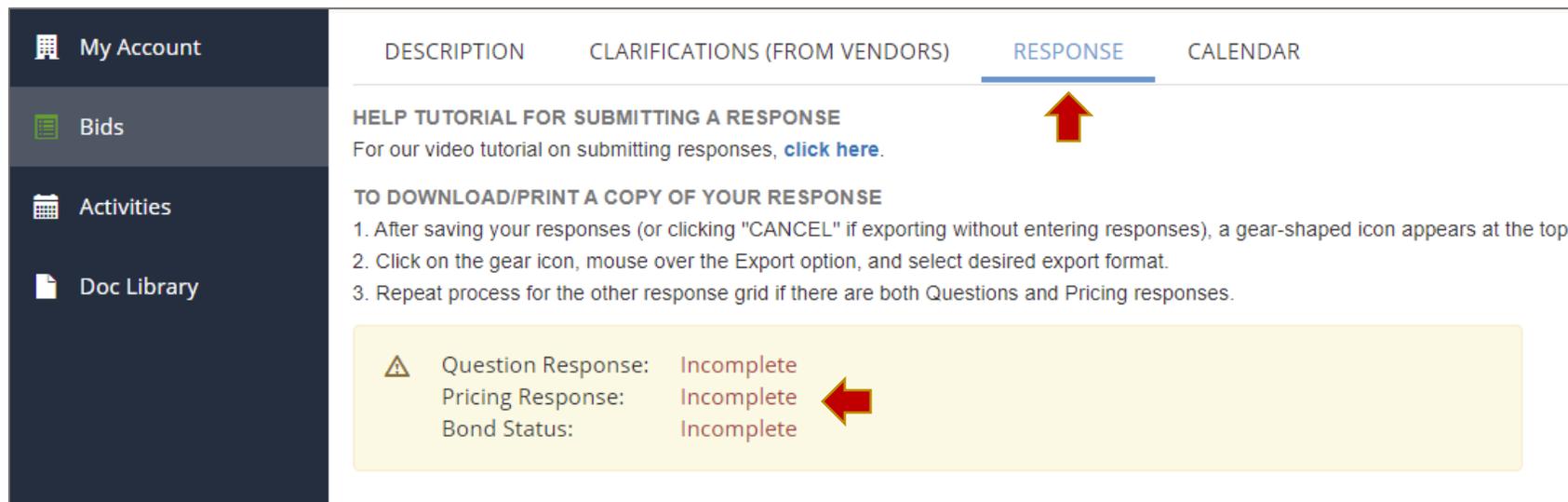


# HOW TO SUBMIT A BID

*Bid Submission – The process of completing all required fields, uploading all mandatory documents, and submitting the proposed bid prior to the project due date & time.*

## Getting Started

Once you log in to your PennBid account, open the desired solicitation. On the top toolbar, click the **RESPONSE** tab. The “Question Response,” “Pricing Response,” and (if applicable) “Bond Status” items will be shown in red as **Incomplete**. All sections must change to **Complete** for you to submit your bid successfully.



The screenshot displays the PennBid user interface. On the left is a dark sidebar with navigation options: My Account, Bids, Activities, and Doc Library. The main content area has a top toolbar with four tabs: DESCRIPTION, CLARIFICATIONS (FROM VENDORS), **RESPONSE** (highlighted with a blue underline and a red arrow pointing up), and CALENDAR. Below the tabs, there are two sections: "HELP TUTORIAL FOR SUBMITTING A RESPONSE" with a "click here" link, and "TO DOWNLOAD/PRINT A COPY OF YOUR RESPONSE" with three numbered steps. At the bottom, a yellow box contains a status summary: "Question Response: Incomplete", "Pricing Response: Incomplete", and "Bond Status: Incomplete". A red arrow points left towards the "Incomplete" status of the Pricing Response.



## Questions

The **QUESTIONS** tab contains bidder acknowledgements and spots to upload documents. Be sure to read the acknowledgements thoroughly and respond appropriately. Upload the documents pertinent to the project by either attaching each file separately (you cannot have more files than upload spots available) or combining documents and uploading as one file (can be a zip file). If the upload spot has a specified document name, be sure to upload only that document in the designated space.

QUESTIONS	PRICING	BID BOND	
<b>QUESTION RESPONSE (5 records)</b> <span>Edit ⚙</span>			
REFERENCE NUMBER	QUESTION	RESP...	RESPONSE
<b>Supporting Documents</b>			
Support Doc 1	Upload Supporting Document(s)	No	
Support Doc 2	Upload Supporting Document(s)	No	
Support Doc 3	Upload Supporting Document(s)	No	
Support Doc 4	Upload Supporting Document(s)	No	
<b>Bidder Acknowledgements</b>			
1	The Bidder hereby acknowledges the receipt of the following Addendum, if any, distributed by the Professional: Enter Addendum Number and Date(s)	Yes	No Addenda

Once you finish addressing the acknowledgements and uploading documents, be sure to click “Save” on the top blue bar. Your answers will remain recorded, and the “Question Response” status will switch from **Incomplete** to **Complete** – REMEMBER TO SUBMIT.

⚠ Question Response: **Complete - REMEMBER TO SUBMIT**  
Pricing Response: **Incomplete**  
Bond Status: **Complete - REMEMBER TO SUBMIT**



## Pricing

The **PRICING** tab contains all the line items, including but not limited to lump sum, unit prices, allowances, base bid items and alternates for the project. Each line will start out pink, but the highlighted section will turn white after that unit price has been populated.

**IMPORTANT:** Please remember to only include the **UNIT PRICE**, not the extended price. PennBid will do the math automatically and multiply your unit price by the quantity specified on the bid form.

REFERENCE NUMBER	TYPE	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	USER FIELD 1	USER FIELD 2	U
<b>Default Item Group</b>								
1	Base	1.5" - 2 " mill to maintain driveway reveal, cross slope, drain gutters, and prep for overlay	SY	3,529.00	\$ <input type="text"/>	*	North Green Street	
2	Base	Misc. pavement removal to stone base as needed for patching	SY	50.00	\$ <input type="text"/>	*	North Green Street	
3	Base	Superpave 19 mm Base Course (3") - misc. patching as needed	Ton	50.00	\$20.0000	*	North Green Street	
4	Base	Superpave 9.5 mm Scratch Course (0.5" average)	Tons	103.00	\$3.0000	*	North Green Street	
5	Base	Superpave 9.5 mm Wearing (1.5")	Tons	308.00	\$ <input type="text"/>	*	North Green Street	
6	Base	Provide and place 2A Stone Subbase (6") - misc. patching	Tons	40.00	\$12.0000	*	North Green Street	
7	Base	ADA Ramp South East Corner of East Broad Street and North Green Street	LS	1.00	\$ <input type="text"/>	*	North Green Street	
	Base	ADA Ramp South West Corner of East Broad Street	LS	1.00	\$24.0000	*	North Green Street	

Once you finish adding all your unit prices, be sure to click “Save” on the top blue bar. Your answers will remain recorded, and the “Question Response” status will switch from **Incomplete** to **Complete** – REMEMBER TO SUBMIT.



## Bid Bond

If a bid bond is required on the project, the **BID BOND** tab will appear to the right of the **PRICING** tab. Click the gray “Edit” button and then a “Cancel” and “Save” button will appear above a “Choose File” button. Click the “Choose File” button and find your bid bond document. Highlight the document and click “Open.”

QUESTIONS PRICING **BID BOND**

**This bid requires that you include a bid bond with your submission. Please upload a copy of the bid bond.**

**Bid Bond Requirement: 10.00%**

Cancel Save 

ATTACHED FILE  
*Pennsylvania-COUNTY MAP.jpg* previously uploaded 

No file selected.

FILE DESCRIPTION

The file name should appear next to the “Choose File” button. You can choose to add a “File Description,” or you can leave this field blank. Click the “Save” button to attach the file. The file will remain uploaded, and the “Bond Status” will switch from **Incomplete** to Complete – REMEMBER TO SUBMIT.



## Reviewing & Submitting

All required information is now satisfied. Each section should be marked as **Complete – REMEMBER TO SUBMIT**. The left yellow box with the explanation point triangle has turned into a green box with a checkmark circle. The right box is still yellow and says, **“Your bid has not been submitted.”**

TO DOWNLOAD/PRINT A COPY OF YOUR RESPONSE

1. After saving your responses (or clicking "CANCEL" if exporting without entering responses), a gear-shaped icon appears at the top of the Questions and Pricing response grid.
2. Click on the gear icon, mouse over the Export option, and select desired export format.
3. Repeat process for the other response grid if there are both Questions and Pricing responses.

✔ Question Response:	Complete - REMEMBER TO SUBMIT
Pricing Response:	Complete - REMEMBER TO SUBMIT
Bond Status:	Complete - REMEMBER TO SUBMIT

⚠ Withdrawn by Freddy Lutz 5/21/2021 8:50 AM

You must Complete all required responses AND Submit your bid before it is accepted. You may resubmit your bid at any time up to the published closing date and time. If you are uploading documents as part of your bid, please allow sufficient time to complete the upload of required documents. **You will receive an email confirmation upon successful bid submission.**

[Submit Bid](#) **Your bid has not been submitted.**

Prior to submission, we highly recommend you review the **QUESTIONS**, **PRICING** and **BID BOND** tabs for accuracy. Once satisfied, click the orange **Submit Bid** button. A pop up with terms and condition will appear on the screen. Read through the text and then either select **“I Do Not Accept”** or **“I Accept and Submit this Bid.”**

**Submit Bid**

I certify that I am authorized to submit this bid on behalf of my company. Unless I am awarded a contract under this solicitation, I understand that there are no fees. There are also no fees for awards less than \$21,300. If I am awarded a contract under this solicitation (greater than \$21,300), I agree to pay the PennBid award fee of 1/3 of 1% (.0033) of contract value for Fixed Fee Contracts or 1/6th of 1% (.00166) of contract value for Term Contracts plus tax. Minimum award fee is \$100. All fees are capped. I acknowledge my acceptance of the PennBid agreement as part of my registration and use of this Program.

[I Do Not Accept](#) [I Accept and Submit this Bid](#)

If you accept and submit, you will receive an email with a bid confirmation number.



## Review

Once you have submitted your bid, the previously yellow box on the right will now be green with a checkmark circle and two orange buttons will appear at the bottom. Submission information, including the contact's name, date and time will be recorded for your records.

DESCRIPTION    BID DOCUMENTS    CLARIFICATIONS (FROM VENDORS)    **RESPONSE**    BIDDERS    CALENDAR

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HELP TUTORIAL FOR SUBMITTING A RESPONSE  
For our video tutorial on submitting responses, [click here](#).

TO DOWNLOAD/PRINT A COPY OF YOUR RESPONSE

1. After saving your responses (or clicking "CANCEL" if exporting without entering responses), a gear-shaped icon appears at the top of the Questions and Pricing response grid.
2. Click on the gear icon, mouse over the Export option, and select desired export format.
3. Repeat process for the other response grid if there are both Questions and Pricing responses.

✔ Question Response: Complete  
Pricing Response: Complete  
Bond Status: Complete

✔ You may withdraw your bid up to the bid's stated due date and time.  
Submitted by Freddy Lutz 5/21/2021 12:40:39 PM

[Withdraw and Delete Bid](#)   [Withdraw and Edit Bid](#)

QUESTIONS   PRICING   BID BOND

▼ PRICING LINE ITEM RESPONSES (12 records) ⚙

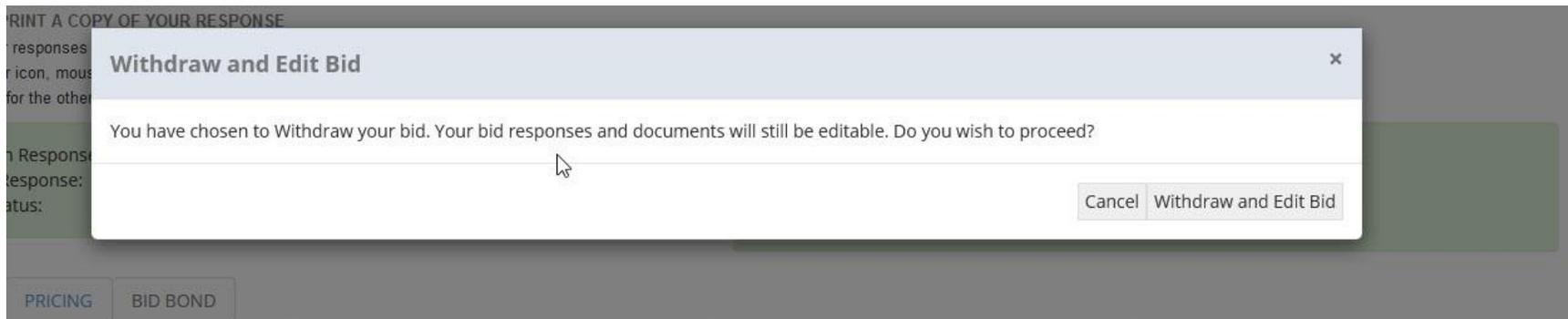
TOTAL SUM: \$27,477.00



## Editing Your Bid

You can edit your bid at any time prior to the project due date/time. If you need to modify any part of your submitted bid, click the orange **Withdraw and Edit Bid** button. A window will pop up to confirm that you do want to withdraw your current bid and make edits. If you click “Withdraw and Edit Bid,” you can make as many modifications as necessary before re-submitting.

**IMPORTANT:** You must re-submit your bid after you finish making edits. You will receive an email with a unique confirmation number for this new submission.





## Withdrawing Your Bid

You can withdraw your bid at any time prior to the project due date/time. If you need to withdraw your submitted bid, click the orange **Withdraw and Delete Bid** button. A window will pop up to confirm that you do want to withdraw and delete. If you click the “Withdraw and Delete Bid” button, your bid submission will be deleted, and your bid will not remain recorded.

