

Bidding as a Subcontractor

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Bid on a Job

Summary

This tutorial guides you through finding available jobs, requesting to bid, and submitting a quote in BuilderPal. Bidding connects subcontractors with general contractors, helping you secure work efficiently while ensuring accurate estimates and clear communication.

Prerequisites

- Have an active BuilderPal account as a subcontractor admin or shortcut admin.
- Set up your service areas and trades in your profile.
- Ensure you have access to the Job Connector page.

Steps

1. **Go to the Job Connector page.** Navigate to <https://app.builderpal.com/job-connector> to start browsing opportunities.



2. **Search for jobs by location and trade.** Click **Find Jobs**, then select your preferred area and trade to filter listings.



3. **Review bid packages and request access.** Browse available packages for your trade, check details, and click to request bidding while confirming any listed requirements.



4. **Track your bid requests.** Switch to the **Requests** tab in Job Connector to monitor pending approvals.



5. **Access approved bids via notifications.** Once approved, check your inbox notification, open the bid conversation for details and documents, and message the hiring company if needed.



6. **Build your quote.** Click **Submit Quote**, choose trades to bid on, add cost items in the Quote Builder, and apply markup to calculate the owner price.



7. **Finalize your estimate.** Review and either edit or lock in the estimate to prevent further changes.



8. **Submit the quote.** Enter your final price manually or upload an estimate file, agree to terms and conditions, then click **Submit**.



9. **Wait for award decision.** Your quote is now submitted; monitor notifications for updates on contract award.



Confirmation

You have now successfully bid on a job. You must now wait to be awarded the contract!

FAQ

What if I don't see any bid packages after searching?

Ensure your service areas and trades match the job listings; update your profile if needed, as shown in the setup steps.

Can I edit my quote after submission?

No, but you can remove a submitted quote and then resubmit.

How do I know if my bid request was denied?

Check the Requests tab for status updates, or watch for inbox notifications regarding approvals or denials.

What file types can I upload for estimates?

Common formats like PDF or spreadsheets are supported; ensure they match the bid package requirements reviewed in step 3.

Why can't I message the hiring company before approval?

Access is granted only after bid request approval to maintain structured communication, as per the workflow.

Related Articles

- [Filtering & Searching Jobs](#)
- [Create a Bid Package](#)
- [Review Incoming Bids](#)
- [Award or Decline Bids](#)
- [Manage Your Service Area](#)

Requirements Before Bidding

Summary

Additional requirements are conditions set on a bid package that help subcontractors understand what the general contractor expects before submitting a bid. They clarify expectations early so both sides can avoid wasted time and misaligned bids.

Why It Matters

What problem does this solve?

Contractors often receive bids that don't meet basic criteria (insurance, licensing, breakdowns, etc.), which creates delays and unnecessary back-and-forth.

Why this matters for subcontractors

Requirements help subcontractors quickly understand if a job is a good fit before investing time preparing a quote.

How It Works

What Are Additional Requirements?

Additional requirements are custom conditions added to a bid package by the contractor. They don't block you from bidding, but they help contractors assess fit and readiness.

Common examples include:

- WCB approval
- Certificate of Insurance
- Full quote breakdown
- Trade-specific certifications or compliance requirements

Where Subcontractors See Requirements

You may see requirements in several locations:

- Inside the **Job Details** panel
- Within the **Bid Package** details
- In the **Bid Conversation**
- When requesting to bid through the **Job Connector**

Confirming Requirements (Job Connector Flow)

If you find a job through Job Connector and click **Request to Bid**, you may be asked to confirm which requirements you meet.

Important notes:

- You are **not required** to meet every requirement to request to bid.
- You can leave any requirement **unmarked** if you're unsure.
- Contractors still decide who they hire — even if not all requirements are met.

For **directly invited subcontractors**, this confirmation step may not appear. However, the requirements are still visible and relevant throughout the bidding process.

After You're Accepted

Once you're accepted to bid or awarded the project:

- The contractor may request proof of certain requirements.
- Any documents (insurance, WCB, certifications, etc.) are exchanged directly inside the **bid conversation chat**.

There is no separate document upload system for these requirements.

When This Applies

This applies when:

- You are viewing jobs using the Job Connector
- You're responding to a direct invite
- You're evaluating whether to submit a bid
- You're reviewing requirements on an awarded job

Related Articles

- [How to Bid on a Job](#)
- [Creating Bid Packages](#)
- [Managing Submitted Bids](#)

Managing Submitted Bids

Summary

This article explains how submitted bids behave in BuilderPal, including how subcontractors can update bids, what happens after a bid is awarded (and potentially un-awarded), and how long bidding remains open.

What Are Submitted Bids?

A submitted bid is a quote that a subcontractor has sent to a general contractor (GC) for a specific trade on a project.

Once a bid is submitted, it appears inside the **Bid Package** for that trade, where the GC can review, compare, award it—or un-award it—until the subcontractor accepts. Subcontractors can also update or replace their bid if needed.

What Happens After You Submit a Bid?

Once you submit a bid:

- Your bid is visible to the GC inside the Bid Package.
- Your bid status will show as **Not Awarded** until the GC makes a decision.
- You can continue communicating with the GC through the **Bid Conversation** chat.
- If the GC awards you, that award remains able to be reversed (“un-awarded”) **until you accept** the job.
- The job remains open for other bids until the GC manually closes the bid or it expires.

Viewing Bids in Job Connector

On the Job Connector page you’ll find several tabs that help you keep track of your bidding activities:

- **Open Bids** — Jobs you can actively submit bids to.
- **Requests** — Jobs you’ve asked to bid on and are waiting for approval.
- **Closed Bids** — Jobs where bidding is no longer allowed.
- **Passed** — Jobs you’ve declined to bid on.

Can Subcontractors Edit or Resubmit a Bid?

Yes.

Subcontractors can change a submitted bid by:

1. Removing the original quote

2. Submitting a new one

This allows subcontractors to update pricing, adjust scope, or respond to feedback from the GC without needing to create a brand new bid package.

What Happens After a Bid Is Awarded?

When your bid is awarded:

- The bid package status updates to **Awarded** for you.
- The GC may still reverse the award (un-award) until you accept.
- After you accept, you're committed to that subcontract unless the workflow supports otherwise.
- The bidding process remains open for other subs until the GC closes the job or it expires.

How Bids Close

A bid package stops accepting new bids when:

- The GC manually closes the bid
- The bid package reaches its expiry date

Until one of those actions occurs, the bid stays open—regardless of an award being made.

Communication & Follow-Ups

All communication related to bids happens inside the **Bid Conversation**.

If documents need to be exchanged after a bid is submitted or awarded (or un-awarded):

- They're shared directly inside the bid chat
- This keeps all bid-related communication and files in one place

Things to Keep in Mind

- A bid award by a GC is not final until the subcontractor accepts.
- GCs cannot manually remove all bidding rights; the bid stays open until closed or expired.
- You can update your bid while the job is open.
- Keep track of communication and documents in the bid conversation thread.

Related Articles

- [How to Bid on a Job](#)
- [Requirements Before Bidding](#)
- [Invite-Only Jobs vs Public Jobs](#)
- [Communication in Bids](#)

Communication in Bids

Summary

This article explains how messaging and document exchange works within a bid on BuilderPal. Whether you're preparing your quote, negotiating terms, or finalizing details after being awarded, all bid-related communication is handled inside the Bid Conversation thread.

What is the Bid Conversation?

The Bid Conversation is a private chat between you and the general contractor (GC) that's tied to a specific trade and job posting. It's the central place to:

- Ask questions about scope, schedule, or site conditions
- Share supporting documents (insurance, drawings, certifications)
- Receive updates about your bid status
- Accept or decline award notifications

How Communication Works

When you can send messages

You can use the Bid Conversation at **any stage** of the bidding process:

- Before you submit your quote
- After you submit your quote
- After you are awarded (until you accept/decline)

How you are notified

- Messages appear in the **Inbox**, grouped by bid conversation.
- If you have the BuilderPal app open, you'll receive **push notifications** for new messages.
- If you don't yet have an account, you'll receive an **email invitation** containing a signup link and invite code.

Who can see your messages

Only your team and the GC's team see the conversation. Specifically, your message thread is visible to:

- Your team's Admins
- Team Project Managers
- Team Business Managers
- Team Finance Managers

No other subcontractors or external parties have access.

Documents & Files

You can upload and receive documents directly in the thread, including:

- Insurance certificates
- WCB or trade certifications
- Drawings or scope documents
- Revised quotes or attachments

All files exchanged remain inside the conversation for easy access and record-keeping.

Important Things to Know

- Messages **cannot** be edited or deleted once sent.
- Awarding your bid does **not** automatically close the conversation—communication remains open as long as the job is live.
- Any changes or follow-up after bid submission should go through the conversation, not via separate email chains.

Related Articles

- [How to Bid on a Job](#)
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