

WHERE'S THE BID BOND?

Bid Bond – A document guaranteeing that the winning bidder will enter into a contract with the project owner, per the terms of the submitted bid.

Locating the Bid Bond in PennBid

If the bid bond feature was selected during the Setup process (Setup \rightarrow Settings \rightarrow Bid Bond Option \rightarrow File Upload), sealed bids cannot be submitted by bidders without them satisfying the Bid Bond document upload requirement.

Once the project closes, open the solicitation (click **Bids** on the left tool bar, uncheck all status boxes, and select the project). Once the project is opened click the **Response** tab. After scrolling down, you'll see the bidders list, with the companies that submitted a bid at the top of the list.

A	Home		□ Submitted Bid III ← Stem Unsubmit III □ Vendor Unsubmit III □ Bid Withdrawn III □ Registered IIII □ Attended IIII										
Ľ	Dashboard	M	1 2	▶ 50 ▼	items per pag	ge (larger numbers of items per	page take longer to rer	nder) 1 - 50 of 79 item:	5				
Щ	Companies		COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATION NUMBER	BID BOND DOCUMENT	DOWNLOAD RESPONSE DOCS	PRINTABLE VIE				
	Bids		Maxwell Trucking & Excavating Inc.		3/2/2021 4:29 PM	D4B882A3D11	Executed_Bid Bond Forms.pdf	download	view				
			Sippel Development, Inc.		3/2/2021 4:28 PM	C74555D908E	Boggs Twp Bid Bond_2021022611161	download	view				
	Activities		CH&D Enterprises Inc.		3/2/2021 4:17 PM	31E2C530815	004313 BID BOND BOGGS 2ND AVE.pdf	download	view				
	Doc Library		Dean Construction LLC		3/2/2021 4:01 PM	3DB6A0313DB	Boggs Twp210302164344_00	download	view				
	Reports -		Antares Site Work, LLC		3/2/2021 3:32 PM	BD5F514EC1B	21031 Boggs Twp Bid Bond.pdf	download	view				



Using the scroll bar, slide right and left to see if there is a column called "Bid Bond Document." Important Note: If the Bid Bond Document column is not visible, click the gear icon on the top right and turn "on" the bid bond column (There should not be a strike through the heading name). Once you enable that header, the bid bond for each company will appear in a new column. Simply click the document(s) to view, download and/or print.

▼ B	BID SUBMISSIONS (7	9 records)	Y					Export Docume	nts 🌣
							Company Name	Show/Hide Columns	-
Filtere	d by: Company Sta	atus 🗙					Category Summary List	Export	
NAME Ente	er Text			BID ACTIVITY None Downloaded Document Clarification Request Submitted Bid System Unsubmit Vendor Unsubmit Bid Withdrawn Registered			Service Area Summary List Bid Activity Date Submitted Submit Confirmation Number Bond Status Bid Bond Document Company Status	Reset To Default	
	1 2	▶ 50	Exclude from Evaluation Project Role Intent To Bid						
~	COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATION NUMBER	BID BOND DOCUMENT	DOWNLOAD RESP	Intent To Bid Notes	COMPANY STATUS	EXCLUDE
	Maxwell Trucking & Excavating Inc.		3/2/2021 4:29 PM	D4B882A3D11	Executed_Bid Bond Forms.pdf	download	Original Date Submitted Original Submit Name Internal Comment External Comment Printable View	Active	
►	Sippel Development, Inc.		3/2/2021 4:28 PM	C74555D908E	Boggs Twp Bid Bond_2021022611161	download		Active	
►	CH&D Enterprises Inc.		3/2/2021 4:17 PM	31E2C530815	004313 BID BOND BOGGS 2ND AVE.pdf	download		Active	
	Dean Construction LLC		3/2/2021 4:01 PM	3DB6A0313DB	Boggs Twp210302164344_00	download	view	Active	
	Antares Site Work, LLC		3/2/2021 3:32 PM	BD5F514EC1B	21031 Boggs Twp Bid Bond.pdf	download	view	Active	
	BOWMAN Excavation/Paving/Con		3/2/2021 3:07 PM	FE5E53AAD94	Bid Bond.pdf	download	view	Active	
	Mid-State Paving and Excavating		3/2/2021 2:55 PM	1CEAB77D77B	Doc 00 43 13 - Bid Security Form.pdf	download	view	Active	