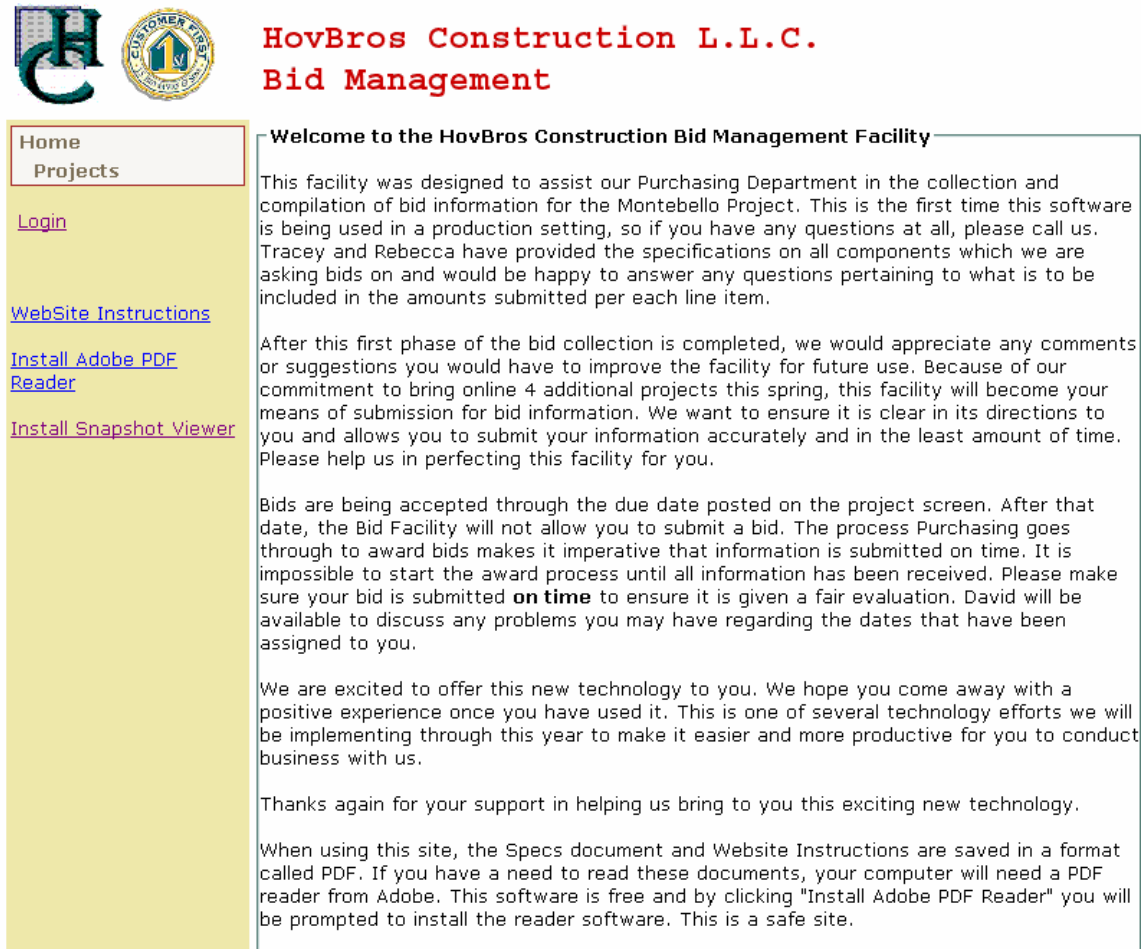




HovBros Construction Bid Management Facility

1. Bring up Internet explorer
2. Go to <http://hovwebapp.hovhomes.com/onlinebids>

Following screen will appear: Screen 01



  **HovBros Construction L.L.C.**
Bid Management

Welcome to the HovBros Construction Bid Management Facility

This facility was designed to assist our Purchasing Department in the collection and compilation of bid information for the Montebello Project. This is the first time this software is being used in a production setting, so if you have any questions at all, please call us. Tracey and Rebecca have provided the specifications on all components which we are asking bids on and would be happy to answer any questions pertaining to what is to be included in the amounts submitted per each line item.

After this first phase of the bid collection is completed, we would appreciate any comments or suggestions you would have to improve the facility for future use. Because of our commitment to bring online 4 additional projects this spring, this facility will become your means of submission for bid information. We want to ensure it is clear in its directions to you and allows you to submit your information accurately and in the least amount of time. Please help us in perfecting this facility for you.

Bids are being accepted through the due date posted on the project screen. After that date, the Bid Facility will not allow you to submit a bid. The process Purchasing goes through to award bids makes it imperative that information is submitted on time. It is impossible to start the award process until all information has been received. Please make sure your bid is submitted **on time** to ensure it is given a fair evaluation. David will be available to discuss any problems you may have regarding the dates that have been assigned to you.

We are excited to offer this new technology to you. We hope you come away with a positive experience once you have used it. This is one of several technology efforts we will be implementing through this year to make it easier and more productive for you to conduct business with us.

Thanks again for your support in helping us bring to you this exciting new technology.

When using this site, the Specs document and Website Instructions are saved in a format called PDF. If you have a need to read these documents, your computer will need a PDF reader from Adobe. This software is free and by clicking "Install Adobe PDF Reader" you will be prompted to install the reader software. This is a safe site.

Please read the message about the site.

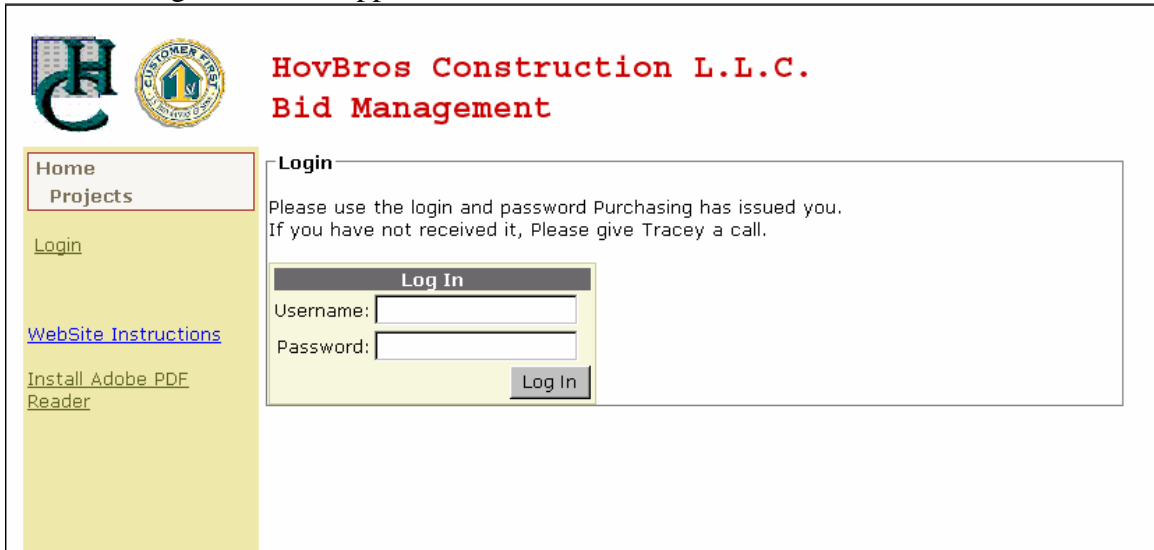
[Website Instructions](#) will open this document through Adobe PDF reader.

Install Adobe PDF Reader takes you to the website to install the reader if your computer does not yet have it installed. Please follow the install instructions on the site.

Install Snapshot Viewer: An option is available to print a worksheet or final bid from the website. We create that in a "snapshot" document. Before you can view that, you will need to install the Snapshot Viewer. By clicking Install, you will be directed to a safe Microsoft site. Once you get there, please click **DOWNLOAD** and follow the instructions to install this software.

To Login , Click Login on the left side of the screen.

The following screen will appear. Screen 02



HovBros Construction L.L.C.
Bid Management

Login

Please use the login and password Purchasing has issued you.
If you have not received it, Please give Tracey a call.

Log In

Username:

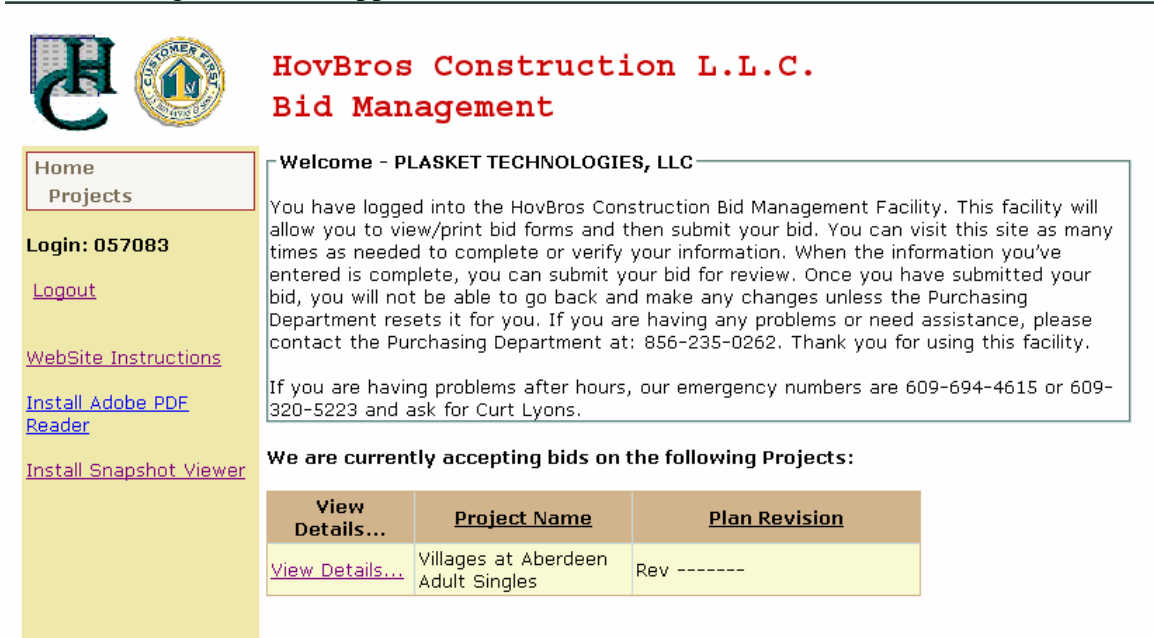
Password:

Log In

To continue, you will need the username and password that Purchasing has issued to you. If you do not have it, please call Tracey at 856-235-0262.

3. Enter your Username and Password and click the Log In button.

The following screen will appear. Screen 03



HovBros Construction L.L.C.
Bid Management

Welcome - PLASKET TECHNOLOGIES, LLC

You have logged into the HovBros Construction Bid Management Facility. This facility will allow you to view/print bid forms and then submit your bid. You can visit this site as many times as needed to complete or verify your information. When the information you've entered is complete, you can submit your bid for review. Once you have submitted your bid, you will not be able to go back and make any changes unless the Purchasing Department resets it for you. If you are having any problems or need assistance, please contact the Purchasing Department at: 856-235-0262. Thank you for using this facility.

If you are having problems after hours, our emergency numbers are 609-694-4615 or 609-320-5223 and ask for Curt Lyons.

We are currently accepting bids on the following Projects:

View Details...	Project Name	Plan Revision
View Details...	Villages at Aberdeen Adult Singles	Rev -----

I used Mr. Plasket as an example because of the number of items he has to quote on. Please focus on the directions and not on the content of the electrical bid.

4. This screen shows the projects we are currently accepting bids on. You will notice the project Name and the Plan Revision. Please make sure it matches the

plans you are about to quote on. Sometimes there are changes after you have picked up your set. David or Tracey will assist you if there has been a change or you have questions pertaining to the current revision. To continue, click the [View Details...](#) next to the project you want to bid on.

The following screen will appear. Screen 04

HovBros Construction L.L.C.
Bid Management

Home
Projects

Login: 057083
[Logout](#)
[Job Specs](#)
[WebSite Instructions](#)
[Install Adobe PDF Reader](#)
[Install Snapshot Viewer](#)

Welcome - PLASKET TECHNOLOGIES, LLC

This is a bid list for **Villages at Aberdeen Adult Singles** . Please choose the trade you want to bid on.
Village at Aberdeen (Adult Singles) Bid on 4 models (see models below) with 3 elevations each A = Siding B = Siding C = Stucco Slabs are standard. Pay close attention to details included in the plans and specifications for each of the models If you have any questions, please call (856) 235-0262

Current Plans: Rev -----

We are currently accepting bids on the following:

Select Bid...	Trade List	Expires	Status	LastChangeDate
Select Bid...	ELECTRIC		EDIT	

[Back](#)

You will notice on the left a [JOB SPECS](#) line has appeared. If you click this, the Specs Sheet handed out with the plans will appear in PDF format. If you have Adobe PDF Reader installed on your computer, the Specs sheet will appear. If you do not, a message will appear asking if you want to install it. Please follow the install instructions on the Adobe site. Once it is installed, you should be able to relick the line and the Specs Sheet will appear.

At anytime, you can also [LOGOUT](#). This will put you back to Screen 02.

- You will notice there is one trade in the list which can be bid on. Some of you will have multiples based on how Tracey and Rebecca grouped the bid lines. This line shows the trade, it shows the last day we will accept bids for this **trade**. This is the last date a bid will be accepted. Please submit your bid by this date. The next item is the status of this line item. It will show as EDIT until you submit or withdraw it. Then the status will change accordingly. The final column is the last time you have changed the bid. The system allows you to log in and edit the bid as many times as you need to. If you have multiple trades in your list, each is treated independent of the others. Each will also need to be submitted or withdrawn separately.

The [BACK](#) button takes you back to Screen 03.

To continue, please click on the [Select Bid...](#) next to the trade you want to edit.

The following screen will appear. . Screen 05

HovBros Construction L.L.C.
Bid Management

Home
Projects

Login: 057083
Logout
Standards List
Job Specs
Print Worksheet
WebSite Instructions
Install Adobe PDF Reader
Install Snapshot Viewer

Welcome - PLASKET TECHNOLOGIES, LLC

Please enter your bid here for **Villages at Aberdeen Adult Singles** . Once you have completed entering your information, you are ready to submit it to our Purchasing Department. Your submission will inform Purchasing that you have finished. You can print out the worksheet as a copy of your submission or as a worksheet to assist you during the bid process.

Current Plans: Rev -----

Click on "Details..." link to view or enter bid for each line

Material Tax:

Details...	Description	All
Details...	001 ELECTRIC - ROUGH	NOT ENTERED
Details...	002 ELECTRIC - FINAL	NOT ENTERED
Details...	004 FRENCH DOORS (1) PAIR 2'6" x 6'8" DOORS *SEE PLANS FOR DETAILS* EXISTING SWITCH MAY NEED TO BE RELOCATED	NOT ENTERED
Details...	005 FRENCH DOORS (1) PAIR 3'0" x 6'8" DOORS *SEE PLANS FOR DETAILS* EXISTING SWITCH MAY NEED TO BE RELOCATED	NOT ENTERED
Details...	006 BEDROOM & BATH IN LOFT *SEE PLANS FOR DETAILS* AVAILABLE IN ALL MODELS	NOT ENTERED

1 2 3 4

Overall Bid Notes:

Email Address:

On the left side of the screen, a [Standards List](#) option is available. The list of standards for this trade will appear as setup by Purchasing. If there is not a standards list, this will not display. By clicking on [Standards List](#) , a popup window will appear with the standards. Please see Screen 07 in this document.

NEW FEATURE: To the left, you will also find a [Print Worksheet](#) Button. This button serves two purposes. 1.) In the beginning, you may want to print a worksheet that can be used to record your bids per line item and then be used to enter your bid into the system. Prior to submitting your bid, you can reprint this worksheet for review. 2.) Once you have submitted, this report can also be used as your copy of the bid. We have also made this report available through the [Bid Report](#) button

To print the worksheet or the bid report, the snapshot viewer must be available on your computer. Once you click on the print button, you will be prompted with a windows screen to open or save the .snp file. You want to open it. Once opened, you can print it to your local printer.

6. TAX: Some trades are applicable to sales tax. On screen 05 you will notice Material Tax. This means there is at least one line item where sales tax will be

applied to Material. This allows you to enter the material sales tax % here and then it will automatically carry forward to the line item. Each line item screen also have the tax % area. If the sales tax % is different for that line item, it can be changed on each line item screen. If no sales tax applies, the tax items do not display. If labor was taxable, you would also have an area for labor tax %. 7% sales tax would be entered as 7, 3.5% would be entered as 3.5

7. The electric bid has 18 different items. This screen shows the first 5 line items to be bid on. At the bottom of the screen you will see [1](#) [2](#) [3](#) [4](#) . This represents the 4 screen sets of 5 items. If you click on [2](#), item 06 – 10 will show on the screen.

Toward the bottom of the screen, there is an area for you to enter Overall Bid Notes. This would be anything you want David or Tracey to be aware of when considering your bid.

In the bottom part of the screen is a **SUBMIT BID** button. Once you have finished entering and checking your bid, you will need to enter the e-mail address you want the submission acknowledgement to be sent to and click the **SUBMIT BID** button. The program will edit your bid to ensure all expected information has been filled in. If it detects any errors, a message will appear. Once a bid is submitted, you can review it, print the worksheet, but can not modify it. If you find an error, please call Purchasing and have them reset the bid. Then you can make corrections and then **YOU MUST** resubmit the bid.

Example of Submit

[Home](#)
[Projects](#)

Welcome - PLASKET TECHNOLOGIES, LLC

Please enter your bid here for **Montebello** . Once you have completed entering your information, you are ready to submit it to our Purchasing Department. Your submission will inform Purchasing that you have finished. You can print out the worksheet as a copy of your submission or as a worksheet to assist you during the bid process.

Current Plans: Rev 01/29/2007

Login: 057083

[Logout](#)

[Standards List](#)

[Job Specs](#)

Print Worksheet

[WebSite Instructions](#)

[Install Adobe PDF Reader](#)

Click on "Details..." link to view or enter bid for each line

Details...	Description	All
Details... 16	WARDROBE BUILT-IN MASTER BEDROOM INCLUDES (2) RECESSED LIGHTS, (1) ELECTRIC OUTLET AND (1) SWITCH *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 17	*RIGHT HAND* REFRESHMENT CENTER IN MASTER BEDROOM INCLUDES (1) GFI OUTLET & (1) ELECTRICAL OUTLET AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 18	*LEFT HAND* REFRESHMENT CENTER IN MASTER BEDROOM INCLUDES (1) GFI OUTLET & (1) ELECTRICAL OUTLET AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 19	ELEVATOR ON CRAWL SPACE *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 20	ELEVATOR ON BASEMENT *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED

[1](#) [2](#) [3](#) [4](#)

Overall Bid Notes:

Email Address: **Withdraw, Not Bidding this Job**

Bid Submitted Successfully - Email sent

To enter your bid, you will click on the [Details...](#) to the left of the line item you want to enter. Depending on whether tax needs to be charged on the line item, a Taxable or Non-Taxable screen will appear. Examples of each follow. Lets discuss the non taxable screen first.

The following screen will appear if Non Taxable. Screen 06 Non-Taxable

The screenshot shows the 'Bid Management' interface for HovBros Construction L.L.C. The page includes a navigation sidebar on the left with links for Home, Projects, Login (057083), Logout, Standards List, Print, WebSite Instructions, Install Adobe PDF Reader, and Install Snapshot Viewer. The main content area displays bid details: Order: 001, Location: (blank), Elevation: STD, SKU/Product: (blank), Option: ELECTRIC - ROUGH, and Level: (blank). A yellow warning bar states 'Back to bid line, don't save changes (click Save button to save any changes made)'. Below this, a 'Must Select One:' dropdown is set to 'Price for All Models', and a checkbox for 'Bid Amount for this line is Zero:' is present. A table titled 'Math:' shows bid amounts for Material, Labor, and Total across various models: All Models, BARRINGTON, COVINGTON, OXFORD, and WYNGATE. All values are currently 0.00. At the bottom, there is an 'Item Bid Notes' section with a 'Save Item #001' button and navigation buttons for '<< Previous Item' and 'Next Item >>'.

This is the bid entry screen for Non Taxable. Lets review the items of importance.

The **PRINT** button will print this screen. Print Worksheet or Bid Report will print a formatted report of all bid items. This print button only prints this screen.

The section at the top shows information which will be helpful to define what should be included in your bid for this item.

The bid for this line item can be entered as “Price for All Models” or “Price By Model”. “Price for All Models” allows you to enter a bid which will apply to All Models. The “Price By Model” changes the screen to allow you to enter your bid based on model. Bids cannot be entered both ways for the same line item.

Our new Builder system needs your bid to be separated by Material and by Labor. Please enter your amounts accordingly. The total column will calculate once you click the **Save Item #** button at the bottom.

Toward the bottom of the screen, there is an area for you to enter Item Bid Notes. This would be anything you want David or Tracey to be aware of when considering your bid pertaining to this item. This note is different than the Overall Bid Notes from the previous screen.

The **Save Item #** button at the bottom will save your entry.

The **Back to Bid Line, don't save changes** button will NOT save any of your entries for this screen only and go back to Screen 05. There are edits in the screen to ensure all the information needed is entered. Please use this button knowing it will not save. Any prior values that were entered will be retained if this button is clicked.

There is a **Previous Item** and **Next Item** buttons which will allow you to navigate through your bid items. The amounts you enter for the item displayed will be auto saved before moving to the next item. Once you have reached the last item, a message will appear telling you this is the last item and you can click SAVE to proceed to screen 05 to submit or print the Worksheet to review.

The amount fields you are to enter have been highlighted in red. This is based on the option you chose for "Price for All Models" or "Price By Model".

IMPORTANT: There are some line items which only apply to certain models. If you have that situation, the screen will highlight only those models which the line item applies and the **Must Select One** option will default to "Price by Model". If your price is the same for all models, you will need to enter it for each model. An example of this follows:

Must Select One: Price by Model **Bid Amount for this line is Zero:**

Math: NO ADDITIONAL COST FOR THIS OPTION				
	Material	Tax	Labor	Total
All Models	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	0.00
BARRINGTON	<input style="border: 2px solid red;" type="text" value="0.00"/>	0.00	<input style="border: 2px solid red;" type="text" value="0.00"/>	0.00
COVINGTON	<input style="border: 2px solid red;" type="text" value="0.00"/>	0.00	<input style="border: 2px solid red;" type="text" value="0.00"/>	0.00
OXFORD	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	0.00
WYNGATE	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	0.00

Bid Amount for this line is Zero: If this is a no charge item, please click the box to the right of this message. This will satisfy the edit we have in the system requiring amounts to be entered where required.

The following screen will appear if Taxable. Screen 06 Taxable

HovBros Construction L.L.C.
Bid Management

Order: **01** Location:
Elevation: STD SKU/Product:
Option: Level:
LANDSCAPING

Back to bid line, don't save changes (click Save button to save any changes made)

Must Select One: Price for All Models
 Price by Model

Math:	Material	Tax	Labor	Tax	Total
All Models	0.00	0.00	0.00	0.00	0.00
AVIGNON / CRAWL	1.00	0.07	1.00	0.07	2.14
CEZZANE / CRAWL	2.00	0.14	2.00	0.14	4.28
DONATELLO / CRAWL	3.00	0.21	3.00	0.21	6.42
MATISSE / CRAWL	0.00	0.00	0.00	0.00	0.00
TOSCANA / CRAWL	0.00	0.00	0.00	0.00	0.00
VALENCIA / CRAWL	0.00	0.00	0.00	0.00	0.00

Item Bid Notes:
Save Item #01

<< Previous Item Next Item >>

This is the bid entry screen for Taxable. Lets review the differences in the two screens.

First, you will notice that this Line item is from Landscaping. None of the electrical line items are taxable and could not be used to show the Taxable version of the screen.

To the left, a Material Tax % and a Labor Tax % field has been added. This allows you to enter the Tax % applicable to the line item.

Amounts are still entered by “Price for All Models” or “Price By Model” as defined in the non taxable screen. The Tax columns and the Total column will calculate once you click the **Save Item #** button at the bottom of the screen.

The amount fields you are to enter have been highlighted in red based on “Price for All Models” or “Price By Model”.

All other items on this screen are described in the non taxable screen.
 This screen shows the Standards List (for electrical). Screen 07

Location	Description	SKU/Product
Front Door	Light Fixture / Progress	P5832-11
Porch Ceiling	Light Fixture / Progress	P87 / P8072-28
Garage Door	Light Fixture / Progress	P5832-11
Rear Exterior Doors	Light Fixture / Progress	P5844-30
Kitchen Ceiling	Light Fixture / Progress	P7279-60ES
Kitchen Nook	Light Fixture / Progress	P5127-10
Kitchen Sink Light	Light Fixture / Progress	P87 / P8066-28
Dining Room	Light Fixture / Progress	P4190-10
Foyer	Light Fixture / Progress	P3645-10
Closets	Light Fixture / Progress	P3605-30
Halls	Light Fixture / Progress	P3655-10
Laundry Room	Light Fixture / Progress	P7189-30STR
Master Bath	Light Fixture / Progress	P3114-15
Master Bath	Fan with Light Fixture / Panasonic (Energy Star)	FV-11VQL4
Hall Bath	Light Fixture / Progress	P3114-15
Hall Bath	Fan with Light Fixture / Panasonic (Energy Star)	FV-11VQL4
Powder Room	Light Fixture / Progress	P3288-15
Powder Room	Fan with Light Fixture / Panasonic (Energy Star)	FV-11VQL4
Finish Basement	Light Fixture / Progress	P3655-10
Basement	Light Fixture / Progress	KEYLESS
Kitchen Oven	Electric is standard, Please include in wiring price	
Kitchen Microwave	Electric is standard, Please include in wiring price	
Kitchen	110 volt outlet with switch for garage disposal	

Print **Close/Go Back**

This screen appears when you click the [Standard List](#) line. Please remember that it will only be available if Purchasing has setup a standards list for the trade you are bidding on.

The **Print** button will print this screen.

The **Close/Go Back** button will close this screen.

WITHDRAWING A BID:

Once you have submitted a bid, you have the opportunity to withdraw it. Withdrawing it means you do not want it to be considered by Purchasing during the award process. Purchasing will be aware of your withdraw. If you have submitted your bid and found an error, please do not Withdraw the bid to correct it. Purchasing will assist you in case of an error. This button means you are withdrawing your submission.

Example of Withdrawal Screen:

[Home](#)
[Projects](#)

Login: 057083
[Logout](#)

[Standards List](#)
[Job Specs](#)

Print Worksheet

[WebSite Instructions](#)
[Install Adobe PDF Reader](#)

Welcome - PLASKET TECHNOLOGIES, LLC

Please enter your bid here for **Montebello** . Once you have completed entering your information, you are ready to submit it to our Purchasing Department. Your submission will inform Purchasing that you have finished. You can print out the worksheet as a copy of your submission or as a worksheet to assist you during the bid process.

Current Plans: Rev 01/29/2007

Click on "Details..." link to view or enter bid for each line

Details...	Description	All
Details... 16	WARDROBE BUILT-IN MASTER BEDROOM INCLUDES (2) RECESSED LIGHTS, (1) ELECTRIC OUTLET AND (1) SWITCH *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 17	*RIGHT HAND* REFRESHMENT CENTER IN MASTER BEDROOM INCLUDES (1) GFI OUTLET & (1) ELECTRICAL OUTLET AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 18	*LEFT HAND* REFRESHMENT CENTER IN MASTER BEDROOM INCLUDES (1) GFI OUTLET & (1) ELECTRICAL OUTLET AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 19	ELEVATOR ON CRAWL SPACE *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED
Details... 20	ELEVATOR ON BASEMENT *SEE PLANS FOR DETAILS* AVAILABLE IN THE FOLLOWING MODELS ONLY: AVIGNON TOSCANA VALENCIA	ENTERED

[1](#) [2](#) [3](#) [4](#)

Overall Bid Notes:

Email Address: **Withdraw, Not Bidding this Job**

Bid Submitted Successfully - Email sent

The withdraw button should only be pressed if you are not bidding on this job. Once you withdraw your bid, the following screen will display if you go back into the site after the bid has been withdrawn.

Example of Screen after bid withdrawn:

HovBros Construction L.L.C.
Bid Management

Welcome - PLASKET TECHNOLOGIES, LLC

Please enter your bid here for **Montebello** . Once you have completed entering your information, you are ready to submit it to our Purchasing Department. Your submission will inform Purchasing that you have finished. You can print out the worksheet as a copy of your submission or as a worksheet to assist you during the bid process.

Current Plans: Rev 01/29/2007

Click on "Details..." link to view or enter bid for each line

Details...	Description	All
Details...	01 ELECTRIC - ROUGH	ENTERED
Details...	02 ELECTRIC - FINAL	ENTERED
Details...	03 FOUNDATION CHANGE TO BASEMENT (UNFINISHED)	ENTERED
Details...	04 MODELS ONLY: AVIGNON CEZZANE DONATELLO MATISSE TOSCCANA VALENCIA	ENTERED
Details...	05 FINISHED LOWER LEVEL *SEE PLANS FOR DETAILS*	ENTERED

1 2 3 4

Overall Bid Notes:

Email Address:

Bid withdrawn, if you would like to re-submit your bid please contact Purchasing.

Back

Thank you for taking the time to review this document. If you have any questions, please call our Purchasing Department at (856)-235-0262.

If you have any comments or recommendations which will improve this process, please let Tracey know. We want to make this process as easy to use as possible while ensuring the quality of the information submitted can be used to efficiently evaluate your bid.

*** end of document ***