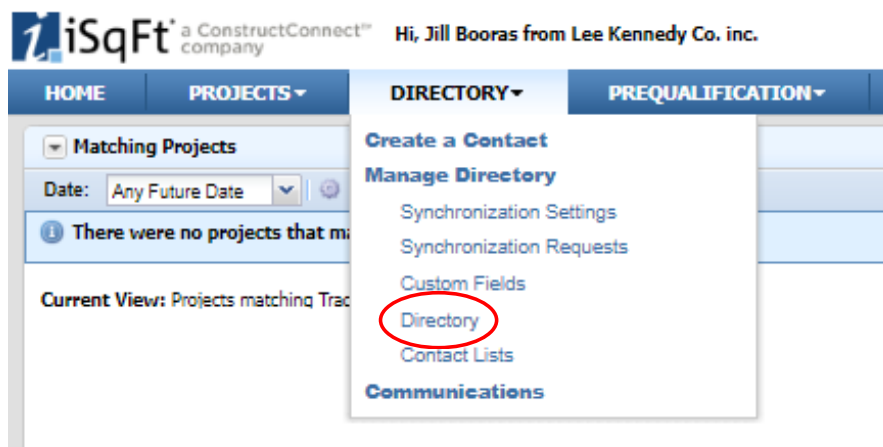


Module 6

Sub Bid History

1

- On the homescreen, click on the “Directory” tab
- Under “Manage Directory”, click on “Directory”



2

- Under “Company Name” input the name of the company you are searching for and click the “Enter” button on your keyboard

A screenshot of the 'Directory' search form. The form has a search bar with a magnifying glass icon and buttons for 'Search', 'Save Search', 'Choose a Saved Search', and 'Reset Search'. Below the search bar, there is a 'Group Results By' section with radio buttons for 'Trade' and 'Company' (selected). The 'Company/Contact Search' section has a 'Company Name' input field (circled in red), followed by 'First Name', 'Last Name', and 'Phone/Fax/Mobile Number' input fields. At the bottom, there are radio buttons for 'Blank' and 'Not Blank'.

Module 6:

Sub Bid History

3

- A new page will load, click on the company for whom you are searching

iSqFt a ConstructConnect™ company Hi, Jill Booras from Lee Kennedy Co. inc.

HOME PROJECTS DIRECTORY PREQUALIFICATION ADMINISTRATION

Directory Search Search Tips Select All 2 Companies

Act on Selected Companies Export Refine Search Add/Remove Columns

| Company Name | F... | Contact Name | City | State | Zip Code | Phone Number | Fax Number | Em |
|---|------|---------------|------------|-------|----------|--------------------|----------------|------|
| <input type="checkbox"/> Alleggheny Contract Flooring | | Al Rolli | Winchester | MA | 01890 | (781) 497-2806 ... | (781) 497-2802 | arol |
| <input type="checkbox"/> Alleggheny Millwork | | Josh Browning | Lawrence | PA | 13778 | (724) 873-8700 | (724) 873-8888 | jbr |

4

- A new page will load again, click on the “Project History” tab

HOME PROJECTS DIRECTORY PREQUALIFICATION ADMINISTRATION

Alleggheny Contract Flooring

Company Contact

Company Information Prequalification Custom Field Information Certifications/Affiliations **Project History**

Edit Company Mark Company As Change History

Module 6: Sub Bid History

5

- Click “Export”

The screenshot shows the iSqFt website interface. At the top, there is a navigation bar with 'HOME', 'PROJECTS', and 'DIRECTORY'. Below this, the page title is 'Allegheny Contract Flooring'. There are several tabs: 'Company', 'Contact', 'Company Information', 'Prequalification', and 'Custom Field Info'. A toolbar contains 'Print' and 'Export' buttons, with the 'Export' button circled in red. Below the toolbar is a table with two columns: 'Project ID' and 'Project Name'. The table contains two rows of data:

| Project ID | Project Name |
|------------|---|
| 6562795 | Dartmouth College Berry Sports Center |
| 6569273 | Phillips Exeter Academy |

6

- An Excel file download. Filter the information by:
 - Project Name
 - Date
 - Bid Package
 - Post Bid Status

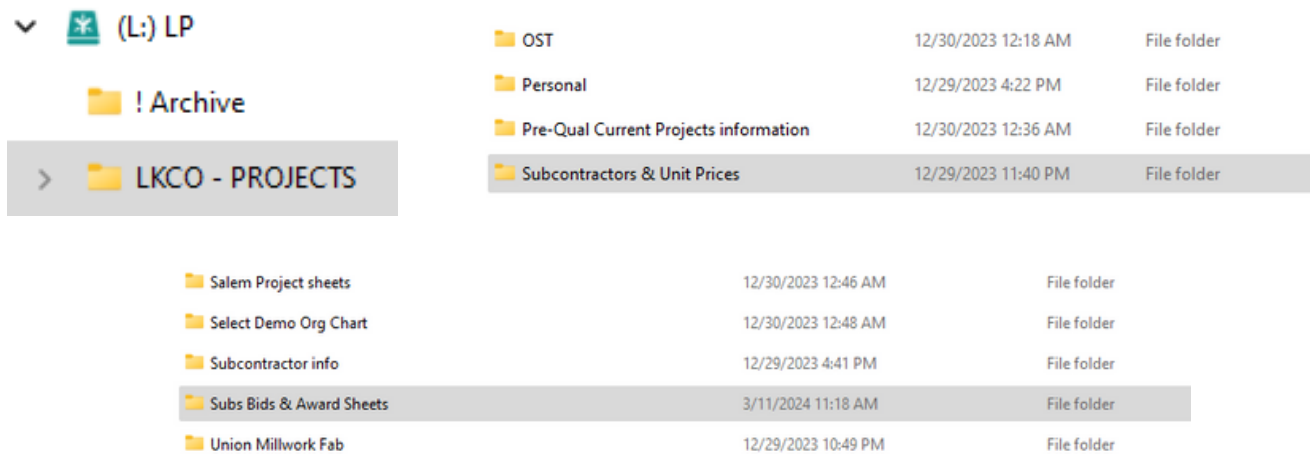
The screenshot shows an Excel spreadsheet titled 'Allegheny Contract Flooring Project History 2024-03-18 09-13-40 ET'. The spreadsheet contains a table with the following columns: Project ID, Project Name, Package Name, Bid Date, City, State, Invite Status, Standing, Post-Bid Status, and Awarded. The first row is highlighted with a red box. The data in the table is as follows:

| Project ID | Project Name | Package Name | Bid Date | City | State | Invite Status | Standing | Post-Bid Status | Awarded |
|------------|------------------------|--------------|------------|------|---------|---------------|----------|-----------------|---------|
| 6206291 | 10 Stack S 100% CD | F 01/29/202 | Charleston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6170005 | 100 Hood I Constructi | 08/07/201 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6394852 | 100 Hood I SD Set | 09/10/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6394852 | 100 Hood I GMP Set | 04/19/202 | Boston | MA | Invited | Mixed Stat | Did Bid | Not Awarded | |
| 6380717 | 100 HPD - 100% CD | 07/09/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6407128 | 100 HPD - DD Set | 11/12/202 | Charleston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6407128 | 100 HPD - CD Set | 05/26/202 | Charleston | MA | Invited | Mixed Stat | Did Bid | Not Awarded | |
| 6514495 | 125 Tremo SD Set | 05/16/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6551965 | 125 Tremo DD Set | 11/28/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6138854 | 189 B Stre All Trades | 12/05/201 | Needham | MA | Invited | Mixed Stat | Did Bid | Not Awarded | |
| 6138854 | 189 B Stre Progress S | 05/14/201 | Needham | MA | Invited | Mixed Stat | Did Bid | Not Awarded | |
| 6138854 | 189 B Stre CD Set | 09/28/201 | Needham | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6138854 | 189 B Stre NBCU - Bu | 10/12/201 | Needham | MA | Invited | No Respor | Did Bid | Not Awarded | |
| 6342153 | 2 Alger DO Bid Set | 06/18/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |
| 6286465 | 26, 30, 36 CD Set | 07/15/202 | Boston | MA | Invited | Mixed Stat | Did Bid | Not Awarded | |
| 6403144 | 28 Exeter I All Trades | 10/19/202 | Boston | MA | Invited | Will Bid | Did Bid | Not Awarded | |

Module 6: Sub Bid History

7

- Compile and formate that information into the L:Drive
 - L:Drive-->PROJECTS-->Subcontractors & Unit Prices---->Sub Bids & Award Sheets



8

- Make a copy of the template and fill in the appropriate information

