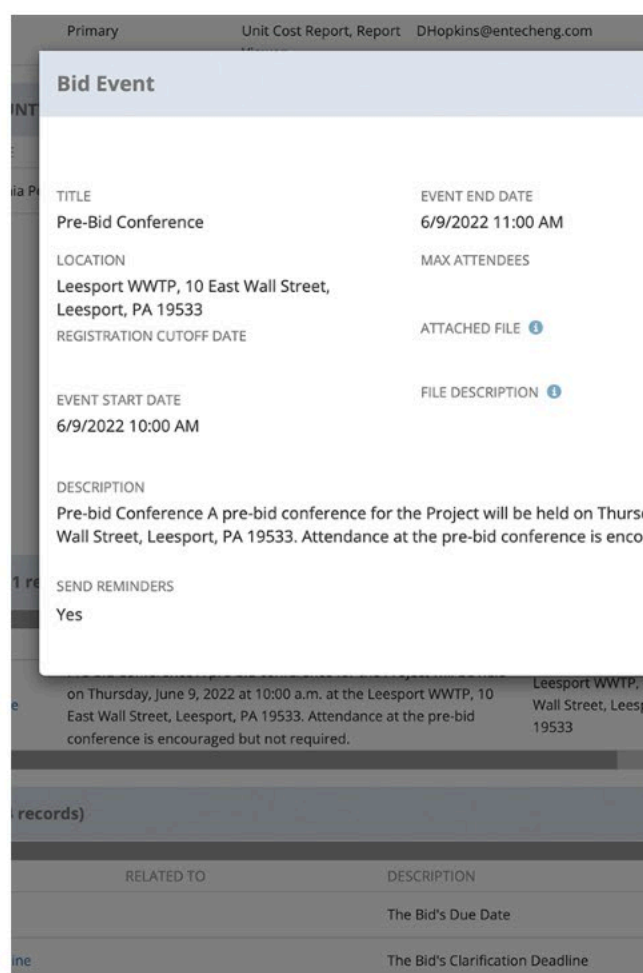


Inside This Issue...

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- PennBid tracks all activities associated with your bids within the LOG.
- PennBid accommodates the evaluation of "qualifications" and "pricing" elements separately using the Two-Step Unsealing process.
- Click "Preview" to see how the bid form will appear to bidders.
- Attendance at pre-bid meetings can be tracked.



Bid Events and Reminders

A project can have a pre-bid meeting or site visit in which bidders should/must attend. To include these Events in your project, use the "BID EVENT" feature found in the SETUP > SETTINGS tab. **Do not** add directly within the ACTIVITIES section.

The "Activities" section automatically populates any events created within the solicitation, along with other key milestones of the project, such as the Available Date, Clarifications Deadline, and Due Date.

Lastly, you can set PennBid to **send automatic Reminders** to bidders for key events within your projects such as an upcoming pre-bid meeting.

LEARN MORE ABOUT BID EVENTS

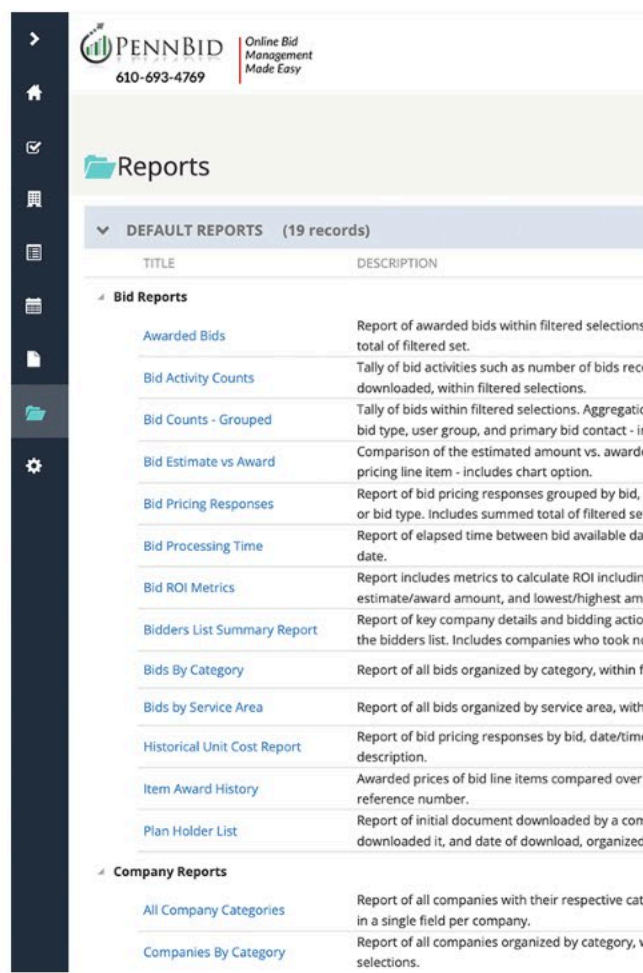
Bid Tabulations and Display Options

There are many options available as part of the bid tabulation found within the "Bid Form - Pricing" tab.

With just a mouse click, Base Bid, Optional/Alternate items and Unit Prices are automatically tabulated, organized, and made available for analysis in a variety of scenarios. Enhanced analysis tools, such as Averaging and Standard Deviation facilitate comparison of submitted bids. Further, data is easily exported with a click of a button.

LEARN MORE ABOUT BID TABULATIONS

Total Extended					\$10,421,900.00	\$13,166,607.00	\$14,026,000.00	\$15,11
BASIS OF BID					\$12,435,000.00	\$15,442,460.00	\$15,924,000.00	\$16.91
1	Mobilization/Demobilization and Project Management	Base LS	1.00	\$700,000.00 Ext.: \$700,000.00	\$924,269.00 Ext.: \$924,269.00	\$1,122,000.00 Ext.: \$1,122,000.00	\$1.48 Ext.: \$1	
2	Site Work	Base LS	1.00	\$600,000.00 Ext.: \$600,000.00	\$673,282.00 Ext.: \$673,282.00	\$600,000.00 Ext.: \$600,000.00	\$1.75 Ext.: \$1	
3	Yard Piping	Base LS	1.00	\$450,000.00 Ext.: \$450,000.00	\$635,195.00 Ext.: \$635,195.00	\$557,000.00 Ext.: \$557,000.00	\$53 Ext.: \$53	
4	Influent Pump Station Addition Construction	Base LS	1.00	\$400,000.00 Ext.: \$400,000.00	\$461,836.00 Ext.: \$461,836.00	\$525,000.00 Ext.: \$525,000.00	\$73 Ext.: \$73	
5	Influent Pumps	Base LS	1.00	\$325,000.00 Ext.: \$325,000.00	\$539,780.00 Ext.: \$539,780.00	\$425,000.00 Ext.: \$425,000.00	\$27 Ext.: \$27	
6	Influent Screen	Base LS	1.00	\$300,000.00 Ext.: \$300,000.00	\$318,079.00 Ext.: \$318,079.00	\$325,000.00 Ext.: \$325,000.00	\$32 Ext.: \$32	
7	Horizontal Directional Drilling	Base LS	1.00	\$150,000.00 Ext.: \$150,000.00	\$216,496.00 Ext.: \$216,496.00	\$196,000.00 Ext.: \$196,000.00	\$14 Ext.: \$14	
8	Headworks Building Construction	Base LS	1.00	\$500,000.00 Ext.: \$500,000.00	\$532,315.00 Ext.: \$532,315.00	\$503,000.00 Ext.: \$503,000.00	\$78 Ext.: \$78	
9	Grit Removal System	Base LS	1.00	\$300,000.00 Ext.: \$300,000.00	\$568,516.00 Ext.: \$568,516.00	\$325,000.00 Ext.: \$325,000.00	\$30 Ext.: \$30	



Report Customizing & Exporting

Do you know the stats, facts, and analytics about your projects or solicitations? How about number of bids received, number of bidders, who received contracts, award values over time, estimate vs. awarded costs? PennBid's **Reports** is a powerful feature offering a suite of customizable reports that can be exported as either a .pdf or Excel file.

WATCH A SHORT VIDEO ON REPORTS



Coffee Corner Question



Sub-totaling of bid form line items can be achieved by utilizing what feature?

The first person to email the correct answer to outreach@PennBid.net wins a Dunkin Gift Card.

Congratulations to last month's winner: **Vicki Adams from Barry Isett & Associates**. Vicki correctly answered that there are two (2) different views possible from the Analysis/Pricing tab: Cross Tab, and List views.

For more useful tips and pointers, including training videos and "quick-guides", please visit the [Resource Center](#) on our website at www.pennbid.net.

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