

# New Project Review (Multi Contract Projects)

**New Project Review** – The process of reviewing your project for accuracy, adding documents, and finalizing details so that the project is ready to “go live” in the system.

## Reviewing Your Project – Getting Started

Within the project, you will review the information populated in the **Details** section, **Requested Information** section, **People** section, **Vendor Invites** section, as well as upload project documents under the **Files** section and finalize by **Publishing** the project.

**Note:** As a reminder, PennBid does not manage your project or create content for you. Our team is happy to assist with the mechanics of how to use the system and we are available to answer questions, but it is up to you to manage all aspects of your project.


Click the **Project Draft** hyperlink to open your project.

- Active Projects (55)
- Project Templates (9)
- Project Drafts (26)**
- Archived Projects

**Project Drafts (26)**

Active

Display 50 records

Show/Hide  Search

Add Project Draft

Status	Ref. #	Project Draft	Department	Type	Owner
DRAFT	Abington Township, Montgomery C...	<a href="#">Abington Inclusive Park and Playground</a>	Abington Township, Montgomery C...	IFB	Patricia Platt
DRAFT	Hatfield Township, Montgomery Co...	<a href="#">A New Police Station</a>	Boyle Construction, Inc.	IFB	Chad Wasilkowski
DRAFT	Capital Region Water, Dauphin Co	<a href="#">Project Number 2023-214 - Water Treatment Chemi...</a>	Capital Region Water, Dauphin Co...	IFB	Gary Peterson
DRAFT	Upper Nazareth Township, Northa...	<a href="#">Township Municipal Building Expansion</a>	Carroll Engineering	IFB	Deb Powers
DRAFT	City of Bethlehem, Northampton C...	<a href="#">2023 53 WWTP Electrical Repairs</a>	City of Bethlehem, Northampton C...	CB	Adam Herbold
DRAFT	City of Reading, Berks County	<a href="#">Landslide Removal for the City of Reading Western</a>	City of Reading, Berks County	IFB	Kevin K...

## Project Details Section

The **Details** section captures all the information from your advertisement, including project dates, project owner, project details, and any bid events. Scroll through the entire page to make sure the populated fields and content are accurate including:

- **Dates** – All project dates are accurate.
- **Reference Number** field contains the name of the Project Owner.
- **Project Title** field is the accurate name of the project.
- **Project Description** field contains the advertisement or detailed project description.
- **Project Type** is set to – **ITB** (Invitation to Bid), **IFB** (Invitation for Bid), or **RFP** (Request for Proposal).
- **Owner** is set to the correct internal contact.
- **Visibility** is set to **Public** (unless your project is a **Private** or **Invitation Only** bid).
- **Events** – If your project has a prebid event review the Event details.

[Back to Projects](#)

*i* Details

Files (0)

Messages (0)

Approvals

Evaluation Groups

People

Requested Information

Criteria (0 pts)

Multi-Category Decisions

Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.
 [Publish Project](#)

### Township Municipal Building Expansion

DRAFT
 Upper Nazareth Township, Northampton County
 IFB
 Deb Powers
 Carroll Engineering

Current Spend
 New Spend
 Target Savings
 Actual Savings

*i* Details
 Strategic Sourcing

Project Name

Township Municipal Building Expansion

Owner

Deb P

dpowers@carrollengineering.com

Project Description

Bids will be received online by Upper Nazareth Township via PennBid until 11:00 AM prevailing time on Tuesday, November 21, 2023, for the following: "TOWNSHIP MUNICIPAL BUILDING EXPANSION" UPPER NAZARETH TOWNSHIP, NORTHAMPTON COUNTY, PA The project consists of improvements to the existing Township Municipal Building, including new restrooms, a new supervisor's meeting room, a new vestibule, and all other associated work listed herein and as indicated on the plans. All documents and details are available electronically at PennBid –

Page: 2

info@PennBid.net | (610) 693-4769


 **Requested Information**



 **Criteria** (0 pts)

 **Multi-Category Decisions**

 **Vendor Invites**

supervisor s meeting room, a new vestibule, and all other associated work listed herein and as indicated on the plans. All documents and details are available electronically at PennBid – <https://pennbid.bonfirehub.com>. A non-mandatory Pre-Bid Meeting will be held at 10:00 AM on Thursday, November 2, 2023, at the Township Municipal Building, 100 Newport Avenue, Nazareth, PA. Each bid must be accompanied by a certified check drawn to the order of Upper Nazareth Township or a Bid Bond in favor of Upper Nazareth Township at 10% of the total bid price. Said check or bond shall be subject to the conditions in the Instructions to Bidders. The work in connection with this project constitutes Public Works by a Public Body under the Pennsylvania Prevailing Wage Act. Bidders are advised that prevailing minimum wage rates, promulgated by the Pennsylvania Secretary of Labor, must be paid to workers employed on this project. No bid may be withdrawn within sixty (60) days of the bid opening date. Upper Nazareth Township reserves the right to reject any and all bids and to waive any bidding informalities.

**Public Document Takers**    
**Submission Type:** Excel Submission

**Multi-Category Decisions**    
**Rank Analysis** 

**Advanced Algorithms**    
**Subcontractor Listing** 

**Consensus Scoring** 

**Current Spend**  
-

**Target Savings**  
-

**Budget**  
-

**New Spend**  
-



## Events


Status	Event Name	Event Privacy	Location	Description	Dates	Mandatory
ONGOING	Open Date	N/A	Online Portal	Posting date for the Opportunity	Oct 23rd 2023, 9:00 AM EDT	N/A
UPCOMING	Questions Due Date	N/A	Online Portal	Deadline to submit Questions	Nov 14th 2023, 4:00 PM EST	N/A
UPCOMING	Close Date	N/A	Online Portal	Deadline for Submissions	Nov 21st 2023, 11:00 AM EST	N/A
UPCOMING	Evaluate By Date	N/A	Online Portal	Deadline to evaluate Project Submissions	Nov 28th 2023, 5:00 PM EST	N/A
PASSED	Pre-Bid Meeting	Public	Township Municipal Building, 100 Newport Avenue, Nazareth, PA	A non-mandatory Pre-Bid Meeting will be held at 10:00 AM on Thursday, November 2, 2023, at the Township Municipal Building, 100 Newport Avenue, Nazareth, PA.	Nov 2nd 2023, 10:00 AM EDT	No

## Files Section

Select the **Files** section. You will upload all final versions of project documents here to be available to bidders to download. This includes, but is not limited to: the advertisement, plans, specs, instructions to bidders, blank required documents for bidders to fill out, etc.

**Note:** We recommend uploading regular documents in PDF format, as these can't be altered in any way.

There are 3 tabs here including **Internal Files**, **Public Files**, and **Attached Files from Messages**. All files meant for public (vendor/bidder) view and download must be uploaded into the **Public Files** tab.


610-693-4769
Community
Projects
Vendors
Insights
Manage
Portal
Gary Peterson  
PennBid

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.
Publish Project

Township Municipal Building Expansion

Internal Files (0)
Public Files (0)
Attached Files from Messages (0)

Public Files (0)
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.

Search


File	Type	Description	Added By	Date	Actions

To add files for bidders, click on the **Public Files** tab and then click the blue **Upload** button on the right of the screen. Simply drag your files straight into the “Drag and Drop Files Here” box or browse files from your computer.

**Note:** Files will auto sort alpha numerically; please label accordingly and/or upload zip files to create a fixed file organization structure.

 **PENNBID**  
610-693-4769


CommunityProjectsVendorsInsightsManagePortal

 Gary Peterson  
PennBid

### Township Municipal Building Expansion

Upload Public Files

CancelUpload

 Drag and drop files here, or [browse files](#)

## Evaluation Groups Section

Within an MCD project there will be two (2) **Evaluation Groups**.

- **Technical Evaluation** for bidder submitted content including: **Requested Documents**, **Requested Data**, and **Requested Questionnaires**.
- **Pricing Evaluation** for all **Requested BidTables** required for your project.

Make sure that all of your pricing **BidTables** are assigned to **Evaluation Group 2 - Pricing Evaluation**.

- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups**
- People
- Requested Information
- Criteria (0 pts)
- Multi-Category Decisions
- Vendor Invites

### Township Municipal Building Expansion

[Manage](#)


○ Evaluation Groups

**Evaluation Group 1 - Technical Evaluation**

Requested Information (7)	Criteria (0)
<p><u>Requested Documents</u></p> <p>Upload Bid Bond Here - PDF (.pdf)</p> <p>Upload Required Documents Here - Any (.*)</p> <p><u>Requested Data</u></p> <p>Enter Individual Submitting First and Last Name - (Text)</p> <p>Enter Individual Submitting Title - (Text)</p> <p><u>Requested Questionnaires</u></p> <p>Bidder Acknowledgements (Q-29LV)</p> <p>↳ 1 - Bidder Acknowledgments</p>	

**Evaluation Group 2 - Pricing Evaluation**

Requested Information (4)	Criteria (0)
<p><u>Requested BidTables</u></p> <p>Electrical Construction Pricing (BT-18OS)</p> <p>General Construction Pricing (BT-18IQ)</p> <p>Mechanical Construction Pricing (BT-59GU)</p> <p>Plumbing Construction Pricing (BT-25HM)</p>	<p>B - Electrical Construction Pricing (BT-18OS)</p> <p>C - General Construction Pricing (BT-18IQ)</p> <p>D - Mechanical Construction Pricing (BT-59GU)</p> <p>E - Plumbing Construction Pricing (BT-25HM)</p>

 610-693-4769

Community **Projects** Vendors Insights Manage Portal

Gary P. PennBid

[Back to Projects](#)

Details

Files (0)

Approvals

**Evaluation Groups**

Requested Information

Criteria (0 pts)

Multi-Category Decisions

Vendor Invites

## MCD Template

Evaluation Groups

Requested Documents

Upload Bid Bond

Upload Required Documents

Upload Additional Documents

Requested Data

Enter Individual Submitting Information

Enter Individual Submitting Title - (Text)

Enter Individual Submitting Email and Phone - (Text)

Criteria (0)

Manage

Manage Evaluation Groups

Hide

Group Number	Group Name	
1	Technical Evaluation	Remove
2	Pricing Evaluation	Remove

Add Evaluation Group

NEED HELP?

 Learn more about Evaluation Groups at the [Bonfire Help Center](#)

Page: 7

info@PennBid.net | (610) 693-4769

## People Section


Select the **People** section. This is where you will add individuals to be **Reviewers, Advisors,** or **Observers** of your project.

**Reviewers** – Can view basic components of the project and is **required for anyone who is reviewing /evaluating submitted bids**, bid information, score criteria, and read documents assigned to their **Evaluation Groups**.

\* This is the most commonly selected role and one **Reviewer must be included to Release** (or open) the bid.

**Advisors** – Have the same functions as reviewers but only with projects that they have been specifically invited to.

**Observers** – Can view all components of a project draft or a published project including all the scores. Project observer is a read-only role.



[Community](#)
[Projects](#)
[Vendors](#)
[Insights](#)
[Manage](#)
[Portal](#)

Gary P. PennBid

[Back to Projects](#)

Details

Files (0)

Messages (0)

Approvals

Evaluation Groups

People

Requested Information

Criteria (0 pts)

Multi-Category Decisions

Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.

Publish Project

Township Municipal Building Expansion

Reviewers (1)

Advisors (0)

Editors (0)

Observers (0)

Reviewers

Role Overview

Manage

Reviewers will not be invited to this project until this draft is published.

Show/Hide

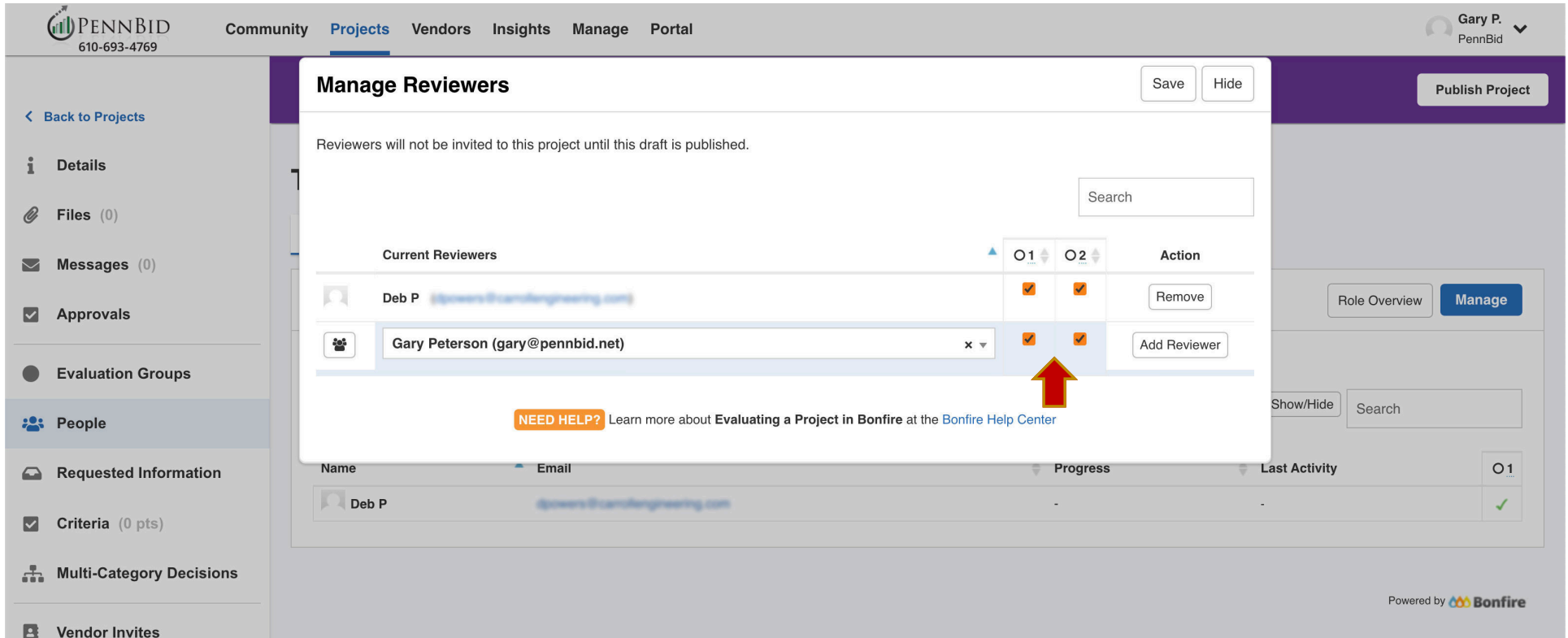
Search

Name	Email	Progress	Last Activity	O 1	O 2
Deb P	dpowers@camdenengineering.com	-	-	✓	✓

Powered by Bonfire

Page: 8

info@PennBid.net | (610) 693-4769



**Manage Reviewers** [Save] [Hide]

Reviewers will not be invited to this project until this draft is published.

Search

Current Reviewers		O1	O2	Action
	Deb P ( <a href="#">dpeters@cardengineering.com</a> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Remove]
	Gary Peterson ( <a href="#">gary@pennbid.net</a> )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Add Reviewer]

**NEED HELP?** Learn more about **Evaluating a Project in Bonfire** at the [Bonfire Help Center](#)

Name	Email	Progress	Last Activity	O1
	Deb P ( <a href="#">dpeters@cardengineering.com</a> )	-	-	<input checked="" type="checkbox"/>

Powered by Bonfire

By clicking on the blue **Manage** button, you will be able to add **People** and assign their **Roles** to your project. Make sure you select the correct **Evaluation Group** for every **Person** added.

## Requested Information Section

Select the **Requested Information** section. There are 3 tabs here including **Requested Information**, **BidTables**, and **Questionnaires**. This screen contains all the required information for the bidders to complete their bid submission.

In the **Requested Information** tab make sure each item is correctly labeled as **REQUIRED** or **OPTIONAL**. Also verify that all items are assigned to an **Evaluation Group**. Once the **Requested Information** tab has been checked, select the **BidTables** tab.

[Back to Projects](#)

- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information**
- Criteria (0 pts)
- Multi-Category Decisions
- Vendor Invites

### MCD Template

Requested Information (11)
BidTables (4)
Questionnaires (1)

Requested Information
Manage

Add: Requested Document Requested Questionnaire Requested BidTable Requested Data


Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O 1	O 2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	Yes	Actions	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	Yes	Actions	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	Yes	Actions	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Actions	✓	
Supporting Documents	Upload Required Documents Here	PDF (.pdf)	REQUIRED	Yes	Yes	Actions	✓	
Supporting Documents	Upload Additional Documents Here	PDF (.pdf)	OPTIONAL	Yes	Yes	Actions	✓	
Acknowledgements	Bidder Acknowledgements (Q-29LV)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	Yes	Actions		
N/A	↳ 1 - Bidder Acknowledgments	N/A		N/A	N/A		✓	
Pricing Section	Electrical Construction Pricing (BT-18OS)	Excel (.xlsx) BidTable	REQUIRED EC	N/A	Yes	Actions		✓
Pricing Section	General Construction Pricing (BT-18IQ)	Excel (.xlsx) BidTable	REQUIRED GENERAL CONSTRUCTION	N/A		Edit Delete		✓
Pricing Section	Mechanical Construction Pricing (BT-59GU)	Excel (.xlsx) BidTable	REQUIRED MC	N/A				✓
Pricing Section	Plumbing Construction Pricing (BT-25HM)	Excel (.xlsx) BidTable	REQUIRED PC	N/A	Yes	Actions		✓






## Questionnaires Tab

The bidder acknowledgment(s) or **Questionnaires** related to your project are located here. Click the **Actions** button to the right of any **Questionnaire** to review it. Click **Edit** from the drop-down menu to enter editing mode for each **Questionnaire**. Review all bidder acknowledgments and questions for accuracy.



610-693-4769

[Community](#)
[Projects](#)
[Vendors](#)
[Insights](#)
[Manage](#)
[Portal](#)



Gary P. PennBid

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.

[Publish Project](#)

[Back to Projects](#)

[Details](#)

[Files \(0\)](#)

[Messages \(0\)](#)

[Approvals](#)

[Evaluation Groups](#)

[People](#)

[Requested Information](#)

[Criteria \(0 pts\)](#)

[Multi-Category Decisions](#)

[Vendor Invites](#)


### Township Municipal Building Expansion

[Requested Information \(8\)](#)
[BidTables \(4\)](#)
[Questionnaires \(1\)](#)

#### Questionnaires

[Create](#)

Ref. #	Title	# Question Sets	# Questions	Total Points	Requested From Vendors	Actions
Q-56JZ	Bidder Acknowledgements	1	15	0 pts	YES	<a href="#">Actions</a>





















Powered by  Bonfire

## Bidder Acknowledgments (Q-56JZ)

[Edit Questionnaire](#)
[Delete Questionnaire](#)
[Download Questionnaire](#)

### Question Set 1: Acknowledgments

[Edit Question Set](#)
[Delete Question Set](#)
[Add Question Set](#)
[+ Add Question](#)
[+ Add Subset](#)
[Bulk Import Questions](#)
[Bulk Edit Questions](#)

	#	Question	Scoring Instructions	Vendor Response Options	Points	Pre-Defined Response Auto-Score Values	Actions
	No Subset (15 Questions)				/ 0 pts		
<input type="checkbox"/>	1.0.1	I agree, if this Bid is accepted, ...			Info Only		 
<input type="checkbox"/>	1.0.2	I accept all of the terms and co...			Info Only		 
<input type="checkbox"/>	1.0.3	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.4	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.5	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.6	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.7	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.8	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.9	In submitting this Bid, I represe...			Info Only		 
<input type="checkbox"/>	1.0.10	In submitting this Bid, I represe...			Info Only		 

Sample Questionnaire in Edit mode

## Multi-Category Decisions Section

**Categories & Items** –Make sure that **Categories & Items** are set to **Contract**, and that all contracts related to your project are listed and correctly assigned. New **Categories** are added by clicking the **Create Category** button.

[Back to Projects](#)

- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (0 pts)
- Multi-Category Decisions**
- Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.
Publish Project

### Township Municipal Building Expansion

Multi-Category Decisions

1. Categories & Items

2. Decisions

Contract

Actions

Search

Item Name	Actions
CONTRACT → ELECTRICAL CONSTRUCTION	Actions
CONTRACT → GENERAL CONSTRUCTION	Actions
CONTRACT → MECHANICAL CONSTRUCTION	Actions
CONTRACT → PLUMBING CONSTRUCTION	Actions


Create Category

**Decisions** –Make sure all **Contracts** are also listed here. The **Decisions** allow you to map contracts to the **Categories** associated with your project. New **Decisions** are added by clicking the **Create Decision** button.

[Back to Projects](#)


- [Details](#)
- [Files \(0\)](#)
- [Approvals](#)
- [Evaluation Groups](#)
- [Requested Information](#)
- [Criteria \(0 pts\)](#)
- [Multi-Category Decisions](#)**
- [Vendor Invites](#)

## MCD Template

 **Multi-Category Decisions**


1. Categories & Items
2. Decisions

Decision	Project Link	Actions
<div>CONTRACT → ELECTRICAL CONSTRUCTION</div>	-	<div>Actions ▾</div>
<div>CONTRACT → GENERAL CONSTRUCTION</div>	-	<div>Actions ▾</div>
<div>CONTRACT → MECHANICAL CONSTRUCTION</div>	-	<div>Actions ▾</div>
<div>CONTRACT → PLUMBING CONSTRUCTION</div>	-	<div>Actions ▾</div>

Powered by  **Bonfire**


## Vendor Invites Section

Select the **Vendor Invites** section. This is where **Commodity Codes** will be entered by the PennBid team. This will “invite” the appropriate Vendors/Bidders to submit for your project based on the **Commodity Codes** vendors selected when they registered with PennBid.



610-693-4769

[Community](#)
[Projects](#)
[Vendors](#)
[Insights](#)
[Manage](#)
[Portal](#)



Gary P.  
PennBid

[Back to Projects](#)

Details

Files (0)

Messages (0)

Approvals

Evaluation Groups

People

Requested Information

Criteria (0 pts)

Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.

Publish Project

### Township Municipal Building Expansion

Commodity Codes

Invite Vendors

#### Commodity Codes

Click a code to expand, or search by code or keyword to find codes.

Code Set:
UNSPSC

Code:
Keyword:

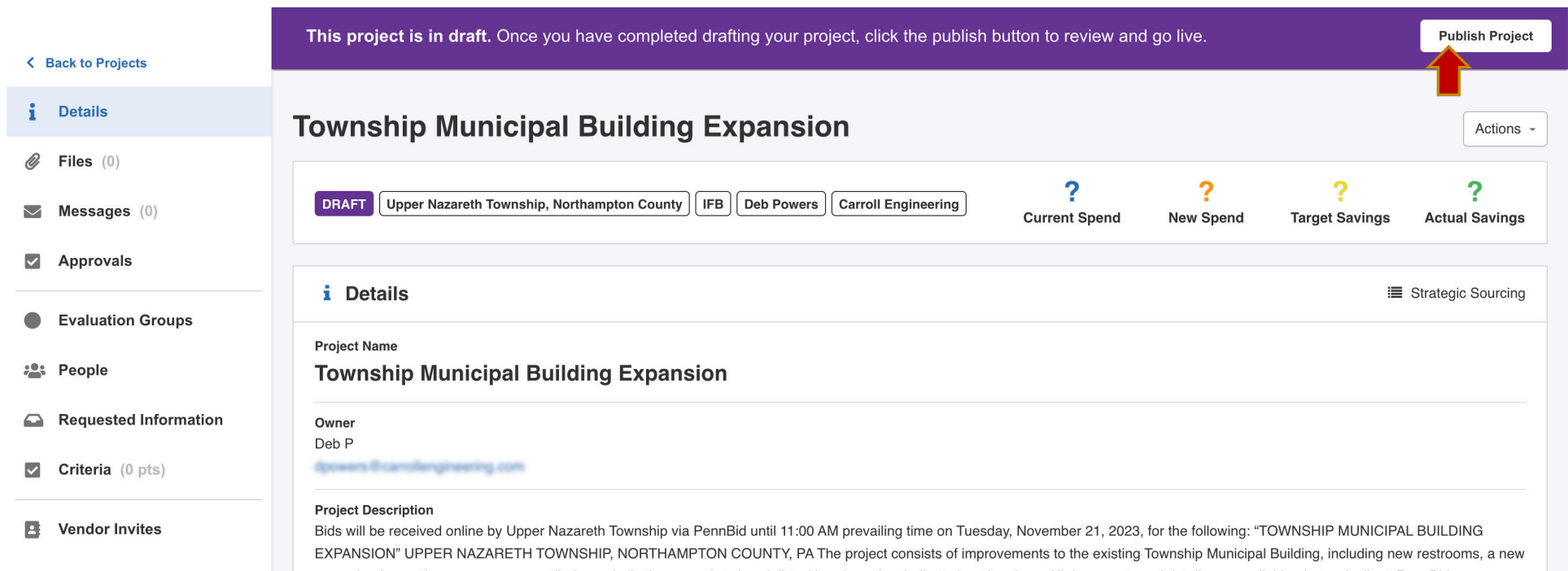
Q
Reset

Code	Title	Description	Add
10 <a href="#">↕</a>	<a href="#">Live Plant and Animal Material and Accessories and Supplies</a>	<a href="#">This segment includes live, wild and domesticated, seeds and plants an...</a>	<a href="#">+</a>
11 <a href="#">↕</a>	<a href="#">Mineral and Textile and Inedible Plant and Animal Materials</a>	<a href="#">This segment includes unprocessed materials such as stone, soil and or...</a>	<a href="#">+</a>
12 <a href="#">↕</a>	<a href="#">Chemicals including Bio Chemicals and Gas Materials</a>	<a href="#">This segment includes inorganic and organic chemicals and compounds...</a>	<a href="#">+</a>
13 <a href="#">↕</a>	<a href="#">Resin and Rosin and Rubber and Foam and Film and Elastomeric Materi...</a>	<a href="#">This segment includes rubber and plastic material, including elastomers ...</a>	<a href="#">+</a>
14 <a href="#">↕</a>	<a href="#">Paper Materials and Products</a>	<a href="#">This segment includes paper used for commercial printing, forms, envel...</a>	<a href="#">+</a>
15 <a href="#">↕</a>	<a href="#">Fuels and Fuel Additives and Lubricants and Anti corrosive Materials</a>	<a href="#">This segment includes natural occurring gases and processed materials ...</a>	<a href="#">+</a>

## Getting Ready to Go Live

Now that the project information has been reviewed and documents have been uploaded, the final step is to head back to the **Details** section to **Publish** your project. At the top of the **Details** screen in a purple banner, you simply click the **Publish Project** button. This will allow your project to “go live” on the **Open Date** specified in your project setup.

**Note:** If the published button is NOT CLICKED, the project will **not** go live regardless of the scheduled date and time. Once a project has been published, it cannot be unpublished.



[Back to Projects](#)

**Details**

Files (0)

Messages (0)

Approvals

Evaluation Groups

People

Requested Information

Criteria (0 pts)

Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.

**Publish Project**

### Township Municipal Building Expansion

Actions ▾

**DRAFT** Upper Nazareth Township, Northampton County IFB Deb Powers Carroll Engineering

Current Spend New Spend Target Savings Actual Savings

**Details** Strategic Sourcing

**Project Name**  
Township Municipal Building Expansion

**Owner**  
Deb P  
[dpowers@carrollengineering.com](#)

**Project Description**  
Bids will be received online by Upper Nazareth Township via PennBid until 11:00 AM prevailing time on Tuesday, November 21, 2023, for the following: “TOWNSHIP MUNICIPAL BUILDING EXPANSION” UPPER NAZARETH TOWNSHIP, NORTHAMPTON COUNTY, PA The project consists of improvements to the existing Township Municipal Building, including new restrooms, a new supervisor's meeting room, a new vestibule, and all other associated work listed herein and as indicated on the plans. All documents and details are available electronically at PennBid.

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.