

Create a Bid Package (Basics)

Summary

This tutorial covers how to create and release a bid package in BuilderPal, allowing you to invite subcontractors to bid on specific trades for your project. Bid packages streamline subcontractor hiring by organizing requirements, trades, and invitations in one place, ensuring efficient bidding and project progression.

How-To Video (Full Walkthrough)

https://www.youtube.com/embed/M9XmrA31P7w?si=HnVOqLluUhrX8_lu

Prerequisites

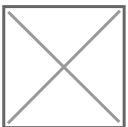
- You must have an active project set up in BuilderPal.
- Ensure you have access to relevant contacts or documents for attachment.
- For Pro users, decide if the bid package should be private.

Steps

1. **Navigate to the Bidding page.** Go to the **Bidding** page within your project.



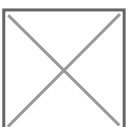
2. **Start a new bid package.** Click **New** in the top right corner.



3. **Enter basic details.** Provide a title, description, deadline, optional start date, and attach relevant documentation—documents marked as visible to bid packages are pre-populated.



4. **Add notes and requirements.** Include internal notes for your team and any additional requirements for subcontractors.



5. **Specify trades.** Add the trades you need to hire for the project.



6. **Add line items.** Manually enter cost items or import them from estimating—cost codes remain hidden from bidders, showing only descriptions.



7. **Invite bidders.** Select from existing contacts, add new ones, or import using the BuilderPal AI helper.



8. **Review options.** Confirm details and choose options like requiring bid requests, flagging for union members, or making it private (Pro users only)—non-private packages are discoverable on Job Connector.



9. **Release the package.** Click **Release for bids** to make it live and send invitations.



Confirmation

Once details are confirmed, click release for bids and your bid package will now be live and invitations will be sent.

FAQ

What if I need to protect sensitive pricing information?

Cost codes are not visible to bidders—only line item descriptions are shown to maintain your pricing strategy.

How do I import contacts quickly?

Use the BuilderPal AI helper in the invite bidders step to import contacts efficiently.

Can I limit who sees the bid package?

Pro users can make bid packages private, visible only to invited bidders; otherwise, they are discoverable on Job Connector.

What happens to pre-populated documents?

Documents marked as visible to bid packages are automatically attached, saving time on uploads.

Related Articles

- [Invite Bidders](#)
- [Review Incoming Bids](#)
- [Bid Levelling and Comparing Estimates](#)
- [Award or Decline Bids](#)
- [Create a Subcontractor](#)

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