

# Extracting Completed Bid Submissions from PennBid


To extract the complete bid submission from an individual Bidder, go to the **BIDS** tab (located on the top blue bar), and click on the "Bids" sub-tab. Scrolling towards the bottom of the page, you will see the Bidders List with a "Bid Status" field that indicates which companies have submitted bids.

Tip: Sorting the list by the Bid Date category will help bring all Bidders with completed bid submissions to the top.

The screenshot shows the PennBid web application interface. At the top, there is a navigation bar with tabs for Home, Solicitations, Vendors, Reports, and Admin. Below this is a sub-menu with links for Setup, Events, Categories, Documents, Questions, Orders, Bidders, Bids, Log, and Internal Only Documents. The 'Bids' tab is highlighted, and a red arrow points to it. Below the navigation bar, the page title is 'Solicitation - Bids'. The solicitation details are: Solicitation Title: Lehigh Valley Regional Bicycle and Pedestrian Plan, Number: Lehigh Valley Planning Commission, Bids Due: 4/18/2018 3:00:00 PM Eastern, Status: Pending Award. Below this, it says 'Visible to Vendors: Currently Visible | Hide'. A second red arrow points to the 'Bids' sub-tab in the sub-menu. Below the sub-menu, there are tabs for RFI Responses, Pricing Responses, Bidders, Award, and Display Results. The 'Bidders' tab is selected. A text box with a red arrow pointing to the 'Bid Date' column header in the table below contains the text: 'Organizing by "Bid Date", will help to sort all Bids recieved'. The table below shows a list of bidders with columns for Company, Last Edited By, Bid Date, Bid Receipt Number, Bid Status, and User Comment. The 'Bid Date' column is sorted in descending order, with the most recent dates at the top. The 'Bid Status' column shows 'Complete' for most entries and 'Incomplete' for one entry.

Company	Last Edited By	Bid Date	Bid Receipt Number	Bid Status	User Comment
<a href="#">Comment</a> <a href="#">View</a> NV5, Inc.	Matt Ludwig	4/18/2018 2:58:51 PM	500299146	Complete	
<a href="#">Comment</a> <a href="#">View</a> Nelson\Nygaard Consulting Associates, Inc.	Jeanne Martin	4/18/2018 2:52:45 PM	500299143	Complete	
<a href="#">Comment</a> <a href="#">View</a> McCormick Taylor, Inc.	Afton Pascal	4/18/2018 2:40:45 PM	500299140	Complete	
<a href="#">Comment</a> <a href="#">View</a> Johnson, Mirmiran & Thompson, Inc	Laura Matos	4/18/2018 2:35:00 PM	500299139	Complete	
<a href="#">Comment</a> <a href="#">View</a> Langan	Kaisha Rosa	4/18/2018 2:29:54 PM	500299137	Complete	
<a href="#">Comment</a> <a href="#">View</a> Michael Baker Engineers	Chris Stanford	4/18/2018 2:28:31 PM	500299136	Complete	
<a href="#">Comment</a> <a href="#">View</a> Toole Design Group, LLC	Jennifer Toole	4/18/2018 12:45:13 PM	500299106	Complete	
<a href="#">Comment</a> <a href="#">View</a> Urban Engineers, Inc.	Andrew Chakmakjian	4/18/2018 12:18:01 PM	500299094	Complete	
<a href="#">Comment</a> <a href="#">View</a> A.S. Young utility contractors llc				Incomplete	

Click on the "View" button (to the left of the company name) for the Bidder you wish to access.

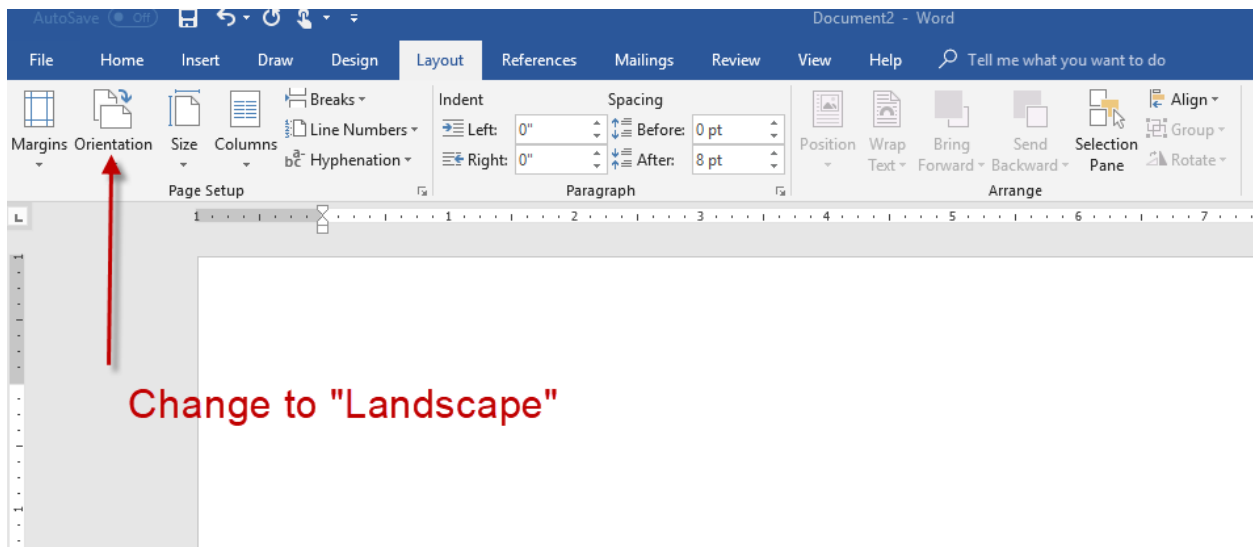


The screenshot shows a web interface for a 'Bidders' table. At the top, there are 'export' and 'print' buttons. Below the table header, there are page numbers '1 2 3'. A red arrow points to the 'View' button next to the company name 'McCormick Taylor, Inc.' in the third row of the table.

	Company	Last Edited By	Bid Date	Bid Receipt Number	Bid Status	User Comm
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">NV5, Inc.</a>	Matt Ludwig	4/18/2018 2:58:51 PM	500299146	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">Nelson\Nygaard Consulting Associates, Inc.</a>	Jeanne Martin	4/18/2018 2:52:45 PM	500299143	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">McCormick Taylor, Inc.</a>	Afton Pascal	4/18/2018 2:40:45 PM	500299140	Complete	
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<a href="#">Comment</a> <a href="#">View</a>	<a href="#">Langan</a>	Kaisha Rosa	4/18/2018 2:29:54 PM	500299137	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">Michael Baker Engineers</a>	Chris Stanford	4/18/2018 2:28:31 PM	500299136	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">Toole Design Group, LLC</a>	Jennifer Toole	4/18/2018 12:45:13 PM	500299106	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">Urban Engineers, Inc.</a>	Andrew Chakmakjian	4/18/2018 12:18:01 PM	500299094	Complete	
<a href="#">Comment</a> <a href="#">View</a>	<a href="#">A.S. Young utility contractors llc</a>				Incomplete	

This will show you to the completed bid submission for this Bidder and you can view all Bidder RFI's (with answers), Pricing Form, and links to the uploaded, attached documents. Extracting the complete "Bid Package" is a simple "copy/paste" function, by where you select the entire contents of the page and paste into a Word Document.

Start by opening a new Word document, and change the layout orientation to "Landscape."



Next, select and copy the completed Bid Submission, using a “left mouse-click, drag,” starting immediately above the “Last Edited By...” field (which is the date/time stamp for when the Bid was submitted). Finish selecting at the bottom, immediately below the PennBid submission acknowledgement.


**Solicitation - Bids**

Solicitation Title: Lehigh Valley Regional Bicycle and Pedestrian Plan  
 Number: Lehigh Valley Planning Commission  
 Bids Due: 4/18/2018 3:00:00 PM Eastern  
 Status: Pending Award

Visible to Vendors: Currently Visible | [Hide](#)

Setup	RFI Form	Pricing Form	Bids	Award	Display Results
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<< Back

 **Begin Selecting Here**

Last Edited By Afton Pascal (4/18/2018 2:40:45 PM Eastern)

Company McCormick Taylor, Inc.



Bid Status Complete

Comment

**RFI**



Upload Proposal [McCormick Taylor Proposal to LVPC for WalkBikeLV Active Transportation Plan.pdf](#) (uploaded 4/18/2018 by Afton Pascal)

Upload Supporting Document(s) [Standard Prime Agreement \(Closed-End\).pdf](#) (uploaded 4/18/2018 by Afton Pascal)

**RFI Response**  

**Number RFI**

The full company name, address, telephone number(s), fax number(s), and e-mail address(es) of the person(s) who will be authorized to represent the Proposer. If applicable, include the address, telephone number(s), fax number(s), and e-mail address(es) for the branch office or other subordinate element that will perform or assist in performing work on the project. Indicate whether the Proposer operates as an individual, partnership or corporation: if incorporated, include the state of incorporation.

**Pricing Response**  

Line Item	User Field 1	User Field 2	Description
1	1	Project Initiation	Existing plan and document review/data gathering; public participation and outreach strategy; multimodal w webpage, and online poll/survey.
2	2	Inventory and Analysis	Bicycle and pedestrian network profile; inventory mapping and analysis; assessment/analysis; scenario and committee meeting.
3	3	Implementation and Draft Plan Development	Support programs and design standards; final goals and policy development; preparation of draft plan; publi marketing and public education.
4	4	Review and Adoption	Final draft plan review and final plan adoption; and final meetings.

Total Base Bid \$37,416.80

I certify that I am authorized to submit this bid on behalf of my company. Unless I am awarded a contract under this solicitation, I understand that there are no fees. If I an Contracts or 1/8th of 1% (.00125) of expected contract value for Term Contracts. Minimum award fee is \$100. All fees are capped. I acknowledge my acceptance of the Pen

 **Finish Selecting Here**

Paste your selection into the newly created Word document. The selection is pre-formatted to fit in the landscape orientation.

Note: The pasted content preserves the link links to the attached documents.

	during his or her tenure or for one year thereafter, have any interest, direct or indirect, in any proceeds thereof. (Enter I <a href="#">AGREE</a> or I DO NOT AGREE)	
6	It is required that the attached Lobbying and Disclosure, Non-collusion, Contingent fees, Fair Employment Practices, and Conflict of Interest Disclosure affidavits shall be executed and delivered with the bid. (Enter I <a href="#">AGREE</a> or I DO NOT AGREE)	I AGREE
7	By submitting a proposal pursuant to this RFP and executing the cover letter, Proposer acknowledges that he/she has read this RFP, understands it, and agrees to be bound by its terms and conditions. (Enter I <a href="#">AGREE</a> or I DO NOT AGREE)	I AGREE

Pricing

Upload Support Document(s) [McCormick Taylor, Fee Proposal for LVPC WalkBikeLV Active Transportation Plan.pdf](#) (uploaded 4/18/2018 by Afton Pascal)

Upload Supporting Document(s) Here

**Live Links to Attached Documents**

Now you can save this document to your computer and share it with other team members that require access to the bid package.

Note: Anyone who receives this extracted bid document can access and view the linked documents, regardless of whether they have a PennBid account.