

## **Rejecting Or Rebidding A Single Contract Project**

Here are the recommended steps to take when you have decided to **Reject** or **Reject and Rebid** a single contract project on the PennBid platform. If you are Rejecting or Rebidding an **MCD** (multi-contract project) please contact the PennBid office for assistance.

From the **Details** page, click the **Actions** button and select **Edit Project** from the drop-down menu. Add **REJECTED** – or **REJECT AND REBID** – to the beginning of the **Project Title** and save the project.

< Back to Projects	Abington Inclusive Park and Playground			Actions -	
1 Details	EVALUATING Abington Township Montgomery County IEB Patricia Platt	2	2	Edit Project	
	Abington Township, Montgomery County Public	Current Spend	New Spend	Edit Schedule	
Files (8)		ourient opend	new opend	Manage Events	
				Cost Management	
Messages 10				Reopen Project	
Approvals				Mark as Completed	
			E E E E E E E E E E E E E E E E E E E	Create Similar Project	
Evaluation Groups	$\Gamma$			Create Project Template from Proj	
	Oct Nov	Dec	Jan	Delete Project	
🚓 People	2023		2024	Cancel Project	
	Edit Project		Project Stage: EVALUATING		
	Reference Number *				
	Abington Township, Montgomery County	Additional De	etails Expar	nd All	
	Project Title *	Add in additional inf	Add in additional information. You can adit define and		
	REJECT AND REBID – Abington Inclusive Park and Playground	review these prior to	going live.	ə, anu	
,	Project Description *	Dates		+	
	Sealed bids for "Abington Inclusive Park and Playground" are being accepted electronically via PennBid by the Township	of			



Once the **Project Title** has been updated, issue a **Public Notice** to all bidders. From the **Messages** page select the **Public Notices** tab. Using language you prefer, issue a **Public Notice** letting bidders know the updated status of the project.

Public Notices (0)						
There is currently nothing to display here						
Public Notices (0)						
Create a new Public Notice						
), Samantha Barker (Wayne Crouse, Inc), Frank Kazienko Companies), Shane Snyder (National Gunite), P1 Henrik H. Mover, Inc.)						
Send						
F ), (						



The last step will be to mark the project as **Canceled**. From the Details page, click the **Actions** button and select **Cancel Project** from the drop-down menu. This will change your project status from **Evaluating** to **Canceled**.

S Back to Projects	Abington Inclus	ive Park and Playgrour	ıd		Actions -
Details					Edit Project
•	EVALUATING Abington Tow	?	?	Edit Schedule	
Files (8)	Abington Township, Montgomery County Public		Current Spend	New Spend	Manage Events
				ſ	Cost Management
Messages 10		Letter and the second se	<b>-</b>		Reopen Project
		ſ			Mark as Completed
			<b>H</b>	(m)	Create Similar Project
					Create Project Template from Proj
Evaluation Groups	Oct	Nov	Dec	Jan	Delete Project
People	2023			2	Cancel Project
Requested Information					
Criteria (0 pts)	i Details				E Strategic Sourcing

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or 610-693-4769.