Unsealing & Displaying Results (Multi-Contract - MCD)

Evaluation Groups *– The page where the Evaluation Process is managed, and where the "Unsealing" begins*

Submissions *– The page where bidder submissions can be accessed, reviewed and downloaded.*

Unsealing Your Bids

Once your project **Due Date and Time** has passed, the system will automatically "close" the bidding period so that bidders can no longer submit or alter their submissions. At this time the system allows persons within your department to unseal the bids and access the results.

Note: Only those with a **Reviewer Role** within the project will have access to the information identified within the associated **Evaluation Groups**, so it is recommended that whoever is unsealing the bids also be assigned this role. If you are preparing to **Release** (unseal) a bid, verify if you are assigned the role of **Reviewer** with access to the required **Evaluation Groups**.

To unseal the Bids, go to the **Evaluation Groups** page, where you will see a **Release** button associated with each **Evaluation Group**. Clicking the **Release** button will open a confirmation prompt – click **OK** to continue.

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ⓘ Details

🖇 Files (2)

✉ Messages (0)

☑ Approvals

⬤ Evaluation Groups

👥 People

☐ Requested Information

☑ Criteria (0 pts)

⛓ Multi-Category Decisions

📇 Vendor Invites

📓 Submissions (3)

⬇ Reports

IFB 2023-04 Municipal Work Bucket Truck with Chipper Body

◯ Evaluation Groups

Manage

Evaluation Group 1 - Technical Evaluation

This group is currently withheld. | Release ⬅

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

Evaluation Group 2 - Pricing Evaluation

This group is currently withheld. | Release ⬅

🖥 Requested Information (4)	☑ Criteria (0)
Requested BidTables	B - Electrical Construction Pricing (BT-18OS)
Electrical Construction Pricing (BT-18OS)	C - General Construction Pricing (BT-18IQ)

Within a **Multi-contract project (Multi-Category Decisions)** you can view the number of bids submitted by contract by clicking the **Submissions tab** and then sort the contracts using the **Decisions** column.

- Evaluation Groups
- People
- Requested Information
- Criteria **(0 pts)**
- Multi-Category Decisions
- Vendor Invites
- Submissions **(26)**
- Scoring
- Reports

Supplier	Received	Documents/Data	Decisions	Pages	Your Progress	Sco
Balton Construction ⧉	Dec 14th 2023, 1:45 PM EST	Open... ▾	CONTRACT → 1. GENERAL CONSTRUCTION	~53	-	-
Gordon H. Baver, Inc ⧉	Dec 14th 2023, 1:52 PM EST	Open... ▾	CONTRACT → 1. GENERAL CONSTRUCTION	82	-	-
Mohawk Contracting and Development ⧉	Dec 14th 2023, 1:58 PM EST	Open... ▾	CONTRACT → 1. GENERAL CONSTRUCTION	46	-	-
Shannon A. Smith, Inc. ⧉	Dec 14th 2023, 1:51 PM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION	~6	-	-
Dual Temp Company, Inc. ⧉	Dec 14th 2023, 1:23 PM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	91	-	-
Integrity Mechanical Inc ⧉	Dec 14th 2023, 1:54 PM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	57	-	-
JBM Mechanical ,Inc. ⧉	Dec 14th 2023, 1:36 PM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	108	-	-
Myco Mechanical, Inc. ⧉	Dec 14th 2023, 1:49 PM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	44	-	-
West Chester Mechanical ⧉	Dec 14th 2023, 11:25 AM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	~75	-	-
West Chester Mechanical ⧉	Dec 14th 2023, 11:25 AM EST	Open... ▾	CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION CONTRACT → 3. PLUMBING CONSTRUCTION	~75	-	-

When managing **Multi-contract projects (Multi-Category Decisions)** you have the option of "splitting" contracts should the need arise to unseal only specified contracts. To split a contract into a "child" project select the **Create Project** option from the **Actions button**.

If you are extending any contract within and MCD solicitaton, you need to split all contracts within the project a child project.

This action will allow you to extend the bidding period (or rebid) for the **Contract(s)** selected.

Accessing Bid Results

Now that Bids have been unsealed, you can access the results by going to **Submission**, and click on the **Submissions** tab on top left of the screen. A listing of all bidder active submissions is displayed along with date/time stamp of when submitted. To the right of the table, click the **Scorecard** button next to any bidder to open available scoring elements, such as **Questionnaires** and **BidTables**.

BID#2025-0508 CAT Building HVAC Lab & Enhancement Project

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- 🔗 Multi-Category Decisions
- 📇 Vendor Invites
- 📘 Submissions (7)
- 🥧 Scoring
- ⬇️ Reports

📘 Submissions (7)   📁 Document Takers (12)

📘 **Submissions**   Create Submission
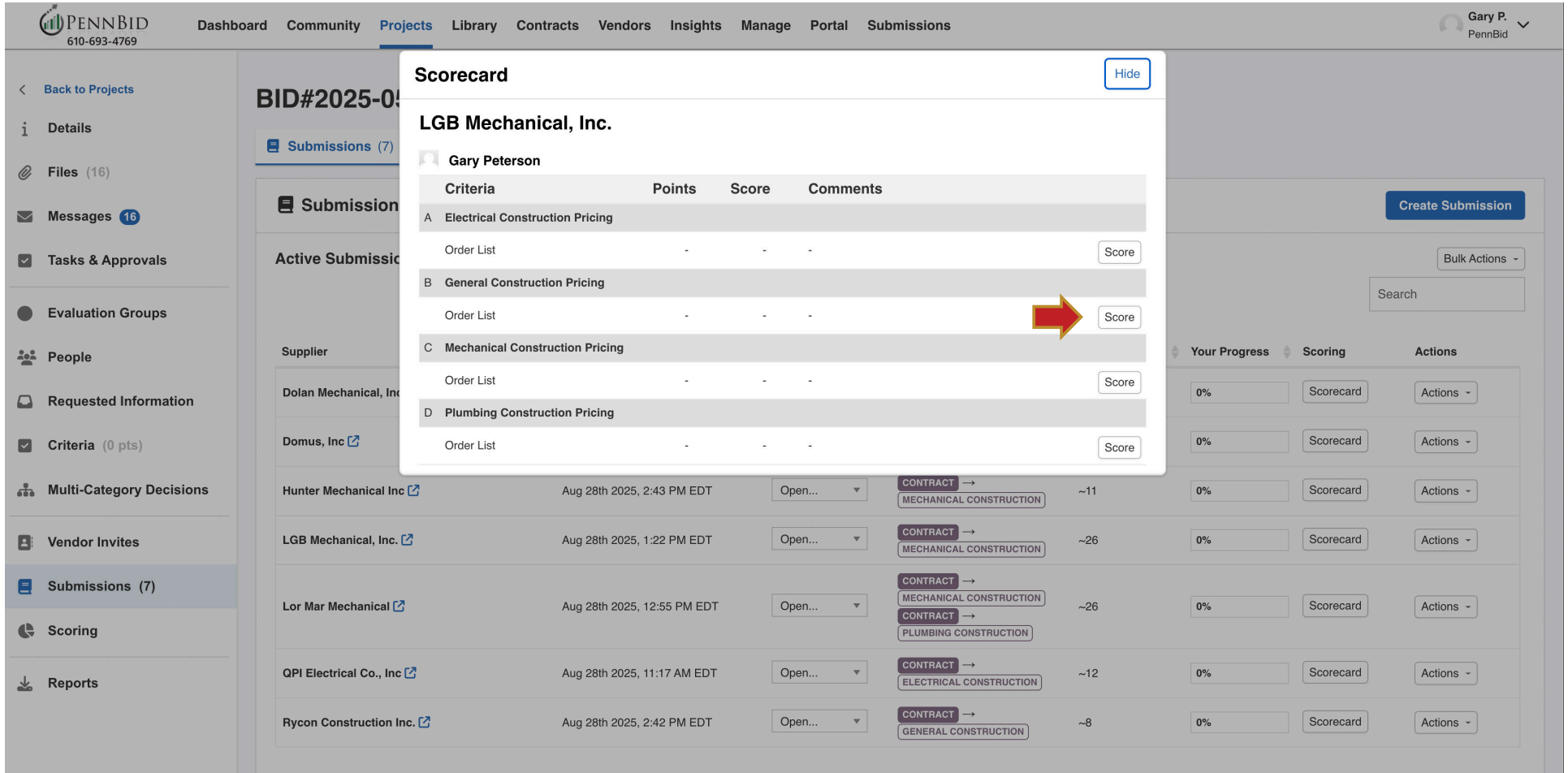
Active Submissions   Bulk Actions ▾

Search

Supplier	Received	Documents/Data	Decisions	Pages	Your Progress	Scoring	Actions
Dolan Mechanical, Inc. 🔗	Aug 28th 2025, 2:16 PM EDT	Open... ▾	CONTRACT → PLUMBING CONSTRUCTION	~10	0%	Scorecard	Actions ▾
Domus, Inc 🔗	Aug 28th 2025, 11:51 AM EDT	Open... ▾	CONTRACT → GENERAL CONSTRUCTION	~20	0%	Scorecard	Actions ▾
Hunter Mechanical Inc 🔗	Aug 28th 2025, 2:43 PM EDT	Open... ▾	CONTRACT → MECHANICAL CONSTRUCTION	~11	0%	Scorecard	Actions ▾
LGB Mechanical, Inc. 🔗	Aug 28th 2025, 1:22 PM EDT	Open... ▾	CONTRACT → MECHANICAL CONSTRUCTION	~26	0%	Scorecard	Actions ▾
Lor Mar Mechanical 🔗	Aug 28th 2025, 12:55 PM EDT	Open... ▾	CONTRACT → MECHANICAL CONSTRUCTION CONTRACT → PLUMBING CONSTRUCTION	~26	0%	Scorecard	Actions ▾
QPI Electrical Co., Inc 🔗	Aug 28th 2025, 11:17 AM EDT	Open... ▾	CONTRACT → ELECTRICAL CONSTRUCTION	~12	0%	Scorecard	Actions ▾
Rycon Construction Inc. 🔗	Aug 28th 2025, 2:42 PM EDT	Open... ▾	CONTRACT → GENERAL CONSTRUCTION	~8	0%	Scorecard	Actions ▾

Select the **Score** button associated with the desired **Pricing Section** element.

Clicking on **Score Order List** will generate a tabulation of results.

The tabulation can be easily exported as an Excel file by clicking the **download** button. This is recommended as a first step, as the resulting export will be needed to display results.

Example of downloaded BidTable in Excel file:

Displaying Bid Results

Unsealing bids does not automatically display bid results publicly. This is easily achieved with just a few steps, by issuing a **Public Notice**.

Use the data from the downloaded Excel file to create your Bid Results to post in the **Messages** page via the **Public Notices tab**. Choose the information you wish to display as your bid results and save your results document as a PDF file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	S	T	U	V	X	Y
1									Cow Dog Construction			FEL Consulting			Construction Managem		J & K Construction			PennBid QA		ennBid Vendor Accoun	
2							Total Cost		$ 727,392.0			$ 972,350.0			$ 5,439.0		$ 64,374.5			$ 1,008,480.87		$ 5,815.0	
3							Selected #		0			0			0		0			0		0	
4							Selected ($)		$ 0			$ 0			$ 0		$ 0			$ 0		$ 0	
5	#	Locked	Items	Selected	Lowest	QuantityRe	UnitofMeas	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	TotalCost		
6																							
7	1		Base Bid Pricing (28)																				
8	#1-1	FALSE	Bonds and	$ 0	$ 5	1	LS	$ 2,000.0	$ 2,000.0	$ 1,500.0	$ 1,500.0	$ 125	$ 125	$ 5	$ 5	$ 8	$ 8	$ 5	$ 5				

WWTP Improvements Project - Contract No. 01 – General / Process Mechanical

Bid Results:

Cow Dog Construction
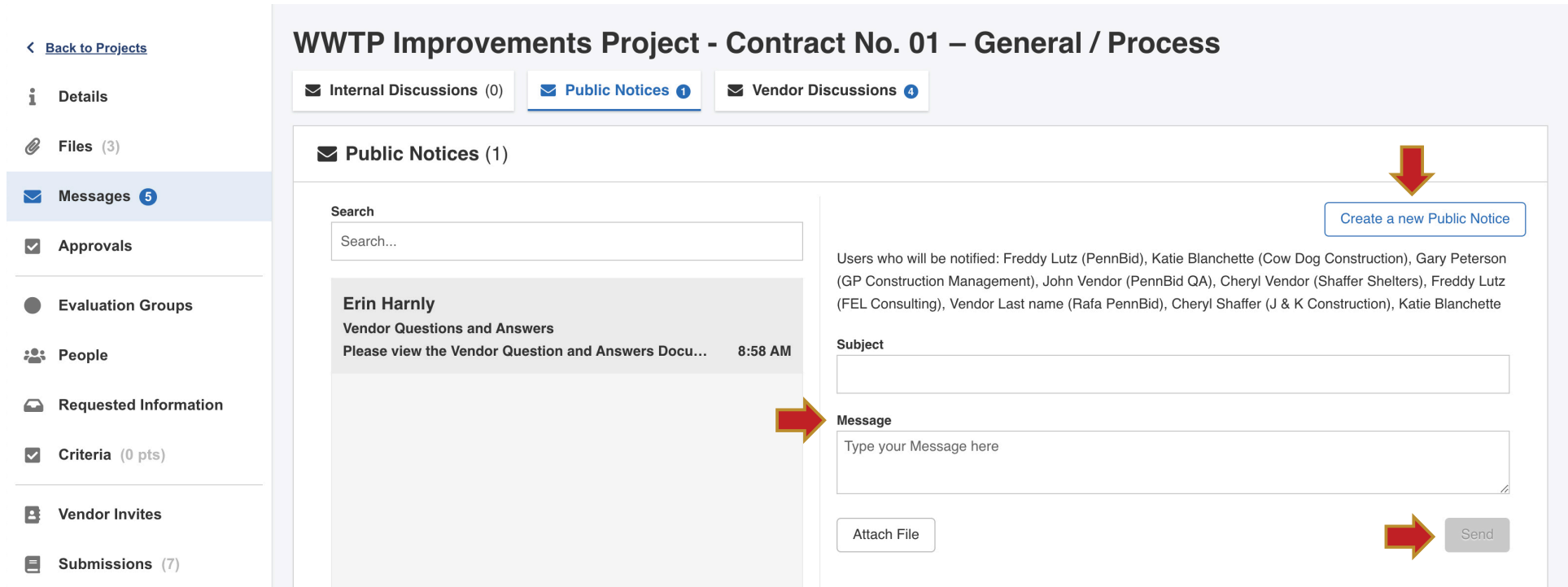Total Bid: $ 727,392.0

FEL Consulting
Total Bid: $ 972,350.0

GP Construction Management
Total Bid: $ 5,439.0

Return to the **Messages** tab, select the **Public Notices** tab, and click on the **Create New Public Notice** button. Enter *Subject*, *Message*, and click **Attach File** and select your results PDF file. Click the **Send** button to send an email to all Vendors associated with the project.

The attached file will be included within the **Public Files** and **Attached Files from Messages** located in the **Files** tab.

WWTP Improvements Project - Contract No. 01 – General / Process

✉ Internal Discussions (0)   ✉ **Public Notices** ❶   ✉ Vendor Discussions ❹

✉ **Public Notices** (1)

Create a new Public Notice

Search

Search...

Erin Harnly
Vendor Questions and Answers
Please view the Vendor Question and Answers Docu...   8:58 AM

Users who will be notified: Freddy Lutz (PennBid), Katie Blanchette (Cow Dog Construction), Gary Peterson (GP Construction Management), John Vendor (PennBid QA), Cheryl Vendor (Shaffer Shelters), Freddy Lutz (FEL Consulting), Vendor Last name (Rafa PennBid), Cheryl Shaffer (J & K Construction), Katie Blanchette

Subject

Message

Type your Message here

Attach File   Send

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✉ Messages ❺

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👥 People

📥 Requested Information

☑ Criteria (0 pts)

📇 Vendor Invites

📄 Submissions (7)

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