



## **INVITED BID LIST**

### **RECOMMENDATION:**

If a private owner elects to restrict bidding to an invited list of bidders, the following procedures are recommended.

1. No more than five (5) bidders, where possible, should be invited to bid on the project.
2. The list of General Contractors should be prequalified and approved by the Owner prior to issuing bidding documents.
3. The contractors should be advised of the names of the prequalified firms being invited to bid on the project.
4. The contract should be awarded to the lowest responsive bidder.
5. An industry-recognized form such as AIA Document A305 "Contractor's Qualification Statement" should be used by the architect and owner as a guideline in pre-selecting General Contractors to submit bids.

### **COMMENTS:**

- A. On a project with an invited bid list, architects should differentiate between soliciting bidders in order to have a certain number of bids and inviting qualified bidders in order to obtain the most qualified contractor with the best price.



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- B. It is unfair to both the bidder and owner to wait until after the bids have been received before determining whether or not the low bidder should be awarded the contract.
- C. Contractors who have limited financial resources, inadequate or inexperienced organizations, or commitments that already involve them to the limit of their capacity, should be deleted from consideration.
- D. No contractor should be invited to bid if the contract will not be awarded to him in the event he is the low bidder.
- E. Public opening of bids will encourage award of the work to the lowest qualified bidder.

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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.