



JCR-4

Number of Sets of Bidding Plans and Specifications

October 1986

December 1993, April 1997, October 1999, October 2004

Recommendations:

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 large and/or complex construction projects, the architect should issue, on deposit, two sets of complete bidding documents to each general contractor's request.
3. On projects bid under the separate contract system, all prime contractors will be provided one set of complete plans and specifications. Additional sets, if furnished, will include only the work being bid under a particular prime contract. For example, general, plumbing, electrical, etc.

Comments:

- A. Architect should advise owner of the advantages gained by giving contractors sufficient bidding documents to get the maximum number of sub-bid and material quotations to ensure cost savings.
- B. Architect should make available, at cost, individual plan sheets and/or individual specification sheets to suppliers and sub-bidders only when the request is made in writing and specifically requests plan sheets by number and specification by page number.
- C. Carolinas AGC, CMD and Dodge Plan Rooms should receive, free of charge, a sufficient number of sets of bidding documents at the time of initial issue. The number of sets provided should reflect the size and complexity of the project. Contractors and subcontractors should make use of electronic plan rooms in an effort to minimize wasteful printing and unnecessary expense to the Owner.
- D. Plans for all projects should be bound separately for general, plumbing, mechanical and electrical work when issued to the Plan Rooms. This would facilitate greater use of the plans by more contractors at one time. Architects are cautioned to include the plumbing, mechanical and electrical specifications, the general and special conditions which would apply to all contractors.
- E. Contractors should not deface or mutilate the bid documents. If extra work sheets are needed, they should secure them from the architect.

End of JCR-4

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.