



Opening Bids, Tabulation and Displaying Bid Results

The Information below will be helpful during bid openings. There are usually three components to this process.

1. Opening the bids
2. Displaying the results publicly
3. Accessing the bid tabulations and reviewing support documents

Important Note: After the Bid Opening date and time, there is absolutely nothing the posting agency, the bidders or the PennBid office can do to modify or change anything submitted by a bidder.

Home | **Solicitations** | **Vendors**

Add | Orders

Solicitations

[Link to PennBid *User Guide* and *Tutorial Videos*. Should you have any questions, please \[Contact Us\]\(#\)](#)

The **Solicitations** tab now provides access to all solicitations associated with your **User Group**.

- Note – PennBid maintains records about each user who makes edits or modifications on solicitations.
- Note – If you would like to adjust or change your User Group, please contact our office at info@PennBid.net.

Contact: --All--

Status: Pending Award

Keyword:

Solicitation Closing Date between: [] Date and [] Date

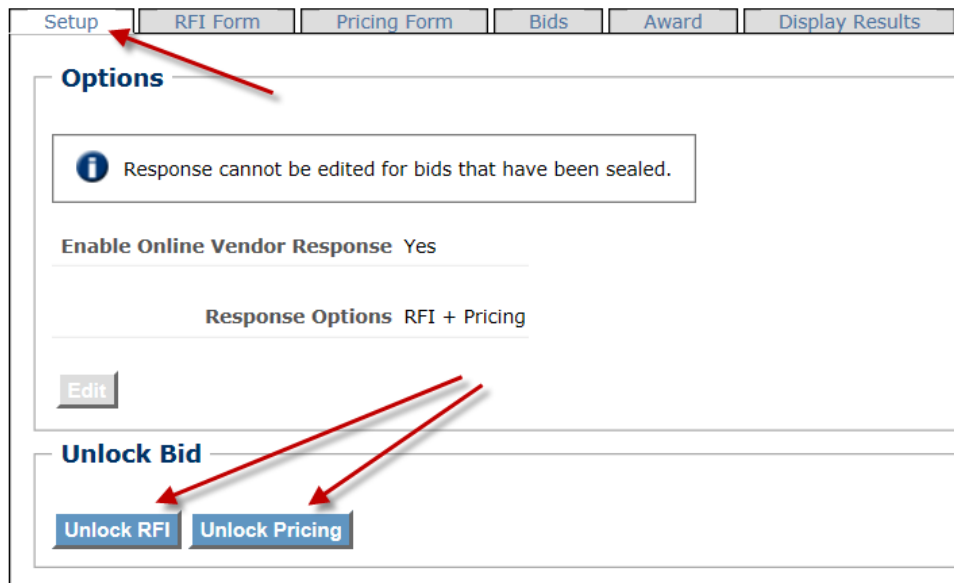
Apply

After logging in, click on Solicitations, select Pending Award from the dropdown and click Apply



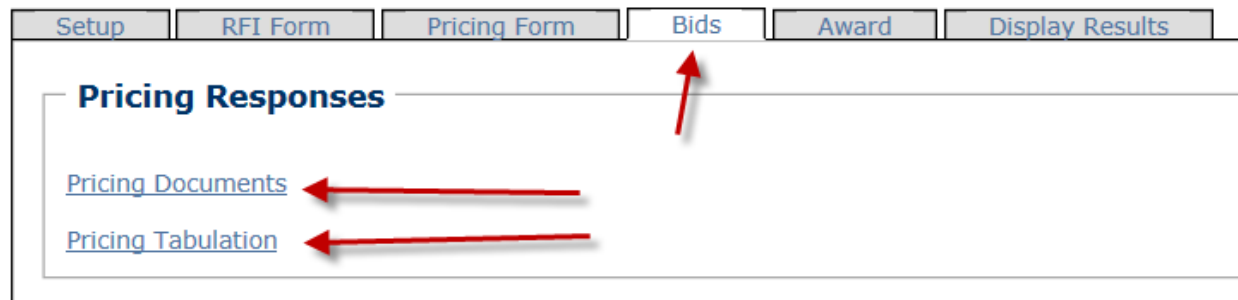
All functions dealing with Bid Opening, Tabulation, and Displaying Results start by clicking the **Bids** tab, then...

Unlock the Pricing and RFIs (if any)





Click on the small “Bids” tab then either **Pricing Tabulation** or **Pricing Documents**



Pricing Tabulation provides information related to the cost elements of the solicitation.

Pricing Documents provides access to all support documents (Bonds, non-collusion affidavits, etc.) provided by each bidder.



Below is example of Pricing Tabulation.

Setup | RFI Form | Pricing Form | Bids | Award | Display Results

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[All Line Items](#) ← "All Line Items" provides a more detailed tabulation

Base Bid Totals by Vendor export print Records Per Page ▾

Company	Base Bid
Anrich, Inc.	\$514,249.00
DOLI Construction Corporation	\$469,905.00
Pipeline Excavation, Inc	\$254,540.00
Wexcon, Inc.	\$293,795.00

← Base Bids will be at the top, cross tabulation below

Bid Items export print ← Export tabulated results as an Excel file

Line Item	Type	Description	Unit Of Measure	Quantity
1	BASE	8-Inch Polyvinyl Chloride Gravity Sewer Pipe, SDR-35, Push-On Joint Located in Paved Areas of State Highways and Rights-of-Way, Complete in Place, Including all Excavation and all Stone Backfill, (10' - 14' Deep)	LF	895.0000
2	BASE	Manhole Walls - Furnished and Installed	VF	20.0000
3	BASE	Standard 4' High Manhole Bases, Furnished and Installed	EA	4.0000
4	BASE	Manhole Cone Sections 3' High, Furnished and Installed	EA	4.0000
5	BASE	Standard Manhole Frame and Cover Assemblies - Furnished and Installed	EA	4.0000



You can access all information provided by an individual bidder.

Uploaded information provided by an individual bidder is easily accessed by clicking the small **Bids** tab then “**View**” next to the bidder’s name.

The screenshot shows a web application interface with a top navigation bar containing tabs: Setup, RFI Form, Pricing Form, Bids, Award, and Display. The 'Bids' tab is highlighted with a red arrow. Below the navigation bar is a section titled 'Pricing Responses' with links for 'Pricing Documents' and 'Pricing Tabulation'. Below this is a 'Bidders' section with 'export' and 'print' buttons. A table lists bidders with columns for 'Company' and 'La'. Each row has a 'View' link highlighted with a red arrow.

Bidders	
	Company
View	SPOTTS BROTHERS,INC.
View	Bill Davis Cement Contractors
View	Landis C. Deck & Sons Site Contractors, Div. of H&K Group Inc.

Displaying Bid Results

Setup | RFI | Bids | Analysis | Award | Display Results

Options

Display Settings

None
 Bid & Award Data
 Award Data Only
 Bid & Award - Company Name Only
 Award - Company Name Only

Display Award grid comment

Bid & Award Comments

1. Click Display Results
2. Click EDIT
3. Select Bid and Award Data
(will display who bid and their base bid amount only)
4. Add a comment if desired
5. Click Update

Bid Results will instantly display for public

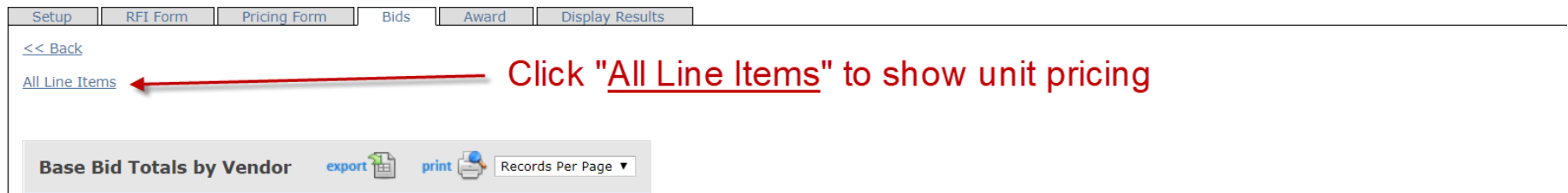
Note – In order to display results publicly, both the Pricing and RFIs must be unlocked.



Selecting “Bid & Award Data” will show only the names of companies who bid, along with their total Base Bid price (not including unit pricing, alternate/deducts or other items not categorized as part of the Base Bid).

As some agencies prefer displaying a complete tabulation of all bid items received, some additional steps allow each agency to customize what information is displayed.

First, clicking on the “All Line Items” button will change the tabulation view to include unit pricing:



This will alter the tabulation and include unit prices for each line item.



Sorting/organizing the information by various categories allows for presenting the tabulation in the desired manner:

When viewing unit prices, sorting/organizing by various categories can be helpful

Setup | RFI Form | Pricing Form | Bids | Award | Display Results

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All Line Items export print Records Per Page ▼

Line Item	User Field 1	User Field 2	User Field 3	Description	Type	Unit Of Measure	Quantity	Company	Item Bid	Extended Bid	Comment
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	Clearwater Construction, Inc.	\$5,555.0000	\$5,555.00	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	Deblin Inc.	\$8,600.0000	\$8,600.00	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	Kinsley Construction, Inc.	\$16,888.0000	\$16,888.00	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	LOBAR SITE DEVELOPMENT CORPORATION	\$8,601.4100	\$8,601.41	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	New Enterprise Stone & Lime Co., Inc.	\$30,000.0000	\$30,000.00	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	Susquehanna Valley Construction Corporation	\$11,025.0000	\$11,025.00	
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	www.source1a.com	\$2,100.0000	\$2,100.00	
2	0203-0001			Class 1 Excavation	BASE	C.Y.	239.0000	Clearwater Construction, Inc.	\$21.1600	\$5,057.24	
2	0203-0001			Class 1 Excavation	BASE	C.Y.	239.0000	Deblin Inc.	\$34.9000	\$8,341.10	
2	0203-0001			Class 1 Excavation	BASE	C.Y.	239.0000	Kinsley Construction, Inc.	\$32.0000	\$7,648.00	
2	0203-0001			Class 1 Excavation	BASE	C.Y.	239.0000	LOBAR SITE DEVELOPMENT CORPORATION	\$23.2000	\$5,556.31	





Once the desired formatting is found, export the bid results to your computer:

Click here to export desired bid results tabulation

Setup | RFI Form | Pricing Form | Bids | Award | Display Results

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All Line Items export  print 

Line Item	User Field 1	User Field 2	User Field 3	Description	Type	Unit Of Measure	Quantity	Company ▲
1	4201-0001	Base Bid		Clearing and Grubbing, Modified	BASE	L.S.	1.0000	Clearwater Constructor
2	0203-0001			Class 1 Excavation	BASE	C.Y.	239.0000	Clearwater Constructor
3	0204-0001			Class 2 Excavation	BASE	C.Y.	209.0000	Clearwater Constructor
4	0205-0266			Selected Borrow Excavation Rock, Class R-6	BASE	C.Y.	446.0000	Clearwater Constructor
5	4205-0266			Selected Borrow Excavation Rock, Class R-6, Choked with Native Streambed Material, Modified	BASE	C.Y.	50.0000	Clearwater Constructor
6	0311-			Superpave Asphalt Mixture Design, WMA Base Course, PG 64-	BASE	C.Y.	715.0000	Clearwater Constructor

Note that exported results will display “raw data” in a .CSV file, allowing each agency to further customize the tabulation to their unique preferences. This includes highlighting specific fields, adding logos or other desired information.



Once the exported results have been customized, the document can be uploaded as part of the publicly displayed information on the “Display Results” tab (PDF versions are recommended):

Setup | RFI Form | Pricing Form | Bids | Award | **Display Results**

Options

Display Settings Bid & Award Data

Display Award grid comment

Bid & Award Comments Bid are currently under review. Results are made available as a courtesy, and do not constitute a formal award.

[Edit](#)

Bid/Award Documents

Select Award Document [Choose File](#) No file chosen [Upload](#)

Bid/Award Documents [export](#) [print](#) Records Per Page ▼

Document	
Delete	Bid Results Tabulation (SAMPLE).pdf

Select files to be uploaded here

Files made available to public are displayed here