



Setting Up & Managing Multi-Prime Solicitations

Setting up and managing multi-prime solicitations can be done in several ways. The PennBid recommended method outlined in this document assumes that a single set of bidding documents will be used for all prime contracts. This method has been successfully used on hundreds of multi-prime projects within PennBid.

NOTE: The PennBid team is happy to assist with the setup of your project. We strongly encourage you reach out to our team, especially if it is your first multi-prime project on PennBid. Our office is also pleased to establish and upload a CSV file with your electronic bid form(s).

[Contact Us](#) if you'd like help.

The main prime solicitation (usually the General Contract) will contain all Bidding Documents, Addenda, the Planholder List, and Q&A for all primes, plus the Bid Form for the main prime. Additional solicitations are established in PennBid for each of the other primes (for example HVAC, Electrical, Plumbing, etc.) These additional solicitations will contain only the Bid Form unique to that prime. Instructions (as described later in this document), seen by potential bidders, are provided on the Setup screen within each prime's solicitation.

Here's how potential bidders will see the project.

View	Warrington Township, Bucks County	Open	Tradesville Wastewater Treatment Plant Headworks Facilities Upgrade - Contract 17-06G - General Construction	10/11/2017 2:00:00 PM
View	Warrington Township, Bucks County	Open	Tradesville Wastewater Treatment Plant Headworks Facilities Upgrade - Contract 17-06E - Electrical	10/11/2017 2:00:00 PM
View	Warrington Township, Bucks County	Open	Tradesville Wastewater Treatment Plant Headworks Facilities Upgrade - Contract 17-06M - Mechanical	10/11/2017 2:00:00 PM

Steps for establishing and managing multi-prime projects:

Step 1 – Create the framework for the main prime (typically general construction). For instructions on how to set up the initial solicitation, see our [User Guide](#) which contains step-by-step directions and screen shots.



NOTE: The main prime should include all **Setup** screen information (advertisement, due date/time, contact, expected contract value), [Event](#) information, [Categories](#), **Documents** for all primes, [Questions](#) enabled, [Bidders' List](#) options on and the electronic [Bid Form](#) should be set up.

Step 2 – Clone the first prime and include the features you want to carry over (“Options” and “Categories” are most common). **DO NOT** select “Documents,” as all documents will be housed on the main prime.

Clone Configuration

In addition to cloning solicitation setup, please select additional features you would like to clone.

Clone Categories	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Clone Bidders List	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Clone Bids Options	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Clone Documents	<input type="radio"/> Yes	<input checked="" type="radio"/> No

[Clone Solicitation](#) [Cancel](#)

Step 3 – Change the “Number” and “Title” fields so that the word “copy” is not included and the correct prime is listed (ex. Change “general construction” to “electrical construction.”) Click “Update” at the bottom of the screen.



Setup

Undeliverable Messages	0
<i>(for the last 7 days)</i>	
Bids Received	0
Last Edited By The PennBid Team - Cheryl (8/03/2017 1:37:39 PM Eastern)	
Status Override	Open
Number	West Goshen Sewer Authority
Title	Anaerobic Digester Replacement Project: Contract No. 17-6: Electrical Construction



Step 4 – Include any **Event** information and additional **Categories** as necessary.

NOTE: The “**Documents**” tab should not contain any documents, “**Questions** should not be enabled” “**Orders** should not be turned on” and the “**Bidders**” tab should not include any optional features. All of this information should be enabled on the main prime. All supporting primes (ex. Electrical construction, mechanical construction, HVAC construction) should contain ONLY the **Setup** screen information, **Events**, **Categories** and the electronic bid form on the **Bids** tab.

Step 5 – Repeat Step 2 through Step 4 for any additional primes. All primes should be listed as separate solicitations.

View Clone Delete	West Goshen Sewer Authority	Open	Anaerobic Digester Replacement Project: Contract No. 17-6: Electrical Construction	HRG Project Management - Harrisburg
View Clone Delete	West Goshen Sewer Authority	Open	Anaerobic Digester Replacement Project: Contract No. 17-3: General Construction	HRG Project Management - Harrisburg
View Clone Delete	West Goshen Sewer Authority	Open	Anaerobic Digester Replacement Project: Contract No. 17-7: Mechanical Construction	HRG Project Management - Harrisburg

Step 6 – Include language on the main prime for potential bidders.



NOTE: On the **Setup** screen, click “Edit” and at the top of the description field, including the following on the Main prime:

This solicitation contains the Project Documents, Addenda, and Questions and Answers for ALL contracts associated with the **Insert Name Project, along with the bid form for **Insert Name**: General Construction. The Bid Forms for **Insert Additional Primes** are available on their respective solicitations.**

Please submit all inquiries and questions via the Questions tab. Do not call or e-mail the architect or owner.

Description	<p>This solicitation contains the Project Documents, Addenda, and Questions and Answers for ALL contracts associated with the Anaerobic Digester Replacement Project, along with the bid form for Contract No. 17-3: General Construction. The Bid Forms for Contract No. 17-6: Electrical Construction and Contract No. 17-7: Mechanical Construction are available on their respective solicitations.</p> <p>Please submit all inquiries and questions via the Questions tab. Do not call or e-mail the architect or owner.</p>
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Step 7 – Include language on the additional primes for potential bidders.

NOTE: On the **Setup** screen at the top of the description field, including the following on the Additional primes.

This solicitation contains the Bid Form ONLY for the **Insert Project Name. All Project Documents, Addenda, and Questions and Answers are located within the solicitation titled **Insert Main Prime**.**

Please submit all inquiries and questions via the Questions tab within the **Insert Main Prime** solicitation. Do not call or e-mail the design firm or owner.



Description

This solicitation contains the Bid Form ONLY for the Anaerobic Digester Replacement Project: Contract No. 17-6: Electrical Construction. All Project Documents, Addenda, and Questions and Answers are located within the solicitation titled Anaerobic Digester Replacement Project: Contract No. 17-3: General Construction.

Please submit all inquiries and questions via the Questions tab within the General Construction solicitation. Do not call or e-mail the design firm or owner.

Step 8 – Managing your multi-prime project. All communications, including questions and answers, issuing addenda, and notifying bidders will be done on the main prime. The bidders list for all project areas (general construction, electrical construction, HVAC, mechanical construction, etc.) will be contained on the main prime. ALL project documents for each prime should be uploaded in the **Documents** section of the main prime. You may include as many folders and sub-folders as desired (for example, there can be a folder for each prime).

Each prime will have its own solicitation, which contains the project description, event information and appropriate bid form.

The above process will allow the project to be managed with One set of Documents, One Bidders List, and One set of Questions. Remember that upon Bid Opening, you will need to unseal the Bids for each individual prime.

If you have any questions, or would like assistance, please [Contact Us](#).