



Customized Document Folder Templates

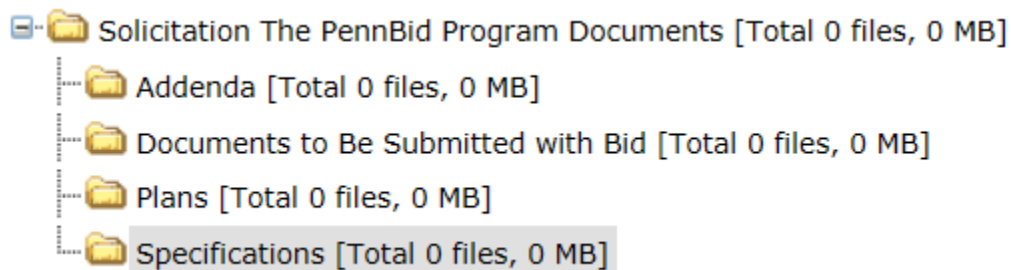
The PennBid Program offers customized document folder structures for engineering firms. These templates are available each time the Program is used. To request a custom template (or several), just let us know your desired document structure. Listed below are several samples.

Note 1 – Even if a template is used, the folder structure is still customizable for each solicitation (adding new folders, renaming folders, etc.).

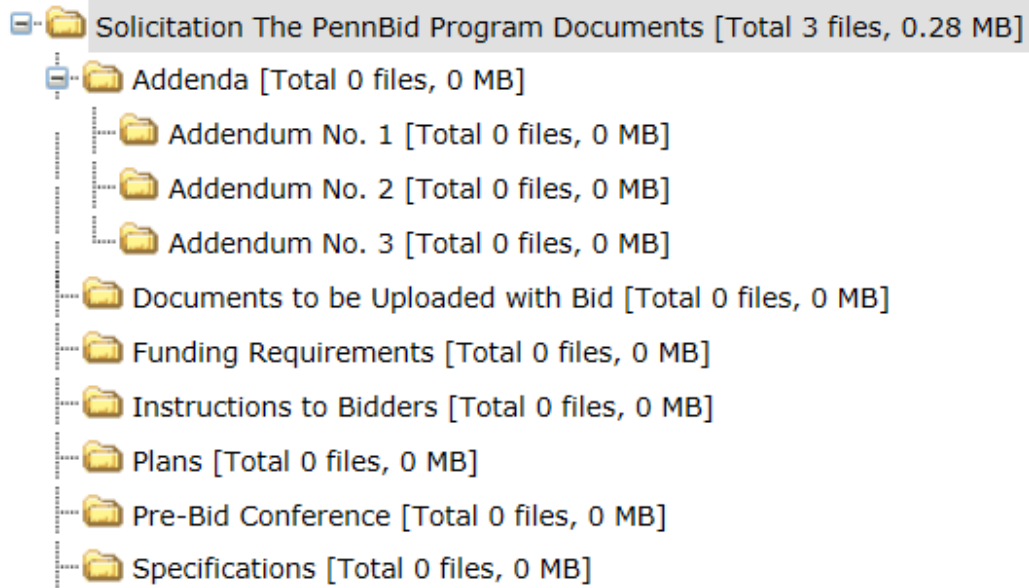
Note 2 – If preferred, an engineering firm can have multiple folder structure templates. An example would be a template for Water / Wastewater and another for Municipal.

Note 3 – You can create as many customized folders/subfolders as may be needed. Any unused folders will remain hidden from the bidder’s perspective. For example, you may have an “Addenda” folder that contains three subfolders: Addenda #1, Addenda #2, Addenda #3. If only two addendums are issued, the “Addendum #3” folder would remain unseen.

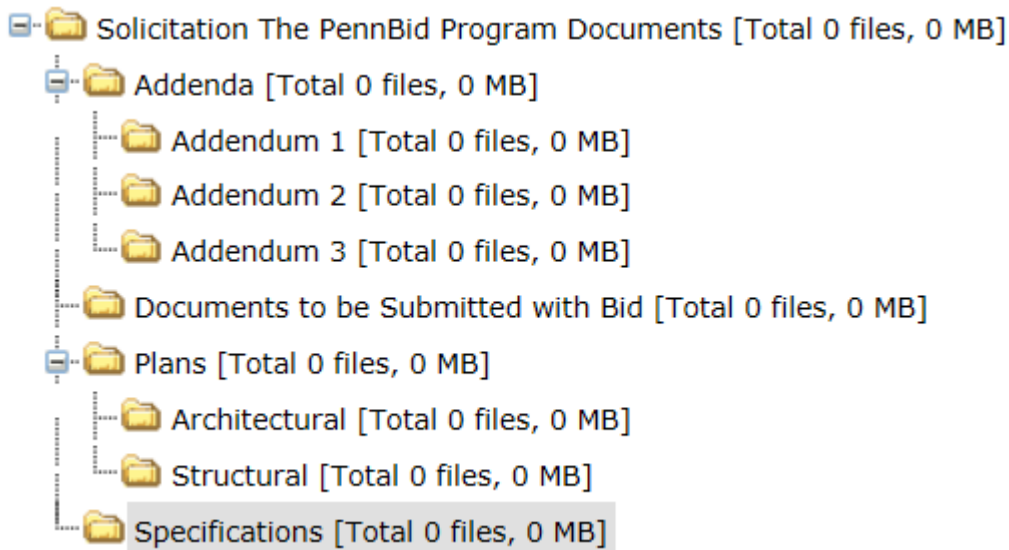
Generic (currently available)















Engineering Firm Sample 1











Engineering Firm Sample 2



Engineering Firm Sample 3

- [-]  Solicitation The PennBid Program Documents [Total 0 files, 0 MB]
 - [-]  Addenda [Total 0 files, 0 MB]
 - [-]  Addendum 1 [Total 0 files, 0 MB]
 - [-]  Addendum 2 [Total 0 files, 0 MB]
 - [-]  Addendum 3 [Total 0 files, 0 MB]
 - [-]  Documents to be Submitted with Bid [Total 0 files, 0 MB]
 - [-]  Plans [Total 0 files, 0 MB]
 - [-]  Pre-Bid Meeting [Total 0 files, 0 MB]
 - [-]  Project Manual [Total 0 files, 0 MB]
 - [-]  Division 00 - Contract Requirements [Total 0 files, 0 MB]
 - [-]  Division 01 - General Requirements [Total 0 files, 0 MB]
 - [-]  Division 02 to 35 - Technical Requirements [Total 0 files, 0 MB]

Engineering Firm Sample 4

- [-]  Solicitation The PennBid Program Documents [Total 0 files, 0 MB]
 - [-]  01 - Required Bid Submission Documents [Total 0 files, 0 MB]
 - [-]  02 - Specifications [Total 0 files, 0 MB]
 - [-]  03 - Plans / Details [Total 0 files, 0 MB]
 - [-]  04 - Addenda [Total 0 files, 0 MB]
 - [-]  Addendum 1 [Total 0 files, 0 MB]
 - [-]  Addendum 2 [Total 0 files, 0 MB]
 - [-]  Addendum 3 [Total 0 files, 0 MB]