

# 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](#)

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