

# Unsealing Bids & Displaying Results

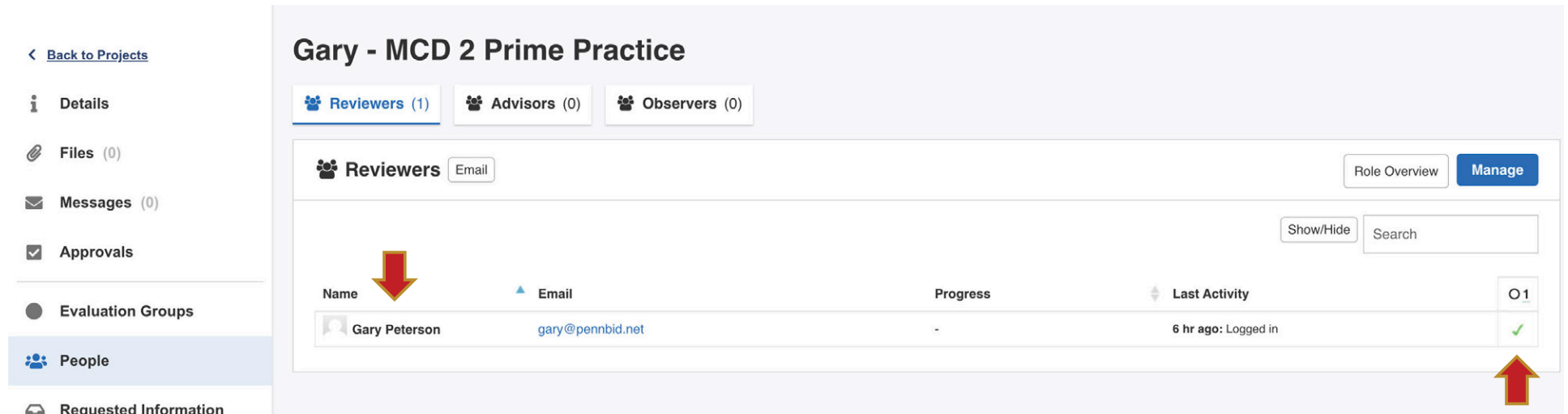
**Evaluation Groups** – The page where the Evaluation Process is managed, and where the “Unsealing” begins

**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**.




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### Gary - MCD 2 Prime Practice

**Reviewers (1)** **Advisors (0)** **Observers (0)**

**Reviewers**

Name	Email	Progress	Last Activity	O 1
 Gary Peterson	<a href="mailto:gary@pennbid.net">gary@pennbid.net</a>	-	6 hr ago: Logged in	<input checked="" type="checkbox"/>

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.

! **Pending Action:** The project is pending review by Hillary Greene before being released to the reviewers for scoring. Please review the criteria, reviewers, and other project parameters for completeness before clicking the 'Release' button in the Evaluation Groups section.
 Dismiss

## IFB 2023-04 Municipal Work Bucket Truck with Chipper Body

○ Evaluation Groups
Manage

**Evaluation Group 1 - Main Evaluation**

This group is currently withheld.
Release
←

<span>📁 Requested Information (9)</span>	<span>☑ Criteria (0)</span>	<span>👤 Reviewers (1)</span>	<span>👤 Advisors (0)</span>
<p><u>Requested Documents</u></p> <p>Upload Required Documents Here - Any (*)</p> <p>Upload Additional Documents Here - Any (*)</p> <p>Upload Vehicle Warranty Here - Any (*)</p>	<p><u>B - Pricing Section (BT-57KZ)</u></p>	<p> Hillary Greene</p>	

If you have **Sealed** elements in your requested information, you can **Unseal** them by clicking the Unseal button in the **Seal status** column. These items will also be unsealed by clicking the **Release** button within **Evaluation Groups**.

Group	Title	Type	Requirement	Multiple Files	Sealed	Seal status	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	N/A	Actions -	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	N/A	Actions -	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Unseal	Actions -		✓
Supporting Documents	Upload Required Document(s) Here	Any (*)	REQUIRED	Yes	No	N/A	Actions -	✓	
Acknowledgments	Bidder Acknowledgements (Q-01DE)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	N/A	Actions -		
N/A	↳ 1 - Bidder Acknowledgements	N/A		N/A	N/A	N/A		✓	
Pricing Section	General Construction Pricing (BT-25IV)	Excel (.xlsx) BidTable	REQUIRED GENERAL CONSTRUCTION	N/A	Yes	Unseal	Actions -		✓
Pricing Section	Electrical Construction Pricing (BT-05MT)	Excel (.xlsx) BidTable	REQUIRED EC	N/A	Yes	Unseal	Actions -		✓

When the **Sealed** elements are unsealed, the action is date and timestamped along with the name of the individual who unsealed them.

Group	Title	Type	Requirement	Multiple Files	Sealed	Seal status	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	N/A	Actions -	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	N/A	Actions -	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	N/A	Actions -	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Unsealed by Gary Peterson on Dec 07, 2023 6:30 AM EST	Actions -		✓
Supporting Documents	Upload Required Document(s) Here	Any (*)	REQUIRED	Yes	No	N/A	Actions -	✓	

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	Score
<a href="#">Balton Construction</a>	Dec 14th 2023, 1:45 PM EST	Open... ▾	 <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1. GENERAL CONSTRUCTION</div>	~53	-	-
<a href="#">Gordon H. Bayer, Inc</a>	Dec 14th 2023, 1:52 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1. GENERAL CONSTRUCTION</div>	82	-	-
<a href="#">Mohawk Contracting and Development</a>	Dec 14th 2023, 1:58 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1. GENERAL CONSTRUCTION</div>	46	-	-
<a href="#">Shannon A. Smith, Inc.</a>	Dec 14th 2023, 1:51 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div>	~6	-	-
<a href="#">Dual Temp Company, Inc.</a>	Dec 14th 2023, 1:23 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	91	-	-
<a href="#">Integrity Mechanical Inc</a>	Dec 14th 2023, 1:54 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	57	-	-
<a href="#">JBM Mechanical ,Inc.</a>	Dec 14th 2023, 1:36 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	108	-	-
<a href="#">Myco Mechanical, Inc.</a>	Dec 14th 2023, 1:49 PM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	44	-	-
<a href="#">West Chester Mechanical</a>	Dec 14th 2023, 11:25 AM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	~75	-	-
<a href="#">West Chester Mechanical</a>	Dec 14th 2023, 11:25 AM EST	Open... ▾	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2. MECHANICAL/HVAC CONSTRUCTION</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">CONTRACT →</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3. PLUMBING CONSTRUCTION</div>	~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 solicitation, you need to split all contracts within the project a child project.

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## Hatfield Township New Police Station

**Multi-Category Decisions**

1. Categories & Items    2. Decisions

Decision	Project Link	Actions
CONTRACT → 1. GENERAL CONSTRUCTION	-	Actions -
CONTRACT → 2. MECHANICAL/HVAC CONSTRUCTION	-	Actions -
CONTRACT → 3. PLUMBING CONSTRUCTION	-	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Create Project</div>
CONTRACT → 4. FIRE PROTECTION CONSTRUCTION	-	Actions -
CONTRACT → 5. ELECTRICAL CONTRACT	-	Actions -
CONTRACT → 6. SITEWORK CONTRACT	-	Actions -

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**.

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

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[Document Takers \(8\)](#)
[Intent to Bid \(7 of 7\)](#)

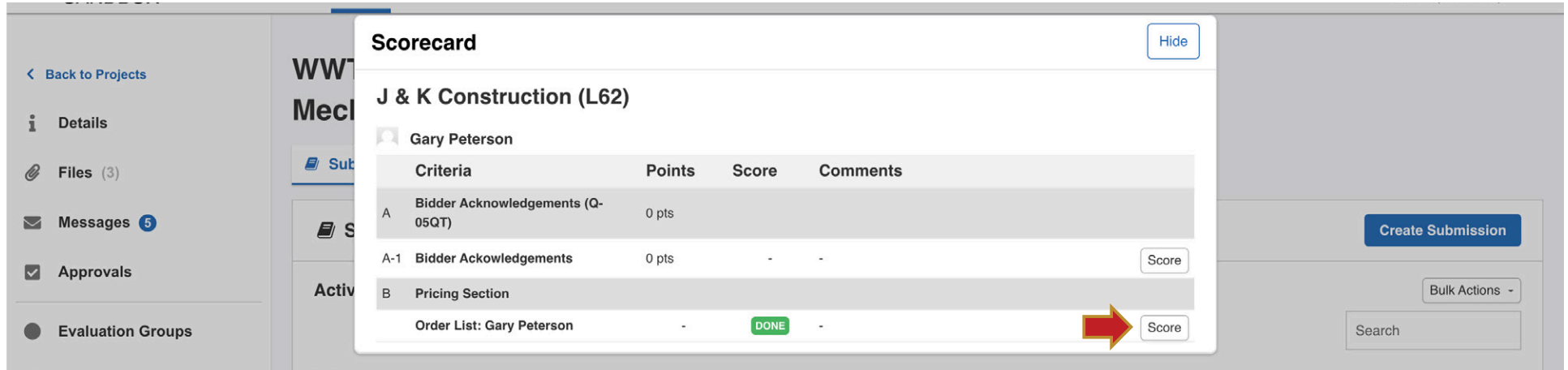
Create Submission

**Submissions**
Bulk Actions ▾

Supplier	Received	Documents/Data	Pages	Your Progress	Scoring	Actions
<a href="#">Cow Dog Construction (G12)</a>	Aug 10th 2023, 12:25 PM EDT	Open... ▾	2	DONE	Scorecard	Actions ▾
<a href="#">FEL Consulting (F51)</a>	Aug 25th 2023, 9:53 AM EDT	Open... ▾	4	DONE	Scorecard	Actions ▾
<a href="#">GP Construction Management (A61)</a>	Aug 17th 2023, 8:31 AM EDT	Open... ▾	2	DONE	Scorecard	Actions ▾
<a href="#">J &amp; K Construction (L62)</a>	Oct 4th 2023, 2:57 PM EDT	Open... ▾	1	DONE	Scorecard	Actions ▾
<a href="#">PennBid QA (Z25)</a>	Aug 25th 2023, 9:25 AM EDT	Open... ▾	371	DONE	Scorecard	Actions ▾
<a href="#">PennBid Vendor Account (D16)</a>	Aug 17th 2023, 7:55 AM EDT	Open... ▾	8	DONE	Scorecard	Actions ▾
<a href="#">Rafa PennBid (W69)</a>	Aug 24th 2023, 12:51 PM EDT	Open... ▾	4	DONE	Scorecard	Actions ▾



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

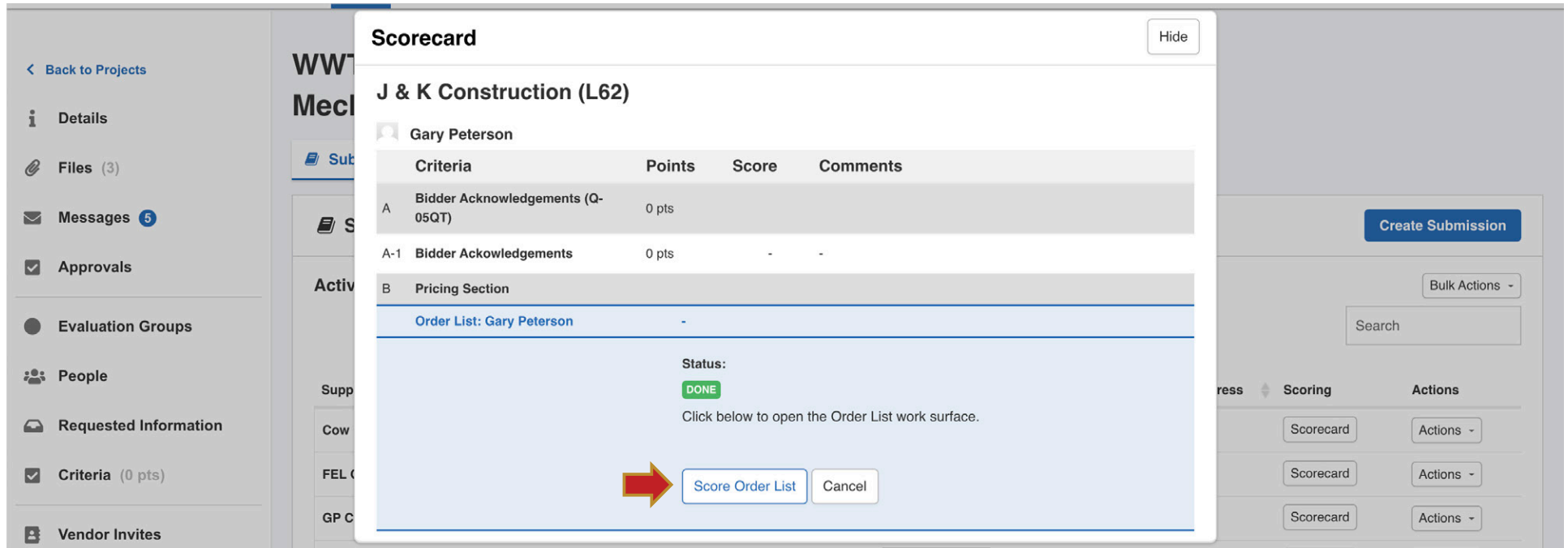


The screenshot shows a 'Scorecard' modal window for 'J & K Construction (L62)' by 'Gary Peterson'. The modal contains a table with the following data:

Criteria	Points	Score	Comments
A Bidder Acknowledgements (Q-05QT)	0 pts		
A-1 Bidder Acknowledgements	0 pts	-	-
B Pricing Section			
Order List: Gary Peterson	-	DONE	-


A red arrow points to the 'Score' button located to the right of the 'Order List: Gary Peterson' row.

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



The screenshot shows the same 'Scorecard' modal window. Below the table, the 'Order List: Gary Peterson' row is highlighted. Below this row, the status is 'DONE' and there is a message: 'Click below to open the Order List work surface.' A red arrow points to the 'Score Order List' button.

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.



Gary Peterson										
Order List: Gary Peterson										
		Clear Selection	Bulk Actions	🔒	📄	🔄	🗑️	⏴	Back to Project	Edit BidTable
#	Item	Selected	Lowest	Cow Dog Construction (G12)	FEL Consulting (F51)	GP Construction Management (A61)	J & K Construction (L62)	PennBid QA (Z25)	PennBid Vendor Account (D16)	
		\$777,468.00	\$-4,946.00	\$782,368.00	\$989,600.00	\$5,564.00	\$65,402.50	\$1,024,480.87	\$5,980.00	
		39 / 39	-	36	3	0	0	0	0	
		-	-	\$761,468.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
1	Base Bid Pricing (28)	\$687,106.00	\$27.00	\$692,006.00	\$964,990.00	\$5,292.00	\$63,180.50	\$978,080.87	\$5,740.00	
#1-1	Bonds and Insurances	\$2,000.00	\$1.00	\$2,000.00	\$1,500.00	\$125.00	\$5.00	\$8.00	\$5.00	
#1-2	Submittals	\$1,000.00	\$1.00	\$5,900.00	\$1,000.00	\$234.00	\$15.00	\$3,000.00	\$5.00	
#1-3	Mobilization	\$5,000.00	\$1.00	\$10,000.00	\$5,000.00	\$543.00	\$100.00	\$5,000.00	\$5.00	
#1-4	Selective Demolition	\$10,000.00	\$1.00	\$5,000.00	\$10,000.00	\$3,456.00	\$5,000.00	\$12,000.00	\$5.00	
#1-5	Concrete	\$21,050.00	\$1.00	\$21,050.00	\$35,000.00	\$3.00	\$2,000.00	\$590.88	\$55.00	
#1-6	Building(s) Construction	\$150,000.00	\$1.00	\$150,000.00	\$450,000.00	\$33.00	\$25,000.00	\$325,000.00	\$5.00	
#1-7	Control Building Renovations	\$52,540.00	\$1.00	\$52,540.00	\$35,000.00	\$333.00	\$10,000.00	\$130,000.00	\$5.00	
#1-8	Door Hardware Allowance	\$350.00	\$1.00	\$350.00	\$2,500.00	\$3.00	\$8.00	\$12,000.00	\$5.00	
#1-9	Headworks Screens, Washers, and Gri...	\$6,053.00	\$1.00	\$6,053.00	\$75,500.00	\$3.00	\$8.00	\$4,003.00	\$5.00	
#1-10	Primary Clarifier Equipment	\$9,000.00	\$1.00	\$9,000.00	\$45,000.00	\$333.00	\$13.00	\$22,877.00	\$5.00	
#1-11	Wastewater and Sludge Pumping Syst...	\$200,000.00	\$1.00	\$200,000.00	\$35,000.00	\$3.00	\$20.00	\$57,934.99	\$5.00	
#1-12	Above Grade Process Piping and Sup...	\$3,560.00	\$1.00	\$3,560.00	\$9,000.00	\$4.00	\$300.00	\$6,000.00	\$5,555.00	
#1-13	Gates, Valves, Actuators, and Speciali...	\$650.00	\$1.00	\$650.00	\$7,600.00	\$44.00	\$100.00	\$12,000.00	\$5.00	
#1-14	Centrate and Decant EQ Tank	\$986.00	\$1.00	\$986.00	\$10,000.00	\$4.00	<b>\$1.00</b>	\$45,556.00	\$5.00	
#1-15	Digester Heating System and Modifica...	\$789.00	\$1.00	\$789.00	\$15,000.00	\$4.00	<b>\$1.00</b>	\$7,667.00	\$5.00	
#1-16	Digester Pump Rehabilitation	\$2,080.00	\$1.00	\$2,080.00	\$35,000.00	\$5.00	\$55.00	\$5,000.00	\$5.00	



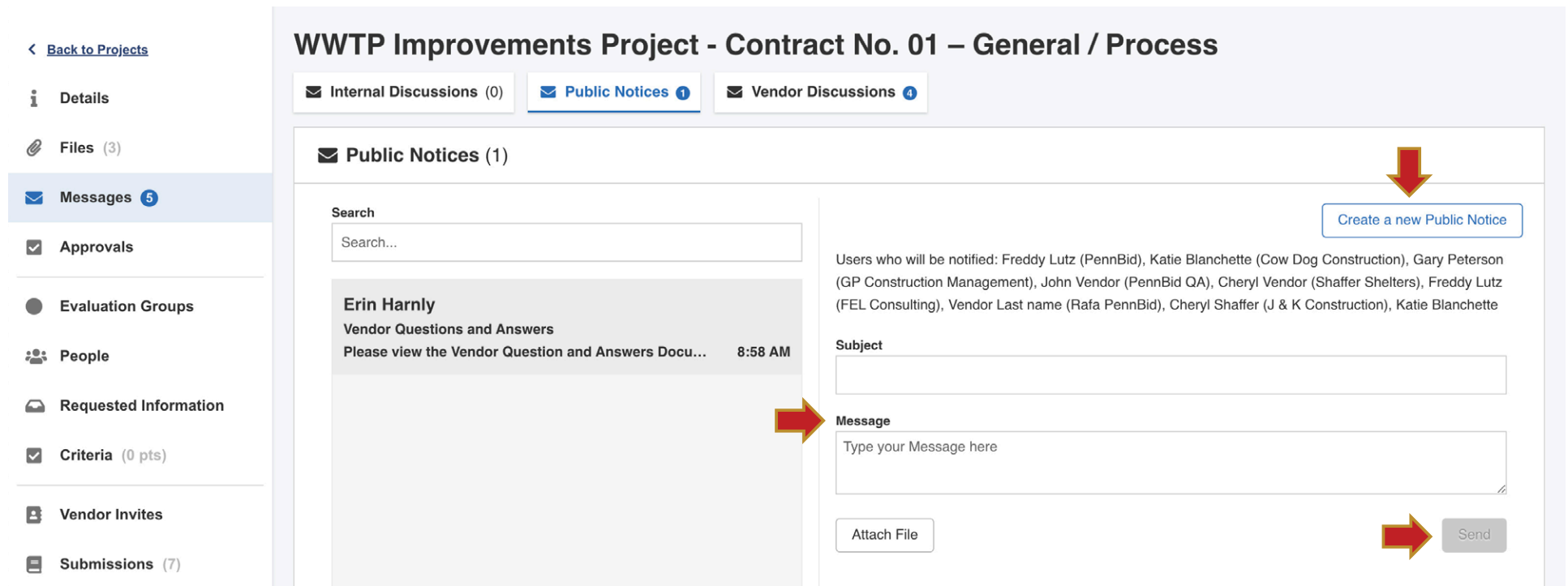
## Displaying Bid Results

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.

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.



Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.