



JCR-BP-15
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PRE - BID CONFERENCE

RECOMMENDATION:

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:

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

- (1) Open meeting.
- (2) Review 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.

Rev. 02/04

End of JCR-BP-15

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.