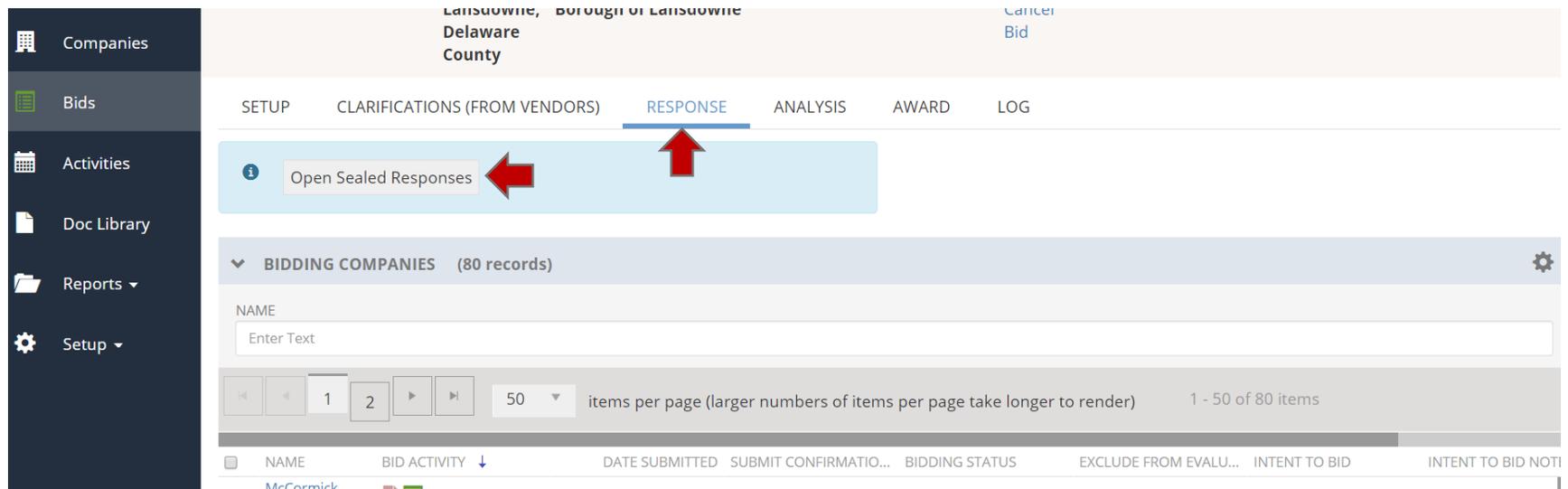


OPENING BIDS AND DISPLAYING RESULTS

Opening bids in PennBid is a quick and easy process that offers comprehensive access to bid information and documents submitted by bidders.

Opening Bids

On the RESPONSE tab in your project, you will find a button labeled “Open Sealed Responses.” There may be two buttons, depending on the type of unsealing (One-Step Unsealing or Two-Step Unsealing) you selected on the Setup screen. Clicking the button(s) will unseal the bids. The system will automatically date and time stamp this action.



The screenshot displays the PennBid web application interface. On the left is a dark sidebar with navigation options: Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area shows a project titled "Lansdowne, Borough of Lansdowne Delaware County" with a "Cancel Bid" link. Below the project title are tabs for SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE (highlighted in blue), ANALYSIS, AWARD, and LOG. A light blue banner contains an information icon and the text "Open Sealed Responses", with a red arrow pointing to the button. Below this is a section for "BIDDING COMPANIES (80 records)" with a search input field labeled "NAME" containing "Enter Text". A pagination bar shows "1" selected, "2" next to it, and "50" items per page. At the bottom, a table header is visible with columns: NAME, BID ACTIVITY, DATE SUBMITTED, SUBMIT CONFIRMATIO..., BIDDING STATUS, EXCLUDE FROM EVALU..., INTENT TO BID, and INTENT TO BID NOTI. The first row shows the name "McCormick" and a small status icon.



As you scroll down the page, you will see your list of bidders with those who submitted a bid at the top. These bidders can be identified by the green “paper” icon within the BID ACTIVITY column. Within the PRINTABLE VIEW column is a print-friendly bid form for each bidder. The BID BOND DOCUMENT column contains the bid bond/security uploaded while the column labeled DOWNLOAD RESPONSE DOCS contains a shortcut link that will download all documents uploaded by each bidder, including the Bid Bond/Security, and other supporting files.

Activities	COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATION NUMBER	BID BOND DOCUMENT	DOWNLOAD RESPONSE DOCS	PRINTABLE VIEW
Doc Library	Ligonier Construction	 	9/2/2020 11:47 AM	B1A7A2DFAE5	Bid Bond.pdf 	download 	view 
Reports	Guyer Brothers Inc.		9/2/2020 11:30 AM	92430AC11CB	lakemont park bid bond.pdf	download	view
Setup	Charles J. Merlo, Inc	 	9/2/2020 10:45 AM	97F35CCF5D0	Lakemont Park Pond Mechanical Dredging Bid Bond.pdf	download	view
	Glenn O. Hawbaker, Inc.		9/2/2020 10:23 AM	00C97C8851B	BID BOND.pdf	download	view
	Tru-Line Contractors Inc						
	Construction Journal						



Analyzing Bid Results

To begin analyzing the details associated with submitted bids, click on the **ANALYSIS** tab. The first sub-tab, **BID FORM – QUESTIONS (RFI)**, contains a tabular view of all bidder acknowledgements and responses. It also contains links to each supporting document uploaded by a bidder.

SETUP CLARIFICATIONS (FROM VENDORS) RESPONSE **ANALYSIS** AWARD LOG

BID FORM- QUESTIONS (RFI) BID FORM- PRICING

SELECT VIEW
 Cross Tab View ▼

SORT ORDER
 By Company Name Ascending ▼

AWARD SELECTED - CLICK COMPANY NAME TO SELECT
Award Selected Company

Fullscreen Export

Reference Number	Question	Response Type	Response Required	Cook's Service Company Inc	Five Star, Inc.	Gaudelli Bros Inc
DEFAULT ITEM GROUP						
1.	Uplaod the Bidder's Qualification Questionairre Here	Document	Yes	Easttown Library - Qualifi...pdf	Qualification.pdf	Qualification Questnaire.pdf
2	Upload the Bidder's Affidavit Here	Document	Yes	Easttown Library - Bidders...pdf	Bidders Affidavit.pdf	Bidders Affidavit.pdf
3	Upload the Affidavit of Non Collusion Here	Document	Yes	Easttown Library -	Non-Collusion.pdf	Affidavit of Non



To access a tabulation of prices, click on the **BID FORM – PRICING** sub-tab. The default view shows all bidders, organized from apparent low on the left to apparent high on the right, based on the total of all pricing items. You can select/unselect Base or Option bid items, which will recalculate the total and reorganize the bidders according to selected criteria. The dark green cells represent the lowest price for that line item while the light green cells represent the second-lowest price. Cells with red text represent a value that is higher than the average for that line item. If desired, Averages or Standard Deviations can be turned on or off to assist in evaluating pricing items. In the case of multi-contract or multi-prime projects utilizing the “Item Groups” feature, you can specify which groups you wish to include in the tabulation via the “Item Group” selector. Tabulations can be exported by clicking the “Export” button on the left-hand side above the grid.

SETUP CLARIFICATIONS (FROM VENDORS) RESPONSE **ANALYSIS** AWARD LOG

BID FORM- QUESTIONS (RFI) **BID FORM- PRICING**

SELECT VIEW
 Cross Tab View

DISPLAY OPTIONS
 SELECT CROSTAB
 Extended Price

SORT ORDER
 By Total Price Ascending

Fullscreen **Export**

EXTENDED PRICE ANALYSIS

FILTER OPTIONS
 TYPE
 Base Option Alternate

SHOW/HIDE OPTIONS
 Extended Estimate
 Average Std Deviation
 Show Details

SCENARIO OPTIONS
 Please choose one
 AWARD SELECTED
 Selection Total: \$0.00
 Award Lump Sum Award Selected Items

ITEM GROUP
 Supporting Documents
 RFI Questions
CONTRACT NO. 2020-01 - GENERAL/PROCESS MECHANICAL
 CONTRACT NO. 2020-02 - ELECTRICAL
 Multi-prime Acknowledgments

Reference Number	Description				Ma Hayden	G.R. Noto Electrical Construction, Inc.	North End Electric	PSI Pumping Solutions, Inc.	Pioneer Construction, Co., Inc.	AVERAGE
Bid Price Ratio					100%	91.27%	87.72%	13.94%	13.93%	
Total Extended					\$227,500.00	\$247,300.00	\$258,122.00	\$1,670,500.00	\$1,679,389.00	
CONTRACT NO. 2020-01 - GENERAL/PROCESS MECHANICAL					\$0.00	\$0.00	\$1,850.00	\$1,379,800.00	\$1,679,389.00	
1	Bonds and Insurance	Base	LS	1.00				\$35,000.00	\$27,504.00	\$31,252.00
2	Submittals	Base	LS	1.00				\$15,000.00	\$5,760.00	\$10,380.00
3	Mobilization	Base	LS	1.00				\$85,000.00	\$61,895.00	\$73,447.50
4	Site Work	Base	LS	1.00				\$2,000.00	\$37,511.00	\$19,755.50
5	Blasting, Coating, Miscellaneous Metals, and Appurtenances for East Train (Side 1)	Base	LS	1.00				\$320,000.00	\$261,100.00	\$290,550.00



To see a total of any number of cells, simply click on them to select (they will highlight with a yellow border) and the “selection total” will show in the blue box above the grid. Additionally, clicking on the “Show Details” button will include the unit prices within the tabulation.

[SETUP](#) [CLARIFICATIONS \(FROM VENDORS\)](#) [RESPONSE](#) [ANALYSIS](#) [AWARD](#) [LOG](#)

[BID FORM- QUESTIONS \(RFI\)](#) [BID FORM- PRICING](#)

SELECT VIEW
 Cross Tab View

DISPLAY OPTIONS
 SELECT CROSSTAB: Extended Price
 SORT ORDER: By Total Price Ascending
 Fullscreen Export

FILTER OPTIONS
 TYPE: Base Option Alternate
 ITEM GROUP: Please choose all that apply

SHOW/HIDE OPTIONS
 Extended Estimate
 Average Std Deviation
 Show Details

SCENARIO OPTIONS
 Please choose one
 AWARD SELECTED
 Selection Total: \$200,453.50 Award Lump Sum Award Selected Items

Extended Price Analysis

Reference Number	Description	Type	UOM	Quantity	Lehigh Valley Site Contractors A Division of H&K Group, Inc.	Grace Industries	Barwis Construction LLC	DePaul And Company Inc.	AVERAGE
Bid Price Ratio					100%	97.68%	82.49%	60.1%	
Total Extended					\$433,051.80	\$443,318.00	\$524,944.00	\$720,481.00	
BASE					\$424,946.80	\$436,368.00	\$516,161.00	\$706,991.00	
1	Mobilization and Demobilization	Base	LS	1.00	\$23,530.00 Unit: \$23,530.00	\$24,465.00 Unit: \$24,465.00	\$50,068.68 Unit: \$50,068.68	\$8,000.00 Unit: \$8,000.00	\$26,515.92
2	Clearing and Grubbing	Base	LS	1.00	\$1,230.00 Unit: \$1,230.00	\$5,875.00 Unit: \$5,875.00	\$22,000.00 Unit: \$22,000.00	\$17,000.00 Unit: \$17,000.00	\$11,526.25
3	Class 1 Excavation	Base	CY	244.00	\$25,864.00 Unit: \$106.00	\$6,121.96 Unit: \$25.09	\$9,847.84 Unit: \$40.36	\$21,228.00 Unit: \$87.00	\$15,765.45
4	Class 1B Excavation	Base	CY	378.00	\$12,096.00 Unit: \$32.00	\$11,374.02 Unit: \$30.09	\$10,848.60 Unit: \$28.70	\$44,604.00 Unit: \$118.00	\$19,730.655
5	Subbase 6" Depth (No. 2A)	Base	SY	2,175.00	\$26,535.00 Unit: \$12.20	\$33,060.00 Unit: \$15.20	\$26,426.25 Unit: \$12.15	\$52,200.00 Unit: \$24.00	\$34,555.3125
6	Superpave Asphalt Mixture Design, Base Course, PG 645-22, 3 To 10 Million ESALS, 25 mm Mix, 4 1/2" Depth	Base	SY	2,175.00	\$41,542.50 Unit: \$19.10	\$54,940.50 Unit: \$25.26	\$46,827.75 Unit: \$21.53	\$78,300.00 Unit: \$36.00	\$55,402.6875



Changing the view from “Cross-Tab View” to “Pricing Detail View” will allow you to view each bidders’ pricing submission, including unit prices.

[SETUP](#)
[CLARIFICATIONS \(FROM VENDORS\)](#)
[RESPONSE](#)
[ANALYSIS](#)
[AWARD](#)
[LOG](#)

[BID FORM- QUESTIONS \(RFI\)](#)
[BID FORM- PRICING](#)

SELECT VIEW
 Pricing Detail View 

FILTER RESPONSE DATA

AWARD SCENARIO
 Lowest Price Single Award (All Base Items) = \$433,051.80
 Lowest Price Split Award (All Base Items) = \$311,040.04

[Bid Summary Report](#)

PRICING ITEMS (4 records) [By Company](#)

Select Award Scenario Clear Award Selected 

NAME TOTAL BASE PRICE
 Lehigh Valley Site
 Contractors A \$433,051.80
 Division of H&K Group, Inc.

PRICING RESPONSES (62 records) 

TOTAL SUM:
 \$400,642.20

1 2 50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 62 items

<input type="checkbox"/>	REFERENCE NUMBER	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXT BASE PRICE	COMMENT	USER FIELD 1	USER FIELD 2	USER FIELD 3
<input type="checkbox"/>	Base Sum: \$400,642.20									
<input type="checkbox"/>	1	Mobilization and Demobilization	LS	1.00	\$23,530.00	\$23,530.00				
<input type="checkbox"/>	2	Clearing and Grubbing	LS	1.00	\$1,230.00	\$1,230.00				
<input type="checkbox"/>	3	Class 1 Excavation	CY	244.00	\$106.00	\$25,864.00				
<input type="checkbox"/>	4	Class 1B Excavation	CY	378.00	\$32.00	\$12,096.00				



Response Filters

If you wish to exclude a bidder's submission from your tabulation, you can use the Response Filter.

NOTE: Excluding a bidder's response from your tabulation does not remove their bid submission in the system.

Updating Pre-Bid Meeting Attendance

If a bidder does not attend a (mandatory) pre-bid meeting and you wish to exclude their submission from the tabulation, start by going to the [SETTINGS](#) screen and scrolling down to the "Bid Events" section.

▼ BID EVENTS (1 record)    							
<input type="checkbox"/>	TITLE	DESCRIPTION	LOCATION	ATTENDANCE REQUIRE...	VIEW EVENT REGISTRA...	EVENT START DATE	REGISTRATION CU
<input type="checkbox"/>	Mandatory Pre-Bid meeting	There will be a mandatory pre bid meeting held on October 7, 2021 at 9:00 a.m on site at Bernhart's Dam parking lot off of Little Rock Road between Spring Valley Road and Crystal Rock Road.	Bernhart's Dam parking lot off of Little Rock Road between Spring Valley Road and Crystal Rock Road	Yes	 View Registrants	10/7/2021 9:00 AM	



Click the “View Registrants” button. A pop-up window will appear with the companies that registered. You can see the number each company indicated was attending the pre-bid meeting. Click the “pencil” icon next to a company name.

BID EVENT

TITLE	EVENT END DATE	ATTENDANCE REQUIRED TO BID
Mandatory Pre-Bid meeting	10/7/2021 10:00 AM	Yes
REGISTRATION CUTOFF DATE	MAX ATTENDEES	CANCELLED
		No
EVENT START DATE	EXTERNALLY VISIBLE	
10/7/2021 9:00 AM	Yes	

▼ REGISTERED COMPANIES (4 records) Notify 						
<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		
<input type="checkbox"/>	Performance Construction Company	2	0	9/30/2021 8:34 AM		
<input type="checkbox"/>	Ecotone Inc.	1	0	10/4/2021 4:37 PM		
<input type="checkbox"/>	Aquatic Resource Restoration Company	1	0	10/6/2021 9:53 AM		



A new box with that company's registration information will pop up. By default, the "Num Attended" field will show "0." Edit the "Num Attended" field and click "Save" on the right hand side.

Cancel Save

NUMBER ATTENDING *

1

DATE REGISTERED

9/29/2021 5:01 PM

FILE DESCRIPTION

Enter Text

NUM ATTENDED *

0

ATTACHED FILE

Choose File No file chosen

REGISTERED COMPANIES (4 RECORDS)

<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		

Cancel Save

NUMBER ATTENDING *

1

DATE REGISTERED

9/29/2021 5:01 PM

FILE DESCRIPTION

Enter Text

NUM ATTENDED *

1

ATTACHED FILE

Choose File No file chosen

REGISTERED COMPANIES (4 RECORDS)

<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		



Filtering Company by Bid Activity (Before Excluding from Tabulation)

Click on the [RESPONSE](#) tab. Scroll down to view all companies that submitted a bid.

Any company with a “blue calendar” icon under “Bid Activity” has registered for the pre-bid meeting. The “light green calendar” icon indicates that you included their attendance.

Using the “Bid Activity” sort feature, select the “Attended” option so that only the companies who attended the (mandatory) pre-bid meeting remain.

Filtered by: **Company Status** ✕

NAME

BID ACTIVITY
 None Downloaded Document
 Clarification Request Submitted Bid
 System Unsubmit Vendor Unsubmit
 Bid Withdrawn Registered Attended

COMPANY STATUS
 Active Inactive

1 2 50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 84 items

COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATIO...	BOND STATUS	BID BOND DOCUMENT	COMPANY STATUS	EXCLUDE FROM EVALU...	INTERP
▶ Ecotone Inc.		10/27/2021 1:56 PM	1CBCC3E601A		Ecotone LLC - Berhart Bid Bond.pdf	Active	No	
▶ Performance Construction Company		10/27/2021 1:42 PM	52D44B45F5E		Bid Bond.pdf	Active	No	
▶ Richard E Pierson Construction Co Inc		10/27/2021 1:16 PM	7C180E6B7AC		SEST C45421102711210.pdf	Active	No	
▶ Stonewood Landshaping, Inc.		10/27/2021 12:52 PM	57086A5A21D		Scan0029.pdf	Active	No	
▶ Construction Masters Services, LLC		10/27/2021 12:01 PM	BEA70F0CE86		CM21289 Bernhart's Dam Spillway Removal Bid Bond.pdf	Active	No	
▶ Empire Services		10/27/2021 9:12 AM	7BCE17B9112		Bid Bond for Bernhart's Dam.pdf	Active	No	
▶ BrightFields, Inc.		10/27/2021 9:09 AM	39E649FDC21		bid bond.pdf	Active	No	
▶ Flyway Excavating Inc.		10/26/2021 2:29 PM	A8FAECAC7BD		Bernhart Dam Bond.pdf	Active	No	



Filtering Bid Results

To filter bid results so that you're only looking at bid submissions from companies who attended the mandatory pre-bid conference, click the "Registered" button under the [BIDDERS](#) tab. Then hover over a company that did NOT attend the mandatory event and click the "pencil" icon. In the box that pops up, select the "Exclude from Evaluation" box. Do this for each company that you wish to exclude.

Bidding Company View ×

Cancel Save

COMPANY Berg Construction, LLC	<input checked="" type="checkbox"/> EXCLUDE FROM EVALUATION	INTERNAL COMMENT <input type="text" value="Enter Text"/>
BID ACTIVITY Downloaded Document, Registered	<input type="checkbox"/> OPT OUT OF NOTIFICATION	EXTERNAL COMMENTS <input type="text" value="Enter Text"/>

Note: Excluding bidders can also be used when a bid shouldn't be considered in the overall tabulation. This may be the case if a bidder does not upload a bid bond, if they disagree to the terms and conditions, etc.

After you finish filtering, click the [ANALYSIS](#) tab. When viewing the tabulation, only the bidders who met the project requirements will be included.

Note: Excluding a bid from the tabulation does not edit or delete the bid. This process simply allows you to filter and review bids who met the requirements set forth in the project. You can reverse this action at any time and the bid submission previously excluded will become included.



Displaying Bid Results

To ensure that bid results are displayed publicly, click on the [SETUP/SETTINGS](#) tab and verify that the “Pricing Results Visibility” is set to either “Public Summary,” which will show only the company name and total base bid sum for each bidder, or to “Public Details,” which will show prices for every line item for all bidders.

 [SETUP](#) [CLARIFICATIONS \(FROM VENDORS\)](#) [RESPONSE](#) [ANALYSIS](#) [AWARD](#) [LOG](#)

[SETTINGS](#) [BID FORM- QUESTIONS \(RFI\)](#) [BID FORM- PRICING](#) [DOCUMENTS](#) [BIDDERS](#)

For our Quick-Start guides, [click here](#).

For our User Videos (password required- email info@pennbid for more information), [click here](#).

NUMBER 	STATUS	VENDOR SERVICE AREA VIEW 	Clone Delete Edit
Easttown Library	Closed to Bidding	No	
TITLE 	CLARIFICATION NOTICE 	VENDOR CATEGORY VIEW 	
HVAC Upgrades	Yes	No	
BID TYPE 	BID SUBMISSION NOTICE	EDIT LOCK 	
Fixed Fee Contract	Yes	Unlocked	
PROCESS 	INCLUDE INTENT TO BID	ACCESS 	
One Step Unsealing	Yes	Public	
AVAILABLE DATE 	BID BOND REQUIRED	BIDDER LIST ACCESS 	
1/8/2020 9:00 AM	Yes	Public	
CLARIFICATION DEADLINE 	USER GROUP 	 PRICING RESULTS VISIBILITY 	
1/28/2020 11:00 AM	Easttown Township	Public Summary	
DUE DATE  	HIDDEN 	CONTACT INFORMATION 	
	No		