



NUMBER OF SETS OF BIDDING PLANS AND SPECIFICATIONS

RECOMMENDATION:

1. The architect should judge from the complexity, size, and scope of building project the number of bidding documents to prepare in advance to obtain maximum response to bid call.
2. On all construction projects the architect should issue, on deposit, a minimum of two sets of complete Bid Documents to each general contractor request.
3. In the advertisement for bid/invitation to bid, the architect should provide the name of the place where bid documents are available.

COMMENTS:

- A. Architect should advise owners of the advantages gained by giving contractors sufficient bidding documents to get the maximum number of subbids and material quotations to insure cost savings. (Full size bidding documents)
- B. Architect should make available at cost, extra copies of Bid Documents for general contractors, subcontractors, or material suppliers who may request them. No partial sets will be issued as Bid Documents, but individual sheets may be purchased from the architect at cost with the requirement that the bid will be prepared using a complete set of Bid Documents.
- C. AGC Plan Rooms and other plan rooms should receive, free of charge, bidding documents at the time of initial issue. Additional sets should be furnished the plan rooms for projects which are large and/or complex.



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- D. An accurate record of all contractors, subcontractors, material suppliers and plan agencies who have received a complete set of Bid Documents should be kept by the architect in order for him to issue addenda during the bidding period. Issuance of Addenda will not be required to parties receiving partial sets.

- E. Contractors should not deface or mutilate the bid documents. If extra work sheets are needed, they should secure them from the architect.



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This recommendation, while not mandatory, is the diligent work of a committee which is drawn from a cross section of the construction industry represented by architects and general contractors. The committee presents this recommendation with the expectation that it will be adhered to voluntarily.