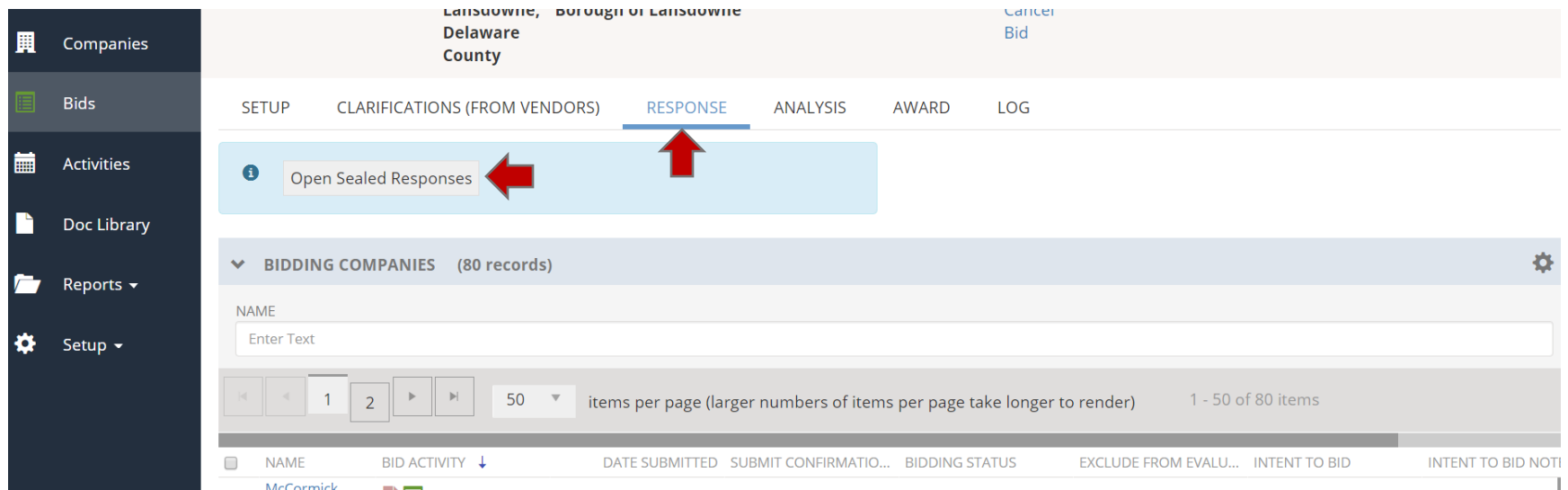


OPENING BIDS AND DISPLAYING RESULTS

Opening bids in PennBid is a quick and easy process that offers comprehensive access to bid information and documents submitted by bidders.

Opening Bids

On the RESPONSE tab in your project, you will find a button labeled “Open Sealed Responses.” There may be two buttons, depending on the type of unsealing (One-Step Unsealing or Two-Step Unsealing) you selected on the Setup screen. Clicking the button(s) will unseal the bids. The system will automatically date and time stamp this action.










The screenshot displays the PennBid web application interface. On the left is a dark sidebar with navigation options: Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area shows a project titled "Lansdowne, Borough of Lansdowne Delaware County" with a "Cancel Bid" link. Below the project title are tabs for SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE (highlighted in blue), ANALYSIS, AWARD, and LOG. A light blue banner contains an information icon and the text "Open Sealed Responses", with a red arrow pointing to the button. Below this is a section for "BIDDING COMPANIES (80 records)" with a search input field labeled "NAME" containing "Enter Text". A pagination bar shows "1" of 2 pages, "50" items per page, and "1 - 50 of 80 items". At the bottom, a table header is visible with columns: NAME, BID ACTIVITY, DATE SUBMITTED, SUBMIT CONFIRMATIO..., BIDDING STATUS, EXCLUDE FROM EVALU..., INTENT TO BID, and INTENT TO BID NOTI. The first row shows the name "McCormick" and a small status icon.



As you scroll down the page, you'll see your list of bidders with those who submitted a bid at the top. These bidders can be identified by the green "paper" icon within the BID ACTIVITY column. Within the PRINTABLE VIEW column is a print-friendly bid form for each bidder. The ATTACHED FILE column contains the bid bond/security uploaded while the column labeled DOWNLOAD RESPONSE DOCS contains a shortcut link that will download all documents uploaded by each bidder, including the Bid Bond/Security, and other supporting files.

Attended

1 2 50 items per page (larger numbers of items per page take longer to render) 1 - 50 of 62 items

NAME	BID ACTIVITY	DATE SUBMITTED	PRINTABLE VIEW	ATTACHED FILE	DOWNLOAD RESPONSE DOCS	SUBMIT CONFIRMATION ...
LAREDO MECHANICAL LLC		1/31/2020 2:35 PM	view	Easttown Library - Certified Check.pdf	download	B0F650A8712
Hirschberg Mechanical		1/31/2020 2:22 PM	view	Easttown Bid Bond.pdf	download	A41ED4EEC8E
GEM Mechanical Services		1/31/2020 1:25 PM	view	Bid Bond.pdf	download	653B5FBCAC8
Five Star, Inc.		1/31/2020 1:25 PM	view	Bid Bond.pdf	download	96A65837B80
LGB Mechanical Inc.		1/31/2020 1:24 PM	view	img20200130_08542516...	download	F62AA2E12EE
Oliver Mechanical		1/31/2020 1:21 PM	view	BID BOND EASTTOWN.pdf	download	32BEA2A0AAE
Gaudelli Bros Inc		1/31/2020 12:47 PM	view	Bid Bond.pdf	download	79626EB4437



Analyzing Bid Results

To begin analyzing the details associated with submitted bids, click on the ANALYSIS tab. The first sub-tab, BID FORM – QUESTIONS (RFI), contains a tabular view of all bidder acknowledgements and responses. It also contains links to each supporting document uploaded by a bidder.

[SETUP](#)
 [CLARIFICATIONS \(FROM VENDORS\)](#)
 [RESPONSE](#)
 [ANALYSIS](#)
 [AWARD](#)
 [LOG](#)

[BID FORM- QUESTIONS \(RFI\)](#)
[BID FORM- PRICING](#)

SELECT VIEW
 Cross Tab View

SORT ORDER
 By Company Name Ascending

AWARD SELECTED - CLICK COMPANY NAME TO SELECT
Award Selected Company

Fullscreen
 Export

Reference Number	Question	Response Type	Response Required	Cook's Service Company Inc	Five Star, Inc.	Gaudelli Bros Inc
DEFAULT ITEM GROUP						
1.	Uplaod the Bidder's Qualification Questionairre Here	Document	Yes	Easttown Library - Qualifi...pdf	Qualification.pdf	Qualification Questinaire.pdf
2	Upload the Bidder's Affidavit Here	Document	Yes	Easttown Library - Bidders...pdf	Bidders Affidavit.pdf	Bidders Affidavit.pdf
3	Upload the Affidavit of Non Collusion Here	Document	Yes	Easttown Library - ..	Non-Collusion.pdf	Affidavit of Non ..



To access a tabulation of prices, click on the **BID FORM – PRICING** sub-tab. The default view shows all bidders, organized from apparent low on the left to apparent high on the right, based on the total of all pricing items. You can select/unselect Base or Optional bid items, which will recalculate the total and reorganize the bidders according to selected criteria. The dark green cells represent the lowest price for that line item. The light green cells represent the second-lowest price for that line item. Cells with red text represent a value that is higher than the average for that line item. If desired, Averages or Standard Deviations can be turned on or off to assist in evaluating pricing items. Tabulations can be exported by clicking the “Export” button on the right-hand side above the grid.

[SETUP](#) [CLARIFICATIONS \(FROM VENDORS\)](#) [RESPONSE](#) **[ANALYSIS](#)** [AWARD](#) [LOG](#)

[BID FORM- QUESTIONS \(RFI\)](#) **[BID FORM- PRICING](#)**

SELECT VIEW: Cross Tab View

SELECT CROSTAB: Extended Price

SORT ORDER: By Total Price Ascending

TYPE: Base Option Alternate

SHOW/HIDE COLUMNS: Extended Estimate

SELECT AWARD SCENARIO: Please choose one

SHOW/HIDE AGGREGATIONS: Average Std Deviation

AWARD SELECTED: Selection Total: \$0.00 [Award Lump Sum](#) [Award Selected Items](#)

[Fullscreen](#) [Export](#)

Reference Number	Description	Type	UOM	Quantity	Hirschberg Mechanical	Oliver Mechanical	Gaudelli Bros Inc	LGB Mechanical Inc.	Five Star, Inc.
Bid Price Ratio					100%	72.46%	58.13%	58.05%	63.22%
Total					\$49,950.00	\$69,402.00	\$85,400.00	\$85,816.00	\$90,110.00
DEFAULT ITEM GROUP					\$49,950.00	\$69,402.00	\$85,400.00	\$85,816.00	\$90,110.00
1	Lump Sum Price for all work outlined in the bidding documents	Base	Lump Sum	1.00	\$48,950.00	\$67,552.00	\$84,200.00	\$84,316.00	\$77,420.00
2.	Sprinkler Head Relocations (as per BID ALLOWANCE identified on Sheet M0)	Option	Lump Sum	1.00	\$1,000.00	\$1,850.00	\$1,200.00	\$1,500.00	\$12,690.00



To see a total of any number of cells, simply click on them to select (they will highlight with a yellow border) and the “selection selected” will show in the blue box above the grid. Additionally, hovering the mouse over any cell will reveal the unit price for that line item.

SELECT AWARD SCENARIO
 Please choose one

SHOW/HIDE AGGREGATIONS
 Average Std Deviation

AWARD SELECTED
 Selection Total: \$49,950.00


Description	Type	UOM	Quantity	Hirschberg Mechanical	Oliver Mechanical	Gaudelli Bros Inc	LGB Mechanical Inc.	Five Star, Inc.
				100%	72.46%	58.13%	58.05%	63.22%
				\$49,950.00	\$69,402.00	\$85,400.00	\$85,816.00	\$90,110.00
				\$49,950.00	\$69,402.00	\$85,400.00	\$85,816.00	\$90,110.00
Lump Sum Price for all work outlined in the bidding documents	Base	Lump Sum	1.00	\$48,950.00	\$67,552.00	\$85,400.00	\$84,316.00	\$77,420.00
Sprinkler Head Relocations (as per BID ALLOWANCE identified on Sheet M0)	Option	Lump Sum	1.00	\$1,000.00	\$1,850.00	\$1,200.00	\$1,500.00	\$12,690.00



Changing the view from “Cross-tab View” to “Pricing Detail View” will allow you to view each bidders pricing submission, including unit prices.

SETUP CLARIFICATIONS (FROM VENDORS) RESPONSE **ANALYSIS** AWARD LOG

BID FORM- QUESTIONS (RFI) **BID FORM- PRICING**

SELECT VIEW
Pricing Detail View 

FILTER RESPONSE DATA

AWARD SCENARIO
Lowest Price Single Award (All Base Items) = \$48,950.00
Lowest Price Split Award (All Base Items) = \$48,950.00

Bid Summary Report

PRICING ITEMS (8 records) By Company Select Award Scenario Clear Award Selected

NAME	TOTAL BASE PRICE
Hirschberg Mechanical	\$48,950.00


PRICING RESPONSES (2 records) TOTAL SUM: \$48,950.00

REFERENCE NUMBER	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXT BASE PRICE	COMMENT	USER FIELD 1	USI
Sum: \$48,950.00								
1	Lump Sum Price for all work outlined in the bidding documents	Lump Sum	1.00	\$48,950.00	\$48,950.00			
2.	Sprinkler Head Relocations (as per BID ALLOWANCE identified on Sheet M0)	Lump Sum	1.00	\$1,000.00				



Displaying Bid Results




To display bid results publicly, click on the [SETUP/SETTINGS](#) tab and verify that the “Pricing Results Visibility” is set to either “Public Summary,” which will show only the company name and total base bid sum for each bidder, or to “Public Details,” which will show prices for every line item for all bidders.

 **SETUP** CLARIFICATIONS (FROM VENDORS) RESPONSE ANALYSIS AWARD LOG

SETTINGS BID FORM- QUESTIONS (RFI) BID FORM- PRICING DOCUMENTS BIDDERS

For our Quick-Start guides, [click here](#).

For our User Videos (password required- email info@pennbid for more information), [click here](#).

			Clone	Delete	Edit
NUMBER ⓘ Easttown Library	STATUS Closed to Bidding	VENDOR SERVICE AREA VIEW ⓘ No			
TITLE ⓘ HVAC Upgrades	CLARIFICATION NOTICE ⓘ Yes	VENDOR CATEGORY VIEW ⓘ No			
BID TYPE ⓘ Fixed Fee Contract	BID SUBMISSION NOTICE Yes	EDIT LOCK ⓘ Unlocked			
PROCESS ⓘ One Step Unsealing	INCLUDE INTENT TO BID Yes	ACCESS ⓘ Public			
AVAILABLE DATE ⓘ 1/8/2020 9:00 AM	BID BOND REQUIRED Yes	BIDDER LIST ACCESS ⓘ Public			
CLARIFICATION DEADLINE ⓘ 1/28/2020 11:00 AM	USER GROUP ⓘ Easttown Township	 PRICING RESULTS VISIBILITY ⓘ Public Summary			
DUE DATE ⓘ 	HIDDEN ⓘ No	CONTACT INFORMATION ⓘ			