

BuildersBidNetwork

Contractor Instructions

Registering an Account:

Go to the website: <http://www.BuildersBidNetwork.com>

On the middle right of the Home Page you will see “Create an Account – It’s Free”

Enter the email you wish to register and enter a password of your choice.

The screenshot shows the BuildersBidNetwork.com homepage. At the top, there's a navigation bar with links: "Already have an account? Log In or Sign Up", "Username:", "Password:", and a "Login" button. Below this is a header with the site logo and navigation links: "How it works", "What is BBN?", "Browse projects, etc.", and "Questions? contact us". A search bar is also present. The main content area features a large banner titled "Building Relationships" with a list of bullet points: "A new way to find and bid on commercial construction projects", "Create a profile and start building your professional network today", and "Developers: Find contractors in your area and invite them to bid". Below the banner, there are two main sections. On the left, "Search for Projects" includes a "Within:" dropdown set to "5 miles", a "Your ZIP:" input field, a "Select a Project Type:" dropdown, and a "Search" button. On the right, "Create an Account- It's Free!" includes a registration notice, input fields for "EMAIL", "PASSWORD", and "PASSWORD CONFIRMATION", a "Create Account" button, and a "Login" link for existing users. At the bottom, there's a section titled "The Perfect Tool for Bidding in the 21st Century" with a description of the platform's benefits. The Windows taskbar at the bottom shows the Start button, taskbar icons, and the system clock at 8:32 AM.

Once you submit your information, a confirmation email will be sent to the email address you registered with.

To finish registering, go to your email and click on the confirmation link. You will be redirected to the Profile Creation page on the BBN site.

Creating your Profile:

It's easy to complete your personal or company Profile. Just enter your professional information in the appropriate fields and you'll be ready to introduce yourself to the BBN marketplace.

In the second field, you will be asked to choose your industry role.

There are 2 options:

- **Developer (Creates Projects) – Free and can post as many projects as you wish. These Projects can be either Public or Private (invite only). Cannot bid on projects.**
- **Contractor (Bids on Projects) – Access to Project details, with full messaging capabilities, and site listings. Requires a subscription and has a fee associated with bidding on projects. Cannot post projects.**

BuildersBidNetwork

How it works What is BBN? Browse projects, etc. Questions? contact us

Search Projects

Your account was successfully confirmed. You are now signed in.

Feedback

Let's get started by creating your company profile.

NAME

INDUSTRY ROLE

Developer (Creates Projects)

ESTABLISHED

ADDRESS

Street Number

Suite, Apt, Floor, etc

CITY

STATE

Alabama

ZIP

WEBSITE

Phone Numbers

Office

Once you have completed entering your information into each field, click Save Profile.

This will redirect you to your Profile Page, which is your home page on BBN and can be viewed by all other BBN members.

Your Profile Page:

Your Profile page shows all the information you entered initially in the Create Profile form and anything you add later through the Edit Profile feature.

If you wish to add or change any information, simply click the “Edit” button on the top right of the page and make your changes. You will have the ability to add your company logo to your Profile.

The screenshot shows a web browser window with the URL `ybn.herokuapp.com/profiles/23`. The page header includes the BuildersBidNetwork logo and navigation links: Profile, Notifications (0 messages), Browse (projects, etc.), My BBN (track bids, etc.), and Credits (22). A search bar is also present. The main content area displays the profile for "BBN Paving Company" located in New York, NY, with a "Contractor" tag and an "EDIT PROFILE" button. Below this, there are tabs for "Company Overview" and "Awarded Projects". A yellow banner indicates "Profile was successfully updated." The "LOCATION" section lists the address: 36 Cooper Square, Suite, Apt, Floor, etc, New York, NY 10003, and the office phone: 732-555-5555. A map shows the location. The "Established" date is 2011, and the website is `http://BuildersbuildNetwork.com`. The "Recent Activity" section shows "6" awarded bids. The "COMPANY DESCRIPTION" section states: "Builders Bid Network is a central marketplace that was created to give developers and contractors a more efficient way to handle the project bid process. Our comprehensive, searchable bidding network streamlines contracting, translating to less time and money spent on proposals, allowing our clients to focus on more important aspects of your business. The depth of information available to our clients is second to none. Our extensive listing of contractors and projects is sorted by geographic area and contractor expertise, meaning that the right contractor is connected to the right job every time." The browser's taskbar at the bottom shows the Start button, Google Chrome, and a "BBN Contractor Tutorial" window. The system clock shows 3:14 PM.

At the top of the page, in the main navigation bar you can see “Notifications”, “Browse” and “My BBN”:

- **Notifications will take you to your BBN messages and notifications.**

- **Browse** will take you to our listings of **Projects, Contractors and Developers.**
- **My BBN** will take you to your personalized management page that allows you to track both current and closed Bids and Projects.

Finding Projects to Bid On:

There are two ways to find projects to bid on:

1. Click on the **“Browse”** link located at the top of your screen and search for projects by type and location.

The screenshot shows the BuildersBidNetwork website interface. At the top, there's a navigation bar with links for Profile, Notifications, Browse (selected), My BBN, and Credits. Below this is a 'Browse Projects' section with tabs for Projects, Contractors, and Developers. A sidebar on the left allows filtering results by location (within 5 miles) and type (Acoustic Treatment, Architectural Services, Audio Visual Equipment, Carpentry, CCTV Systems, Ceilings, Central Alarm and Detection Systems, Communications Cabling). The main content area lists four projects:

Project Name	Location	Category	Credit Value	Bids	Days Left
Jon's Test3	City, AL	Waste Removal & Carting	4	0	0
Developer C Project 2	Levittown, NY	Roofing	4	2	1
Jon's Test1	New York, NY	CCTV Systems	1	0	14
Jon's Test2			1		

If you are a subscribed member, you can then click on Project Scope and view the details of each project.

In the Project Scope view, the Project Timeline is shown at the right of the screen. This displays the times and dates of the entire bidding process: when it will end, when any pre-construction meetings will be held and the estimated project start and completion dates.

You will also have access to any relevant photos and documents related to the project.

The screenshot shows a web browser window with the URL `ypn.herokuapp.com/projects/17`. The page is for 'Developer D Project 2' on the BuildersBidNetwork. The contractor is 'BBN Paving Company'. The project is located at '211 Higbie Lane, West Islip, NY 11795'. The project type is 'Roofing'. The project description is 'Developer D Project 2 Description'. The additional notes and requirements are 'Developer D Project 2 Notes'. The bid breakdown by line is as follows:

Line Item	Description
1	p_dD2 LI1
2	p_dD2 LI2
3	p_dD2 LI3

On the right side, the project timeline is displayed:

- 34 DAYS LEFT TO BID (Posted on: 11/30/11)
- BIDDING CLOSES APR 4 2012, 11:25 PM
- PROJECT TIMELINE
 - Pre-Bid Meeting Dec 27 2011, 11:25 pm
 - Estimated Start Jun 18 2012
 - Estimated Finish Jan 14 2013

If you wish to bid on a Project, click the Enter Bid button located at the top right of the screen.

2. You may also be invited by a Developer to bid on a project they list as “Private.” These projects are not Public and do not appear in the Browse Project listings. They only become visible and accessible to you if the Developer invites you to bid through BBN’s Invite to Bid feature.

When you are invited to bid on a Private project, you will receive a notification both on your BBN notifications page and sent to your email account.

The screenshot shows the BuildersBidNetwork (BBN) interface. The user is logged in as 'Contractor BBN Paving Company'. The 'Track My Projects' section is active, showing a list of projects under the 'Invite Only (5)' tab. The projects listed are:

- 2012 Paving Project**: Location: Iselin, NJ; Category: Paving; Credit Value: 5; Bids: 0; Status: ENDED; Posted: 12/23/11 8:10 PM.
- new 1**: Location: Clark, NJ; Category: Demolition; Credit Value: 3; Bids: 0; Status: ENDED; Posted: 02/14/12 2:30 AM.
- New Project 1**: Location: Clark, NJ; Category: Demolition; Credit Value: 3; Bids: 1; Status: ENDED; Posted: 02/14/12 2:38 AM.
- Testing Party Project 1**: Location: Clark, NJ; Category: Fire Suppression; Credit Value: 3; Bids: 2; Status: ENDED.

On your My BBN page, there is a tab named “Invite Only” which lists all of the Private projects on which you have been invited to bid.

Entering a Bid:

After reviewing the Project Scope, click on the “Enter Bid” button, it will create a “My Bid” tab where you can enter the unit cost for each line item listed in the Scope.

The screenshot shows a web application interface for entering a bid. The browser address bar displays `ypn.herokuapp.com/projects/67/bids/new`. The page header includes the contractor name "Asphalt Installations Inc." and a "PROJECT SCOPE" button. The main navigation bar has tabs for "Project Scope", "Documents (1)", "Photos", and "My Bid". The "My Bid" tab is active, showing a list of project items with their quantities and unit costs. A "Credit Value" section is also present. On the right, a sidebar shows "3 DAYS LEFT TO BID" and a "PROJECT TIMELINE". At the bottom, there are buttons for "Publish Bid", "Cancel Bid", and "Save As Draft".

Item	Description	Quantity	Unit Cost	Cost
1	Section "A" - Mill and pave at 3 inch depth 500 square yards of ring road.	500		
2	Section "B" - Mill and pave at 3 inch depth 750 square yards of parking lot.	750		
3	Pricing for re-stripping in these areas	1		

Credit Value

Total
\$ 0.00

3 DAYS LEFT TO BID Posted on: 03/01/12
BIDDING CLOSING MAR 4 2012, 5:08 PM

PROJECT TIMELINE

- Pre-Bid Meeting Mar 3 2012, 10:00 am
- Estimated Start Mar 6 2012
- Estimated Finish Mar 9 2012

Buttons: Publish Bid, Cancel Bid, Save As Draft

Once you enter your cost you have the option of either saving your information as a draft with the “Save as Draft” button or publishing the bid with the “Publish Bid” button.

If you save your bid as a draft you can go back and make changes before publishing. If you publish your bid you can still make changes until the bidding end date. The Developer will automatically be notified by BBN that your bid has been edited.

If a project is edited by the Developer after bidding has begun, you will be notified that a change has been made to the project, your bid will be given Draft status and

you will be refunded your bid credits. You will then be able to make any necessary changes and re-publish your bid.

Once you publish your bid, your bid view will change as shown here:

Builders Bid Network Mail - Inb... BBN contractor information - Google ypn.herokuapp.com/projects/67/bids/79 Contractor Asphalt Installations Inc. Edit Bid PROJECT SCOPE

Test Project 1 Credit Value Builders Bid Network LLC New York, NY

Project Scope Documents (1) Photos My Bid

Feedback

Asphalt Installations Inc. new york, NY Paving Posted: 03/01/12 8:47 PM

\$32,500.00 1 BIDS 3 DAYS LEFT

3 DAYS LEFT TO BID Invite Only Posted on: 03/01/12 BIDDING CLOSES MAR 4 2012, 5:08 PM

PROJECT TIMELINE

Pre-Bid Meeting Mar 3 2012, 10:00 am

Estimated Start Mar 6 2012

Estimated Finish Mar 9 2012

1 Section "A" - Mill and pave at 3 inch depth 500 square yards of ring road. 500 x Unit Cost \$24.00 \$12,000.00

2 Section "B" - Mill and pave at 3 inch depth 750 square yards of parking lot. 750 x Unit Cost \$24.00 \$18,000.00

3 Pricing for re-striping in these areas 1 x Unit Cost \$2,500.00 \$2,500.00

Total \$32,500.00

Start BBN - Google Chrome BBN Contractor Tutorial -... 3:47 PM

Accepting an Awarded Project:

If you are awarded a project, you will receive a notification asking you to either **Accept or Decline the project.**

The screenshot shows a web browser window with the URL `ypn.herokuapp.com/projects/29/bids/25`. The page is for a project titled "Concrete Repairs and Drain Install Main Entrance" with a credit value of 1. The contractor, Asphalt Installations Inc., is listed as the winner. A large "Congratulations!" banner states: "You have been awarded the 'Concrete Repairs and Drain Install Main Entrance.' Please review your bid and accept the project." Below this is an "ACCEPT PROJECT" button. To the right, a sidebar shows the project is "Ended" with a bidding closure date of Feb 1, 2012. A project timeline lists a pre-bid meeting on Jan 15, 2012, and estimated start/finish dates of Mar 1, 2012. At the bottom, a list of tasks shows "1 Remove and replace approximately 515 SF of 4\" Sidewalk." with a bid amount of \$10,500.00.

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Concrete Repairs and Drain Install Main Entrance 1 Credit Value

Developer B
Livingston, NJ

Project Scope Documents (4) Photos (1) My Bid

Asphalt Installations Inc. AWARDED \$30,500.00 0 BIDS ENDED

new york, NY Management Posted: 12/24/11 7:43 PM

Ended
Posted on: 12/24/11

BIDDING CLOSED FEB 1 2012, 4:00 PM

PROJECT TIMELINE

Pre-Bid Meeting Jan 15 2012, 10:00 am

Estimated Start Mar 1 2012

Estimated Finish Mar 15 2012

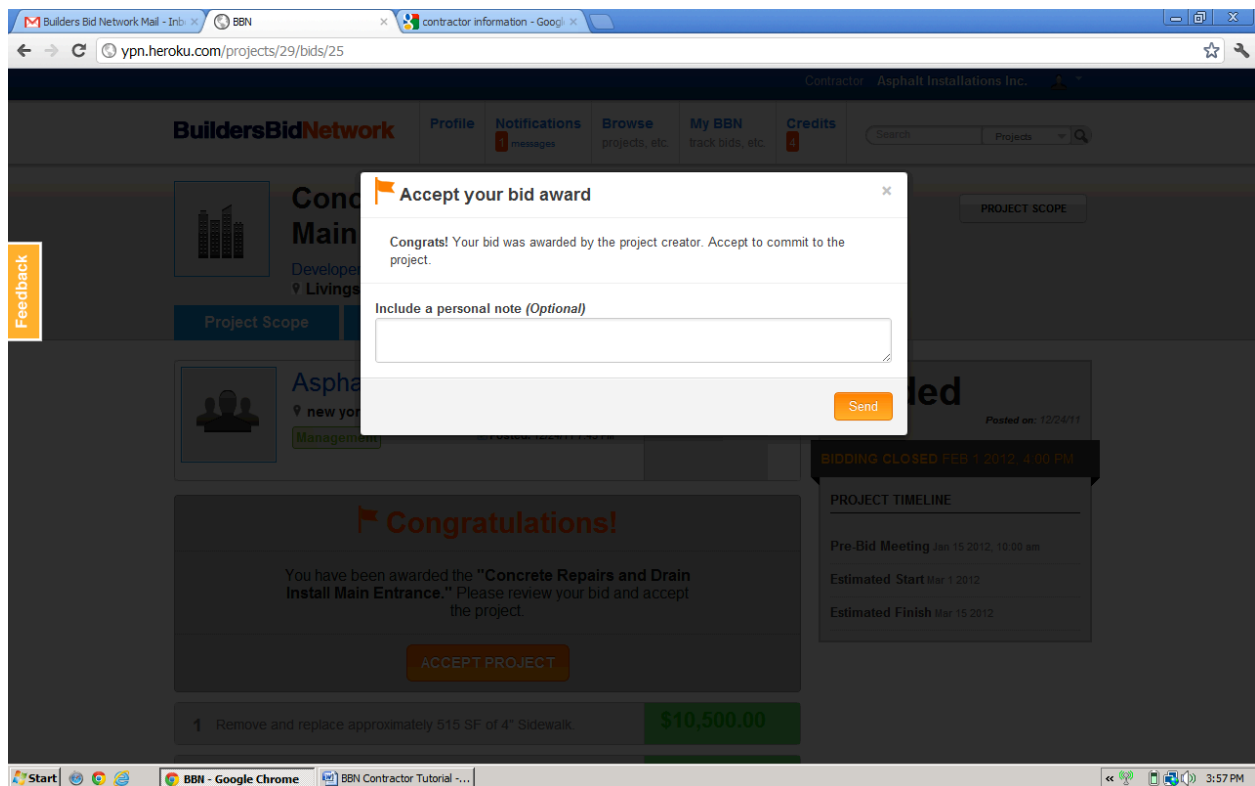
Congratulations!

You have been awarded the "Concrete Repairs and Drain Install Main Entrance." Please review your bid and accept the project.

ACCEPT PROJECT

1 Remove and replace approximately 515 SF of 4" Sidewalk. \$10,500.00

When you Accept or Decline, the Developer will be notified of your decision.



At that point you can schedule the work with the Developer and move forward with the project. Good Luck!