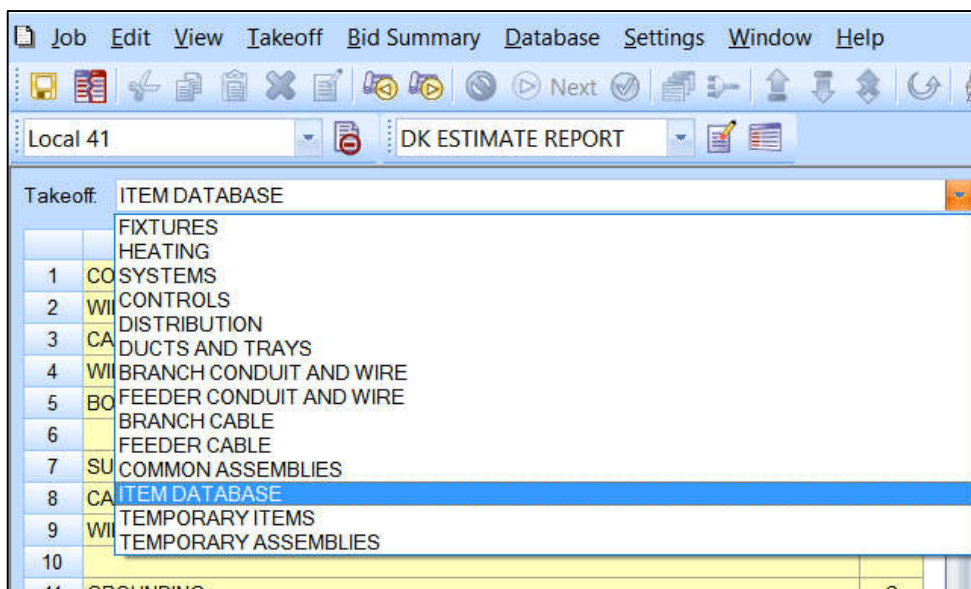


# Chapter 6 – Performing Takeoffs

1. Items
2. Common Assemblies
3. Designations – Fixtures & Distribution & Heating
4. Branch Conduit & Wire
5. Feeder Conduit & Wire

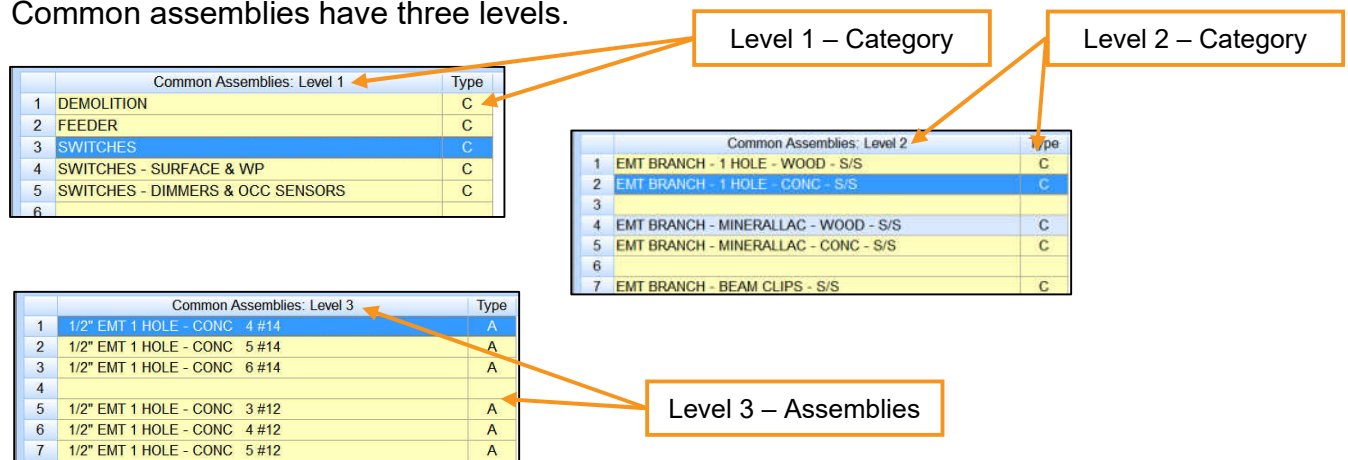
## 1. Items

The least productive way to enter material is by using the **ITEM DATABASE**.



## 2. Common Assemblies

Common assemblies have three levels.



In this assembly, the takeoff length is 100 ft. Once you enter your takeoff quantities, you can view the material and labor totals for the assembly.

The screenshot shows the 'Measure Takeoff' window. At the top, there's a 'Measurement Information' table with 'Length' at 100.00 and 'Count' at 1.00. Below this, the 'Takeoff Label' and 'Item / Assembly Name' are both '3/4" EMT 1 HOLE - CONC 4 #12'. The 'Item Information' section shows 'Material \$: 93.05', 'Labor Hours: 8.12', and 'Avg Len: 100.00'. The main table lists 8 items with their descriptions, quantities, and various factors.

	Item Description	Quantity	Base	Fct 1	Fct 2	Catalog N
1	3/4" CONDUIT - EMT	100.00	Len	1.00	1.0	
2	3/4" COUPLING SS STL - EMT	13.00	Len	1.00	8.0	
3	3/4" 1-H STRAP - RMC - STEEL	13.00	Len	1.00	8.0	
4	#12 THHN BLACK	330.00	Len	3.30	1.0	THHN-12-BLK-19STR-
5	#12 THHN GREEN	100.00	Len	1.00	1.0	THHN-12-GRN-19STR
6	3/4" CONN SS STL - EMT	2.00	Cnt	2.00	1.0	
7	1/4-20 MACHINE SCREW ANCHOR	13.00	Len	1.00	8.0	9220
8	1/4-20x 1 P/H SLOT/PHILLIPS MACHINE SCREW	13.00	Len	1.00	8.0	RH141

### 3. Designations - Fixtures & Distribution & Heating

The Fixtures, Distribution, and Heating Designations are powerful takeoff features of ACCUBID software and are only available in BidWinner + and Pro software.

Using the FIXTURE, ELECTRIC HEATING, or DISTRIBUTION options (for electrical users), you can create specialized designations which you can then take off.

**Tip** - Designations are not available for VDV (voice/data/video) users.

Creating a designation involves a step-by-step process of selecting the materials that comprise the designation. The steps in the process vary according to the takeoff option you select. Once you have created the designation, you can take off all the items in the designation in a single step.

Any changes made to the designation will be automatically reflected in all takeoffs performed using that designation.

You can use these same takeoff options to assemble specialized takeoffs without creating designations.

**Tip** - You can also create a new designation by copying, then pasting or inserting the copied designation.

All take-off procedures are the same for Fixtures, Distribution, and Heating libraries. In this training manual, the Fixture library will be used for a step by step lesson.

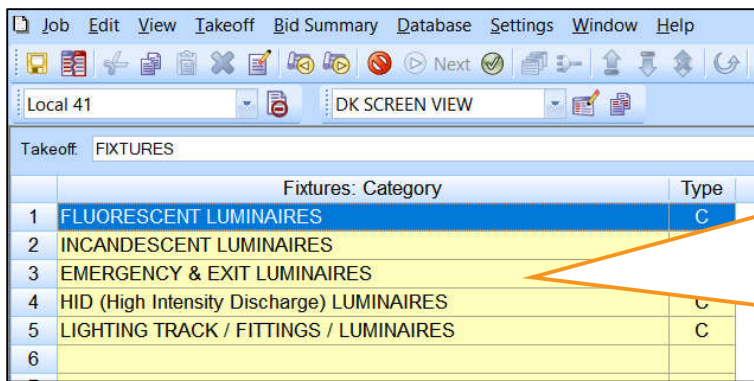
### Procedure for taking off a fixture

The image consists of two screenshots from the ACCUBID Classic Software interface. The top screenshot shows the 'Takeoff' screen with a dropdown menu set to 'FIXTURES'. A list of fixture categories is displayed, including HEATING, SYSTEMS, CONTROLS, DISTRIBUTION, DUCTS AND TRAYS, BRANCH CONDUIT AND WIRE, FEEDER CONDUIT AND WIRE, BRANCH CABLE, FEEDER CABLE, COMMON ASSEMBLIES, ITEM DATABASE, TEMPORARY ITEMS, and TEMPORARY ASSEMBLIES. An orange callout box points to the 'Takeoff' dropdown menu with the text: '1<sup>st</sup> – From the Takeoff screen, choose the Fixture library from the Takeoff drop down selection'. The bottom screenshot shows the same software interface with a 'Create/Modify Designation Description' dialog box open. The dialog box has a text input field containing 'TYPE A - 2X4 FLOUR LAY-IN' and 'OK' and 'Cancel' buttons. An orange callout box points to the dialog box with the text: '3<sup>rd</sup> – Type a description for the designation (maximum 80 characters) in the dialog that displays, then click OK.' A second orange callout box points to the first blank line in the table below the 'Takeoff' dropdown with the text: '2<sup>nd</sup> – Double click the first blank line and the Create / Modify Designation Description dialog appears.'

1<sup>st</sup> – From the Takeoff screen, choose the Fixture library from the Takeoff drop down selection

2<sup>nd</sup> – Double click the first blank line and the Create / Modify Designation Description dialog appears.

3<sup>rd</sup> – Type a description for the designation (maximum 80 characters) in the dialog that displays, then click OK.



Double click the appropriate category. Depending on which takeoff option you selected, either a list of items (indicated by the letter I in the Type column) or another set of categories (indicated by the letter C in the Type column) appears. If another set of categories appears, then double click the appropriate category to display the next level.

If you were taking off an item or assembly, rather than creating a designation, you would use this dialog to specify the appropriate count or length. However, when creating a designation, you cannot specify the quantity for the initial item. Instead, just click on OK to accept the item or assembly and continue. Later, when you take off the designation, you can specify the quantity for the entire designation. The item or assembly now displays in the audit trail list on the right side of the screen.

1. Choose from the hotlist any related components (e.g. fixture lamps) that display, double click on the appropriate item or assembly in the list. Alternatively, you could select the COMMON ASSEMBLIES, ITEM DATABASE, TEMPORARY ITEMS, or TEMPORARY ASSEMBLIES takeoff option and select an item or assembly not found in the components list. From the Measure Takeoff dialog display, specify a count, length, or other applicable measurement, then click on OK. The item now displays in the list on the right side of the screen.

If you do not wish to add a component to the designation, then click the Next button to skip to the next components list, click the Next button on the toolbar.



**OR**

Click the Finish button to complete the designation.

2. From the next components list, double click the appropriate item or assembly, or select a different item or assembly from the ITEM DATABASE, COMMON ASSEMBLIES, or TEMPORARY ITEMS lists. From the Measure Takeoff dialog that displays, specify a count, length, or other applicable measurement, then click OK. If you do not wish to add an accessory to the designation, then click on the Finish button to skip this step and complete the designation.

3. Click the Finish button to complete the designation if you have not already done so. To abort the designation, click the Abort Icon on the toolbar.



The designation displays in the designation list. You can now take off the designation as many different times as you wish, within any takeoff breakdown.

## Deleting a Designation

Highlight the Designation in your list, either use the DELETE key on your keyboard, or choose Delete from the Edit Menu, or use the Delete icon on the toolbar.

### **NOTE:**

**You can not delete a Designation in your list that has been taken off in the project, even if you have deleted the item from your Audit Trail.**

## Modifying a Designation

Any changes you make to a designation will be automatically reflected in all takeoffs performed using that designation.

1. Click the designation within the designation list on the left side of the screen.
2. Click Modify within the toolbar, or click with your right mouse button and select Modify from the pop-up menu that displays. The items and assemblies that currently comprise the designation are listed on the right side of the screen.
3. To modify one of the current items or assemblies, double click it. To add another item or assembly to the designation, double click the appropriate item or assembly from the material list on the left side of the screen. To switch to a different material list, click on the list box beside the Takeoff heading and select the appropriate list.

To remove one of the items or assemblies, click it, then select the Delete option from the Edit menu. Alternatively, you could click the Delete button from the toolbar, or press the [Delete] key on your keyboard. The item now displays grayed out and crossed out. You can restore the deleted takeoff item by clicking on the Delete option or button again. You can restore the deleted item in this way at any point in the future, even after you have closed the program and shut down your computer.

**Tip** - You cannot modify or delete the first item in the designation. You can, however, delete all the items in a designation by highlighting the designation and pressing the [Delete] key.

4. To save the modified designation, either select the Finish option from the Takeoff menu, or click the Finish button from the toolbar.

You are prompted to specify a new description for the modified designation. To retain the existing description, just click OK.

**Note: Designations can not be modified in the Audit Trail, they must be modified in the respective Designations Library.**

### **Renaming a Designation**

1. Click the designation within the designation list on the left side of the screen.
2. Select the Rename option from the Takeoff menu, or click with your right mouse button and select Rename from the pop-up menu that displays.
3. Enter the new name from the Modify Designation Description dialog that displays.
4. Click OK to accept the new name.

### **Taking off a Designation:**

1. Ensure the takeoff breakdown is set to the appropriate drawing, area, phase, system, location, and installation labor factor. (For more information, see Selecting the Takeoff Breakdown.)
2. Double click the designation.
3. From the Designation Count dialog that displays, specify the quantity directly, or click the Send button to read the count from a probe.
4. Click OK to complete the takeoff. The designation now displays in the current audit trail list with the takeoff quantity you specified. The total quantity for all takeoffs based on this designation displays as part of the designation entry.

The designation takeoff will remain in the audit trail list even if you modify or delete the designation itself. Any changes you made to the designation will be automatically reflected in all takeoffs based on the designation.

### **To assemble a specialized takeoff without creating a designation:**

1. Choose the appropriate takeoff option from the list box to the right of the Takeoff heading (FIXTURES or DISTRIBUTION).
2. Double click the first blank line Designation heading.
3. Instead of specifying a description for the designation, press [Enter].
4. Assemble the takeoff as you would if you had created a designation. When you finish the takeoff, click the Finish button, the takeoff is added to the audit trail under the name of the first item in the takeoff.

## 4. Branch Conduit and Wire

1. The library does not allow for parallel runs.
2. The wire adder is a % percentage.

Takeoff: BRANCH CONDUIT AND WIRE

	FIXTURES
	HEATING
1	EM SYSTEMS
	CONTROLS
2	EM DISTRIBUTION
	DUCTS AND TRAYS
3	BRANCH CONDUIT AND WIRE
4	EM FEEDER CONDUIT AND WIRE
	BRANCH CABLE
5	EM FEEDER CABLE
	COMMON ASSEMBLIES
6	GF ITEM DATABASE
7	GF TEMPORARY ITEMS
8	GF TEMPORARY ASSEMBLIES

Choose Branch Conduit and Wire from the dropdown

Branch Conduit & Wire: Category		Type
1	EMT - STEEL SS	C
2	EMT - STEEL COMP	C
3		
4	EMT - DIE-CAST SS	C
5	EMT - DIE-CAST COMP	C
6		
7	GRC	C
8	GRC - EXP PROOF	C
9		
10	GRC - PVC CTD	C
11	GRC - PVC CTD - EXP PROOF	C
12		

Category

Choose a conduit type

Branch Conduit & Wire: Type		Type
1	1/2" EMT - STEEL SS	C
2	3/4" EMT - STEEL SS	C
3	1" EMT - STEEL SS	C
4		

Category

Choose a conduit size

Branch Conduit & Wire: Size		Type
1	1/2" EMT S/S	A
2		
3	1/2" EMT S/S STRUT	A
4		
5	1/2" EMT S/S 1 HOLE - PLASTIC ANCHORS	A
6	1/2" EMT S/S 1 HOLE - CONC ANCHOR	A
7	1/2" EMT S/S 1 HOLE - TAP CON	A
8		
9	1/2" EMT S/S MINERALLAC - PLASTIC ANCHOR	A
10	1/2" EMT S/S MINERALLAC - CONC ANCHOR	A
11	1/2" EMT S/S MINERALLAC - TAP CON	A
12		
13	1/2" EMT S/S MINERALLAC - UNIV BEAM CLAMP	A
14	1/2" EMT S/S MINERALLAC - 36" T-ROD - CONC	A
15	1/2" EMT S/S MINERALLAC - 36" T-ROD - BEAM	A
16		
17	1/2" EMT S/S CADDY SNAP CLOSE BEAM	A
18	1/2" EMT S/S CADDY SNAP CLOSE - 36" T-ROD - CONC	A
19	1/2" EMT S/S CADDY SNAP CLOSE - 36" T-ROD - BEAM	A
20		

Assemblies

Choose strapping preference by double clicking on assembly, then the Measure Takeoff dialog box appears