



## **JCR-46**

### **Pre-Bid Conference**

May 1983

April 1988, October 1999

#### **Recommendations:**

On large or complex projects, a Pre-Bid Conference should be held in order for prospective bidders to receive information or to ask questions concerning the project. The conference should be held after prospective bidders have had time to review the plans and specifications, 10 to 14 days prior to bid and within reasonable time to permit the issuance of appropriate addenda 7 days prior to bid.

#### **Comments:**

A. The following Agenda outline should be the minimum covered for the meeting:

1. Opening meeting.
2. Reviewing of project.
3. Required plan for scheduling, coordinating and monitoring work under the project contract.
4. General requirements, bid package and bid opening procedures.
5. Questions and answers.
6. Close meeting.
7. Contractors given a tour of job site.

B. Also recommended:

1. List of attendees.
2. Invitation to owner.

C. If the project involves major renovation or repairs, then the conference should be held at the jobsite.

#### **End of JCR-46**

*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.*