

## Instructions

- 1 On the Summary Tab, click the "Browse for Pay Item" button, hit the "Browse for Pay Item File" in the dialog box and browse to N:\CFL-DPIT\Excel\PayItems24.csv and select "Open" or if you downloaded the file off the network browse to the location to where it was saved.  
Click the "Return to Excel" button.
- 2 On the Summary Tab, click the "Add/Remove Pay Items" button.  
Pay items are broken out by pay item categories. Choose the desired pay item category.  
Select the desired pay item and select "Add Item". Repeat for all required pay items.  
To remove pay items click the "Delete a pay item already placed in sheet" button and select the desired pay item and click the "delete item" button. Click the "Close" button to close the dialog box.  
When all desired pay items have been added click the "Close" button.
- 3 Add station, side, MUTCD reference, quantities and road classification. If a special sign description is needed click on the Data tab and add description and sign size. Add and remove schedules to tables using the buttons at the top of the Summary tab. Hide and unhide rows to tables using the buttons at the top of the Summary tab. Merge and center title over the entire table width.
- 4 Using the Engineer's Estimate Manual (<https://highways.dot.gov/federal-lands/estimates/cfl-estimate-manual>), determine the correct rounding % and round up values for each item.

<b>615 – Sidewalks, Drive Pads, and Paved Medians</b>	Round plan quantities up to the nearest 50 or 100 sqyd
<b>617 – Guardrail</b>	Round plan quantities up about 3% to the nearest 25 ft
<b>619 – Fences,</b>	Gates and Cattleguards: Plan and bid quantities are usually the same.

The Bid schedule and allowance quantities will be automatically calculated at the bottom but should not be included in tabulation sheets.

- 5 **DO NOT MANUALLY ADD ANY COLUMNS TO THE SPREADSHEET.**