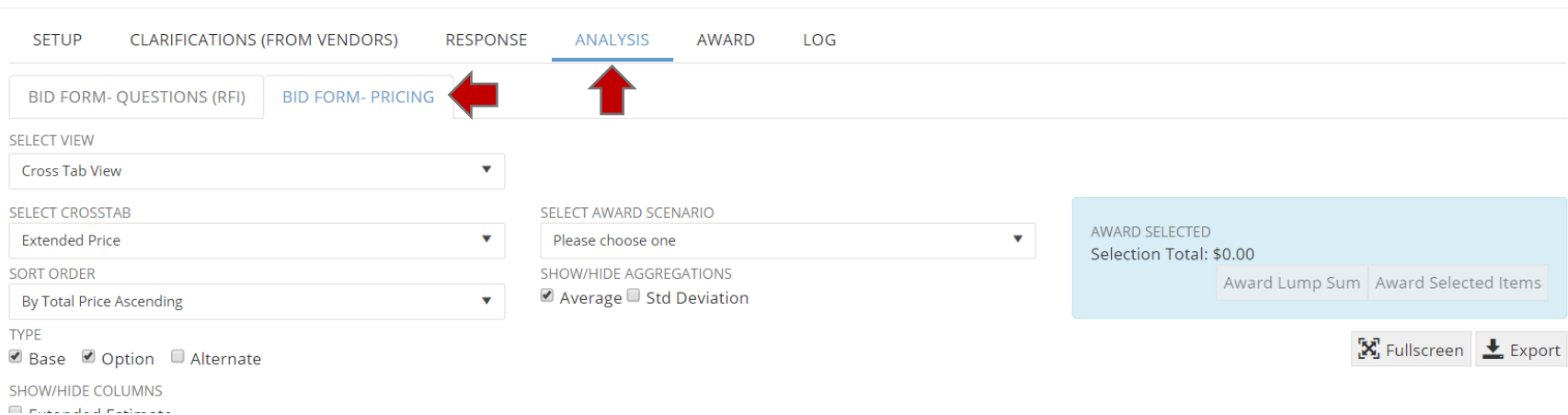# AWARDING YOUR PROJECT

Awarding your solicitation in PennBid is a streamlined, straightforward process that allows you to choose the manner and extent of items you are awarding, ending the bid management phase of your project.

Selection Methods

The process of awarding bids begins within the ANALYSIS screen of your project, on the "BID FORM – PRICING" sub-tab.

On the drop-down menu under "Select Award Scenario," choose the desired award scenario. The "Lowest Price Single Award" option will automatically select the bidder whose total pricing is lowest, with the selected award value shown in the "Award Selected" box. Selecting the "Lowest Price Split Award" option will automatically pick the lowest price for each line item, typically resulting in more than one selected bidder. This option is often used for commodity purchases, such as materials, chemicals, or similar.

Reference Number	Description	Type	UOM	Quantity	M & B Services, LLC	Tel-Power, Inc	Wyoming Electric and Signal	AVERAGE
Bid Price Ratio					100%	99.17%	97.71%	
Total					$164,710.00	$166,080.00	$168,560.00	
PRICING ITEMS					$164,710.00	$166,080.00	$168,560.00	
1	MOBILIZATION	Base	LS	1.00	$9,754.80	$22,200.00	$7,300.00	$13,084.93
2	MAINTENANCE AND PROTECTION OF TRAFFIC	Base	LS	1.00	$8,312.81	$3,300.00	$4,900.00	$5,504.27
3	NEMA TS-1; TYPE 2 ECONOLITE CONTROLLER	Base	EA	4.00	$27,263.20	$24,960.00	$28,560.00	$26,927.73
4	RADIO COMMUNICATION SYSTEM (BROADBAND INTERNET)	Base	LS	1.00	$20,916.89	$18,420.00	$19,800.00	$19,712.30
5	DIGITAL WAVE RADAR PRESENCE DETECTION	Base	EA	10.00	$98,462.30	$97,200.00	$108,000.00	$101,220.77

Another method for selecting an award is to simply click on the cells you wish to include in the award. Notice that the value in the "Award Selected" box will recalculate based on the cell(s) you selected.

SELECT CROSSTAB

Extended Price ▾

SORT ORDER

By Total Price Ascending ▾

TYPE
☑ Base ☑ Option ☐ Alternate

SHOW/HIDE COLUMNS
☐ Extended Estimate

SELECT AWARD SCENARIO

Please choose one ▾

SHOW/HIDE AGGREGATIONS
☑ Average ☐ Std Deviation

AWARD SELECTED
Selection Total: $118,920.00

Award Lump Sum | Award Selected Items

⛶ Fullscreen ⬇ Export

Reference Number	Description	Type	UOM	Quantity	M & B Services, LLC	Tel-Power, Inc	Wyoming Electric and Signal	AVERAGE
Bid Price Ratio					100%	99.17%	97.71%	
Total					$164,710.00	$166,080.00	$168,560.00	
PRICING ITEMS					$164,710.00	$166,080.00	$168,560.00	
1	MOBILIZATION	Base	LS	1.00	$9,754.80	$22,200.00	$7,300.00	$13,084.93
2	MAINTENANCE AND PROTECTION OF TRAFFIC	Base	LS	1.00	$8,312.81	$3,300.00	$4,900.00	$5,504.27
3	NEMA TS-1; TYPE 2 ECONOLITE CONTROLLER	Base	EA	4.00	$27,263.20	$24,960.00	$28,560.00	$26,927.73
4	RADIO COMMUNICATION SYSTEM (BROADBAND INTERNET)	Base	LS	1.00	$20,916.89	$18,420.00	$19,800.00	$19,712.30
5	DIGITAL WAVE RADAR PRESENCE DETECTION	Base	EA	10.00	$98,462.30	$97,200.00	$108,000.00	$101,220.77

When you are satisfied with the selected items, in the "Award Selected" box, click either the "Award Lump Sum" button, which simply includes the total price submitted, or the "Award Selected Items" button, which shows all line items selected and prompts you to confirm this action. If the award scenario is correct, click "Confirm" to delete any previous award information and continue. A summary of the line items, along with unit pricing and totals, will display. If the total award is correct, click the "Save" button.

BID FORM- QUESTIONS (RFI)	BID FORM- PRICING

| ▼ AWARD SCENARIO (1 record) | | | | | | Cancel | Save ⚙ |

▼	NAME	TOTAL AWARD					
◢	M & B Services, LLC	$164,710.00					

| ▼ AWARDED ITEMS (5 records) | | | | | | | ⚙ |

TOTAL SUM: $164,710.00

REFERE...	DESCRIPTION	TYPE	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXT PRICE	USER FIELD 1
◢ Pricing Items						Sum: $0.00	
1	MOBILIZATION	Base	LS	1.00	$9,754.80	$9,754.80	0608-0001
2	MAINTENANCE AND PROTECTION OF TRAFFIC	Base	LS	1.00	$8,312.81	$8,312.81	0901-0001
3	NEMA TS-1; TYPE 2 ECONOLITE CONTROLLER	Base	EA	4.00	$6,815.80	$27,263.20	9000-0001
4	RADIO COMMUNICATION SYSTEM (BROADBAND INTERNET)	Base	LS	1.00	$20,916.89	$20,916.89	9000-0002
5	DIGITAL WAVE RADAR PRESENCE DETECTION	Base	EA	10.00	$9,846.23	$98,462.30	9000-0770

TOTAL SUM: $164,710.00

Clicking "Save" will automatically transfer you to the AWARD tab. Now you can review, edit, and finalize award information, including assigning the Award Date and choosing to publish the Bid Results publicly. Note that the system will auto-populate the date based on the date you are executing these steps within your project.

Edit

AWARD DATE	PUBLISHED COMMENTS ⓘ	FILE DESCRIPTION ⓘ
2/4/2020		
PUBLISH BID RESULTS ⓘ	PRIVATE COMMENT	PUBLISH AWARD DOCUMENT
None		No
PUBLISH COMPANY AWARD GRID RESULTS ⓘ	ATTACHED FILE ⓘ	
None		

Withdraw Award

AWARDED COMPANIES (1 record) ⚙

NAME	TOTAL AWARD
M & B Services, LLC	$164,710.00

AWARDED ITEMS (5 records) ⚙

T
$

REFERENCE NUMBER	TYPE	DESCRIPTION	COMMENT	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXTEN
▲ Pricing Items - Pricing Section							Sum: $164,
1	Base	MOBILIZATION		LS	1.00	$9,754.80	
2	Base	MAINTENANCE AND PROTECTION OF TRAFFIC		LS	1.00	$8,312.81	
3	Base	NEMA TS-1; TYPE 2 ECONOLITE CONTROLLER		EA	4.00	$6,815.80	
4	Base	RADIO COMMUNICATION SYSTEM (BROADBAND INTERNET)		LS	1.00	$20,916.89	

Occasionally, you may find the need to edit either the quantities or unit pricing associated with certain line items to accurately reflect what an agency is awarding. By hovering your mouse over any line, you will see a pencil, or "editing" icon appear. Clicking on this will open that line for editing, allowing you to adjust the Quantity or Unit Price as appropriate. Once you finish updating, click "Save."

Note that this will not edit the bid information submitted by the bidder, only what is being awarded. All original pricing submitted by a bidder is retained. Once you are done verifying your preferences, the awarding process is complete.

Should it be necessary to withdraw the award, simply click the "Withdraw Award" button. You can always repeat the awarding steps as appropriate.

Edit

AWARD DATE
1/23/2020

PUBLISHED COMMENTS ⓘ

FILE DESCRIPTION ⓘ

PUBLISH BID RESULTS ⓘ
Summary Pricing Results

PRIVATE COMMENT

PUBLISH AWARD DOCUMENT
No

PUBLISH COMPANY AWARD GRID RESULTS ⓘ
Summary Pricing Awards

ATTACHED FILE ⓘ

Withdraw Award