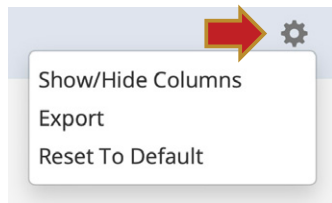


Extracting Data from Procureware

With the phasing out of the Procureware platform in Fall of 2024, all project data contained therein will no longer be accessible, so agencies must extract desired data before that time. The following guide will walk through the mechanics of obtaining the key elements, along with general exporting tools available through the system.

Note: only your agency can determine exactly what data is important to retain.

General Exporting Tools



GEAR ICON

Any Grid containing a Gear Icon will likely have an **Export** feature, with options for Excel or PDF versions of the relevant grid. Excel is recommended, as it will afford the greatest flexibility in using the resulting data.



DOWNLOAD BUTTON

As implied by its name, the Download button will download contents from a desired grid area.

Full Project Listing

While logged in to your account, go to the **BIDS** tab, and **remove all status filters** to ensure all projects are showing.

Using the **Gear** icon, **Export to Excel** to ensure filtering/sorting capabilities.

BIDS (20560 records) **Default Filter View**

Draft
 Open for Bidding
 Closed to Bidding
 Awarded
 Cancelled

BID CATEGORIES [edit filter](#)
 BID SERVICE AREAS [edit filter](#)

USER GROUP
 Please choose all that apply

50 items per page (larger numbers of items per page take longer to render) 101 - 150 of 20560 items

NUMBER	TITLE	STATUS	BID ACTIVITY	# BIDS...	USER GROUP NAME	BID TYPE NAME	DUE DATE	PROCESS	P
North East Pennsylvania Land Bank Authority, Luzerne County	REHABILITATION OF 83 MAIN STREET (JENKINS TWP) & 91 MILL STREET (PITTSION)	Closed to Bidding		0	Housing Authority of the City of Pittston, Luzerne County	Fixed Fee Contract	11/10/2023 3:00 PM	One Step Unsealing	Jc
West Cornwall Township, Lebanon County	Cassadee Court Shoulder Paving	Cancelled		0	Steckbeck Engineering & Surveying, Inc.	Fixed Fee Contract	11/10/2023 3:00 PM	Two Step Unsealing	A
West Cornwall Township, Lebanon County	Cassadee Court Shoulder Paving	Reject All		7	Steckbeck Engineering & Surveying, Inc.	Fixed Fee Contract	11/10/2023 3:00 PM	Two Step Unsealing	A
Borough of West Chester, Chester County	TAYLOR RUN WWTP DIGESTER GAS EQUIPMENT UPGRADE PROJECT: CONTRACT NO. TRWWTP 2023 - 1 (Rebid)	Closed to Bidding		0	ATC Associates/BCM	Fixed Fee Contract	11/10/2023 2:00 PM	Two Step Unsealing	C
Lehigh County Authority	LCA Kline's Island WWTP Switchgear and Substation No. 1 Replacement, LCA #50154	Awarded		4	Keystone Engineering Group, Inc.	Fixed Fee Contract	11/10/2023 2:00 PM	Two Step Unsealing	Je
Reading Area Water Authority, Berks County	Chemical Solicitation-Permanganate	Awarded		4	Reading Area Water, Berks County	Fixed Fee Contract	11/10/2023 1:00 PM	Two Step Unsealing	P
West Sadsbury Township, Chester County	Culvert Replacement for Limeville Road Project (T-407)	Awarded		18	Becker Engineering	Fixed Fee Contract	11/10/2023 10:00 AM	One Step Unsealing	B
Stroudsburg Borough, Monroe County	Ann Street Sanitary Sewer Main Replacement and Road Improvements	Awarded		4	RKR Hess	Fixed Fee Contract	11/9/2023 4:00 PM	One Step Unsealing	M
	699/701 N. MAIN DEMOLITION & PAVING AND						11/9/2023 3:00 PM	One Step	

Project Specific Data

From within the **Bid**, go to the **ANALYSIS** tab, **QUESTIONS** sub tab, and click on the **Export** button to get summary table of Bidder Acknowledgements.

- Home
- Dashboard
- Companies
- Bids
- Activities
- Doc Library
- Reports
- Setup

610-693-4769

Online Bid Management Made Easy

Gary Peterson Log Out

03/29/2024 7:55:35 AM EDT

[Return to Bid List](#) |
 NUMBER: Hopewell Township, Beaver County |
 TITLE: Laird Drive Culvert Replacement Project |
 PROCESS: One Step Unsealing |
 # BIDS RECEIVED: 11 |
 STATUS: Awarded [Cancel Bid](#)

SETUP |
 CLARIFICATIONS (FROM VENDORS) |
 RESPONSE |
 ANALYSIS |
 AWARD |
 LOG

QUESTIONS |
 PRICING

SELECT VIEW: Cross Tab View

DISPLAY OPTIONS

SORT ORDER: By Total Price Ascending

Fullscreen Export

FILTER OPTIONS

ITEM GROUP: Please choose all that apply

SCENARIO OPTIONS

AWARD SELECTED - CLICK COMPANY NAME TO SELECT

Award Selected Company

Reference Number	Question	LM&R EXCAVATING LLC	W.D Wright Contracting	Gregori Construction Inc	Greenland Construction, Inc.	J.S.Paris Excavating	S.E.T., Inc
PROJECT DOCUMENTS							
1	Upload Supporting Document(s) Here	Scan_20231019 (5).pdf	00 45 36 EEO Certificate (...pdf	EEO.pdf	EEO Certificate.pdf	00 45 19 Non Collusion Aff...pdf	Exper Statermer
2	Upload Supporting Document(s) Here	Scan_20231019 (6).pdf	Public Works Form.pdf	Non-collusion.pdf	Non-Collusion Affidavit.pdf	00 45 36 EEO Certificate.pdf	Reference
3	Upload Supporting Document(s) Here	Scan_20231019 (7).pdf	Non-Collusion 8-16-23.pdf	Public works and experienc...pdf	PA Verify Form and Bidder ...pdf	00 45 46 UPDATED Public Wo...pdf	Supporting Doc
OWNER AND BIDDER							
1.02	Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents. (Enter I Agree or I Do Not Agree)	I Agree	I Agree	I agree	I agree	I Agree	I /
ATTACHMENTS TO THIS BID							
The following documents are submitted with and made a condition							

Then, go to the **PRICING** sub tab, and **Export** the Pricing Tabulation.

Home

Dashboard

Companies

Bids

Activities

Doc Library

Reports

Setup

Gary Peterson Log Out

03/29/2024 7:56:34 AM EDT

PENNBID

610-693-4769 | Online Bid Management Made Easy

Hopewell Township, Beaver County

Laird Drive Culvert Replacement Project

PROCESS: One Step Unsealing | # BIDS RECEIVED: 11 | STATUS: Awarded [Cancel Bid](#)

SETUP | CLARIFICATIONS (FROM VENDORS) | RESPONSE | **ANALYSIS** | AWARD | LOG

QUESTIONS | **PRICING**

SELECT VIEW: Cross Tab View

DISPLAY OPTIONS

SELECT CROSSTAB: Extended Price

SORT ORDER: By Total Price Ascending

Fullscreen [Export](#)

FILTER OPTIONS

TYPE: Base Option Alternate

ITEM GROUP:

SHOW/HIDE OPTIONS

Extended Estimate

Average Std Deviation

Show Details

SCENARIO OPTIONS

Please choose one

AWARD SELECTED Selection Total: \$0.00

[Award Lump Sum](#) [Award Selected Items](#)

Extended Price Analysis

Reference Number	Description	Type	UOM	Quantity	LM&R EXCAVATING LLC	W.D Wright Contracting	Gregori Construction Inc	Greenland Construction, Inc.	J.S.Paris Excavating
Bid Price Ratio					100%	99.77%	90.78%	81.75%	77.58%
Total Extended					\$462,380.00	\$463,400.00	\$509,310.00	\$565,565.00	\$596,000.00
BASE BID PRICING					\$462,380.00	\$463,400.00	\$509,310.00	\$565,565.00	\$596,000.00
1	Mobilization and Project Management	Base	LS	1.00	\$35,000.00	\$10,000.00	\$16,000.00	\$35,385.00	\$22,455.00
2	Clearing and Grubbing	Base	LS	1.00	\$11,000.00	\$30,000.00	\$18,000.00	\$11,000.00	\$14,500.00
3	Traffic Control	Base	LS	1.00	\$9,500.00	\$15,000.00	\$3,500.00	\$7,700.00	\$15,000.00

Bidder Submissions

To download all aspects of each bidders submission, go to the **RESPONSE** tab, and find the column labeled **“Download Response Docs”**. The **“download”** button will extract all documents (including Bid Bond) into a “zipped” folder on your computer, labeled with the name of the corresponding bidder.

- Home
- Dashboard
- Companies
- Bids
- Activities
- Doc Library
- Reports
- Setup

Gary Peterson Log Out

03/29/2024 8:01:30 AM EDT

[Return to Bid List](#)

NUMBER	TITLE	PROCESS	# BIDS RECEIVED	STATUS
Hopewell Township, Beaver County	Laird Drive Culvert Replacement Project	One Step Unsealing	11	Awarded Cancel Bid

SETUP
CLARIFICATIONS (FROM VENDORS)
RESPONSE
ANALYSIS
AWARD
LOG

Sealed responses opened
11/9/2023 10:30 AM - Kim Giallonardo

BID SUBMISSIONS (11 records) Export Documents ⚙

Filtered by: Bid Activity ✕ Company Status ✕

NAME

BID ACTIVITY

None Downloaded Document 📄

Clarification Request 🗣 Submitted Bid 📄

System Unsubmit 📄 Vendor Unsubmit 📄

Bid Withdrawn 📄 Registered 📅 Attended 📅

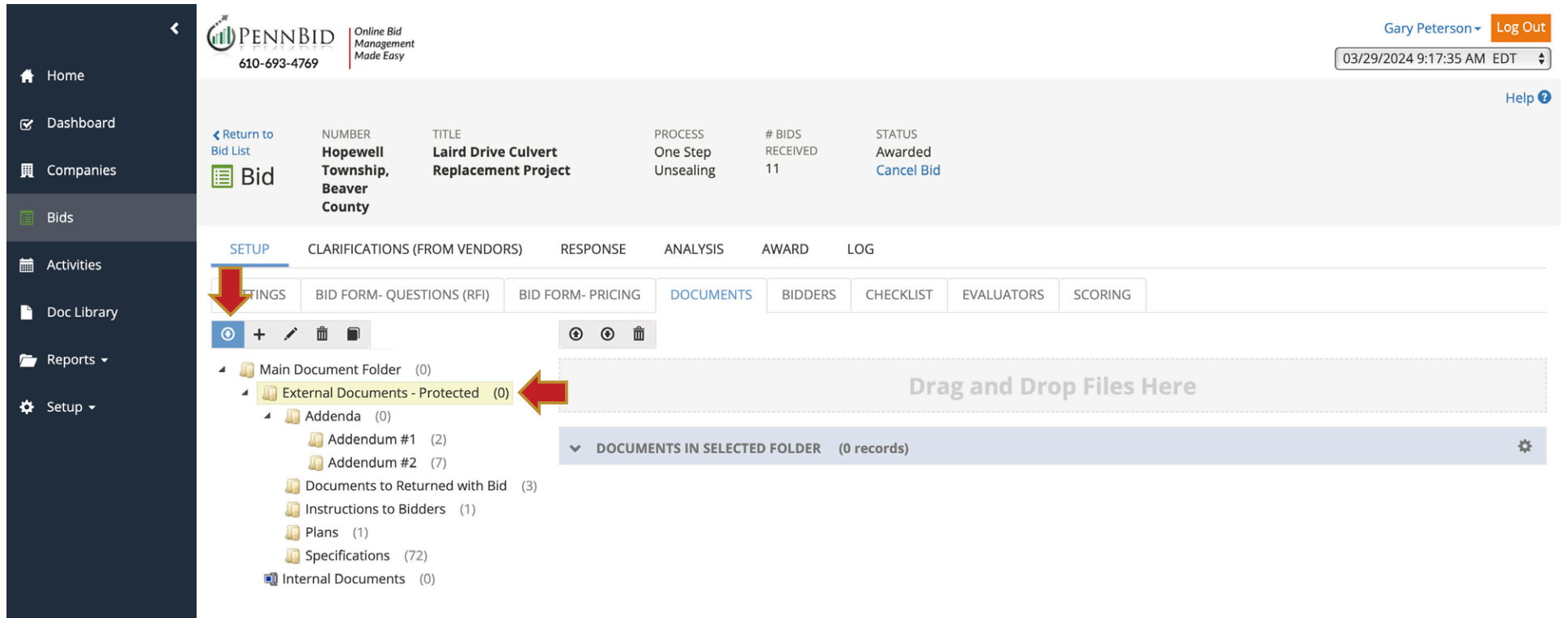
COMPANY STATUS

Active Inactive

COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	DOWNLOAD RESPONSE DOCS	PRINTABLE VIEW	BID BOND DOCUMENT	COMPANY STATUS	EXCLUDE FROM EVALUATION
J.S.Paris Excavating	📄	11/9/2023 10:28 AM	download	view	Signed Bid Bond Laird Dr. Hopewell Twp..pdf	Active	No
Kukurin Contracting, Inc.	📄	11/9/2023 10:10 AM	download	view	KCI - Bid Bond.pdf	Active	No
S.E.T., Inc.	📄	11/9/2023 10:04 AM	download	view	Bond.pdf	Active	No
McK Construction	📄	11/9/2023 9:49 AM	download	view	SKM_C300i23110816410.pdf	Active	No
Gregori Construction Inc	📄 🗣	11/9/2023 9:45 AM	download	view	Bid Bond.pdf	Active	No
Konzel Construction	📄	11/9/2023 9:41 AM	download	view	Bid Bond.pdf	Active	No
W.D Wright Contracting	📄	11/9/2023 9:33 AM	download	view	Bid Bond 1.pdf	Active	No
Pugliano Construction Co Inc	📄	11/9/2023 9:25 AM	download	view	Larid Drive Bid Bond.pdf	Active	No
Mele & Mele & Sons, Inc.	📄 🗣	11/9/2023 8:23 AM	download	view	00 43 13 - Bid Bond PENAL SUM Form.pdf	Active	No

Bidding Documents

From the **SETUP/DOCUMENTS** tab, all bidding documents can be downloaded by selecting the “**External Documents – Protected**” folder, and clicking the **Download** icon. All documents will be extracted into a “Zipped” folder on your computer, along with corresponding folders/ sub-folders.



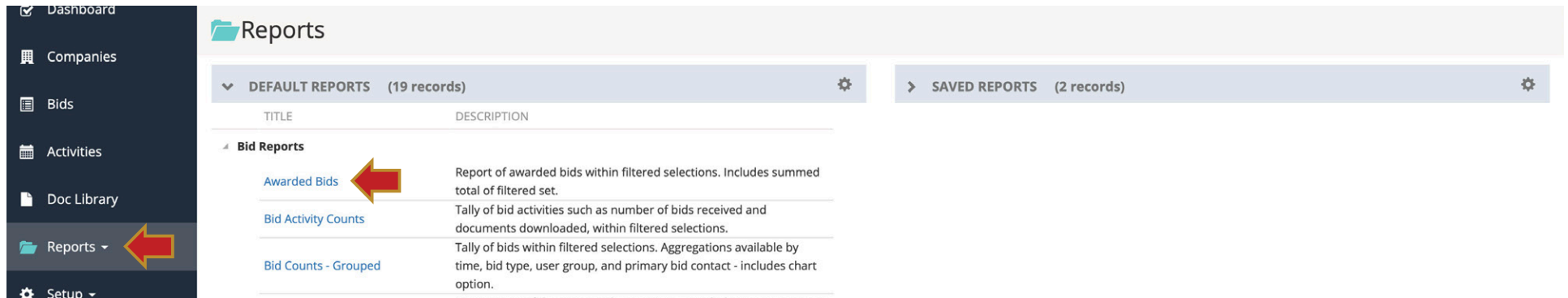
The screenshot displays the PENNBID web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The top right shows the user 'Gary Peterson' and a 'Log Out' button, along with a date/time display '03/29/2024 9:17:35 AM EDT'. The main content area features a header with the PENNBID logo and contact information. Below this is a table with columns: NUMBER, TITLE, PROCESS, # BIDS RECEIVED, and STATUS. The table contains one entry for 'Hopewell Township, Beaver County' with a status of 'Awarded' and a 'Cancel Bid' link. Below the table are tabs for 'SETUP', 'CLARIFICATIONS (FROM VENDORS)', 'RESPONSE', 'ANALYSIS', 'AWARD', and 'LOG'. The 'SETUP' tab is active, and within it, the 'DOCUMENTS' sub-tab is selected. A toolbar above the file explorer contains icons for adding, editing, deleting, and downloading. The file explorer shows a tree structure: 'Main Document Folder (0)' containing 'External Documents - Protected (0)', which includes 'Addenda (0)', 'Addendum #1 (2)', 'Addendum #2 (7)', 'Documents to Returned with Bid (3)', 'Instructions to Bidders (1)', 'Plans (1)', 'Specifications (72)', and 'Internal Documents (0)'. A large dashed box with the text 'Drag and Drop Files Here' is visible. A red arrow points to the 'External Documents - Protected' folder, and another red arrow points to the download icon in the toolbar.

REPORTS

While Procurement has many reporting features, these are typically utilized for statistical analysis, and only a few may have value for data retention purposes. Using the **REPORTS** tab, **Reports** sub tab:

Awarded Bids report will compile a listing of all Awarded projects for an agency, along with project name, awarded company, award value, and more.

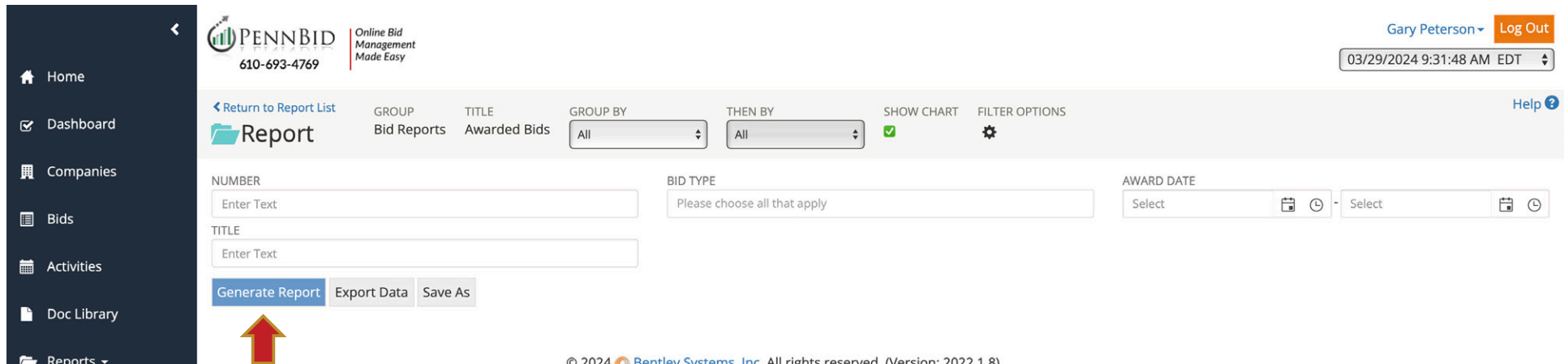
Tip – leaving the **filter options** blank will search the entire history for the agency. Simply click on **Generate Report**, and export the resulting report using the **Gear/Export to Excel**. You can also use the **Export Data** button to bypass generating the report, and simply extract the data directly.



The screenshot shows the 'Reports' section of the application. On the left is a dark sidebar menu with 'Reports' highlighted and a red arrow pointing to it. The main content area is titled 'Reports' and contains two tabs: 'DEFAULT REPORTS (19 records)' and 'SAVED REPORTS (2 records)'. Under 'DEFAULT REPORTS', there is a list of reports:

TITLE	DESCRIPTION
Bid Reports	
Awarded Bids	Report of awarded bids within filtered selections. Includes summed total of filtered set.
Bid Activity Counts	Tally of bid activities such as number of bids received and documents downloaded, within filtered selections.
Bid Counts - Grouped	Tally of bids within filtered selections. Aggregations available by time, bid type, user group, and primary bid contact - includes chart option.

A red arrow points to the 'Awarded Bids' link in the list.



The screenshot shows the configuration page for the 'Awarded Bids' report. The top left has the PENNBID logo and contact information. The top right shows the user 'Gary Peterson' and a 'Log Out' button, along with a date/time stamp '03/29/2024 9:31:48 AM EDT'. Below the header is a navigation bar with 'Return to Report List' and 'Report' tabs. The main area contains filter options:

- GROUP: Bid Reports
- TITLE: Awarded Bids
- GROUP BY: All
- THEN BY: All
- SHOW CHART:
- FILTER OPTIONS:

Below the filters are input fields for 'NUMBER' and 'TITLE', both with 'Enter Text' placeholder. There is also a 'BID TYPE' dropdown with 'Please choose all that apply' and an 'AWARD DATE' dropdown with 'Select' and calendar icons. At the bottom are three buttons: 'Generate Report' (highlighted with a red arrow), 'Export Data', and 'Save As'. The footer contains copyright information: '© 2024 Bentley Systems, Inc. All rights reserved. (Version: 2022.1.8)'.

Export as PDF


PENNBID


Report: Awarded Bids

Date Run: 3/29/2024 9:40 AM

REPORT CRITERIA

Bid User Group ≈ HRG - Pittsburgh

▼ **BIDDING COMPANIES** (190 records) 


1 2
100 items per page (larger numbers of items per page take longer to render)
 1 - 100 of 190 items

Export To Excel
Export To PDF
Show/Hide Columns
Export
Reset To Default

BID NUMBER	BID TITLE	BID DUE DATE	STATUS	COMPANY NAME	USER GROUP NAME	BID PRIMARY CONTACT	BID TYPE NAME
Zelienople Borough, Butler County, 16-05	Electrical Construction, Zelienople Borough Streetscape Project – West Side - HOP, Contract No. 16-05	12/22/2016 11:00 AM	Awarded	M & B Services, LLC	HRG - Pittsburgh	HRG Pittsburgh Project Management	Fixed Fee Contract
Zelienople Borough, Butler County, 16-04	General Construction, Zelienople Borough Streetscape Project – West Side - HOP, Contract No. 16-04	12/22/2016 11:00 AM	Awarded	M & B Services, LLC	HRG - Pittsburgh	HRG Pittsburgh Project Management	Fixed Fee Contract
Zelienople Borough, Butler County	Revitalization Parking Lot Improvements Phase 2-Contract 16-03 - Electrical Construction, (16-03)	7/20/2016 10:00 AM	Awarded	Mashan	HRG - Pittsburgh	HRG Pittsburgh Project Management	Fixed Fee Contract
Zelienople Borough, Butler County	Revitalization Parking Lot Improvements Phase 2-Contract 16-02 – General Construction, (16-02)	7/20/2016 10:00 AM	Awarded	Terra Works, Inc.	HRG - Pittsburgh	HRG Pittsburgh Project Management	Fixed Fee Contract
Winfield Township, Butler County	Bear Creek Road Stormwater Improvements Project Contract No. 2023-01	4/25/2023 10:00 AM	Awarded	CRS Contracting llc	HRG - Pittsburgh	HRG Pittsburgh Project Management	Fixed Fee Contract

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or **610-693-4769**.