



JCR-2

Bid Opening Time

December 1973

October 1975, April 1991, October 1992, October 1999, April 2007

Recommendation:

1. Bid openings should be held:
 - a. On Tuesday through Thursday excluding legal holidays and the day following legal holidays.
 - b. From 2:00 p.m. to 4:00 p.m., preferably 3:00 p.m. or later.
 - c. If multi-prime and single-prime bids are being sought, the multi-prime bids preferably should be due at 3:00 p.m., with the single-prime bids being due at 4:00 p.m. All bids should be opened at the same time, preferably at 4:00 p.m.
 - d. If single-prime bids are being sought, there should be a staggered bid receipt for the base bid, with the base bid being due first, and alternates and unit costs being due two hours later, when all base bids and alternates/unit costs would be opened. Back-up information (i.e., Historically Under-Utilized Business) would be due within twenty-four hours of the bid opening time.
 - e. Should a staggered-bid process be used, the architect/owner should consider the complexity of the project's bid process, which would include the number and/or complexity of the alternates and unit prices, as well as whether the project will be bid both as single-prime and multi-prime. For complex projects, a two-hour separation, referenced in paragraph d., should be used. Otherwise, the architect/owner may want to consider a one-hour separation.
 - f. No projects should be bid on the week of July 4, or the first and last week of the year.

Comments:

- A. Monday bids create a rush of mail and telephone sub-bids without adequate time for evaluation.
- B. Later afternoon bids allow more time and a better evaluation of sub-bids.
- C. Before setting a date and time for bid openings, architect shall check with local AGC Plan Room to avoid conflict with other bid openings.

JCR-2

- D. By staggering the time bids are due for multi-prime and single-prime bids, the contractor has more time to concentrate on each type of bid.
- E. Fax or tele-communication bids or modifications of bid are not acceptable under public bidding.
- F. Refer to House Bill #1327, for State Public Bidding School requirements.
- G. Revision to a bid on exterior of the envelope must be submitted by authorized personnel with a power of attorney (POA).
- H. Concerning the recommendations in 1. d. and 1. e. above, AIA NC recommends that if JCR-17 and JCR-23 are both adhered to, then there should not be a need for a staggered bid opening. JCR-17 states that unit prices should be eliminated except for pilings, caissons and rock. JCR-23 states that alternates should be kept to a minimum and no more than six.

End of JCR-2

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.