

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](#)
- [Requirements Before Bidding](#)
- [Managing Submitted Bids](#)

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