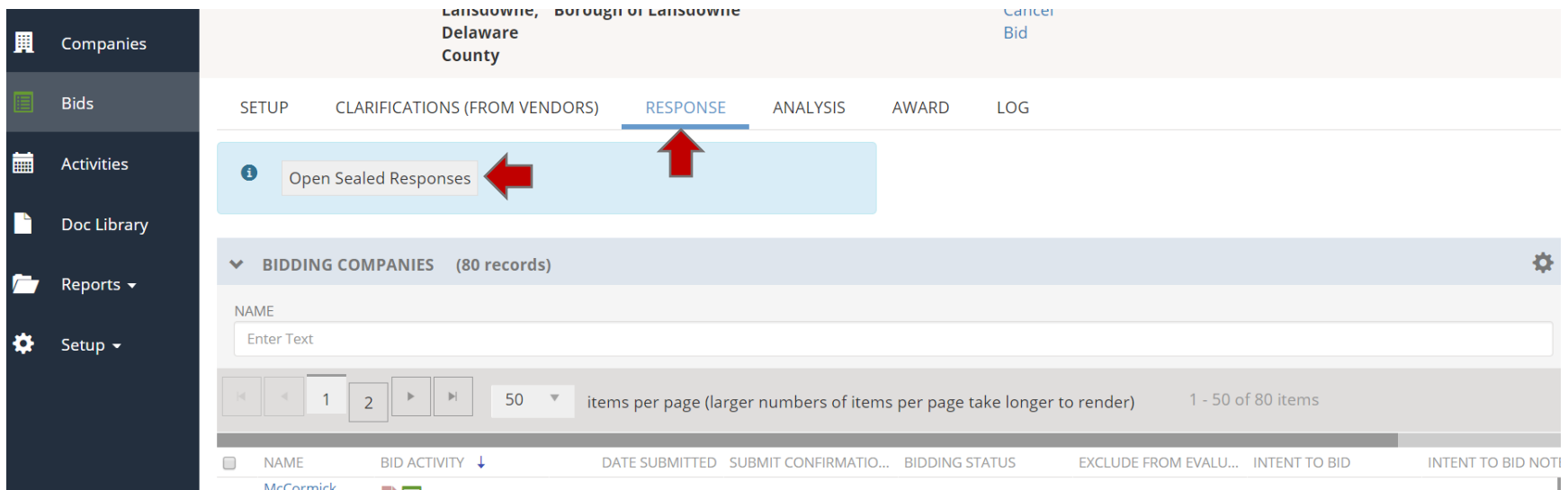


# OPENING BIDS AND DISPLAYING RESULTS

Opening bids in PennBid is a quick and easy process that offers comprehensive access to bid information and documents submitted by bidders.

## Opening Bids












On the RESPONSE tab in your project, you will find a button labeled “Open Sealed Responses.” There may be two buttons, depending on the type of unsealing (One-Step Unsealing or Two-Step Unsealing) you selected on the Setup screen. Clicking the button(s) will unseal the bids. The system will automatically date and time stamp this action.



The screenshot displays the PennBid web application interface. On the left is a dark sidebar with navigation options: Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area shows a project titled "Lansdowne, Borough of Lansdowne Delaware County" with a "Cancel Bid" link. Below the project title are tabs for SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE (highlighted in blue), ANALYSIS, AWARD, and LOG. A light blue box contains an "Open Sealed Responses" button with an information icon, with a red arrow pointing to it from the left and another red arrow pointing to the "RESPONSE" tab from below. Below this is a section for "BIDDING COMPANIES (80 records)" with a search input field labeled "NAME" containing "Enter Text". A pagination bar shows "1" selected, "2" next to it, and "50" items per page. At the bottom, a table header is visible with columns: NAME, BID ACTIVITY, DATE SUBMITTED, SUBMIT CONFIRMATIO..., BIDDING STATUS, EXCLUDE FROM EVALU..., INTENT TO BID, and INTENT TO BID NOTI. The first row shows the name "McCormick" and a small status icon.



As you scroll down the page, you will see your list of bidders with those who submitted a bid at the top. These bidders can be identified by the green “paper” icon within the BID ACTIVITY column. Within the PRINTABLE VIEW column is a print-friendly bid form for each bidder. The BID BOND DOCUMENT column contains the bid bond/security uploaded while the column labeled DOWNLOAD RESPONSE DOCS contains a shortcut link that will download all documents uploaded by each bidder, including the Bid Bond/Security, and other supporting files.

Activities	COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATION NUMBER	BID BOND DOCUMENT	DOWNLOAD RESPONSE DOCS	PRINTABLE VIEW
Doc Library	Ligonier Construction	 	9/2/2020 11:47 AM	B1A7A2DFAE5	Bid Bond.pdf 	download 	view 
Reports	Guyer Brothers Inc.		9/2/2020 11:30 AM	92430AC11CB	lakemont park bid bond.pdf	download	view
Setup	Charles J. Merlo, Inc	 	9/2/2020 10:45 AM	97F35CCF5D0	Lakemont Park Pond Mechanical Dredging Bid Bond.pdf	download	view
	Glenn O. Hawbaker, Inc.		9/2/2020 10:23 AM	00C97C8851B	BID BOND.pdf	download	view
	Tru-Line Contractors Inc						
	Construction Journal						



## Analyzing Bid Results

To begin analyzing the details associated with submitted bids, click on the **ANALYSIS** tab. The first sub-tab, **BID FORM – QUESTIONS (RFI)**, contains a tabular view of all bidder acknowledgements and responses. It also contains links to each supporting document uploaded by a bidder.

SETUP    CLARIFICATIONS (FROM VENDORS)    RESPONSE    **ANALYSIS**    AWARD    LOG

BID FORM- QUESTIONS (RFI)    BID FORM- PRICING

SELECT VIEW  
Cross Tab View

SORT ORDER  
By Company Name Ascending

AWARD SELECTED - CLICK COMPANY NAME TO SELECT  
Award Selected Company

Fullscreen     Export

Reference Number	Question	Response Type	Response Required	Cook's Service Company Inc	Five Star, Inc.	Gaudelli Bros Inc
<b>DEFAULT ITEM GROUP</b>						
1.	Uplaod the Bidder's Qualification Questionairre Here	Document	Yes	Easttown Library - Qualifi...pdf	Qualification.pdf	Qualification Questnaire.pdf
2	Upload the Bidder's Affidavit Here	Document	Yes	Easttown Library - Bidders...pdf	Bidders Affidavit.pdf	Bidders Affidavit.pdf
3	Upload the Affidavit of Non Collusion Here	Document	Yes	Easttown Library -	Non-Collusion.pdf	Affidavit of Non



To access a tabulation of prices, click on the **BID FORM – PRICING** sub-tab. The default view shows all bidders, organized from apparent low on the left to apparent high on the right, based on the total of all pricing items. You can select/unselect Base or Option bid items, which will recalculate the total and reorganize the bidders according to selected criteria. The dark green cells represent the lowest price for that line item while the light green cells represent the second-lowest price. Cells with red text represent a value that is higher than the average for that line item. If desired, Averages or Standard Deviations can be turned on or off to assist in evaluating pricing items. In the case of multi-contract or multi-prime projects utilizing the “Item Groups” feature, you can specify which groups you wish to include in the tabulation via the “Item Group” selector. Tabulations can be exported by clicking the “Export” button on the left-hand side above the grid.

SETUP   CLARIFICATIONS (FROM VENDORS)   RESPONSE   **ANALYSIS**   AWARD   LOG

BID FORM- QUESTIONS (RFI)   **BID FORM- PRICING**

SELECT VIEW  
 Cross Tab View

**DISPLAY OPTIONS**  
 SELECT CROSTAB  
 Extended Price

SORT ORDER  
 By Total Price Ascending

Fullscreen   **Export**

**EXTENDED PRICE ANALYSIS**

**FILTER OPTIONS**  
 TYPE  
 Base    Option    Alternate

**SHOW/HIDE OPTIONS**  
 Extended Estimate  
 Average    Std Deviation  
 Show Details

**SCENARIO OPTIONS**  
 Please choose one  
 AWARD SELECTED  
 Selection Total: \$0.00  
 Award Lump Sum   Award Selected Items

Reference Number	Description				Ma Hayden	G.R. Noto Electrical Construction, Inc.	North End Electric	PSI Pumping Solutions, Inc.	Pioneer Construction, Co., Inc.	AVERAGE
<b>Bid Price Ratio</b>					100%	91.27%	87.72%	13.94%	13.93%	
<b>Total Extended</b>					\$227,500.00	\$247,300.00	\$258,122.00	\$1,670,500.00	\$1,679,389.00	
CONTRACT NO. 2020-01 - GENERAL/PROCESS MECHANICAL					\$0.00	\$0.00	\$1,850.00	\$1,379,800.00	\$1,679,389.00	
1	Bonds and Insurance	Base	LS	1.00				\$35,000.00	\$27,504.00	\$31,252.00
2	Submittals	Base	LS	1.00				\$15,000.00	\$5,760.00	\$10,380.00
3	Mobilization	Base	LS	1.00				\$85,000.00	\$61,895.00	\$73,447.50
4	Site Work	Base	LS	1.00				\$2,000.00	\$37,511.00	\$19,755.50
5	Blasting, Coating, Miscellaneous Metals, and Appurtenances for East Train (Side 1)	Base	LS	1.00				\$320,000.00	\$261,100.00	\$290,550.00



To see a total of any number of cells, simply click on them to select (they will highlight with a yellow border) and the “selection total” will show in the blue box above the grid. Additionally, clicking on the “Show Details” button will include the unit prices within the tabulation.

SETUP   CLARIFICATIONS (FROM VENDORS)   RESPONSE   **ANALYSIS**   AWARD   LOG

BID FORM- QUESTIONS (RFI)   BID FORM- PRICING

SELECT VIEW  
 Cross Tab View

**DISPLAY OPTIONS**  
 SELECT CROSSTAB: Extended Price  
 SORT ORDER: By Total Price Ascending  
 Fullscreen   Export

**FILTER OPTIONS**  
 TYPE:  Base  Option  Alternate  
 ITEM GROUP: Please choose all that apply

**SHOW/HIDE OPTIONS**  
 Extended Estimate  
 Average  Std Deviation  
 Show Details

**SCENARIO OPTIONS**  
 Please choose one  
 AWARD SELECTED  
 Selection Total: \$200,453.50  
 Award Lump Sum   Award Selected Items

Extended Price Analysis


Reference Number	Description	Type	UOM	Quantity	Lehigh Valley Site Contractors A Division of H&K Group, Inc.	Grace Industries	Barwis Construction LLC	DePaul And Company Inc.	AVERAGE
<b>Bid Price Ratio</b>					100%	97.68%	82.49%	60.1%	
<b>Total Extended</b>					\$433,051.80	\$443,318.00	\$524,944.00	\$720,481.00	
BASE					\$424,946.80	\$436,368.00	\$516,161.00	\$706,991.00	
1	Mobilization and Demobilization	Base	LS	1.00	\$23,530.00 Unit: \$23,530.00	\$24,465.00 Unit: \$24,465.00	\$50,068.68 Unit: \$50,068.68	\$8,000.00 Unit: \$8,000.00	\$26,515.92
2	Clearing and Grubbing	Base	LS	1.00	\$1,230.00 Unit: \$1,230.00	\$5,875.00 Unit: \$5,875.00	\$22,000.00 Unit: \$22,000.00	\$17,000.00 Unit: \$17,000.00	\$11,526.25
3	Class 1 Excavation	Base	CY	244.00	\$25,864.00 Unit: \$106.00	\$6,121.96 Unit: \$25.09	\$9,847.84 Unit: \$40.36	\$21,228.00 Unit: \$87.00	\$15,765.45
4	Class 1B Excavation	Base	CY	378.00	\$12,096.00 Unit: \$32.00	\$11,374.02 Unit: \$30.09	\$10,848.60 Unit: \$28.70	\$44,604.00 Unit: \$118.00	\$19,730.655
5	Subbase 6" Depth (No. 2A)	Base	SY	2,175.00	\$26,535.00 Unit: \$12.20	\$33,060.00 Unit: \$15.20	\$26,426.25 Unit: \$12.15	\$52,200.00 Unit: \$24.00	\$34,555.3125
6	Superpave Asphalt Mixture Design, Base Course, PG 645-22, 3 To 10 Million ESALS, 25 mm Mix, 4 1/2" Depth	Base	SY	2,175.00	\$41,542.50 Unit: \$19.10	\$54,940.50 Unit: \$25.26	\$46,827.75 Unit: \$21.53	\$78,300.00 Unit: \$36.00	\$55,402.6875



Changing the view from “Cross-Tab View” to “Pricing Detail View” will allow you to view each bidders’ pricing submission, including unit prices.

[SETUP](#)
[CLARIFICATIONS \(FROM VENDORS\)](#)
[RESPONSE](#)
[ANALYSIS](#)
[AWARD](#)
[LOG](#)

[BID FORM- QUESTIONS \(RFI\)](#)
[BID FORM- PRICING](#)


SELECT VIEW  
 Pricing Detail View 

FILTER RESPONSE DATA


AWARD SCENARIO  
 Lowest Price Single Award (All Base Items) = \$433,051.80  
 Lowest Price Split Award (All Base Items) = \$311,040.04

[Bid Summary Report](#)

**PRICING ITEMS** (4 records) [By Company](#)

Select Award Scenario  Clear Award Selected 

NAME TOTAL BASE PRICE  
 Lehigh Valley Site  
 Contractors A \$433,051.80  
 Division of H&K Group, Inc.

**PRICING RESPONSES** (62 records) 

TOTAL SUM:  
 \$400,642.20

1 2  50  items per page (larger numbers of items per page take longer to render) 1 - 50 of 62 items

<input type="checkbox"/>	REFERENCE NUMBER	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXT BASE PRICE	COMMENT	USER FIELD 1	USER FIELD 2	USER FIELD 3
<input type="checkbox"/>	<b>Base</b>									
<input type="checkbox"/>	1	Mobilization and Demobilization	LS	1.00	\$23,530.00	\$23,530.00				
<input type="checkbox"/>	2	Clearing and Grubbing	LS	1.00	\$1,230.00	\$1,230.00				
<input type="checkbox"/>	3	Class 1 Excavation	CY	244.00	\$106.00	\$25,864.00				
<input type="checkbox"/>	4	Class 1B Excavation	CY	378.00	\$32.00	\$12,096.00				








## Response Filters

If you wish to exclude a bidder’s submission from your tabulation, you can use the Response Filter.

**NOTE:** Excluding a bidder’s response from your tabulation does not remove their bid submission in the system.

## Updating Pre-Bid Meeting Attendance

If a bidder does not attend a (mandatory) pre-bid meeting and you wish to exclude their submission from the tabulation, start by going to the [SETTINGS](#) screen and scrolling down to the “Bid Events” section.

▼ BID EVENTS (1 record)    							
<input type="checkbox"/>	TITLE	DESCRIPTION	LOCATION	ATTENDANCE REQUIRE...	VIEW EVENT REGISTRA...	EVENT START DATE	REGISTRATION CU
<input type="checkbox"/>	<a href="#">Mandatory Pre-Bid meeting</a>	There will be a mandatory pre bid meeting held on October 7, 2021 at 9:00 a.m on site at Bernhart's Dam parking lot off of Little Rock Road between Spring Valley Road and Crystal Rock Road.	Bernhart's Dam parking lot off of Little Rock Road between Spring Valley Road and Crystal Rock Road	Yes	 <a href="#">View Registrants</a>	10/7/2021 9:00 AM	



Click the “View Registrants” button. A pop-up window will appear with the companies that registered. You can see the number each company indicated was attending the pre-bid meeting. Click the “pencil” icon next to a company name.

**BID EVENT**

TITLE	EVENT END DATE	ATTENDANCE REQUIRED TO BID
Mandatory Pre-Bid meeting	10/7/2021 10:00 AM	Yes
REGISTRATION CUTOFF DATE	MAX ATTENDEES	CANCELLED
		No
EVENT START DATE	EXTERNALLY VISIBLE	
10/7/2021 9:00 AM	Yes	

<span>▼ REGISTERED COMPANIES (4 records)</span> <span style="float: right;"> <span>Notify</span> </span>						
<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		
<input type="checkbox"/>	Performance Construction Company	2	0	9/30/2021 8:34 AM		
<input type="checkbox"/>	Ecotone Inc.	1	0	10/4/2021 4:37 PM		
<input type="checkbox"/>	Aquatic Resource Restoration Company	1	0	10/6/2021 9:53 AM		





A new box with that company's registration information will pop up. By default, the "Num Attended" field will show "0." Edit the "Num Attended" field and click "Save" on the right hand side.

Cancel Save

NUMBER ATTENDING \*

1

DATE REGISTERED

9/29/2021 5:01 PM

FILE DESCRIPTION ⓘ

Enter Text

NUM ATTENDED \*

0

ATTACHED FILE ⓘ

Choose File No file chosen

REGISTERED COMPANIES (4 RECORDS)

<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		

Cancel Save



NUMBER ATTENDING \*

1

DATE REGISTERED

9/29/2021 5:01 PM

FILE DESCRIPTION ⓘ

Enter Text

NUM ATTENDED \*

1

ATTACHED FILE ⓘ

Choose File No file chosen

REGISTERED COMPANIES (4 RECORDS)

<input type="checkbox"/>	COMPANY NAME	NUMBER ATTENDING	NUM ATTENDED	DATE REGISTERED	ATTACHED FILE	FILE DESCRIPTION
<input type="checkbox"/>	Flyway Excavating Inc.	1	0	9/29/2021 5:01 PM		



## Filtering Company by Bid Activity (Before Excluding from Tabulation)

Click on the [RESPONSE](#) tab. Scroll down to view all companies that submitted a bid.

Any company with a “blue calendar” icon under “Bid Activity” has registered for the pre-bid meeting. The “light green calendar” icon indicates that you included their attendance.

Using the “Bid Activity” sort feature, select the “Attended” option so that only the companies who attended the (mandatory) pre-bid meeting remain.

Filtered by: Company Status ✕

NAME

BID ACTIVITY

- None
- Downloaded Document
- Clarification Request
- Submitted Bid
- System Unsubmit
- Vendor Unsubmit
- Bid Withdrawn
- Registered
- Attended

COMPANY STATUS

- Active
- Inactive

1 2 50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 84 items

COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATIO...	BOND STATUS	BID BOND DOCUMENT	COMPANY STATUS	EXCLUDE FROM EVALU...	INTERP
▶ Ecotone Inc.		10/27/2021 1:56 PM	1CBCC3E601A		<a href="#">Ecotone LLC - Berhart Bid Bond.pdf</a>	Active	No	
▶ Performance Construction Company		10/27/2021 1:42 PM	52D44B45F5E		<a href="#">Bid Bond.pdf</a>	Active	No	
▶ Richard E Pierson Construction Co Inc		10/27/2021 1:16 PM	7C180E6B7AC		<a href="#">SEST C45421102711210.pdf</a>	Active	No	
▶ Stonewood Landshaping, Inc.		10/27/2021 12:52 PM	57086A5A21D		<a href="#">Scan0029.pdf</a>	Active	No	
▶ Construction Masters Services, LLC		10/27/2021 12:01 PM	BEA70F0CE86		<a href="#">CM21289 Bernhart's Dam Spillway Removal Bid Bond.pdf</a>	Active	No	
▶ Empire Services		10/27/2021 9:12 AM	7BCE17B9112		<a href="#">Bid Bond for Bernhart's Dam.pdf</a>	Active	No	
▶ BrightFields, Inc.		10/27/2021 9:09 AM	39E649FDC21		<a href="#">bid bond.pdf</a>	Active	No	
▶ Flyway Excavating Inc.		10/26/2021 2:29 PM	A8FAECAC7BD		<a href="#">Bernhart Dam Bond.pdf</a>	Active	No	




## Filtering Bid Results

To filter bid results so that you're only looking at bid submissions from companies who attended the mandatory pre-bid conference, click the "Registered" button under the [BIDDERS](#) tab. Then hover over a company that did NOT attend the mandatory event and click the "pencil" icon. In the box that pops up, select the "Exclude from Evaluation" box. Do this for each company that you wish to exclude.

### Bidding Company View ×

Cancel Save

COMPANY <a href="#">Berg Construction, LLC</a>	 <input checked="" type="checkbox"/>	EXCLUDE FROM EVALUATION	INTERNAL COMMENT <input type="text" value="Enter Text"/>
BID ACTIVITY Downloaded Document, Registered	<input type="checkbox"/>	OPT OUT OF NOTIFICATION	EXTERNAL COMMENTS <input type="text" value="Enter Text"/>

*Note:* Excluding bidders can also be used when a bid shouldn't be considered in the overall tabulation. This may be the case if a bidder does not upload a bid bond, if they disagree to the terms and conditions, etc.


After you finish filtering, click the [ANALYSIS](#) tab. When viewing the tabulation, only the bidders who met the project requirements will be included.

*Note:* Excluding a bid from the tabulation does not edit or delete the bid. This process simply allows you to filter and review bids who met the requirements set forth in the project. You can reverse this action at any time and the bid submission previously excluded will become included.



## Displaying Bid Results


To ensure that bid results are displayed publicly, click on the [SETUP/SETTINGS](#) tab and verify that the “Pricing Results Visibility” is set to either “Public Summary,” which will show only the company name and total base bid sum for each bidder, or to “Public Details,” which will show prices for every line item for all bidders.

 **SETUP**   CLARIFICATIONS (FROM VENDORS)   RESPONSE   ANALYSIS   AWARD   LOG

**SETTINGS**   BID FORM- QUESTIONS (RFI)   BID FORM- PRICING   DOCUMENTS   BIDDERS

For our Quick-Start guides, [click here](#).

For our User Videos (password required- email info@pennbid for more information), [click here](#).

NUMBER ⓘ	STATUS	VENDOR SERVICE AREA VIEW ⓘ
Easttown Library	Closed to Bidding	No
TITLE ⓘ	CLARIFICATION NOTICE ⓘ	VENDOR CATEGORY VIEW ⓘ
HVAC Upgrades	Yes	No
BID TYPE ⓘ	BID SUBMISSION NOTICE	EDIT LOCK ⓘ
Fixed Fee Contract	Yes	Unlocked
PROCESS ⓘ	INCLUDE INTENT TO BID	ACCESS ⓘ
One Step Unsealing	Yes	Public
AVAILABLE DATE ⓘ	BID BOND REQUIRED	BIDDER LIST ACCESS ⓘ
1/8/2020 9:00 AM	Yes	Public
CLARIFICATION DEADLINE ⓘ	USER GROUP ⓘ	PRICING RESULTS VISIBILITY ⓘ
1/28/2020 11:00 AM	Easttown Township	Public Summary
DUE DATE ⓘ	HIDDEN ⓘ	CONTACT INFORMATION ⓘ
 ⓘ	No	

