



Anatomy of a Bid Form

Many PennBid Users benefit from the support our staff provides when it comes to uploading bid forms within their solicitations. We continue to provide this service and are more than happy to upload the electronic pricing form within your project; however, some Users have requested training on how to put together the bid form themselves. To help educate how the Pricing Form template is utilized to populate the electronic bid form in PennBid, below is a diagram and descriptions which explain the relationship between the various rows/columns within the template.

To get the Pricing Form template, click on the **Bids** tab on the top blue bar within your project. Then click the small “Pricing Form” sub-tab, scroll down and click the “Template Pricing Form (.csv file) link. The CSV file will download to your computer, where you can begin inputting your bid form.

The screenshot displays the PennBid web interface. At the top, there is a navigation bar with tabs: Home, Solicitations, Vendors, Reports, and Admin. Below this is a secondary navigation bar with sub-tabs: Setup, Events, Categories, Documents, Questions, Orders, Bidders, Bids, and Log. A red arrow points to the 'Bids' tab. Below the navigation is the 'Solicitation - Pricing Form' section. This section has sub-tabs: Setup, RFI Form, Pricing Form, Bids, Award, and Display Results. A red arrow points to the 'Pricing Form' sub-tab. Under the 'Pricing Form' sub-tab, there is an 'Options' section with a sub-section 'Pricing Response Options Line Items' and an 'Edit' button. Below this is a 'Pricing Form' section with an information icon and a warning message: 'If vendor responses have been submitted, any deletions or additions to the Current Pricing Form will render any current vendor bids Incomplete. Uploading a new Pricing Form will also replace any existing pricing line items. Be sure to notify vendors of the changes and have them re-submit their responses.' Below the warning is an 'Add from Item Master' button. At the bottom, there is an 'Upload New Pricing Form' section with a 'Choose File' button (showing 'No file chosen'), an 'Upload' button, and a link for 'Template Pricing Form (.csv file)'. A red arrow points to this link. At the bottom of the screenshot, the email address 'Info@PennBid.net' is displayed with a red arrow pointing to it.

(610) 693-4769



Clipboard: Cut, Copy, Paste, Format Painter
 Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color
 Alignment: Wrap Text, Merge & Center
 Number: General, Currency, Percentage, Decimals
 Conditional Formatting: Normal, Check Cell

	A	B	C	D	E	F	G	H	I	J	K
1	LinItem Number	LotNumber	InternalReference Number	ExternalReference Number	Description	UnitOfMeasure	Quantity	Extended Baseline Price	Baseline Source	Type	Manufacturer
2	1		1A	Base Bid	Base Bid Item #1 Description	Lump Sum	1			b	Paving Street #1
3	2		1B		Base Bid Item #2 Description	Linear Feet	100			b	
4	3		2A		Base Bid Item #3 Description	Square Feet	450			b	
5	4		2B		Base Bid Item #4 Description	Square Yards	100			b	Paving Street #2
6	5		3A		Base Bid Item #5 Description	Cubic Yards	50			b	
7	6		3B		Base Bid Item #6 Description	Tons	20			b	Miscellaneous
8	7		4A		Base Bid Item #7 Description	Each	10			b	
9	8		4B		Base Bid Item #8 Description. Allowance. NOTE: All bidders shall include \$10,000 for this line item.	Lump Sum	1			b	
10	101		5.1A	Alternates	Alternate #1 Description	Hours	40			a	
11	102		5.2A		Alternate #2 Description	Each	20			a	
12	103		5.3A		Alternate #3 Description	Lump Sum	1			a	
13	104		5.4A		Alternate #4 Description	Lump Sum	1			a	
14	201		6.1D	Deducts	Deduct #1 Description	Hours	40			d	
15	202		6.2D		Deduct #2 Description	Lump Sum	1			d	
16											
17											

#1 #2 #3 #4 #5 #6 #7 #8 #9



#1: MANDATORY: This column (Column A) should contain numbers only (no letters). Base bid items should start with 1 and alternates should start with 101. Each new add alternate or deduct alternate should begin a new hundred series (201, 301, etc.)

#2: OPTIONAL: This column (Column C) may be utilized if your company has a different set of numbers or letters for each line item. On PennBid, this is “User Field 1.”

#3: OPTIONAL: This column (Column D) may be used when the pricing form contains more than a main description or there are subheadings. There is a shorter character limit within this column. On PennBid, this is “User Field 3.”

#4: MANDATORY: This column (Column E) contains the description for each line item. There is a longer character limit.

#5: MANDATORY: This column (Column F) should indicate the unit of measure for each line item. This is a free-floating text field, but there is a character limit.

#6: MANDATORY: This column (Column G) should contain numbers only and includes the quantity for each line item.

#7: MANDATORY OR OPTIONAL: The “Type” column (Column J) will determine whether a line item is listed as a “base (b),” “add (a)” or “deduct (d)” on PennBid. If this column is left blank, all items will be listed as “base.”

#8: OPTIONAL: This is the second column (Column K) that may be used when the pricing form contains more than a main description or there is another subheading. This has a shorter character limit than the description column (Column E) but longer character limit than the User Field #3 column (Column D). On PennBid, this is “User Field 2.”

#9: FORCED ACCOUNTS/ALLOWANCES: When a pricing form/bid form contains a forced amount or allowance (a price that bidders must include) use the language “NOTE: All bidders shall include \$_____ for this line item” at the end of the description. The “Unit of Measure” should be “Lump Sum” and the “Quantity” is “1.”



NOTE: Columns “B” and “I” should remain blank.

NOTE: Column “H” is for internal reference only and is NOT displayed to the bidders. This can include a price estimate.

NOTE: All heading names (Row #1) should remain unchanged and no headings deleted, even if the columns are left blank.

After you save the bid form as a .CSV file, upload on PennBid by clicking **Bids** on the top blue bar, clicking the small “Pricing Form” tab and then the “Choose File” button. Once you find and select the file, click the “Upload” button.



Solicitation - Pricing Form

Solicitation Title: Sludge Thickener Tank Repair
Number: Mount Pocono Municipal Authority
Bids Due: 12/31/2018 10:00:00 AM Eastern
Status: Open

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

Options

Pricing Response Options Line Items

[Edit](#)

Pricing Documents

i If vendor responses have been submitted, inserting a new document or deleting an existing document will render all vendor responses Incomplete. Deleting a document field will delete associated vendor response documents. Be sure to notify bidders of changes to response documents.

Enable	Required	Label	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Required, Upload Bid Bond Here	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upload Support Document(s)	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upload Support Document(s)	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upload Support Document(s)	Delete
<input type="checkbox"/>	<input type="checkbox"/>		

[Edit](#)

Pricing Form

i If vendor responses have been submitted, any deletions or additions to the Current Pricing Form will render any current vendor bids Incomplete. Uploading a new Pricing Form will also replace any existing pricing line items. Be sure to notify vendors of the changes and have them re-submit their responses.

[Add from Item Master](#)

Upload New Pricing Form No file chosen [Template Pricing Form \(.csv file\)](#)



Bid Form (User View on PennBid)

Pricing Form

i If vendor responses have been submitted, any deletions or additions to the Current Pricing Form will render any current vendor bids Incomplete. Uploading a new Pricing Form will also replace any existing pricing line items. Be sure to notify vendors of the changes and have them re-submit their responses.

Add from Item Master

Upload New Pricing Form No file chosen [Template Pricing Form \(.csv file\)](#)

Current Pricing Form											Records Per Page ▼	
Edit Estimate	Line Item	Lot	User Field 1	User Field 2	User Field 3	Type	Description	Unit Of Measure	Quantity	Extended Estimate Price	Estimate Source	
Delete Edit Estimate	1		1A	Paving Street #1	Base Bid	BASE	Base Bid Item #1 Description	Lump Sum	1.0000			
Delete Edit Estimate	2		1B			BASE	Base Bid Item #2 Description	Linear Feet	100.0000			
Delete Edit Estimate	3		2A			BASE	Base Bid Item #3 Description	Square Feet	450.0000			
Delete Edit Estimate	4		2B	Paving Street #2		BASE	Base Bid Item #4 Description	Square Yards	100.0000			
Delete Edit Estimate	5		3A			BASE	Base Bid Item #5 Description	Cubic Yards	50.0000			
Delete Edit Estimate	6		3B	Miscellaneous		BASE	Base Bid Item #6 Description	Tons	20.0000			
Delete Edit Estimate	7		4A			BASE	Base Bid Item #7 Description	Each	10.0000			
Delete Edit Estimate	8		4B			BASE	Base Bid Item #8 Description. Allowance. NOTE: All bidders shall include \$10,000 for this line item.	Lump Sum	1.0000			
Delete Edit Estimate	101		5.1A		Alternates	ADD	Alternate #1 Description	Hours	40.0000			
Delete Edit Estimate	102		5.2A			ADD	Alternate #2 Description	Each	20.0000			
Delete Edit Estimate	103		5.3A			ADD	Alternate #3 Description	Lump Sum	1.0000			
Delete Edit Estimate	104		5.4A			ADD	Alternate #4 Description	Lump Sum	1.0000			
Delete Edit Estimate	201		6.1D		Deducts	DEDUCT	Deduct #1 Description	Hours	40.0000			
Delete Edit Estimate	202		6.2D			DEDUCT	Deduct #2 Description	Lump Sum	1.0000			
Insert	*					* BASE ▼ *		*		*		

NOTE: You can click “Delete” on the left of each line item to delete that individual line.

NOTE: The “Edit Estimate” button right beside the “Delete” button will only allow you to edit the “Extended Estimate Price.” For all other edits (Description, quantity, unit of measure, etc.) make the change(s) on the .CSV file and re-upload.

NOTE: If an addendum is issued that changes the bid form, the electronic pricing form MUST be updated.

NOTE: If the bid is sealed and a vendor submits a bid, the “Upload” button becomes inactive. Any changes via addendum must be done on-screen. This typically involves deleting the line and re-inserting with changes or adding additional line items.



Bid Form (Vendor/Bidder View on PennBid)

Pricing

If Required, Upload Bid Bond Here No file chosen

Upload Support Document(s) No file chosen

Upload Support Document(s) No file chosen

Upload Support Document(s) No file chosen

Pricing Response Records Per Page ▼

Line Item	User Field 1	User Field 2	User Field 3	Description	Type	Unit of Measure	Quantity	Unit Price	Comment
1	1A	Paving Street #1	Base Bid	Base Bid Item #1 Description	BASE	Lump Sum	1.0000	\$0.00	*
2	1B			Base Bid Item #2 Description	BASE	Linear Feet	100.0000	\$0.00	*
3	2A			Base Bid Item #3 Description	BASE	Square Feet	450.0000	\$0.00	*
4	2B	Paving Street #2		Base Bid Item #4 Description	BASE	Square Yards	100.0000	\$0.00	*
5	3A			Base Bid Item #5 Description	BASE	Cubic Yards	50.0000	\$0.00	*
6	3B	Miscellaneous		Base Bid Item #6 Description	BASE	Tons	20.0000	\$0.00	*
7	4A			Base Bid Item #7 Description	BASE	Each	10.0000	\$0.00	*
8	4B			Base Bid Item #8 Description. Allowance. NOTE: All bidders shall include \$10,000 for this line item.	BASE	Lump Sum	1.0000	\$0.00	*
101	5.1A		Alternates	Alternate #1 Description	ADD	Hours	40.0000	\$0.00	*
102	5.2A			Alternate #2 Description	ADD	Each	20.0000	\$0.00	*
103	5.3A			Alternate #3 Description	ADD	Lump Sum	1.0000	\$0.00	*
104	5.4A			Alternate #4 Description	ADD	Lump Sum	1.0000	\$0.00	*
201	6.1D		Deducts	Deduct #1 Description	DEDUCT	Hours	40.0000	\$0.00	*
202	6.2D			Deduct #2 Description	DEDUCT	Lump Sum	1.0000	\$0.00	*

NOTE: It is mandatory that the bidders include the unit price for each line item. They do have the option to leave the unit price as “0.00” if it’s a no-bid or truly “\$0.00” line item. PennBid will do the extended line item calculations.

NOTE: Bidder cannot enter negative numbers. A “Deduct” item will automatically be submitted as a negative number.

NOTE: The bidders can add a comment for each line item. This can include manufacturer names/numbers, a “No Bid” reference, an indication of whether an item is an “Add” or “Deduct” alternate, etc.