

Alternate Proposals, Addenda and Unit Prices

Selection of alternates should be made by the Owner, acting upon the Architect's or Engineer's recommendations, for the best interest of the project in line with available funds. The selection of alternates should not be manipulated to favor any one bidder over another.

Better bids will be obtained with a minimum of alternates.

Contract documents should contain clear and unmistakable language describing the procedure as to how the alternates are to affect the awarding of the contract. Volunteered or optional alternates should not be a factor in determining the low bidder.

Alternates

Alternates should be limited to major items absolutely essential to the awarding of the project. Any further adjustments should be determined in conference with the successful bidder. Bidders should quote on each and every alternate requested; however, if the information required to make a quotation on the item is not available, then the bidder should state "no bid".

The statement "no change" shall be understood to mean a valid bid and may be accepted at the Owner's option. "No change" is neither a cost addition nor cost deduction to the base bid.

If a bidder has failed to make clear whether his bid on an alternate is additive or deductive, or where the space for the inserting of a figure is left blank, this portion of the bid should not be read or given consideration.

Addenda

No alternates, addenda or special instructions should be issued subsequent to four (4) working days before bidding date. Contractors should check contract documents as early as possible and immediately contact the Architect or Engineer for clarification of doubtful items thus assisting in adherence to the foregoing recommendation to eliminate the issuance of last-minute addenda.

Provisions should be made in all proposal forms requesting the Contractor to acknowledge receipt of all addenda and that same had been considered and were reflected in the bid.

Unit Prices, Etc.

Unit prices should not be requested from the competing bidders since they are difficult to quote accurately for units of concrete, excavations, forms, partitions, etc. Unit prices should be discussed with the successful bidder. Where the Owner has held that unit prices are essential to his planning, separate prices should be asked for "additions to" and "deductions from". Also, bid forms requesting unit price (and alternate price) quotations should have companion blank space on the form for the Contractor to state the length of time the prices remain valid because the cost to provide these items could vary greatly as the job progresses through the various phases of the work.

Alternate Design

No bids for construction should be solicited which request alternate designs be submitted by the bidder. Voluntary alternates should not be considered in the award of a contract.