



Responding to a Bid Request via Shelter's BuilderTrend Account

Thank you for activating your account in our BuilderTrend system. When you receive an email from info@BuilderTrend.com indicating that a "New Bid Request is available", please follow these instructions to proceed.

View the RFB from your email:

1. Click on the [Accept Invitation] button at the bottom of the email to open BuilderTrend and sign into your account
2. Once logged in, click on [Bids] next to the Home button at the very top of your screen to open a list of bids – you are likely to see only one at a time from Shelter.
3. Click on the bid name to open the bid window where you'll see the RFB Date and Deadline, any attached files and a short description.
4. For line item details, click on the small [+] button next to "My Bid Submission"
5. Click on Yes, No or Maybe to let us know if you're considering the bid.

Submit a Request for Information to ask a question or get clarification:

1. Click on the green [Add RFI] button to open a small window
2. Type in your question and hit [Save RFI]
3. We will answer your question within the next two business days

Submit your bid:

1. Be sure the "My Bid Submission" section is open by clicking on the [+] next to the section title. If you see cost codes and a blank "Bid Details" section, you're in the right spot!
2. Fill in individual line item amounts
3. Attach any files you wish to attach by clicking on the [Add File] button
4. Write any notes you wish to communicate in the Bid Details window
5. You may start your bid at any time and [**Save for Later**] to save without submitting.
6. When you're satisfied with your bid, simply click [**Submit Bid**] to send it to Shelter for review.

We look forward to receiving and reviewing your bid. Thank you for your time!

Matt Fisher
Shelter Associates

Upon acceptance of any bid, trade contractor must provide proof of the following insurances:

- *Minimum \$1,000,000 General Liability naming Shelter Associates as Additional Insured*
- *Worker's Comp insurance - even for sole proprietors*