



Sample of Public Advertisement

A significant value provided by using the PennBid Program is the reduction of advertising costs for public bids or solicitations in addition to costs associated with the onsite bid opening. Costs are routinely reduced by 50-75%.

Per PA Procurement Code (and to varying degrees, other governmental agency regulations) print ads must contain:

- Municipality name and title of solicitation
- Bid due date and time
- When and where details are available
- Security

Note 1 – The advertisement below covers the needs of most PennBid users and agencies; however, some funding sources (*CDBG, PA-DOT Liquid Fuels, HUD, etc.*) may require additional information. Final advertisement should be approved by a solicitor.

Note 2 – There are two samples below. The first is for those who wish to conduct “virtual” bid openings and the second is for those who desire a traditional in-person bid opening.

Use the following sample as a template to develop your ads.



Virtual Bid Opening

Public Notice

[Solicitation Type] (such as Roadway Paving, Chemicals, Waterline Installation, Engineering Services) [Client name] will receive sealed bids online via PennBid for [project or solicitation name] until [date] at [time] at which time they shall be opened online and publically posted on PennBid's website. All documents and solicitation details are available online for no cost at PennBid – <https://pennbid.bonfirehub.com>.

(Use if needed) A [mandatory] pre-bid meeting will be held at [time of day] on [date] at [location].

All Bidders must submit bid security in the amount of [X%].

[Client name] **reserves the right to reject any and all Bids and to accept the Bid, which is in the best interest of the Borough.**

[Add Signature and Title]

Traditional Onsite Bid Opening

Public Notice

[Solicitation Type] (such as Roadway Paving, Chemicals, Waterline Installation, Engineering Services) [Client name] will receive sealed bids online via PennBid for [project or solicitation name] until [date] at [time] at which time they will be publically opened and read aloud at [descriptor and address of bid opening meeting]. Online sealed bids shall be submitted via the PennBid Program. All documents and solicitation details are available online for no cost at PennBid – <https://pennbid.bonfirehub.com>.

(Use if needed) A [mandatory] pre-bid meeting will be held at [time of day] on [date] at [location].

All Bidders must submit bid security in the amount of [X%].

[Client name] **reserves the right to reject any and all Bids and to accept the Bid, which is in the best interest of the Borough.**

[Add Signature and Title]