



## Placeholders

From time to time, a solicitation gets advertised before the documents are completely ready. Our office can assist the posting agency by creating a “Placeholder” on PennBid. From the bidder’s perspective, when they view the placeholder solicitation, they will read a message that provides details about when the documents and additional information will be available.

### **Value of Displaying a Placeholder**

Bidders are provided with critical information online and will not call the posting agency, engineer or PennBid office.

### **Setting Up a Placeholder**

If the solicitation has already been started/established, simply clone.

Within the cloned solicitation, put a “PH” in both the Number and Title fields. To do this, click Edit within the Setup screen.

Sample:

Lower Gwynedd Township	Open	Hidden	HVAC REPLACEMENT/UPGRADE PROJECT Contracts H-1401
Lower Gwynedd Township -PH	Open		HVAC REPLACEMENT/UPGRADE PROJECT - PH

Within the placeholder solicitation, make sure that everything except the basic description page (Setup) is turned off (questions, bidder’s options, online bidding).



In the description field, add text about when documents will be available or other instructions.

Verify by reviewing the public view. See the sample below.

**Solicitation Lower Gwynedd Township -PH - Description**

**HVAC REPLACEMENT/UPGRADE PROJECT - PH** ←

Bids Due Date/Time: 4/22/2014 1:00:00 PM Eastern

3/31/2014 7:11 AM |

**Public View**

← "Description" is the only tab that should be available publically

Description

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**General Information**

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**Number** Lower Gwynedd Township -PH

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**Title** HVAC REPLACEMENT/UPGRADE PROJECT - PH

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**Bids Due Date/Time** 4/22/2014 1:00:00 PM Eastern

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**Contact** Dianne Herrin  
Tel 610-430-1382  
Fax  
dherrin@practicalenergy.net

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**Type** Fixed Fee Contract

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**Engineering Firm** Practical Energy Solutions

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**Bidding documents for this project will be available shortly and will be re-advertised. New dates for the pre-bid meeting will also be confirmed.**

NOTICE TO BIDDERS Lower Gwynedd Township is soliciting sealed bids for the 2014 MUNICIPAL BUILDING HVAC REPLACEMENT/UPGRADE PROJECT Contracts H-1401 and E-1401, located at 1130 North Bethlehem Pike in Spring House, Montgomery County, PA 19477. The project involves installation of 10 high-efficiency (HE) water-source heat pumps, packaged cooling tower and HE boiler, unit heaters and hot-water baseboard controls. All bids must be submitted online at [www.PennBid.net](http://www.PennBid.net). Registration on PennBid is free. Click on the "Solicitations" then "View" tabs. Bid instructions and specifications will be uploaded and available for review on PennBid on Wednesday March 26, 2014.

**VERY IMPORTANT – Make sure to “Hide” the Placeholder before “Showing” the real solicitation when the documents are uploaded and available to potential bidders.**