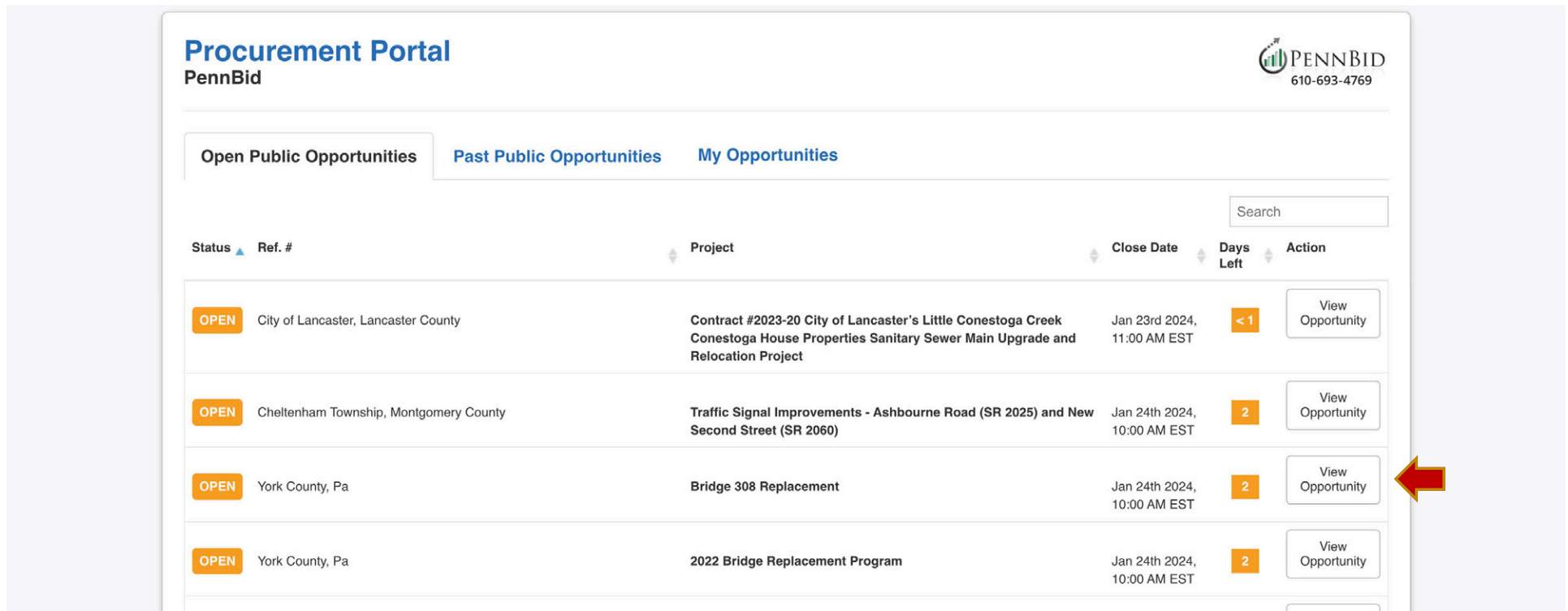


# How To Submit A Bid

This guide reviews the process of submitting a bid through the PennBid bid platform. This guide begins with the premise that you have completed the Vendor Registration process. If you have not created your Vendor account, please review the [How To Register As A Bidder/Vendor](#) guide.

## Submitting Your Bid In The PennBid Platform

From the **Open Public Opportunities** tab, click the **View Opportunity** button to enter the **Project Details** screen of that project.



**Procurement Portal**  
PennBid

PENNBID  
610-693-4769

Open Public Opportunities   Past Public Opportunities   My Opportunities

Search


Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	City of Lancaster, Lancaster County	Contract #2023-20 City of Lancaster's Little Conestoga Creek Conestoga House Properties Sanitary Sewer Main Upgrade and Relocation Project	Jan 23rd 2024, 11:00 AM EST	< 1	<a href="#">View Opportunity</a>
OPEN	Cheltenham Township, Montgomery County	Traffic Signal Improvements - Ashbourne Road (SR 2025) and New Second Street (SR 2060)	Jan 24th 2024, 10:00 AM EST	2	<a href="#">View Opportunity</a>
OPEN	York County, Pa	Bridge 308 Replacement	Jan 24th 2024, 10:00 AM EST	2	<a href="#">View Opportunity</a>
OPEN	York County, Pa	2022 Bridge Replacement Program	Jan 24th 2024, 10:00 AM EST	2	<a href="#">View Opportunity</a>

## Project Details Screen

All details of the solicitation can be seen on this single screen including all project **Dates**, **Supporting Documents**, and **Requested Information** required for your bid submission.

### York County, Pa - 2022 Bridge Replacement Program

PennBid [Back to list](#)



**PENNBID**  
610-693-4769

Project Details

Project: 2022 Bridge Replacement Program

Ref. #: York County, Pa

Type: IFB

Status: OPEN

Open Date: Dec 14th 2023, 5:00 PM EST

Questions Due Date: Jan 17th 2024, 4:00 PM EST

Close Date: Jan 24th 2024, 10:00 AM EST

Days Left: 2

Contract Type  
Fixed Fee

January 2024

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
OPEN						
7	8	9	10	11	12	13
OPEN						
14	15	16	17	18	19	20
OPEN						
21	22	23	24	25	26	27
OPEN						
28	29	30	31	1	2	3

Download the **Supporting Documents** one at a time by clicking the **Download button** to the right of each document, or download all the documents at one time by clicking the **Download All Files button**.

You can see all the **Requested Information** required in the next section.

### Supporting Documentation:

[Click here to order physical copies of bid documents via Print-O-Stat](#)

Download All Files

Search

File	Type	Description	Date Created	Actions
2023.12.14 2022 Bridge Replacement Program - Upload to PennBid.zip	Documentation		Dec 14th 2023, 3:22 PM EST	Download
Addendum 1.pdf	Other	Document - Addendum 1	Jan 12th 2024, 10:16 AM EST	Download

### Requested Information:

Listed below are the documents and information needed to complete your submission:

#### Individual Submitting

Name	Type	# Files	Requirement	Instructions	Actions
Enter Individual Submitting First and Last Name	Data Type: Text	N/A	REQUIRED		
Enter Individual Submitting Title	Data Type: Text	N/A	REQUIRED		
Enter Individual Submitting Email and Phone	Data Type: Text	N/A	REQUIRED		

#### Bond Upload

Name	Type	# Files	Requirement	Instructions	Actions
Upload Bid Bond Here	File Type: PDF (.pdf)	1	REQUIRED		

Begin the submission process by scrolling to the bottom of the screen and clicking the **Prepare Your Submission button**.

Submissions and Subcontracting

Prepare

Interest in Subcontracting

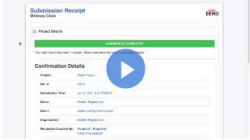
Prepare Your Submission

Prepare as:

PennBid QA Account

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process.



## Complete Your Submission

Begin by confirming and updating the **Organization** and **Contact** information if required and click the **Save button**.

### Complete Your Submission

PennBid [Back to Opportunity](#)

#### Project Details

Official Time: Jan 22nd 2024, 11:20 AM EST

Closing Time: Jan 24th 2024, 10:00 AM EST

**2 days**  
Remaining

Project: 2022 Bridge Replacement Program

Ref. #: York County, Pa

Organization: PennBid QA Account

First Name: Gary

Last Name: Peterson

Email: gary+vendor@pennbid.net

Save Cancel

### Step 1: Provide Submission Information

Complete any required **Text fields** by entering the text and then click the **Save button**.

**NOTE:** Text entries do not auto save.

## Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB. Click Edit to enter a data or text answer.

### Individual Submitting

●

**Enter Individual Submitting First and Last Name**  
**REQUIRED** Data Type : Text

EditDelete

✓ Gary Peterson

●

**Enter Individual Submitting Title**  
**REQUIRED** Data Type : Text

SaveCancel

To upload a document, click the **Upload File... button** by each document upload location and browse your local drive to select the file(s) you wish to upload. If the upload location allows **Multiple Files**, simply click the upload for each file you need to upload. Check for the **green checkmark** next to each upload to indicate that it has been successful. A document must be uploaded for all **REQUIRED** items.

### Bond Upload

●

**Upload Bid Bond Here**  
**REQUIRED** File Type: PDF (.pdf) # Files: 1

Upload File...

✓ GPD-Bid-Bond-Document.pdf



### Supporting Documents

●

**Upload Required Documents Here**  
**REQUIRED** File Type: Any (.\* ) # Files: Multiple

Upload File...

To respond to both the **Bidder Acknowledgments “Questionnaire”** and **Pricing Section(s) “BidTable”** download the templates by clicking the **Download Template button** in each section. This will download an Excel file to your computer for you to complete and upload as part of your submission.

### Acknowledgements


**Bidder Acknowledgements (Q-17IJ)**  
REQUIRED Questionnaire # Files: 1

 Upload File...

### Pricing Section


**Pricing Section (BT-17HI)**  
REQUIRED BidTable # Files: 1

Download Template


 Upload File...

The Excel file opens to the **Instructions** sheet. Click the **Responses** sheet to open the pricing area to begin entering your prices.

## Pricing Section (BT-17HI)

### Instructions

- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please follow the instructions provided along with this file to submit it back to Bonfire.
- You must bid on every item. To do so, all of the editable cells for the item must contain a valid value.
- Please do not use Excel formulas in your responses.
- If you have any questions regarding the content of this file, please contact the appropriate purchaser.
- If you have any technical problems, please contact Bonfire at Support@GoBonfire.com.

Enter your pricing for each line item in the **Numeric/Unit Price column**. As you enter your prices the color of the first column will change from **pink/red** to **green** indicating a completed entry. The spreadsheet will provide pricing group (**Basket**) **subtotals** as well as a complete **Bid Total** upon the completion of **Unit Price** entries.

2

3

4

5

7

8

9

10

11

Responses

Error: Check cell(s) B10

Numeric

Status

#

Description

Item No.

Unit of Measure

Quantity Required

Unit Price

Total Cost

Bridge 43

Success: All values provided

#1-1

CLEARING AND GRUBBING MODIFIED

4201-0010

LS

1

\$ 10,000.00

\$ 10,000.00

Success: All values provided

#1-2

CLASS 1 EXCAVATION MODIFIED

4203-0010

CY

124

\$ 155.00

\$ 19,220.00

Error: Missing value for 'Unit Price' in cell I10

#1-3

GEOTEXTILE, CLASS 4, TYPE A

0212-0010

SY

274

-

Error: Missing value for 'Unit Price' in cell I11

#1-4

SUPERPAVE ASPHALT MIXTURE DESIGN, BASE COURSE, PG 64S-22, < 0.3 MILLION ESALs, 25.0 MM MIX, 4" DEPTH

0313-0010

SY

274

-

Error: Missing value for 'Unit Price'

#1-5

SURBASE 6" DEPTH (NO. 2A)

0350-0010

SY

343

-



If the **Bid Table** has the **No Bid** function enabled you must first select the **Bid** option for line items that you wish to bid on. Click the drop-down arrow next to the **No Bid** column, and click on **Bid**.

7	<b>CHEMICALS</b>					
8	Not Bidding	No Bid	#1-1	A-Ben-A-Qui Universal Cleaner - 12/case (NO SUBSTITUTE)	6	-
9	Not Bidding	No Bid	#1-2	Ajax Oxygen Bleach Cleanser - 21 oz can - 24/case (EQUIVALENT SAMPLE REQUIRED)	2	-
10	Not Bidding	<div> <div>Bid</div> <div>No Bid</div> </div>	#1-3	All Purpose Cleaner, State Chemical #115874, One-Gallon Containers, include labels (EQUIVALENT SAMPLE REQUIRED)	40	-

Now enter your pricing for each line item in the **Numeric/Unit Price column**. As you enter your prices the color of the first column will change from **pink/red** to **green** indicating a completed entry. The spreadsheet will provide pricing group (**Basket**) **subtotals** as well as a complete **Bid Total** upon the completion of **Unit Price** entries.

1	<b>Responses</b>					
2	Success: All data is valid!					
3						
4						
5	Status	Bid/No Bid Decision	#	Description	Approx. Annual Usage	Total Cost
6						
7	<b>CHEMICALS</b>					
8	Not Bidding	No Bid	#1-1	A-Ben-A-Qui Universal Cleaner - 12/case (NO SUBSTITUTE)	6	-
9	Success: All values provided	Bid	#1-2	Ajax Oxygen Bleach Cleanser - 21 oz can - 24/case (EQUIVALENT SAMPLE REQUIRED)	2	\$ 24.87
10	Not Bidding	No Bid	#1-3	All Purpose Cleaner, State Chemical #115874, One-Gallon Containers, include labels (EQUIVALENT SAMPLE REQUIRED)	40	-

Repeat the same process if the solicitation requires the submission of a **Questionnaire (Bidder Acknowledgments)**.

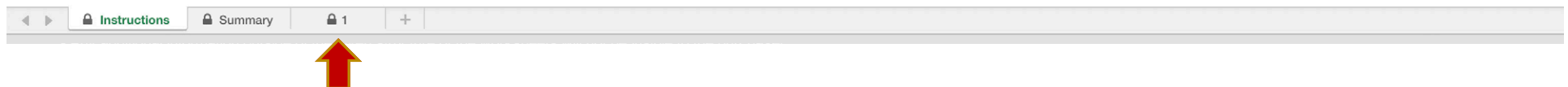
Questions are answered in the Excel sheet labeled “1”.



## Bidder Acknowledgements (Q-17IJ)

### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please do not use Excel formulas in your responses.
- Please follow the instructions provided along with this file to submit it back to Bonfire.
- If you have any questions regarding the content of this file, please contact the appropriate purchaser.
- If you have any technical problems, please contact Bonfire at Support@GoBonfire.com.



Enter your response to the questions in the **Response column**. Within the Questionnaire, the column that changes color from **pink/red** to **green** to indicate a complete entry is located on the right side of the spreadsheet.

If the column does not turn **green** after you enter your **Response** or you see an error message, the **Comment** column may also be set as a required field. In this instance copy your **Response** entry and paste it into the **Comment** column.

### Question Set 1: Acknowledgements

#	Question	Response	Comment	
<b>Owner and Bidder</b>				
1.1.1	The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents. (Enter I Agree or I Do Not Agree)	I agree		
<b>Attachments to this Bid</b>				
1.2.1	The following documents are submitted with and made a condition of this Bid: A. Required Bid security (Enter I Agree or I Do Not Agree)	I agree		
1.2.2	The following documents are submitted with and made a condition of this Bid: B.Non-Collusion Affidavit; (Enter I Agree or I Do Not Agree)	-		
1.2.3	The following documents are submitted with and made a condition of this Bid: C.Public Works Employment Verification Form; (Enter I Agree or I Do Not Agree)	-		
	The following documents are submitted with and made a condition of this Bid:			

Click the **Upload File button** to submit both the **Bidder Acknowledgments “Questionnaire”** and **Pricing Section(s) “BidTable”** as part of your bid submission.

**NOTE:** It is important NOT to change the file names of the Questionnaire and BidTable files. Especially the part of the file name that is in parenthesis. The part of the file name MUST remain the same or the file will not upload successfully. In the two examples below they are: **(Q-17IJ)** and **(BT-17HI)**.



The screenshot displays the 'Upload Additional Documents Here' section of the PennBid portal. At the top, a header bar indicates 'OPTIONAL' status, 'File Type: Any (\*.\*)', and '# Files: Multiple'. Below this, two document categories are listed: 'Acknowledgements' and 'Pricing Section'. Under 'Acknowledgements', there is a required document 'Bidder Acknowledgements (Q-17IJ)' with a status of 'REQUIRED', 'Questionnaire', and '# Files: 1'. Under 'Pricing Section', there is a required document 'Pricing Section (BT-17HI)' with a status of 'REQUIRED', 'BidTable', and '# Files: 1'. Each document entry has a download icon and an 'Upload File...' button. A large red arrow points to the 'Upload File...' button for the 'Pricing Section (BT-17HI)' document. Below the document list, the heading 'Step 2: Submit & Finalize' is visible.

**Upload Additional Documents Here** Upload File...

**OPTIONAL** File Type: Any (\*.\*) # Files: Multiple

**Acknowledgements**

**Bidder Acknowledgements (Q-17IJ)** Upload File...

**REQUIRED** Questionnaire # Files: 1

**Pricing Section**

**Pricing Section (BT-17HI)** Upload File...

**REQUIRED** BidTable # Files: 1

**Step 2: Submit & Finalize**

To complete your Submission, check the box indicating that you agree to PennBid's Terms and Conditions. You can review the terms by clicking the ["By checking this box, I accept PennBid's Terms and Conditions. Click here to review."](#) hyperlink.

After agreeing to the terms, click the **SUBMIT & FINALIZE MY SUBMISSION** button. You will see the confirmation message on screen and you have the option of having the confirmation sent to another individual.

Bidder\_Acknowledgements\_(Q-17IJ).xlsx

### Pricing Section

•

**Pricing Section (BT-17HI)**

REQUIRED BidTable # Files: 1

✓

Pricing\_Section\_(BT-17HI).xlsx

By checking this box, I agree to PennBid's terms and conditions, and I further certify that I am authorized to submit this bid on behalf of my company. Unless I am awarded a contract under this solicitation, I understand that there are no fees. There are also no fees for awards less than \$23,200. If I am awarded a contract under this solicitation (greater than \$23,200), I agree to pay the PennBid award fee of 1/3 of 1% (.0033) of contract value for Fixed Fee Contracts or 1/6th of 1% (.00166) of contract value for Term Contracts plus tax. Minimum award fee is \$100. All fees are capped. I acknowledge my acceptance of the PennBid agreement as part of my registration and use of this Program.

Upload File...

## Step 2: Submit & Finalize

✓

I understand that I can't change any of the submission details or documents once By checking this box, I accept PennBid's Terms and Conditions. Click here to review.

SUBMIT & FINALIZE MY SUBMISSION


## Step 2: Submit & Finalize

☒ I understand that I can't change any of the submission details or documents once the project closes.  
By checking this box, I accept PennBid's Terms and Conditions. [Click here to review.](#)

SUBMIT & FINALIZE MY SUBMISSION

[Technical Support](#) [Portal Security](#) [Terms of Service](#)

Powered by

 Bonfire

To **Modify** or **Un-Submit** your submission return to the **Your Submission page**, and select the **Work-In-Progress tab**. Select the **Actions button** in the submission you wish to modify or un-submit. Select the View option.

## Your Submissions

PennBid

**Work-in-Progress**

Completed

Missed

Ref. #	Project	Vendor	Due Date	Action
755 Line Item Web Browser Submission Test Project	755 Line Item Web Browser Submission Test Project	PennBid QA Account	Jan 31st 2024, 8:30 AM EST	Actions ▾
Test	Testing for Submit - Unsubmit	PennBid QA Account	Jan 22nd 2024, 3:30 PM EST	Actions ▾
York County, Pa	2022 Bridge Replacement Program	PennBid QA Account	Jan 24th 2024, 10:00	View

Scroll to the bottom of the page to the **Need to Revise Your Submission?** section. Click the hyperlink to un-submit your submission. Un-submitting your bid it does not remove anything that has been uploaded. All previously saved answers and uploads remain in the submission.


**NOTE:** Whether you are modifying OR un-submitting, you need to un-submit your bid as the first step.

We are continually improving the digital submission process at **PennBid**, but we need feedback from suppliers like you.

Provide Feedback »

---

### Need to Revise Your Submission?

 [Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

Click the **OK button** in the pop-up screen. If un-submitting your bid, you are finished.

🔄 🏠 🔍 pennbid.bonfirehub.com/submissions/461582 🔍 ☆

**PENNBID**  
610-693-4769

Portal **Submissions**


Organization: PennBid QA Account

Requested Documents: **Upload Bid Bond Here - Required**  
GPD-Bid-Bond-Document.pdf  
**Upload Required Documents Here - Required**  
GPD-Consulting-Supporting-Document.pdf

pennbid.bonfirehub.com says

Are you sure you want to un-submit your submission?

Cancel OK

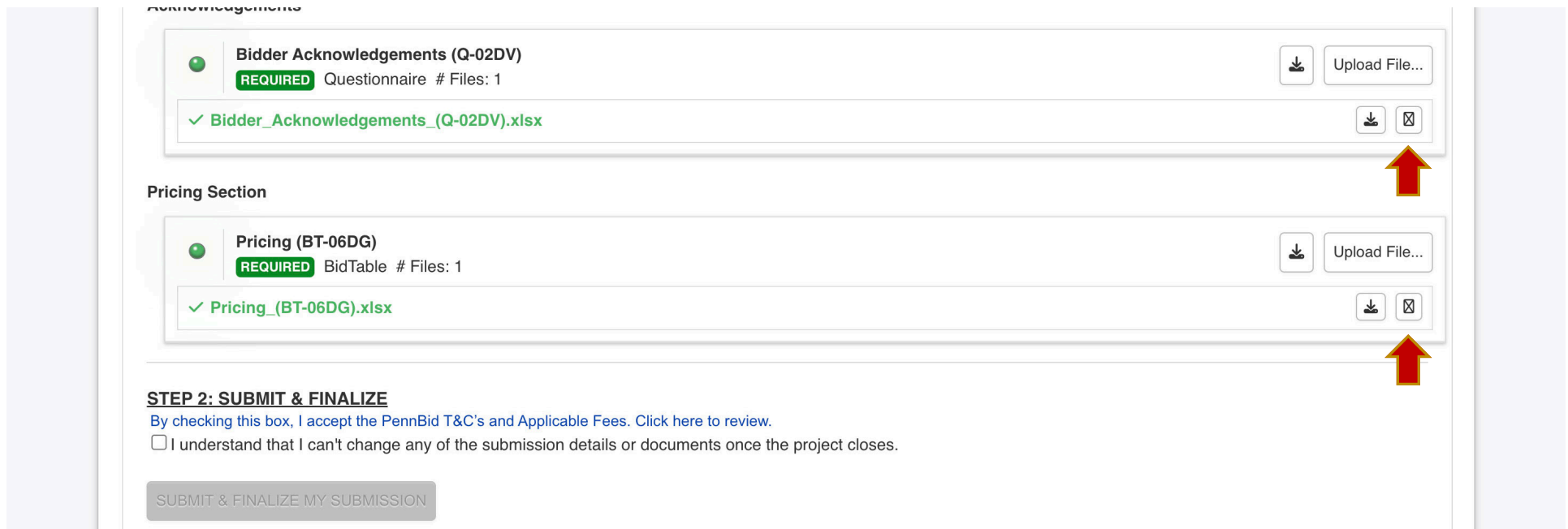


Micro...

Gary

If modifying your bid, simply make any changes to your submission/proposal and click the **SUBMIT & FINALIZE MY SUBMISSION** button to re-submit your updated bid.

If you are modifying your **Pricing** or **Bidder Acknowledgements** you must first remove the current uploaded file by selecting the “X” icon to the right of the uploaded file name(s). This will clear the original upload, allowing you to edit the existing spreadsheet or download the new version to complete and re-upload.



**Acknowledgements**

● **Bidder Acknowledgements (Q-02DV)**  
**REQUIRED** Questionnaire # Files: 1

✓ Bidder\_Acknowledgements\_(Q-02DV).xlsx

**Pricing Section**

● **Pricing (BT-06DG)**  
**REQUIRED** BidTable # Files: 1

✓ Pricing\_(BT-06DG).xlsx

**STEP 2: SUBMIT & FINALIZE**  
By checking this box, I accept the PennBid T&C's and Applicable Fees. Click here to review.  
☐ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

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