



AIA North Carolina
A Chapter of The American Institute of Architects



JCR-3

Plan Deposit Guarantee

December 1973

October 1975, September 1981, October 1994, October 1999, April 2004,
October 2004

Recommendations:

Plan deposit should approximate cost of reproducing plans and specifications. The minimum plan deposit should be \$50.00.

Comments:

- A. Plan deposit should be totally refunded to bidders who submit a bid to the Owner and return the documents in good condition within 10 days after notification of award or request to return plans. Deposits will also be returned to bidders not submitting bids, provided they notify the architect of their intention not to bid and return the plans within three days after receipt thereof or 15 days prior to bid date, whichever comes later. The Owner has the option of extending the refund of plan deposits to subcontractors, for the return of a complete set of documents.
- B. Costs for delivery of bid documents to the bidder should be borne by the architect. Costs for returning same should be borne by the bidder.

End of JCR-3

This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.