

Distribution of Contract Documents

The Architect or Engineer should furnish each bidder sufficient drawings and contract documents to enable him to intelligently prepare his bid. In any event, drawings and contract documents should show as completely as possible the nature of all elements of all work affecting construction.

Issuance of Drawings & Contract Documents

Each Contractor who is invited to bid on the project should be furnished, free of charge, drawings and contract documents covering all branches of the Contract which his bid is to include and at least one set of the drawings and contract documents for all branches of the Project for which separate bids may be taken by the Owner.

Owner Reimburses A/E for Documents

When bidding time is limited or the project is complicated, or there is a multiplicity of subtrades involved, it will be in the Owner's interest to increase the number of sets of documents commensurate with the type of work to be done and the time within which the general bids are to be submitted. It should be noted that the Owner reimburses the Architect or Engineer for the cost of providing bidding documents to the Contractors unless another arrangement is made between the Owner and Architect or Engineer.

Each bidder should be allowed to retain these sets until the Contract has been awarded, or until his is definitely out of the competition, whereupon the documents should be returned to the Architect or Engineer.

If a deposit is required, the deposit shall be refunded upon return of the drawings and contract documents, in good condition within a specified number of days after award of the project. If the documents are not returned the Contractor's deposit should be forfeited.

Inability to Bid

If a Contractor requests drawings and contract documents as a preliminary to the bidding of a project but later decides not to bid, he is obligated to notify the Architect or Engineer at the earliest possible moment prior to the bid opening. The drawings and contract documents should be returned to the Architect or Engineer without delay. Failure to do so may result in forfeiture of deposit.

Plan Rooms

Accredited plan rooms should be supplied with two or more sets of all drawings and contract documents to secure greater benefit from this plan room service. This should assist also in reduction of number of drawings and contract documents Architects or Engineers might be required to supply on individual requests.

The Architect or Engineer should list in the contract documents the names of the plan rooms where drawings and contract documents have been filed. A list of plan holders should be prepared by the Architect or Engineer and distributed to all plan holders at least seven (7) days prior to bid opening.

