

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1	USE ONLY DEFAULT
	ITEM NO.	DESC. CODE	S.P. NO.					
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) One Thousand Two Hundred DLRS. <hr/> No CENTS	CYC	84.000		

The correct way to enter a unit bid price on the bid insert page. "Zero" is also an acceptable entry in place of the "No" on the cent line. Unit bid prices should be written in words, and in ink.

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1	USE ONLY DEFAULT
	ITEM NO.	DESC. CODE	S. P. NO.					
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) One Thousand Two Hundred DLRS. <hr/> CENTS	CYC	84.000		

This entry is also acceptable. The " _____ " (Blank) on the cent line is considered to be the same as "No" or "Zero".

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1	USE ONLY DEFAULT
	ITEM NO.	DESC. CODE	S. P. NO.					
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS. <hr/> Twenty five CENTS	CYC	84.000		

This entry is acceptable. Sample explanation as above.

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DELETED USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.				
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS. <u>.Three Nine Seven Five</u> CENTS	CYC	84.000	1
<p>This is an acceptable entry. Technically the “.” should be the word “point.” This example also illustrates the entry of a unit price greater than 3 decimal places. The unit bid price must be rounded to a maximum of 3 places. Rules for rounding: If the last digit equals to five or more, round upward. Otherwise, round downward. In this example, the correct amount to enter into the computer is .398.</p>							DELETED USE ONLY
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DELETED USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.				
1 ↑	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) <u>One thousand two hundred</u> DLRS. <u>No</u> CENTS	CYC	84.000	1
<p>The bid item above is referred to as the base bid item or regular bid item when discussing proposals with alternate bid items.</p> <p style="text-align: center;">ALTERNATE 1A</p> <p>Note: Alternate numbers</p>							DELETED USE ONLY
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DELETED USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.				
1A ↓	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) <u>No Bid</u> DLRS. <u>No Bid</u> CENTS	CYC	84.000	1
<p>A correct way to bid a base item and corresponding alternate bid item.</p>							

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DUAL ONLY DELETED
	ITEM NO.	DESC. CODE	S. P. NO.				
1	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) <u>One Thousand Two Hundred</u> DLRS. <u>No</u> CENTS	CYC	84.000	1
ALTERNATE 1A							
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DUAL ONLY DELETED
	ITEM NO.	DESC. CODE	S. P. NO.				
1A	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) <u>No</u> DLRS. <u></u> CENTS	CYC	84.000	1
<p>In case of alternate bid items, bid prices of "No" or "Zero" or "<u> </u>" (Blank) are not tabulated as \$0.001 as long as a numeric unit bid price is entered for either the base bid item or the alternate bid item. Examples of when a unit bid price of \$0.001 is entered are following.</p>							
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DUAL ONLY DELETED
	ITEM NO.	DESC. CODE	S. P. NO.				
○ ↑	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) <u></u> DLRS. <u></u> CENTS	CYC	84.000	1
<p>This is an incomplete bid. Unit bid prices have not been entered and there is not an alternate bid item. Incomplete bids are not tabulated. An "I" is input for the unit bid price on the computer screen.</p> <p>A number in this column would indicate an alternate bid item. (See the section on alternates for more information.)</p>							

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1 0 Z E R O O N L Y D E F A U L T
	ITEM NO.	DESC. CODE	S. P. NO.				
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) No Bid <hr/> DLRS. <hr/> CENTS	CYC	84.000	1
<p>An example of an incomplete bid. An entry of "No Bid" for a bid item without an alternate is incomplete. An entry of "No Bid" on the cents line would also be an incomplete bid.</p>							1 0 Z E R O O N L Y D E F A U L T
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) Zero <hr/> DLRS. <hr/> CENTS	CYC	84.000	
<p>Zero is an acceptable unit bid price. For tabulation purposes, "Zero" is interpreted as \$0.001 or One-tenth of a cent. A zero on the cent line is also interpreted as \$0.001 or one-tenth of a cent. This example assumes that unit prices greater than zero have not been entered on the other lines.</p>							1 0 Z E R O O N L Y D E F A U L T
	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) No <hr/> DLRS. <hr/> CENTS	CYC	84.000	
<p>"No" is also an acceptable unit bid price. For tabulation purposes, "No" is interpreted as \$0.001 or one-tenth of a cent. This example assumes that unit prices greater than zero have not been entered on the other lines.</p>							

ALTERNATE 1A

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DEPT	USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.					
1	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1)	CYC	84.000	1	
				← DLRS.				
				← CENTS				
<p>An incomplete bid. Unit bid prices have not been entered for the base bid or alternate bid items.</p>								
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	DEPT	USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.					
1A	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1)	CYC	84.000	1	
				← DLRS.				
				← CENTS				

ALTERNATE 1A

ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1	DEPT USE ONLY
	ITEM NO.	DESC. CODE	S. P. NO.					
1	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1)	CYC	84.000	1	DEPT USE ONLY
				No Bid ←	DLRS.			
					CENTS			
An incomplete bid. "No Bid" is not a unit bid price. }								DEPT USE ONLY
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	1	
	ITEM NO.	DESC. CODE	S. P. NO.					
1A	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1)	CYC	84.000	1	DEPT USE ONLY
				No Bid ←	DLRS.			
					CENTS			

ALTERNATE 1A

ALTERNATE 1A							D E F A U L T	D U S E O N L Y	
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES			
	ITEM NO.	DESC. CODE	S. P. NO.						
1	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS.	CYC	84.000	1		
				No ← CENTS					
A unit bid price of \$0.001 would be entered into CMCS for both the base bid and alternate bid items. }								D E F A U L T	D U S E O N L Y
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	D E F A U L T	D U S E O N L Y	
	ITEM NO.	DESC. CODE	S. P. NO.						
1A	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS.	CYC	84.000	1		
				No ← CENTS					
ALTERNATE 1A								D E F A U L T	D U S E O N L Y
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	D E F A U L T	D U S E O N L Y	
	ITEM NO.	DESC. CODE	S. P. NO.						
1	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS.	CYC	84.000	1		
				← CENTS					
A unit bid price of \$0.001 would be entered into CMCS for the alternate bid item. }								D E F A U L T	D U S E O N L Y
ALT.	ITEM-CODE			UNIT BID PRICE <u>ONLY</u> , WRITTEN IN WORDS	UNIT	APPROX QUANTITIES	D E F A U L T	D U S E O N L Y	
	ITEM NO.	DESC. CODE	S. P. NO.						
1A	7003	0502	001	CLEANING AND SWEEPING HIGHWAYS (TY1) DLRS.	CYC	84.000	1		
				Zero ← CENTS					