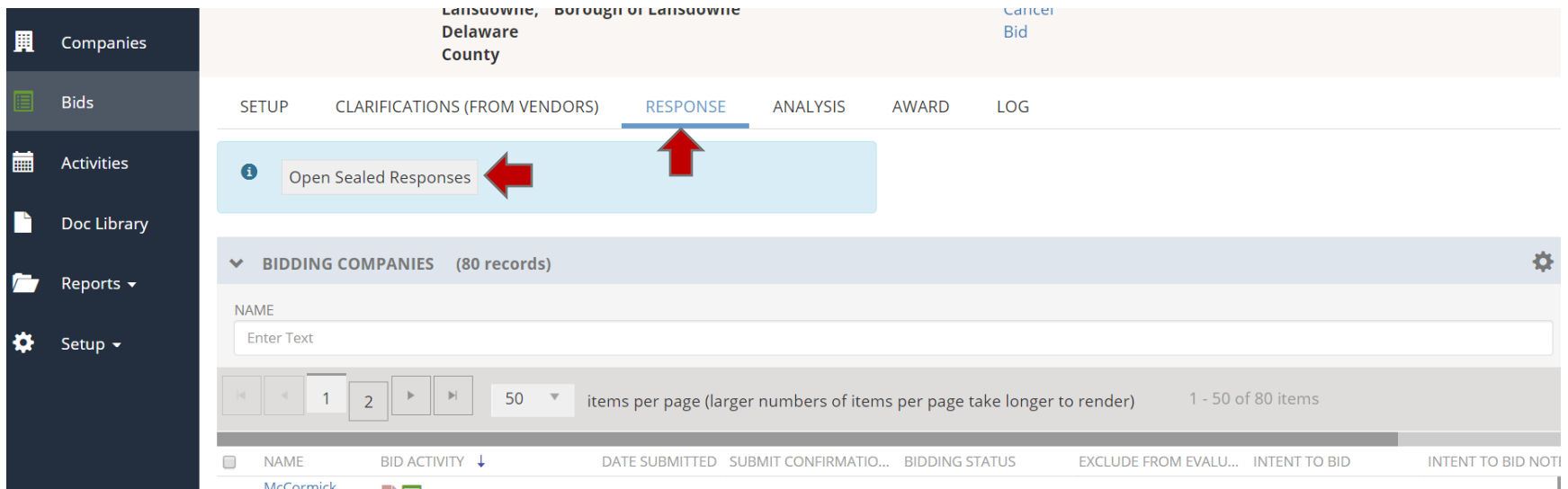


# OPENING BIDS AND DISPLAYING RESULTS

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 with a blue underline), 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" selected, "2" as the next page, and "50" items per page. 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 will 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 BID BOND DOCUMENT 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.

Activities	COMPANY NAME	BID ACTIVITY	DATE SUBMITTED	SUBMIT CONFIRMATION NUMBER	BID BOND DOCUMENT	DOWNLOAD RESPONSE DOCS	PRINTABLE VIEW
Doc Library	Ligonier Construction	 	9/2/2020 11:47 AM	B1A7A2DFAE5	<a href="#">Bid Bond.pdf</a> 	<a href="#">download</a> 	<a href="#">view</a> 
Reports	Guyer Brothers Inc.		9/2/2020 11:30 AM	92430AC11CB	<a href="#">lakemont park bid bond.pdf</a>	<a href="#">download</a>	<a href="#">view</a>
Setup	Charles J. Merlo, Inc		9/2/2020 10:45 AM	97F35CCF5D0	<a href="#">Lakemont Park Pond Mechanical Dredging Bid Bond.pdf</a>	<a href="#">download</a>	<a href="#">view</a>
	Glenn O. Hawbaker, Inc.		9/2/2020 10:23 AM	00C97C8851B	<a href="#">BID BOND.pdf</a>	<a href="#">download</a>	<a href="#">view</a>
	Tru-Line Contractors Inc						
	Construction Journal						



## 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
<b>DEFAULT ITEM GROUP</b>						
1.	Uplaod the Bidder's Qualification Questionairre Here	Document	Yes	<a href="#">Easttown Library - Qualifi...pdf</a>	<a href="#">Qualification.pdf</a>	<a href="#">Qualification Questnaire.pdf</a>
2	Upload the Bidder's Affidavit Here	Document	Yes	<a href="#">Easttown Library - Bidders...pdf</a>	<a href="#">Bidders Affidavit.pdf</a>	<a href="#">Bidders Affidavit.pdf</a>
3	Upload the Affidavit of Non Collusion Here	Document	Yes	<a href="#">Easttown Library - ...pdf</a>	<a href="#">Non-Collusion.pdf</a>	<a href="#">Affidavit of Non ...</a>



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 Option 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 while the light green cells represent the second-lowest price. 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. In the case of multi-contract or multi-prime projects utilizing the “Item Groups” feature, you can specify which groups you wish to include in the tabulation via the “Item Group” selector. Tabulations can be exported by clicking the “Export” button on the left-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

**DISPLAY OPTIONS**  
 SELECT CROSTAB  
 Extended Price

SORT ORDER  
 By Total Price Ascending

Fullscreen   **Export**

**FILTER OPTIONS**  
 TYPE  
 Base    Option    Alternate

**SHOW/HIDE OPTIONS**  
 Extended Estimate  
 Average    Std Deviation  
 Show Details

**SCENARIO OPTIONS**  
 Please choose one  
 AWARD SELECTED  
 Selection Total: \$0.00  
 Award Lump Sum   Award Selected Items

ITEM GROUP  
 Supporting Documents  
 RFI Questions  
**CONTRACT NO. 2020-01 - GENERAL/PROCESS MECHANICAL**  
 CONTRACT NO. 2020-02 - ELECTRICAL  
 Multi-prime Acknowledgments

Reference Number	Description				Ma Hayden	G.R. Noto Electrical Construction, Inc.	North End Electric	PSI Pumping Solutions, Inc.	Pioneer Construction, Co., Inc.	AVERAGE
<b>Bid Price Ratio</b>					100%	91.27%	87.72%	13.94%	13.93%	
<b>Total Extended</b>					\$227,500.00	\$247,300.00	\$258,122.00	\$1,670,500.00	\$1,679,389.00	
CONTRACT NO. 2020-01 - GENERAL/PROCESS MECHANICAL					\$0.00	\$0.00	\$1,850.00	\$1,379,800.00	\$1,679,389.00	
1	Bonds and Insurance	Base	LS	1.00				\$35,000.00	\$27,504.00	\$31,252.00
2	Submittals	Base	LS	1.00				\$15,000.00	\$5,760.00	\$10,380.00
3	Mobilization	Base	LS	1.00				\$85,000.00	\$61,895.00	\$73,447.50
4	Site Work	Base	LS	1.00				\$2,000.00	\$37,511.00	\$19,755.50
5	Blasting, Coating, Miscellaneous Metals, and Appurtenances for East Train (Side 1)	Base	LS	1.00				\$320,000.00	\$261,100.00	\$290,550.00



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 total” will show in the blue box above the grid. Additionally, clicking on the “Show Details” button will include the unit prices within the tabulation.

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

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

SELECT VIEW  
 Cross Tab View

**DISPLAY OPTIONS**  
 SELECT CROSSTAB: Extended Price  
 SORT ORDER: By Total Price Ascending  
 Fullscreen   Export

**FILTER OPTIONS**  
 TYPE:  Base  Option  Alternate  
 ITEM GROUP: Please choose all that apply

**SHOW/HIDE OPTIONS**  
 Extended Estimate  
 Average  Std Deviation  
 Show Details

**SCENARIO OPTIONS**  
 Please choose one  
 AWARD SELECTED  
 Selection Total: \$200,453.50  
 Award Lump Sum   Award Selected Items

Extended Price Analysis


Reference Number	Description	Type	UOM	Quantity	Lehigh Valley Site Contractors A Division of H&K Group, Inc.	Grace Industries	Barwis Construction LLC	DePaul And Company Inc.	AVERAGE
<b>Bid Price Ratio</b>					100%	97.68%	82.49%	60.1%	
<b>Total Extended</b>					\$433,051.80	\$443,318.00	\$524,944.00	\$720,481.00	
BASE					\$424,946.80	\$436,368.00	\$516,161.00	\$706,991.00	
1	Mobilization and Demobilization	Base	LS	1.00	\$23,530.00 Unit: \$23,530.00	\$24,465.00 Unit: \$24,465.00	\$50,068.68 Unit: \$50,068.68	\$8,000.00 Unit: \$8,000.00	\$26,515.92
2	Clearing and Grubbing	Base	LS	1.00	\$1,230.00 Unit: \$1,230.00	\$5,875.00 Unit: \$5,875.00	\$22,000.00 Unit: \$22,000.00	\$17,000.00 Unit: \$17,000.00	\$11,526.25
3	Class 1 Excavation	Base	CY	244.00	\$25,864.00 Unit: \$106.00	\$6,121.96 Unit: \$25.09	\$9,847.84 Unit: \$40.36	\$21,228.00 Unit: \$87.00	\$15,765.45
4	Class 1B Excavation	Base	CY	378.00	\$12,096.00 Unit: \$32.00	\$11,374.02 Unit: \$30.09	\$10,848.60 Unit: \$28.70	\$44,604.00 Unit: \$118.00	\$19,730.655
5	Subbase 6" Depth (No. 2A)	Base	SY	2,175.00	\$26,535.00 Unit: \$12.20	\$33,060.00 Unit: \$15.20	\$26,426.25 Unit: \$12.15	\$52,200.00 Unit: \$24.00	\$34,555.3125
6	Superpave Asphalt Mixture Design, Base Course, PG 645-22, 3 To 10 Million ESALS, 25 mm Mix, 4 1/2" Depth	Base	SY	2,175.00	\$41,542.50 Unit: \$19.10	\$54,940.50 Unit: \$25.26	\$46,827.75 Unit: \$21.53	\$78,300.00 Unit: \$36.00	\$55,402.6875



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) = \$433,051.80  
 Lowest Price Split Award (All Base Items) = \$311,040.04

[Bid Summary Report](#)

PRICING ITEMS (4 records) By Company

Select Award Scenario  Clear Award Selected 

NAME TOTAL BASE PRICE  
 Lehigh Valley Site  
 Contractors A \$433,051.80  
 Division of H&K Group, Inc.

PRICING RESPONSES (62 records) 

TOTAL SUM:  
 \$400,642.20


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

<input type="checkbox"/>	REFERENCE NUMBER	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXT BASE PRICE	COMMENT	USER FIELD 1	USER FIELD 2	USER FIELD 3
<input type="checkbox"/>	<b>Base</b>									
<input type="checkbox"/>	1	Mobilization and Demobilization	LS	1.00	\$23,530.00	\$23,530.00				
<input type="checkbox"/>	2	Clearing and Grubbing	LS	1.00	\$1,230.00	\$1,230.00				
<input type="checkbox"/>	3	Class 1 Excavation	CY	244.00	\$106.00	\$25,864.00				
<input type="checkbox"/>	4	Class 1B Excavation	CY	378.00	\$32.00	\$12,096.00				
						<b>Sum: \$400,642.20</b>				



## Displaying Bid Results




To ensure that bid results are displayed 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 ⓘ			