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# Instructions to Bidders

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This document is intended to facilitate the inclusion of "*Instructions to Bidders*," within the bidding documents for agencies **not** using industry-standard documents, such as EJCDC Document C-200, or AIA-A701.

Note these revisions simply address the bid submission process, as it relates to promoting consistency by utilizing PennBid for bid management. Further revisions may be required to address unique project conditions, or owner-specified concerns/requirements.

These instructions can be incorporated individually within your existing "Instructions" as appropriate or adopted as a stand-alone supplement that should supersede other bid submission-related elements. For assistance, please contact your PennBid representative.

## **ARTICLE 1 - BIDDING DOCUMENTS**

1.0 Bidding documents are available at no cost via the PennBid Program (<https://pennbid.bonfirehub.com>)

## **ARTICLE 2 - INTERPRETATIONS AND ADDENDA**

2.0 Bidder shall submit all questions about the meaning or intent of the Bidding Documents via the "Messages/Vendor Discussions" feature in PennBid no later than seven (7) days prior to the date for receipt of bids.

## **ARTICLE 3 - PREPARATION OF BID**

3.0 The Bid Form is included with the Bidding Documents for Reference. Bidders shall complete the electronic bid form within PennBid ("Prepare Your Submission" tab), inclusive of all pricing items and required supporting documents as identified.

## **ARTICLE 4 - SUBMITTAL OF BID**

4.0 Bids shall be submitted online via the PennBid Program (<https://pennbid.bonfirehub.com>) by the date and time indicated in the Invitation for Bids along with the Bid security and the other documents required to be submitted as identified herein.

## **ARTICLE 5 - MODIFICATION AND WITHDRAWAL OF BID**

5.0 A Bid may be withdrawn or modified at any time within PennBid prior to the due date and time identified in the Invitation for Bids.

## **ARTICLE 6 - OPENING OF BIDS**

6.0 After bid opening, the time of which is listed in the Invitation to Bid, a public notice will be issued via PennBid containing any available bid results. It should be noted that bid results are subject to further review and should not be construed as issuance of an award.