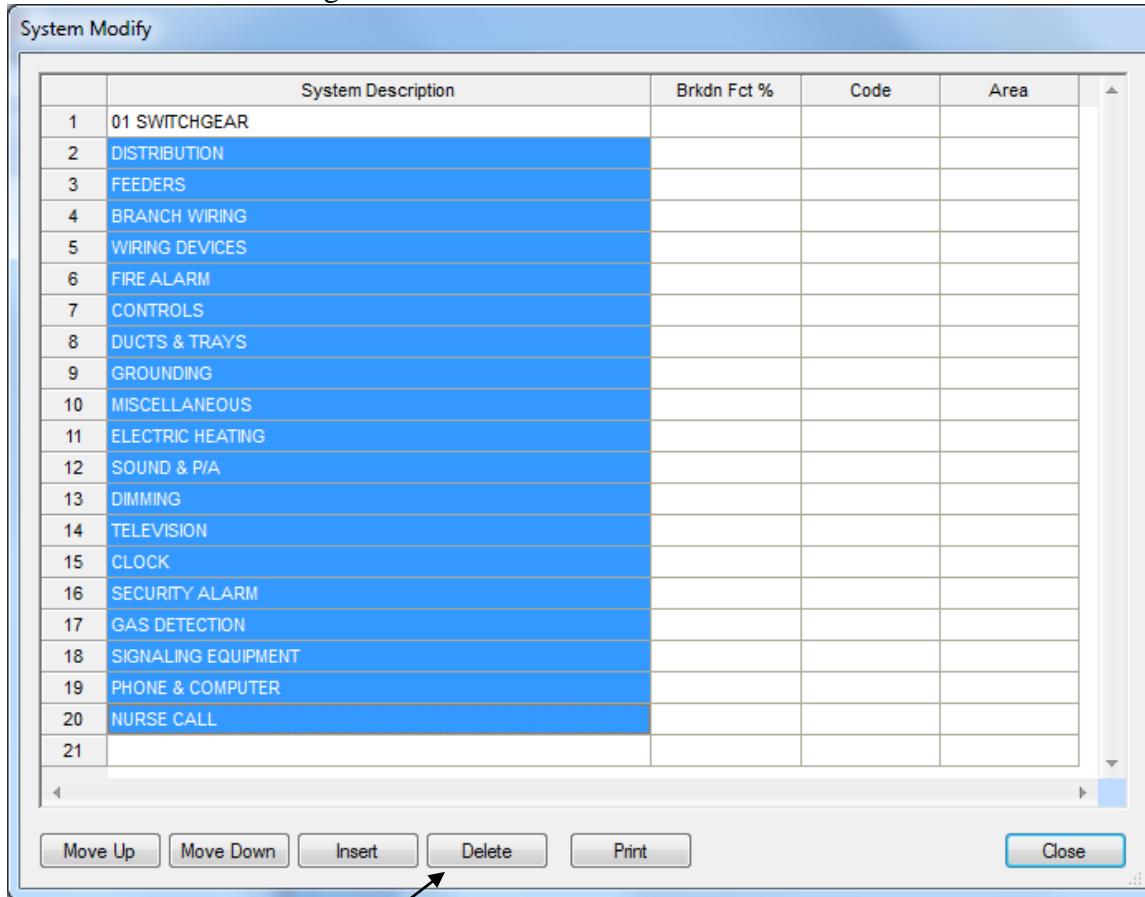


Figure 19

32. Click on the Delete button in the System Modify window.

33. Click Yes in the "Are you sure you want to delete these systems?" dialog box.

34. Add the following fields to the System Breakdown Label:

- 01 SWITCHGEAR
- 02 BUS DUCT/BUS PLUGS
- 03 EM. GEN/TR. SW./MG
- 04 FEEDERS
- 05 MOTOR BR. BRANCH/EQUIP CONNECT
- 06 FIXTURES
- 07 LIGHTING BRANCH
- 08 DEVICES - LIGHTING
- 09 MC CABLE LIGHTING BRANCH
- 10 MC DEVICES - LIGHTING
- 11 LIGHTING SOFT WIRE
- 12 POWER BRANCH
- 13 DEVICES - POWER
- 14 MC CABLE POWER BRANCH
- 15 MC DEVICES - POWER
- 16 CABLE TRAY
- 17 WIREMOLD (SURFACE RACEWAY)
- 18 RAISED FLOOR POWER DISTRIBUTION

19 TELEPHONE/DATA CONDUIT
20 TELEPHONE/DATA CABLE
21 FIRE ALARM SYSTEM
22 PUBLIC ADDRESS SYSTEM
23 DR. SECURITY/CARD READER
24 DR. MONITORING.INTRUSION
25 INTERCOM SYSTEM
26 CCTV
27 MATV
28 CLOCK SYSTEM
29 NURSE CALL SYSTEM
30 GAS DETECTION SYSTEM
31 TEMPERATURE CONTROL SYSTEM
32 ENERGY MANAGEMENT SYSTEM
33 PROCESS CONTROL SYSTEM
34 KITCHEN EQUIPMENT
35 MEDICAL EQUIPMENT
36 HALON SYSTEM
37 LEAK DETECTION
38 GROUNDING
39 LIGHTING CONTROL/DIMMING
40 LIGHTNING PROTECTION
41 CATHODIC PROTECTION
42 SITE WORK
43 SITE LIGHTING
44 INCOMING SERVICE - POWER
45 INCOMING SERVICE - TELEPHONE
46 DUCT BANKS AND MANHOLES
47 TRAFFIC SIGNAL AND STREET LIGHTING
48 REWORK EXISTING
49 DEMOLITION
50 TEMPORARY POWER
51 WALKER DUCT
70 PV MODULES
71 DC WIRING
72 COMBINER BOXES
73 DC DISCONNECTS
74 INVERTERS
75 AC SWITCHGEAR
76 AC WIRING
77 MODULE RACKING
98 OTHER
99 DIRECT JOB COSTS

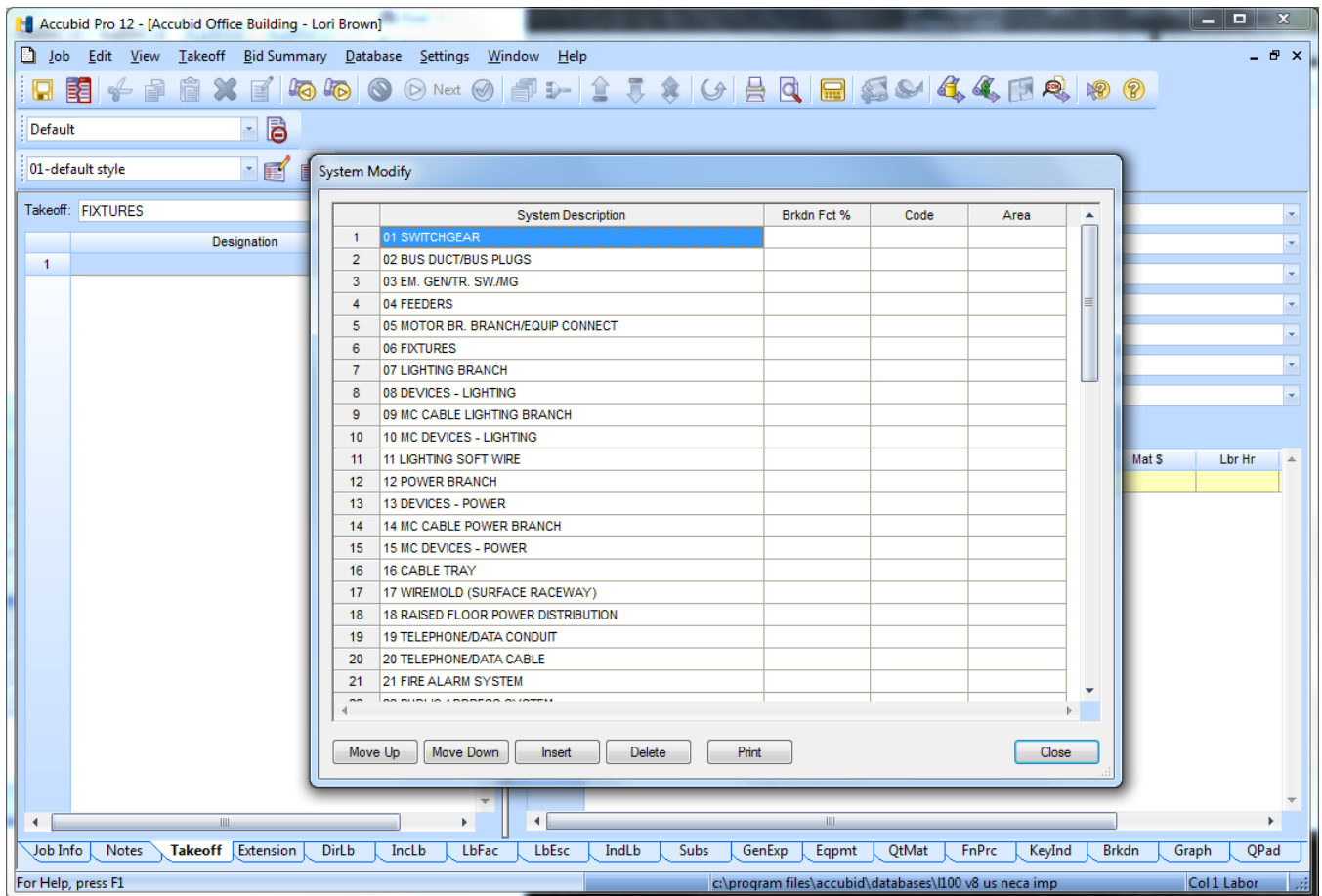
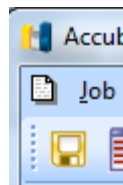


Figure 20

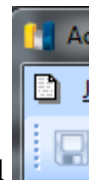
35. Click the Close button.
36. Save your estimate:



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

37. Click the Job menu and click on Exit to Close Accubid.
38. Right Click on the Start button and select Open Windows Explorer.

39. From the Explorer window click Computer OS (C:) Program Files, Accubid, JOBDATA

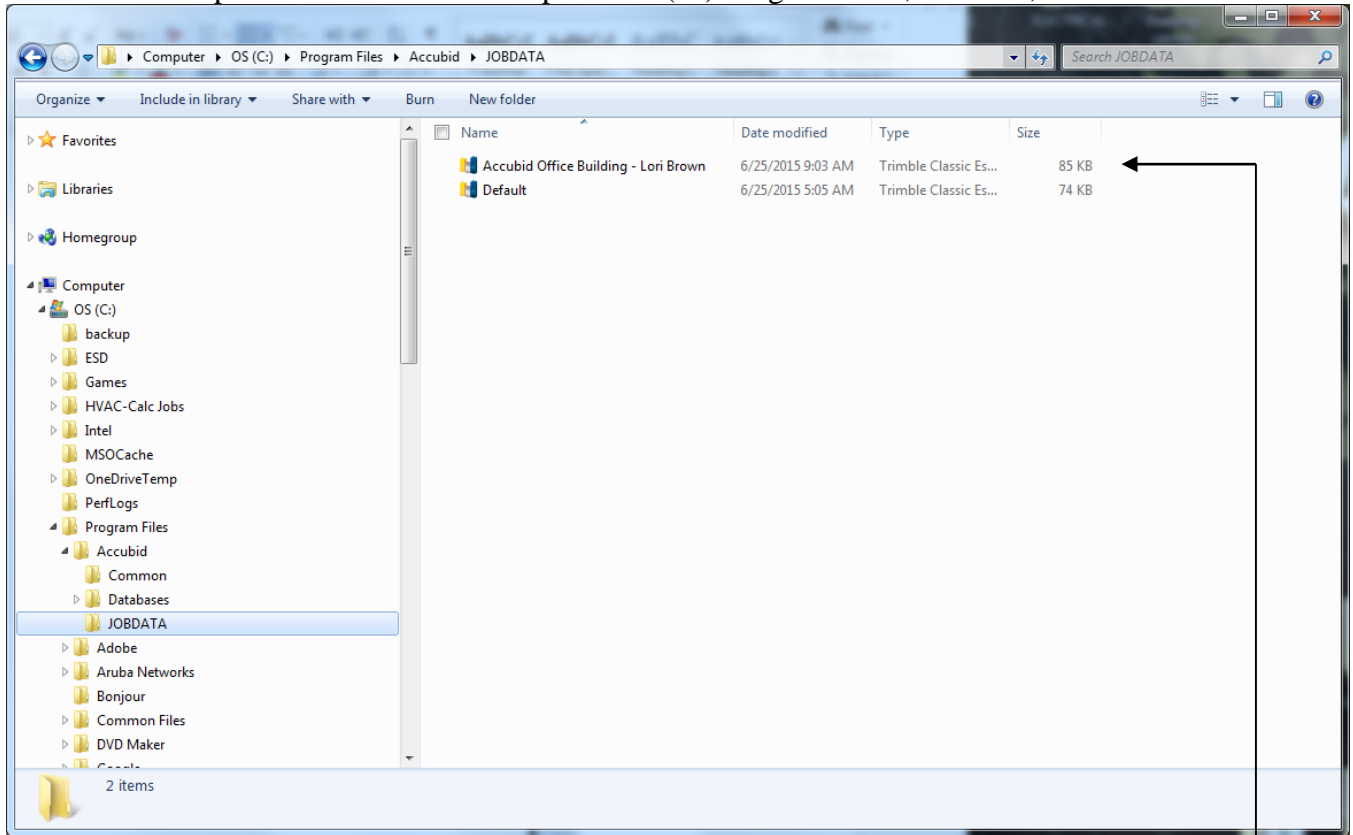


Figure 21

The job you created has been saved to the local computer's hard drive in the default folder.

40. Copy the Job to your own USB drive:

Right click on the file and select Copy

Scroll down to find your USB drive and right click on your USB drive and select Paste.

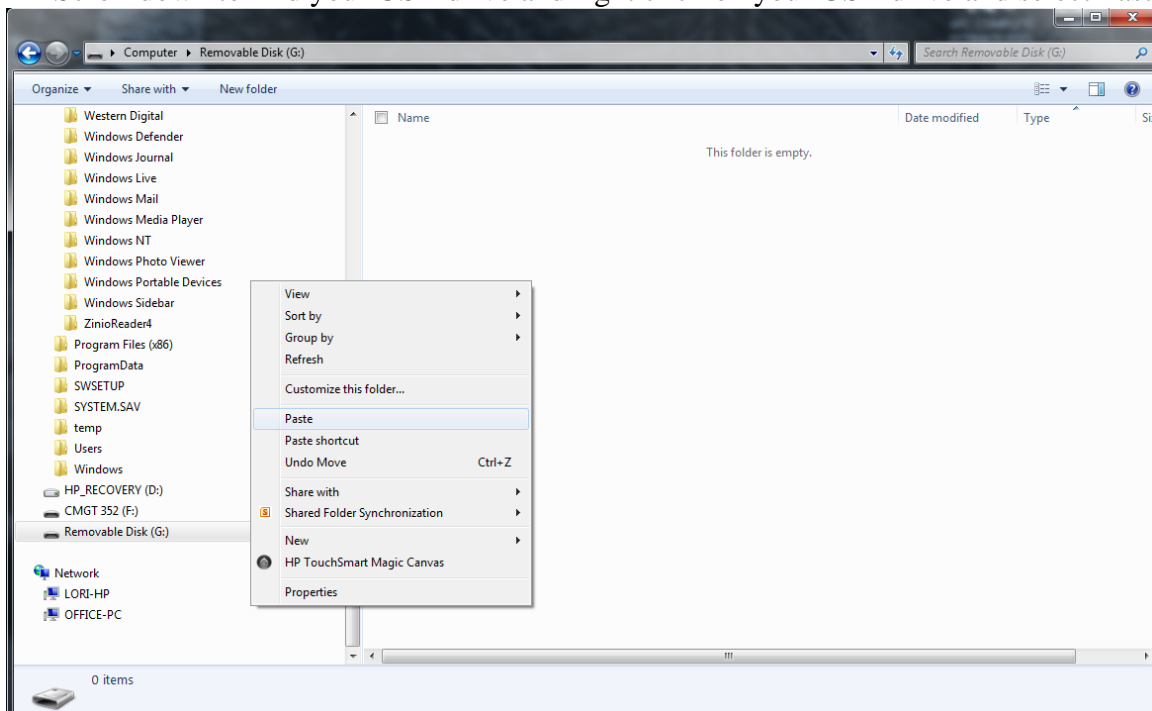


Figure 22

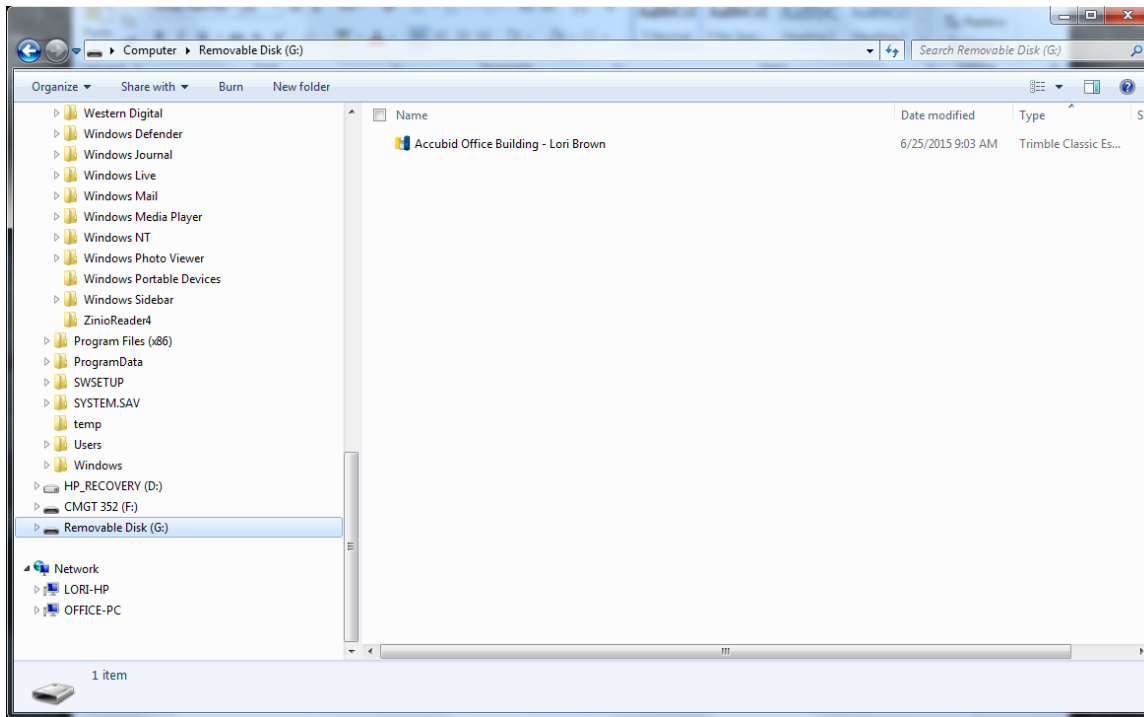


Figure 23

Editing the Default File

41. In Windows Explorer scroll back to: Computer OS (C:) Program Files, Accubid, JOBDATA

42. Double Click on the file Default to Open it in Accubid

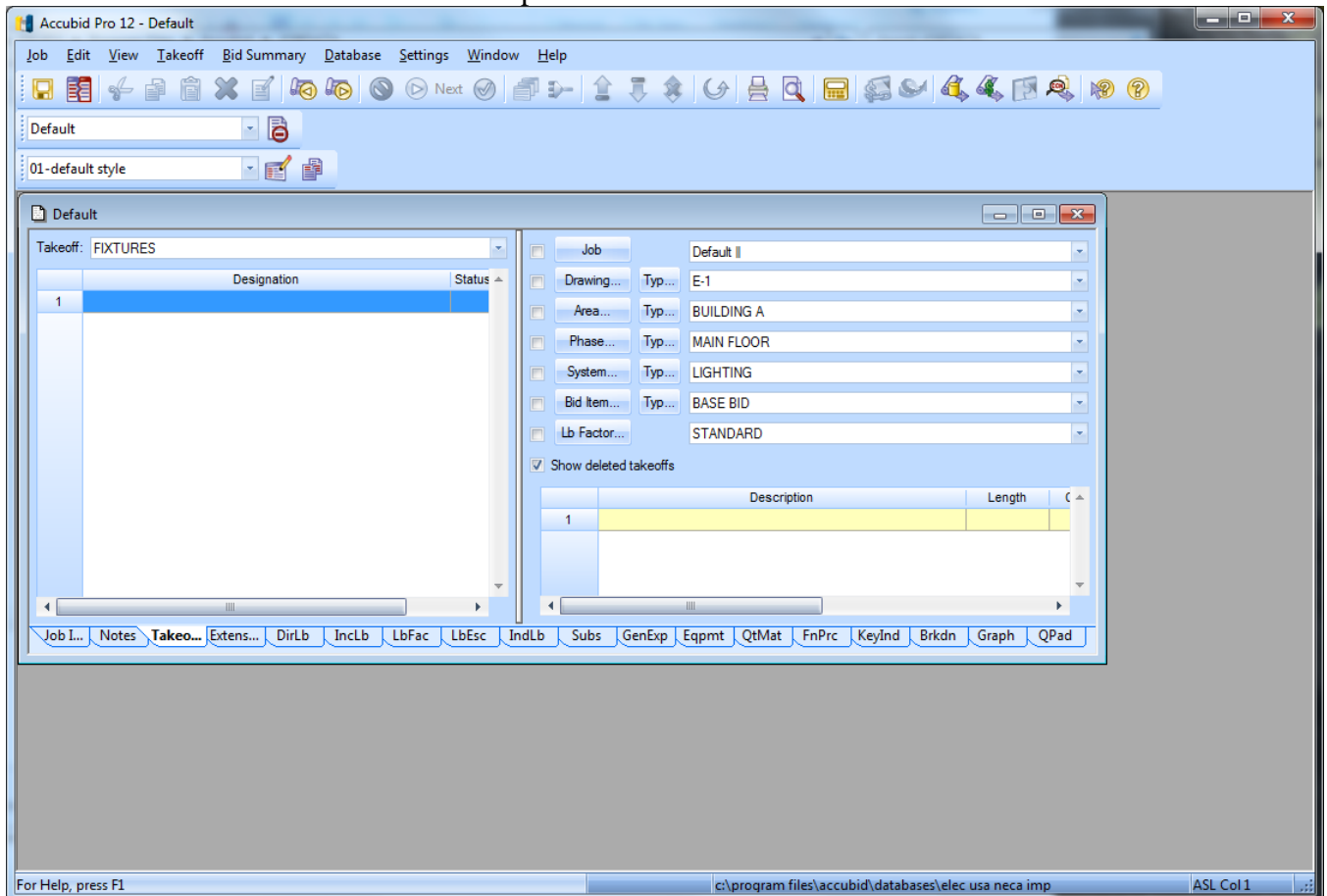


Figure 24

43. If the Default window is not maximized as shown in Figure 24, click the Maximize button in the Default window to maximize the window.

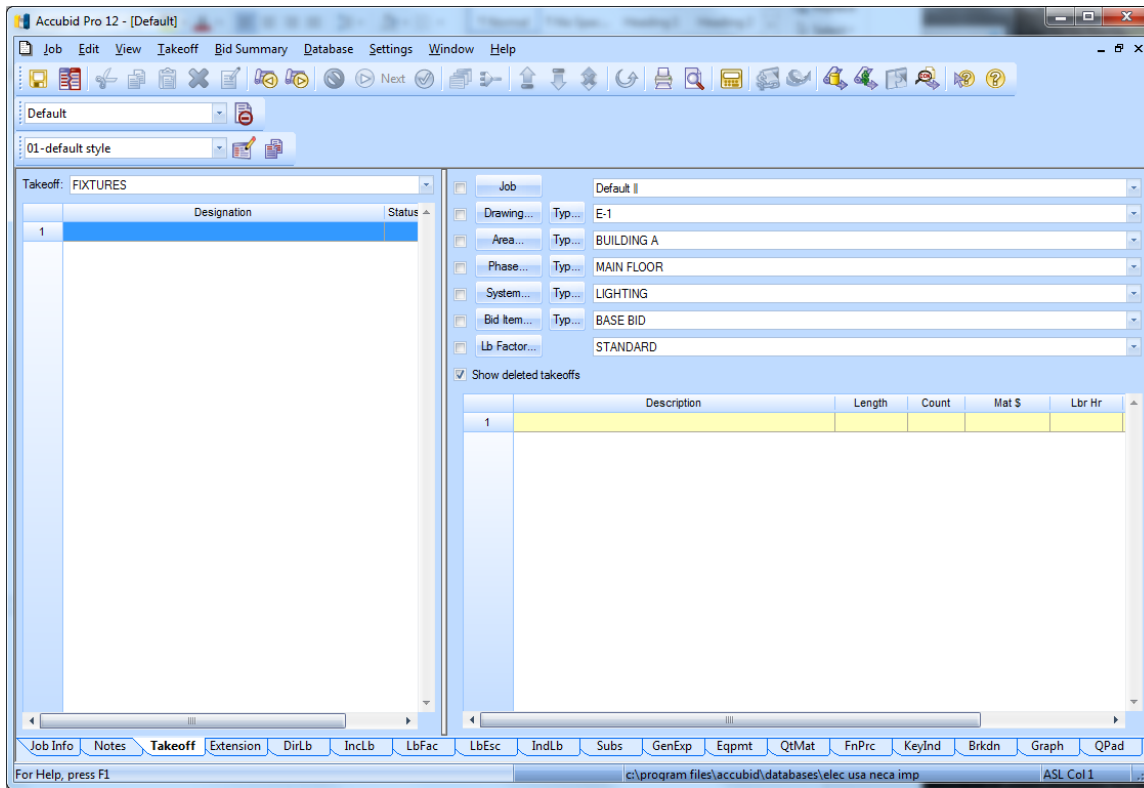


Figure 25

44. From the Job menu select Open

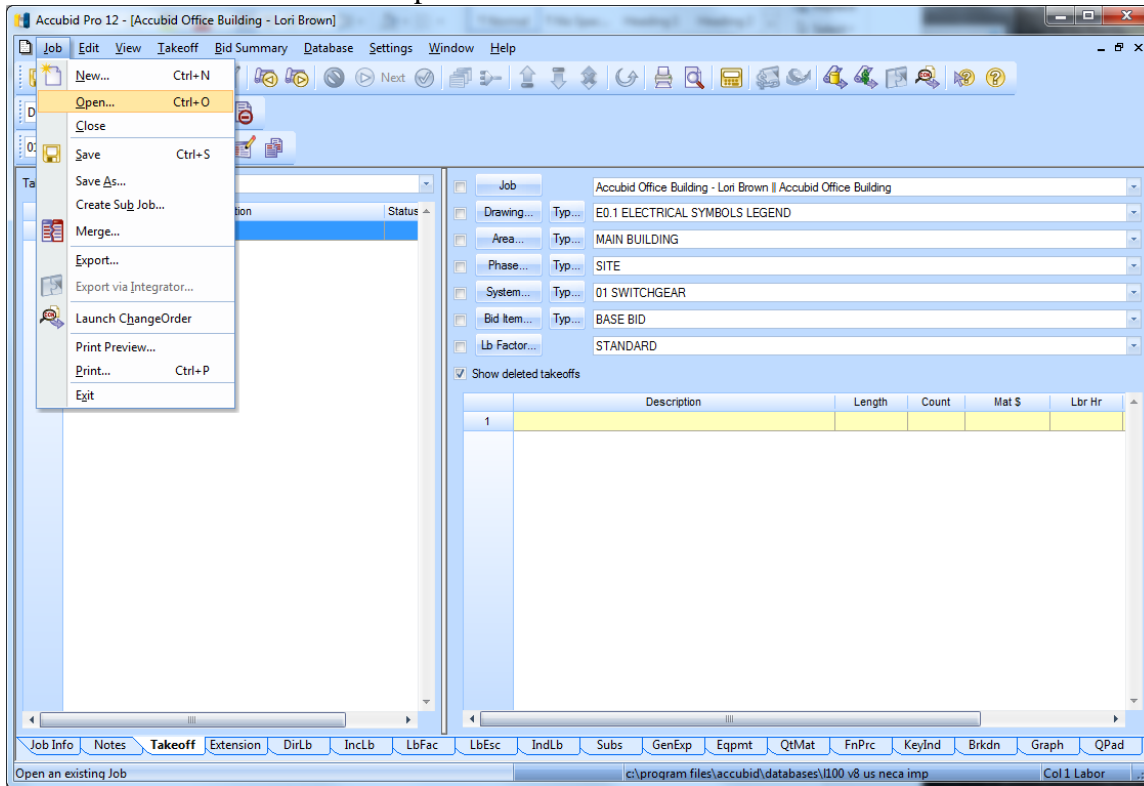


Figure 26

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

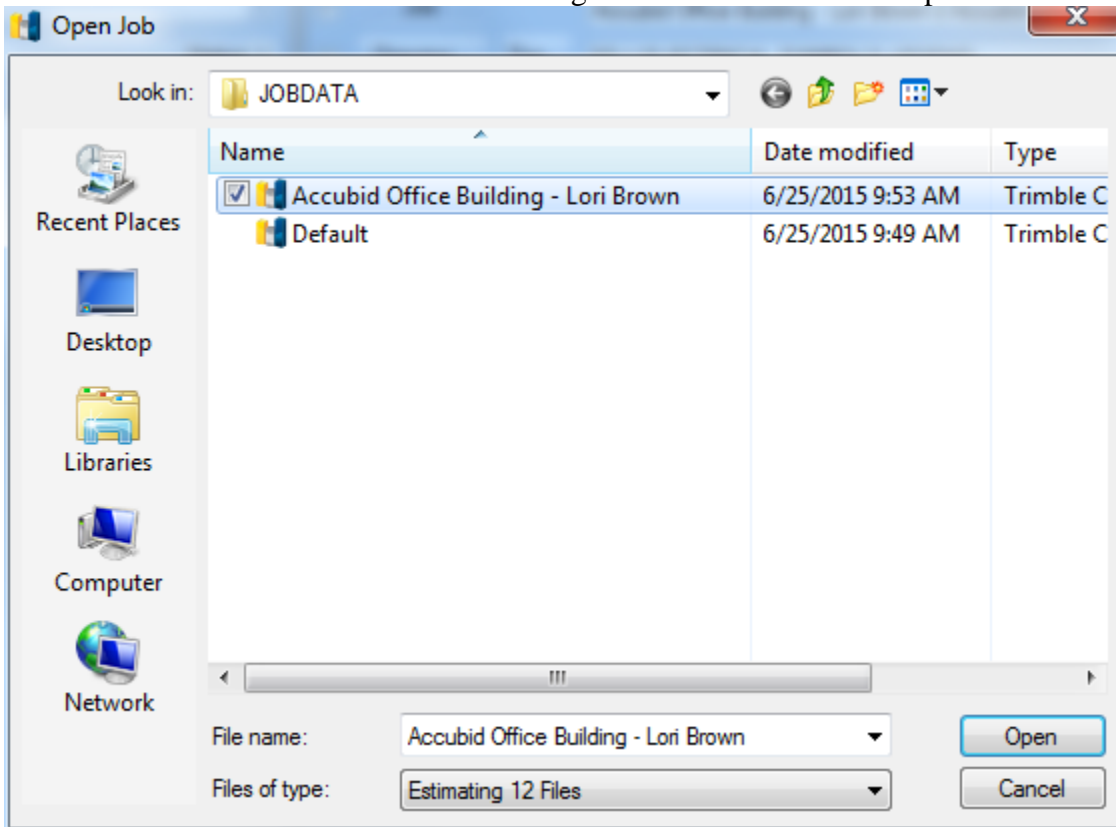


Figure 27

46. Click on the System Breakdown Label

47. In the System Modify window select Line 1 through Line 61

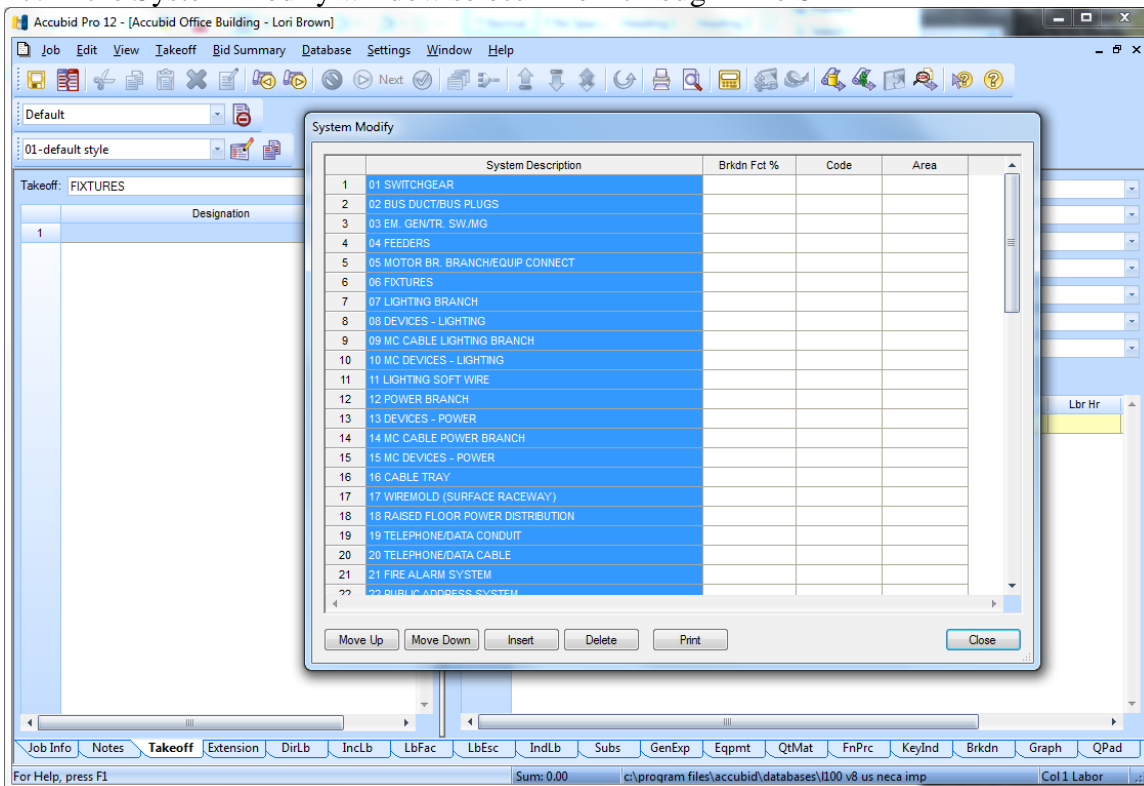


Figure 28

48. Press and hold down the Ctrl key and then press C to copy the System Descriptions to the Clipboard.

49. Click the Close button.

50. From the Window menu select Default to switch back to the Default file.

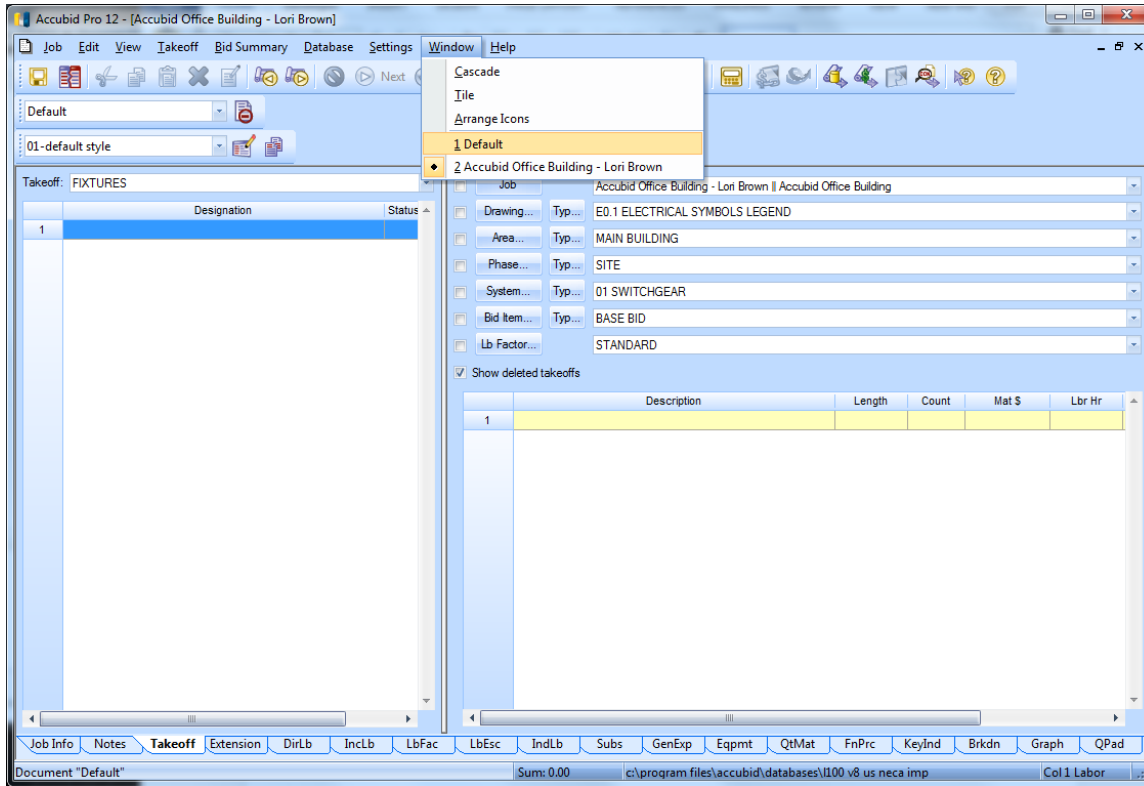


Figure 29

51. Click the System Breakdown Label

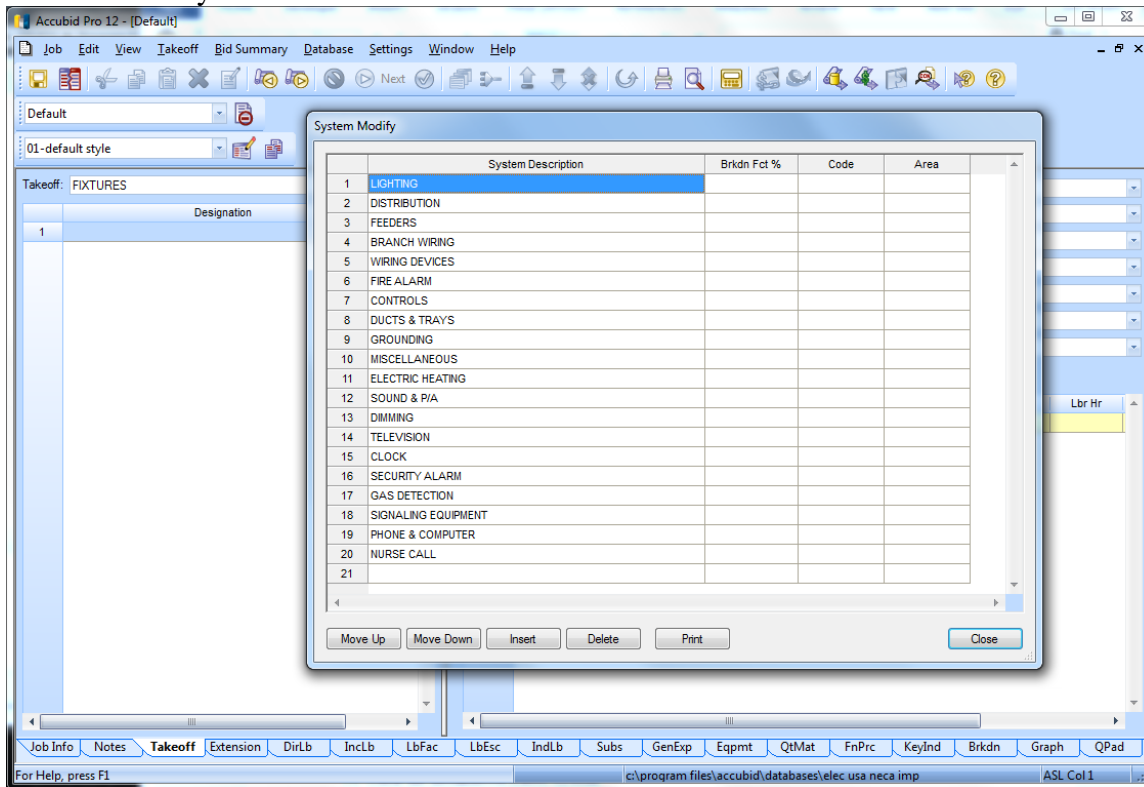


Figure 30

52. Select Line 1

53. Press and hold down the Ctrl key and press v to paste over the System Descriptions.

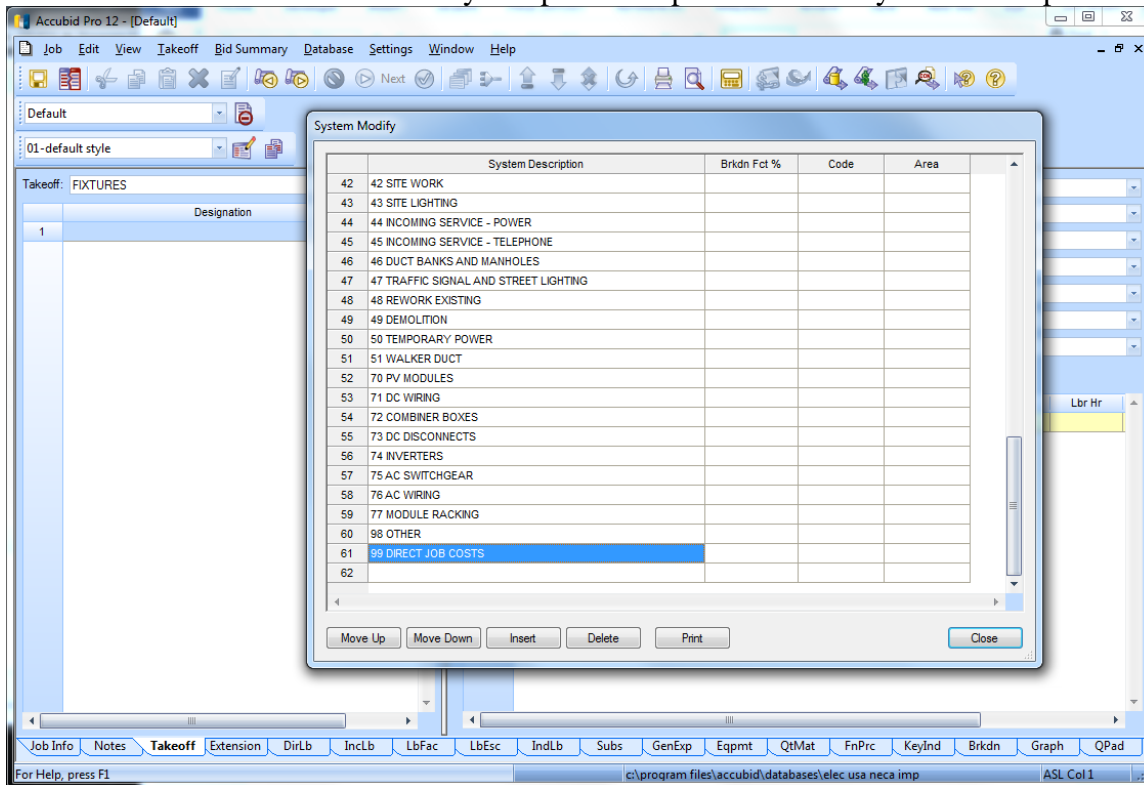


Figure 31

54. Click Close

55. Save the changes by clicking on the Save Job icon in the Toolbar

56. From the Job menu select the Close command to close the Default File.

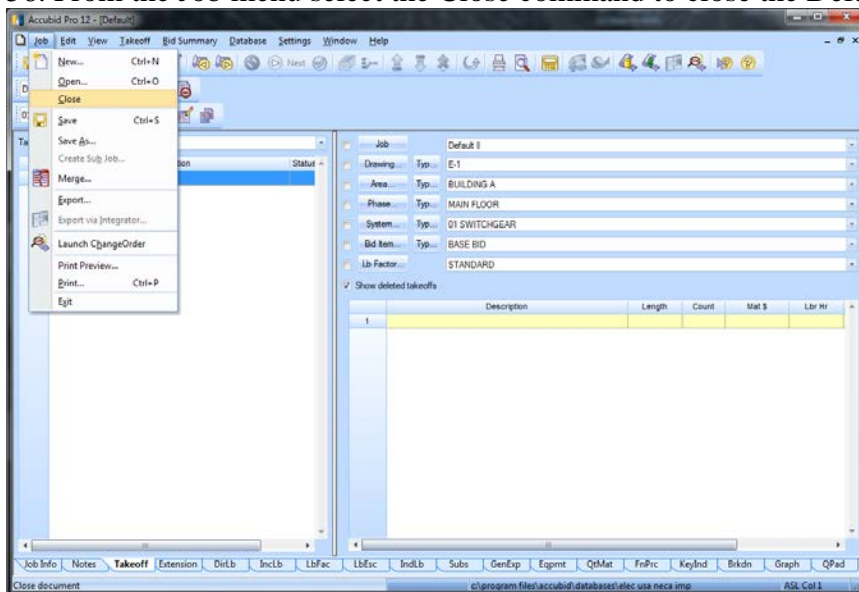


Figure 32

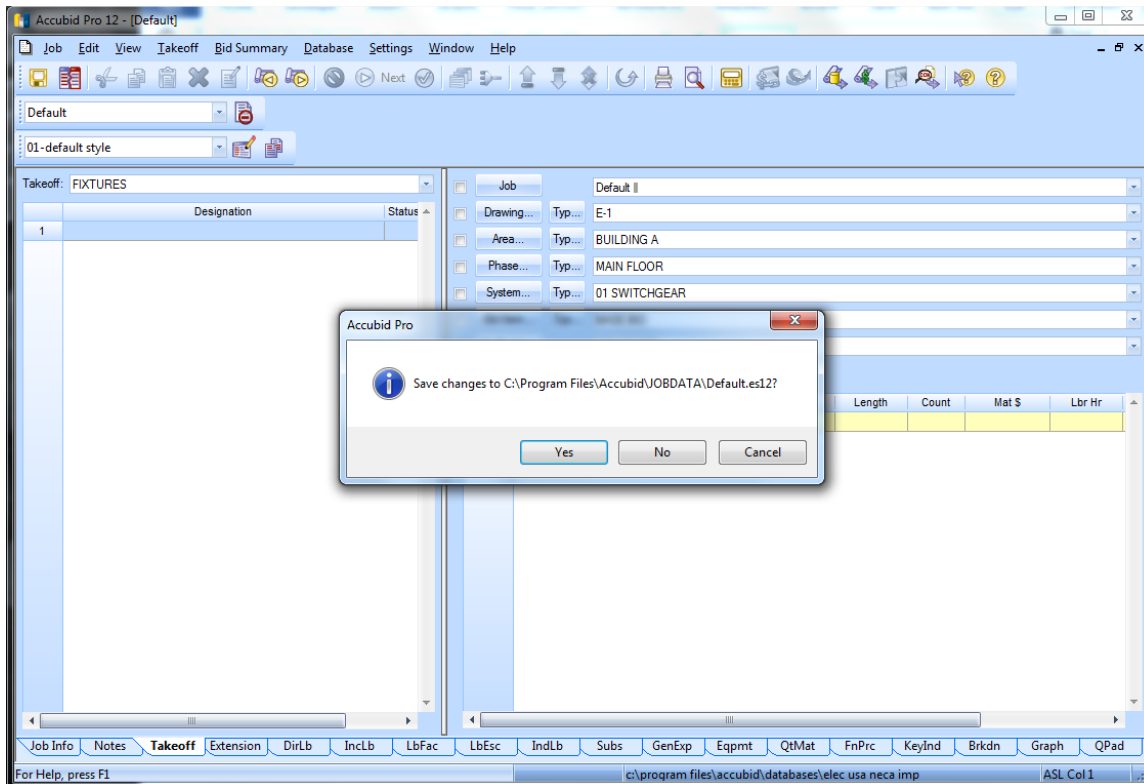


Figure 33

57. In the Accubid Pro window click Yes to Save Changes to the Default.es12 file.
58. Close the Accubid Office Building – Your Name file and click No to Save Changes to the file.
59. 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

60. Start the program Accubid Pro 12 [Start, All Programs, Trimble, Classic 12, Accubid Pro 12
61. From the [Schedule] screen create a new job use the job name “Atlantic Food Company” and job number “Atlantic Food Company – Your Name”
62. Click the Takeoff tab to select the Takeoff screen
63. Verify that the System Breakdown Label has the correct fields.
64. Exit Accubid
65. Select Yes to Save Changes.