



## **PennBid's Automatic Notifications**

For public solicitations, the PennBid Program will automatically send two notifications. They are (1) ***Invitation to Bid*** and (2) a ***Reminder of Bids Coming Due***

1. ***Invitation to Bid*** - An invitation to bid is sent to potential bidders based on the **Categories** of work, services provided, or products offered by potential bidders as compared to what is desired for your solicitation. These notifications are usually sent within a few hours of your solicitation being displayed. The Invitation to Bid contains information related to the solicitation including Pre-Bid Meeting dates and times along with the engineering / architectural firm who is managing the project.

Shown below is a sample.



Solicitation: [Morrisville Municipal Authority](#)

Solicitation Title: 16-Inch Transmission Main, Contract No. W-33

Solicitation Status: Open

Bids Due Date: 1/07/2015 10:30:00 AM

The Morrisville Municipal Authority is soliciting sealed bids online via the PennBid Program for their 16-Inch Transmission Main Project.

All Bidding Documents are available at no cost by clicking the link.

The project includes the installation of 1,665 LF of 16-inch ductile iron water transmission main in Falls Township and Morrisville Borough.

Estimated Contract Value - \$650,000 to \$700,000

**PRE-BID MEETING** - A pre-bid meeting will be held at Morrisville Borough Hall, 35 Union Street, Morrisville, PA 19067 at 10:00 a.m., December 18, 2014.

This project is managed by Pennoni Associates



## 2. *Reminder of Bids Coming Due*

Two days before Bid Opening, a notice similar to the one shown below is sent to all potential bidders identified on the **Bidders List**.



Solicitation: [BOROUGH OF FREELAND MUNICIPAL AUTHORITY](#)  
Solicitation Title: GENERAL CONSTRUCTION, BUILDING RENOVATION  
Solicitation Status: Open  
Bids Due Date: 9/17/2014 2:00:00 PM

Just a friendly reminder that online sealed bids are due **Wednesday, 9/17/2014 by 2:00 PM**. Simply click on **"Bid"** and enter the unit prices in the **"Unit Price"** column. PennBid will automatically calculate your line extensions and base bid totals and display when submitted. **Please double check the pricing you submit.**

[Click here for short tutorial videos](#)

### **Tip for Submitting Bids**

**Time is often critical with bidders receiving final pricing information very close to the bid due time.**

**To reduce some of the stress and time required to submit your bid, PennBid recommends uploading any requested support documents such as bonds, non-collusion affidavits, ect, and answering the RFI questions a day or so before the due date and time. Once this is completed, you then only have to click Edit Bid, update your pricing numbers, and click Submit Bid. All previously submitted document(s) and responses will have been saved.**

### **What to submit with this bid**

Click on the **"Bid"** tab

- Enter financial bid prices, using Tab key to move between line items.
- Answer questions (if any)
- Attach a **single** electronic file or zipped folder containing the requested documents

### **Submitting documents with electronic bid**

An electronic copy of the requested document is to be submitted with the bid. To attach these documents:

1. Fill out required documents and scan to create a **single** electronic file or save as a **single** zipped folder containing all documents



2. From the **Bid** tab, click on “browse” (middle of the page), then click on the file or zipped folder name. The file will be attached to your bid submission when the **Submit Bid** button is clicked.

**Important Note** – when uploading a proposal or other document, the maximum individual file or folder size is **5Mb**.

### **Verifying that your bid was submitted**

If submitted properly, you will receive an acknowledgement appearing in the middle of your screen saying “Your bid has been recorded” along with a bid receipt.

**Modifying or updating your bid** - You can update your bid at any time before bid opening by clicking **Bid**, make changes > **Submit Bid**

### **Withdrawing Your Bid**

You may withdraw your bid anytime up to bid due date and time by simply clicking on **Withdraw Bid**, located at the bottom of the **Bid** tab.

Support documents and video tutorials are available.

Good Luck!

The PennBid Team