



## **BID OPENING TIME**

### **RECOMMENDATION:**

1. Bid openings should be held:
  - A. On Tuesday through Thursday excluding legal holidays and the day following legal holidays.
  - B. From 3:00 P.M. to 4:00 P.M.
2. That only one copy of a bid proposal be required.

### **COMMENTS:**

- A. Monday bids create a rush of mail and telephone sub-bids without adequate time for evaluation.
- B. Late afternoon bids allow more time and a better evaluation of sub-bids.
- C. Before setting a date and time for bid opening, architect may want to check with local AGC Plan Room to avoid conflict with other bid openings.
- D. Contractors, subcontractors and suppliers should follow bidding procedures which establish and encourage ethical standards and minimize errors. These bidding procedures are commonly known as the Four-Hour Bid Plan.
- E. In order to avoid bid preparation error, multiple copies should be made after the time of the bid.