

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.





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.

Sack to Projects Details	Expansion and Renovations to Ho Library	ney Brook Community			
<i>iles</i> (14)	■ Internal Discussions (0) ■ Public Notices (0)	Public Q&A (5)			
Messages 88	Public Notices (0)				
Approvals	Search	Create a new Public Notice			
Evaluation Groups	Search	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			
People					
Requested Information					
Criteria (0 pts)		Fiorellino (Fero International Inc.), Elizabeth Knopf (Claroshield LLC)			
Multi-Category Decisions	No messages	Addenda No. 1			
Vendor Invites		Message			
Submissions (0)		An addendum regarding the bid form has been issued for this project. It can be found in the "Files" section of the project posting.			
🛃 Reports		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.

1 Details	Internal Files (0) Public Files (1)	2) Ø Attache	ed Files from Messages (4)			
🔗 Files (16)	Public Files (12)					Upload
Messages 22						
Approvals	Public files are visible here and on the oppo	rtunity page for this	s project. Only people who can view this page	or the opportunity	page can see the	se files.
Evaluation Groups	File	Туре	Description	Added By	Date	Actions
People	ADDENDUM#1A.HighlandDrive.pdf	Addenda	Clarifications regarding ramp length and railin	Brett Wells	29 Oct 2023	Actions -
Requested Information	ADDENDUM#1B.HighlandDrive.pdf	Addenda	Addendum 1B has been issued to answer the	Brett Wells	30 Oct 2023	Actions -
Criteria (0 pts)	BIDMEMO#1.HighlandDrive.pdf	Addenda	Clarifications for jobsite perfromance.	Brett Wells	16 Oct 2023	Actions -
Vendor Invites	Bid_Questions_for_Public.pdf	Other	Document - Questions from Potential Bidders	Brett Wells	30 Oct 2023	Actions -
Submissions (5)	Bid_Questions_for_Public_2.pdf	Other	Document - Additional Questions from Bidders	Brett Wells	30 Oct 2023	Actions -
Scoring	Bid_Questions_for_Public_3.pdf	Other	Document - More Questions for Potential Bid	Brett Wells	31 Oct 2023	Actions -
- Danarte	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**.

1 Details	Internal Files (0) Public Files (12) Attached Files from Messages (4)
Ø Files (16)	Public File:
Messages 22	Edit Details - Public File
Approvals	Q Search File Name ADDENIDU IM#48 Highland Drive ndf
Evaluation Groups	File Added By Date Actions
People	ADDENDUM#1A Addenda Addenda
Requested Information	ADDENDUM#1E Description Brett Wells 30 Oct 2
Criteria (0 pts)	BIDMEMO#1.Hic Brett Wells 16 Oct 2023
B Vendor Invites	Bid_Questions Brett Wells 30 Oct 2023 Actions ▼
Submissions (5)	Bid Questions Brett Wells 30 Oct 2023
Scoring	Bid Questions for Public 3.pdf 🖸 Other Document - More Questions for Potential Bid Brett Wells 31 Oct 2023
L Reports	DIVISION_1.ArchSupGenCond.10.2.23.pdf Documentation Supporting general conditions. 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.