

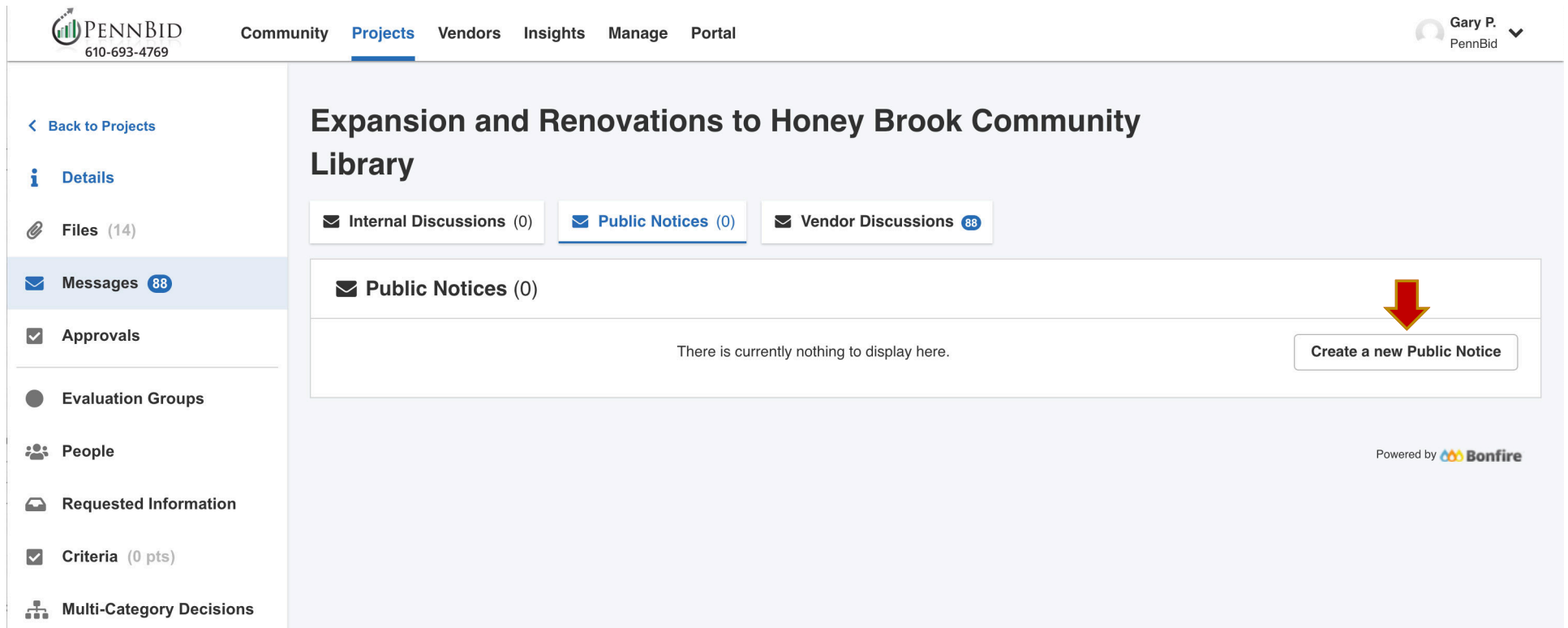
Issuing Addenda

Addenda – A written change, addition, alteration, correction or revision to a bid, proposal or contract document.

Addenda are easily issued via the **Public Notices** feature within the **Messages** area of PennBid.

Issuing Addenda

To issue an addendum for your project, click the **Messages** tab, and select the **Public Notices** tab. Click on the [Create New Public Notice](#) button on the right side of the screen to begin the process.

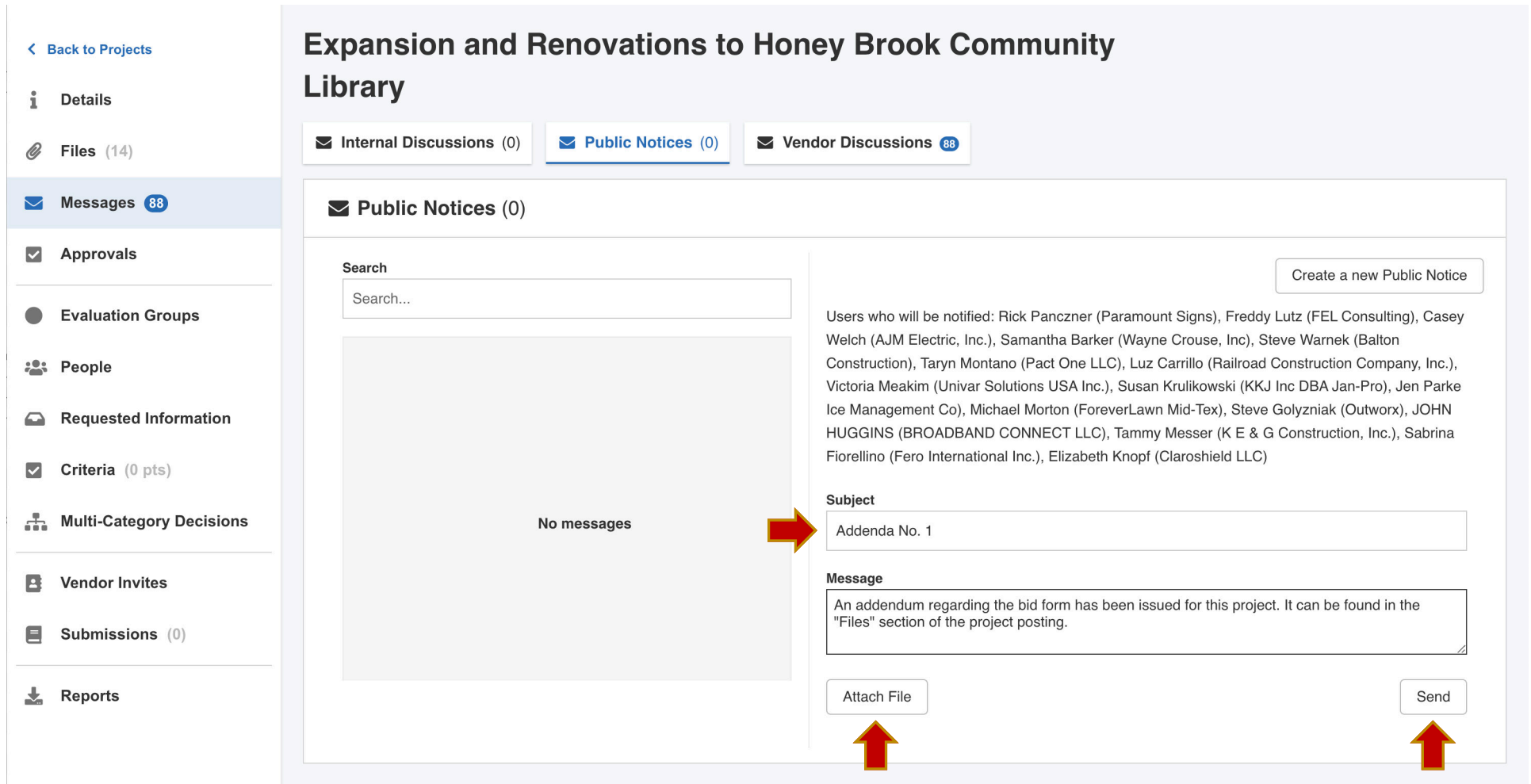


The screenshot shows the PennBid web application interface. At the top left is the PENNBID logo with the phone number 610-693-4769. The navigation menu includes Community, Projects (selected), Vendors, Insights, Manage, and Portal. The user profile for Gary P. PennBid is visible in the top right. The main content area is titled 'Expansion and Renovations to Honey Brook Community Library'. Below the title are three tabs: Internal Discussions (0), Public Notices (0) (selected), and Vendor Discussions (88). Under the Public Notices tab, there is a message 'There is currently nothing to display here.' and a button labeled 'Create a new Public Notice' with a red arrow pointing to it. The bottom right corner of the page indicates it is 'Powered by Bonfire'.

You will see a preview list of all **Vendors** who will receive the message at the top of the screen.

Enter the *Subject* (typically addenda number and date), *Message* body, and *Attach* the addendum documentation (for multiple documents attach a compressed ZIP file) by clicking the **Attach File** button.

Clicking the **Send** button will notify all vendors associated with the project of the addendum.



Expansion and Renovations to Honey Brook Community Library

Internal Discussions (0) | **Public Notices (0)** | Vendor Discussions (88)

Public Notices (0)

Search
Search...

Create a new Public Notice

Users who will be notified: Rick Panczner (Paramount Signs), Freddy Lutz (FEL Consulting), Casey Welch (AJM Electric, Inc.), Samantha Barker (Wayne Crouse, Inc), Steve Warnek (Balton Construction), Taryn Montano (Pact One LLC), Luz Carrillo (Railroad Construction Company, Inc.), Victoria Meakim (Univar Solutions USA Inc.), Susan Krulikowski (KKJ Inc DBA Jan-Pro), Jen Parke Ice Management Co), Michael Morton (ForeverLawn Mid-Tex), Steve Golyzniak (Outworx), JOHN HUGGINS (BROADBAND CONNECT LLC), Tammy Messer (K E & G Construction, Inc.), Sabrina Fiorellino (Fero International Inc.), Elizabeth Knopf (Claroshield LLC)

Subject
Addenda No. 1

Message
An addendum regarding the bid form has been issued for this project. It can be found in the "Files" section of the project posting.

Attach File | Send

Any attached file(s) will be listed under the **Public Files** tab as well as the **Attached Files from Messages** located in the **Files** section.

- i Details
- 📎 Files (16)
- ✉ Messages 22
- ☑ Approvals

- Evaluation Groups
- 👤 People
- 📁 Requested Information
- ☑ Criteria (0 pts)

- 👤 Vendor Invites
- 📄 Submissions (5)
- 📊 Scoring

- ⬇ Reports

📎 Internal Files (0)

📎 Public Files (12)

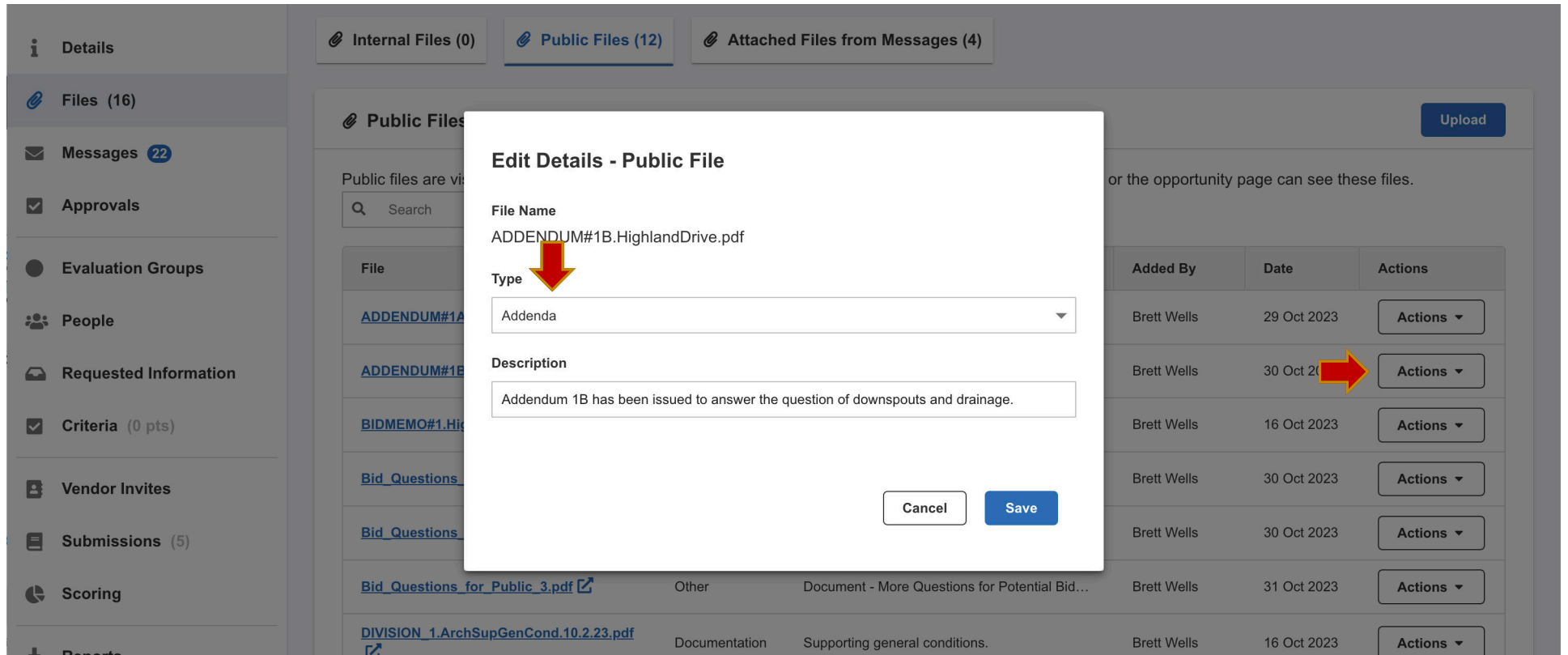
📎 Attached Files from Messages (4)

📎 **Public Files** (12)
 Upload

Public files are visible here and on the opportunity page for this project. Only people who can view this page or the opportunity page can see these files.

File	Type	Description	Added By	Date	Actions
ADDENDUM#1A.HighlandDrive.pdf 🔗	Addenda	Clarifications regarding ramp length and railin...	Brett Wells	29 Oct 2023	Actions ▼
ADDENDUM#1B.HighlandDrive.pdf 🔗	Addenda	Addendum 1B has been issued to answer the...	Brett Wells	30 Oct 2023	Actions ▼
BIDMEMO#1.HighlandDrive.pdf 🔗	Addenda	Clarifications for jobsite performance.	Brett Wells	16 Oct 2023	Actions ▼
Bid Questions for Public.pdf 🔗	Other	Document - Questions from Potential Bidders	Brett Wells	30 Oct 2023	Actions ▼
Bid Questions for Public 2.pdf 🔗	Other	Document - Additional Questions from Bidders	Brett Wells	30 Oct 2023	Actions ▼
Bid Questions for Public 3.pdf 🔗	Other	Document - More Questions for Potential Bid...	Brett Wells	31 Oct 2023	Actions ▼
DIVISION 1.ArchSupGenCond.10.2.23.pdf 🔗	Documentation	Supporting general conditions.	Brett Wells	16 Oct 2023	Actions ▼

Addenda file(s) **Type** should be changed to Addenda by clicking the **Actions** button to the right of the file name. Select *Addenda* from the **Type** drop-down menu, and click **Save**.



Edit Details - Public File

File Name
ADDENDUM#1B.HighlandDrive.pdf

Type
Addenda

Description
Addendum 1B has been issued to answer the question of downspouts and drainage.

Cancel Save

Added By	Date	Actions
Brett Wells	29 Oct 2023	Actions
Brett Wells	30 Oct 2023	Actions
Brett Wells	16 Oct 2023	Actions
Brett Wells	30 Oct 2023	Actions
Brett Wells	30 Oct 2023	Actions
Brett Wells	30 Oct 2023	Actions
Brett Wells	31 Oct 2023	Actions
Brett Wells	16 Oct 2023	Actions

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