

# Unsealing & Displaying Results (Single-Contract)

**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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- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People**
- Requested Information
- Criteria (0 pts)

### Gary - MCD 2 Prime Practice

Reviewers (1)

Advisors (0)

Observers (0)

Reviewers

Email

Role Overview

Manage

Show/Hide

Search

Name	Email	Progress	Last Activity	O 1
Gary Peterson	gary@pennbid.net	-	6 hr ago: Logged in	✓


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Bonfire

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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- Evaluation Groups**
- People
- Requested Information
- Criteria (0 pts)
- Vendor Invites
- Submissions (3)
- Reports


**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



Requested Information (9)	Criteria (0)	Reviewers (1)	Advisors (0)
<div>Requested Documents</div> <div>           Upload Required Documents Here - Any (*)            Upload Additional Documents Here - Any (*)            Upload Vehicle Warranty Here - Any (*)         </div> <div>Requested Data</div> <div>           Enter Individual Submitting First and Last Name - (Text)            Enter Individual Submitting Title - (Text)            Enter Individual Submitting Email and Phone - (Text)            Is Warranty included in base unit         </div>	<div>B - Pricing Section (BT-57KZ)</div>	<div>            Hillary Greene         </div>	

## 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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- Scoring
- Reports

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

Submissions (7)

Document Takers (8)

**Submissions**

Active Submissions

Create Submission

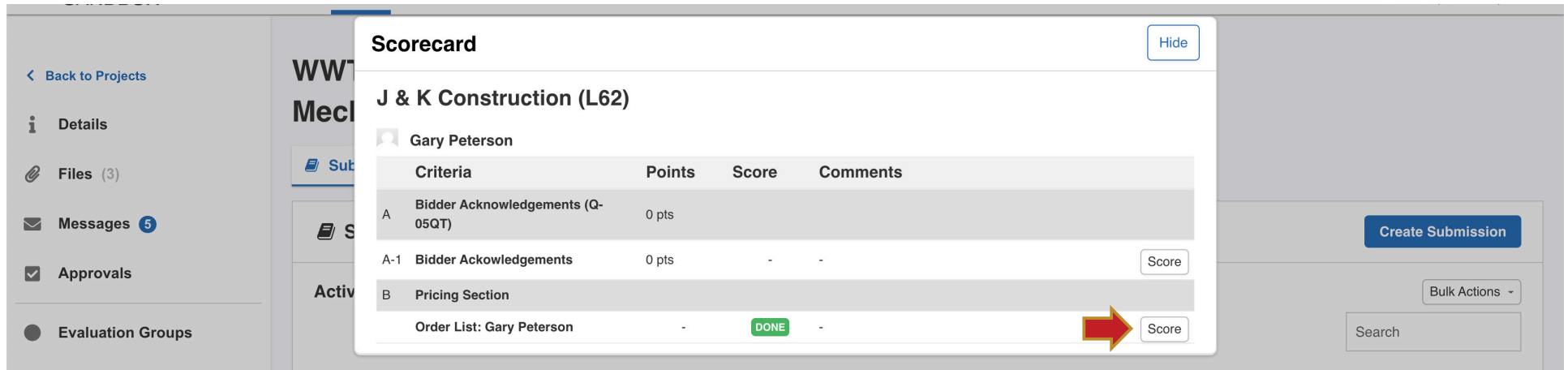
Bulk Actions ▾

Search

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



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

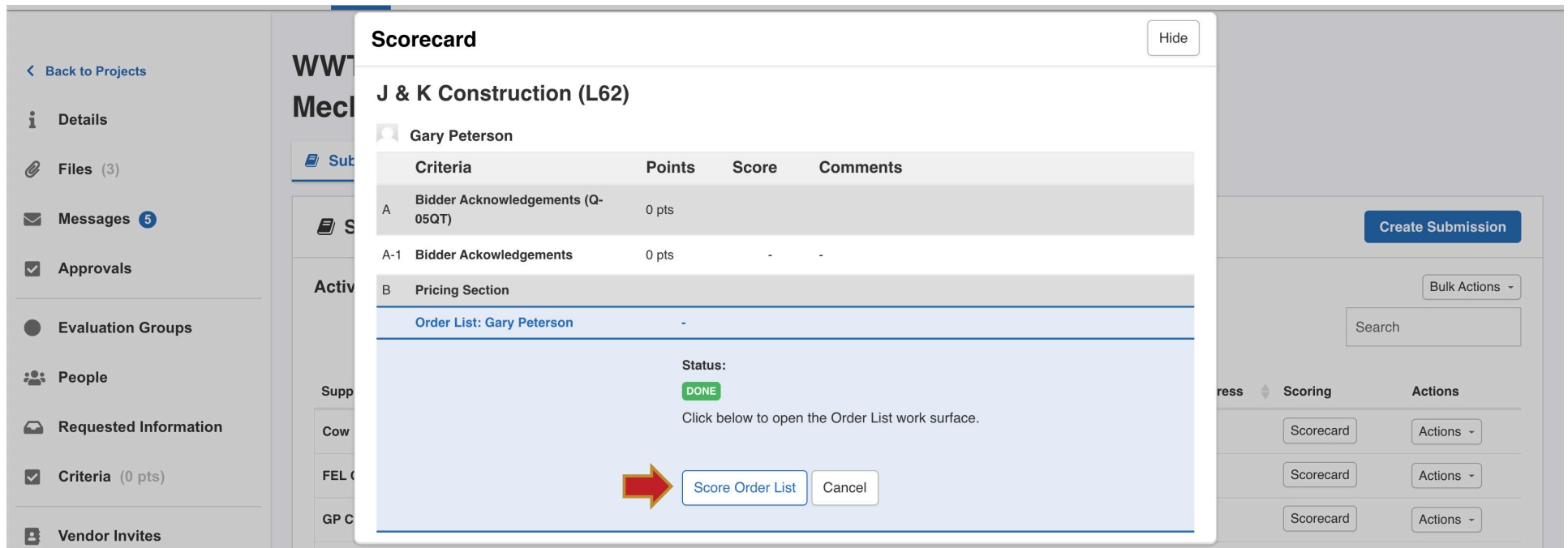


The screenshot shows a 'Scorecard' modal for 'J & K Construction (L62)' by Gary Peterson. The modal contains a table with the following data:

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 next to the 'Pricing Section' row.

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



The screenshot shows the same 'Scorecard' modal, but with the 'Score Order List' button highlighted. The modal contains the following information:

**Scorecard**

**J & K Construction (L62)**

Gary Peterson

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

Status: **DONE**

Click below to open the Order List work surface.

**Score Order List** **Cancel**

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

<div><div><div></div></div></div>	#	<div><div></div></div>	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	0
				-	-	\$761,468.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<div><div><div></div></div></div>	1	<div><div></div></div>	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
<div><div><div></div></div></div>	#1-1	<div><div></div></div>	Bonds and Insurances		\$2,000.00	\$1.00	\$2,000.00	\$1,500.00	\$125.00	\$5.00	\$8.00	\$5.00
<div><div><div></div></div></div>	#1-2	<div><div></div></div>	Submittals		\$1,000.00	\$1.00	\$5,900.00	\$1,000.00	\$234.00	\$15.00	\$3,000.00	\$5.00
<div><div><div></div></div></div>	#1-3	<div><div></div></div>	Mobilization		\$5,000.00	\$1.00	\$10,000.00	\$5,000.00	\$543.00	\$100.00	\$5,000.00	\$5.00
<div><div><div></div></div></div>	#1-4	<div><div></div></div>	Selective Demolition		\$10,000.00	\$1.00	\$5,000.00	\$10,000.00	\$3,456.00	\$5,000.00	\$12,000.00	\$5.00

Example of downloaded BidTable in Excel file:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1									Cow Dog Construction		FEL Consulting		Construction Manager		J & K Construction		PennBid QA		ennBid Vendor Account						
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	Quantity	Re Unit	of Meas	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost					
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					
9	#1-2	FALSE	Submittals	\$ 0	\$ 5	1	LS		\$ 5,900.0	\$ 5,900.0	\$ 1,000.0	\$ 1,000.0	\$ 234	\$ 234	\$ 15	\$ 15	\$ 3,000.0	\$ 3,000.0	\$ 5	\$ 5					
10	#1-3	FALSE	Mobilization	\$ 0	\$ 5	1	LS		\$ 10,000.0	\$ 10,000.0	\$ 5,000.0	\$ 5,000.0	\$ 543	\$ 543	\$ 100	\$ 100	\$ 5,000.0	\$ 5,000.0	\$ 5	\$ 5					
11	#1-4	FALSE	Selective D	\$ 0	\$ 5	1	LS		\$ 5,000.0	\$ 5,000.0	\$ 10,000.0	\$ 10,000.0	\$ 3,456.0	\$ 3,456.0	\$ 5,000.0	\$ 5,000.0	\$ 12,000.0	\$ 12,000.0	\$ 5	\$ 5					
12	#1-5	FALSE	Concrete	\$ 0	\$ 3	1	LS		\$ 21,050.0	\$ 21,050.0	\$ 35,000.0	\$ 35,000.0	\$ 3	\$ 3	\$ 2,000.0	\$ 2,000.0	\$ 590.88	\$ 590.88	\$ 55	\$ 55					
13	#1-6	FALSE	Building(s)	\$ 0	\$ 5	1	LS		\$ 150,000.0	\$ 150,000.0	\$ 450,000.0	\$ 450,000.0	\$ 33	\$ 33	\$ 25,000.0	\$ 25,000.0	\$ 325,000.0	\$ 325,000.0	\$ 5	\$ 5					
14	#1-7	FALSE	Control Bu	\$ 0	\$ 5	1	LS		\$ 52,540.0	\$ 52,540.0	\$ 35,000.0	\$ 35,000.0	\$ 333	\$ 333	\$ 10,000.0	\$ 10,000.0	\$ 130,000.0	\$ 130,000.0	\$ 5	\$ 5					
15	#1-8	FALSE	Door Hard	\$ 0	\$ 3	1	LS		\$ 350	\$ 350	\$ 2,500.0	\$ 2,500.0	\$ 3	\$ 3	\$ 8	\$ 8	\$ 12,000.0	\$ 12,000.0	\$ 5	\$ 5					
16	#1-9	FALSE	Headworks	\$ 0	\$ 3	1	LS		\$ 6,053.0	\$ 6,053.0	\$ 75,500.0	\$ 75,500.0	\$ 3	\$ 3	\$ 8	\$ 8	\$ 4,003.0	\$ 4,003.0	\$ 5	\$ 5					
17	#1-10	FALSE	Primary Cl	\$ 0	\$ 5	1	LS		\$ 9,000.0	\$ 9,000.0	\$ 45,000.0	\$ 45,000.0	\$ 333	\$ 333	\$ 13	\$ 13	\$ 22,877.0	\$ 22,877.0	\$ 5	\$ 5					
18	#1-11	FALSE	Wastewater	\$ 0	\$ 3	1	LS		\$ 200,000.0	\$ 200,000.0	\$ 35,000.0	\$ 35,000.0	\$ 3	\$ 3	\$ 20	\$ 20	\$ 57,934.9	\$ 57,934.99	\$ 5	\$ 5					
19	#1-12	FALSE	Above Gra	\$ 0	\$ 4	1	LS		\$ 3,560.0	\$ 3,560.0	\$ 9,000.0	\$ 9,000.0	\$ 4	\$ 4	\$ 300	\$ 300	\$ 6,000.0	\$ 6,000.0	\$ 5,555.0	\$ 5,555.0					
20	#1-13	FALSE	Gates. Valv	\$ 0	\$ 5	1	LS		\$ 650	\$ 650	\$ 7,600.0	\$ 7,600.0	\$ 44	\$ 44	\$ 100	\$ 100	\$ 12,000.0	\$ 12,000.0	\$ 5	\$ 5					

## 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.

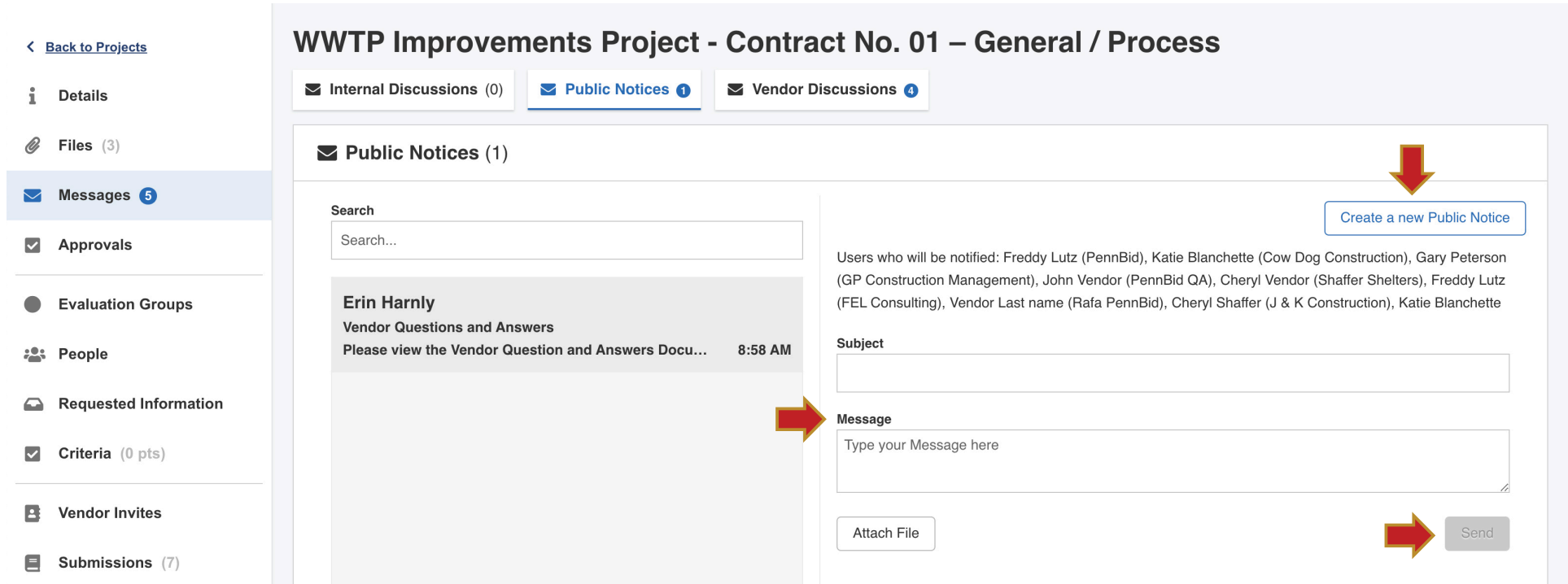
Choose the information you wish to display as your bid results and save your results document as a PDF file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
1																											
2																											
3																											
4																											
5	#	Locked	Items	Selected	Lowest	Quantity	Re Unit	of Meas	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost			
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	\$ 8	\$ 8	\$ 5	\$ 5			

<b>WWTP Improvements Project - Contract No. 01 – General / Process Mechanical</b>	
<u>Bid Results:</u>	
<b>Cow Dog Construction</b>	
Total Bid:	\$ 727,392.0
<b>FEL Consulting</b>	
Total Bid:	\$ 972,350.0
<b>GP Construction Management</b>	
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 1 Vendor Discussions 4

**Public Notices (1)**

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

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