



## Sample of Public Advertisement

Reducing the advertising costs for public bids and solicitations, routinely by 50-75%, is just one significant value provided by the PennBid Program.

Most procurement codes affecting public agencies and school districts in Pennsylvania require that public notices contain basic elements, such as where plans and specifications can be obtained, the amount of bid bonds required, and the date, time and location of the bid opening. Additionally, some funding sources require language be included specific to their programs. Yet, most advertisements contain a huge number of words that are not required and may not even be read. This begs the question – why pay for something that doesn't add value to your project?

Using PennBid does not eliminate the need for public advertisement; however, PennBid's notification system greatly enhances exposure of your project well beyond that of any newspaper. In fact, the average PennBid solicitation contained 49 companies on the bidders' list in 2018.

And, since PennBid notifies bidders based on the nature of the products or services being sought in projects or solicitations, bidders are not inundated with unrelated solicitations and can focus on the projects that interest them.

**Note 1 – The advertisement below covers the needs of most PennBid Users and agencies; however, some funding sources require additional information. Final advertisement should be approved by solicitor.**

**Note 2 – Two samples are below. The first is for those who wish to conduct “virtual” bid openings and the second is for those who desire a traditional in-person bid opening.**

**Use one of the following samples as a template to develop your ad, or send a sample of your advertisement to [info@pennbid.net](mailto:info@pennbid.net) with “Please Streamline My Ad” in the subject line.**



## **Virtual Bid Opening**

### **Public Notice**

**[Solicitation Type]** (E.g. Roadway Paving, Chemicals, Waterline Installation, Engineering Services)

**[Client name]** will receive sealed bids online for **[project or solicitation name]** until **[date]** at **[time]** at which time they shall be opened electronically and publicly posted on PennBid's website. All documents and solicitation details are available online at no cost on PennBid – [www.PennBid.net](http://www.PennBid.net)  
**(Use if needed)** A **[mandatory]** pre-bid meeting will be held at **[time of day]** on **[date]** at **[location]**.

All Bidders must submit bid security in the amount of **[X%]**.

**[Client name]** reserves the right to reject any and all Bids and to accept the Bid, which is in the best interest of the Borough.

**[Add Signature and Title]**

## **Traditional Onsite Bid Opening**

### **Public Notice**

**[Solicitation Type]** (E.g. Roadway Paving, Chemicals, Waterline Installation, Engineering Services)

**[Client name]** will receive sealed bids online for **[project or solicitation name]** until **[date]** at **[time]** at which time they will be publicly opened and read aloud at **[location]**. Online sealed bids shall be submitted electronically via the PennBid Program. All documents and solicitation details are available online at no cost on PennBid – [www.PennBid.net](http://www.PennBid.net)

**(Use if needed)** A **[mandatory]** pre-bid meeting will be held at **[time of day]** on **[date]** at **[location]**.

All Bidders must submit bid security in the amount of **[X%]**.

**[Client name]** reserves the right to reject any and all Bids and to accept the Bid, which is in the best interest of the Borough.

**[Add Signature and Title]**