

EXPORTING BIDDERS LISTS

Exporting Bidders Lists – Retrieving a list of all bidders who have taken an action on a specific project

Exporting the Bidders List

First, locate the solicitation containing the Bidders' List you're looking to export.

- Once in the solicitation, select the **BIDDERS** tab



The screenshot shows the PENNBID web application interface. On the left is a dark sidebar with navigation options: Home, My Account, Bids, Activities, and Doc Library. The main content area displays a bid list with the following details:

NUMBER	TITLE	PROCESS	STATUS
County of York	York County Offices - Pleasant Valley Road Renovation - General Building Construction; Plumbing Construction; Electrical Construction	One Step Unsealing	Open for Bidding

Below the bid list is a horizontal navigation bar with tabs: DESCRIPTION, BID DOCUMENTS, CLARIFICATIONS (FROM VENDORS), RESPONSE, BIDDERS, and LENDAR. A red arrow points to the BIDDERS tab. Below the navigation bar, the following information is displayed:

NUMBER	CLARIFICATION DEADLINE	CONTACT INFORMATION
County of York	1/20/2022 4:00 PM	

- Once on the **BIDDERS** tab, make sure all Columns you need are visible
- Select the **Gear Icon** near the right
- Select **Show/Hide Columns** (anything crossed out is not currently shown; click that line item to make visible)

[Return to Bid List](#) | **Bid** | NUMBER: **County of York** | TITLE: **York County Offices - Pleasant Valley Road Renovation - General Building Construction; Plumbing Construction; Electrical Construction** | PROCESS: One Step Unsealing | STATUS: Open for Bidding | CLOSES IN: 1 days: 19 hours: 9 minutes: 52 seconds | [Help ?](#)

DESCRIPTION | BID DOCUMENTS | CLARIFICATIONS (FROM VENDORS) | RESPONSE | **BIDDERS** | CALENDAR

COMPANIES (71 records)

1 2 50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 71 items

NAME	PROJECT ROLE	ADDRESS 1	CITY	STATE/PROVINCE/TERRITORY	ZIP/POSTAL CODE	PHONE
A. N. Lynch Co., Inc.		122 Finkbiner rd	Spring City	Pennsylvania	19475	
A.T.O. Excavating, Inc.		1434 Kaylor Road	Harrisburg	Pennsylvania	17036	
All State Traffic Control of PA Inc.	Sub Contractor	400 Third Avenue	Kington	Pennsylvania	18704	5707143524
amit		rammer road	rodia	Pennsylvania	14527	0070737408

Settings menu: Name, Project Role, Address 1, City, State/Province/Territory, Zip/Postal Code, Diversity, Phone, Show/Hide Columns, Export, Reset To Default



- Once all Columns are visible, again select the **Gear Icon** to the right
- Select **Export**
- Choose to either export to **Excel** or **PDF**

Return to Bid List

Bid

NUMBER: **County of York**

TITLE: **York County Offices - Pleasant Valley Road Renovation - General Building Construction; Plumbing Construction; Electrical Construction**

PROCESS: One Step Unsealing

STATUS: Open for Bidding

CLOSES IN: 1 days: 19 hours: 55 minutes: 42 seconds

DESCRIPTION | BID DOCUMENTS | CLARIFICATIONS (FROM VENDORS) | RESPONSE | **BIDDERS** | CALENDAR

COMPANIES (71 records)

50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 71 items

Export To Excel
Export To PDF

Show/Hide Columns
Export
Reset To Default

NAME	PROJECT ROLE	ADDRESS 1	CITY	STATE/PROVINCE/TERRITORY	ZIP/POSTAL CODE	DIVERSITY	PHONE
A. N. Lynch Co., Inc.		122 Finkbiner rd	Spring City	Pennsylvania	19475		610-469-6491
A.T.O.Excavating, Inc.		1434 Kaylor Road	Harrisburg	Pennsylvania	17036		717-566-4248
All State Traffic Control of PA Inc.	Sub Contractor	400 Third Avenue	Kington	Pennsylvania	18704		5707143524

The exported document will now be on your computer for review.