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Choose File-Save As. Use last five letters/numbers of Contract Number plus Bid Tab. (e.g. FCGD-C Bid Tab.xls)  
Save in Procurement\Web Contracts\Tabulations folder.  
Insert Contract Number, Description & Opening Date in Cells D2, D3, D4  
Copy and paste columns A-D from Contract worksheet e-mailed from Bonnie. Do not copy the headings.  
Put cursor in A7 of Bid Tab sheet, Paste.  
Pull formulas down in Total Column for first bidder.  
Delete formulas on any row that says "and", "Or", "Either". You can also shade these rows to clarify.  
Add Sum formula at Bottom of Total Column.  
Select columns E & F entirely. Copy and Past into G-H, I-J, K-L, etc. until you have enough columns for the bidder.  
Enter Bidder's Company Name in Row 1 of each result column.  
Enter Bidder's City & State in Row 2 of each result column.  
Enter Bidder's Unit Prices.  
Save your work frequently.

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