

Receiving Bids and Awarding Contracts

Time and Place

The Architect or Engineer should clearly set out in the bidding documents the date, hour and place for the opening of bids. It is to the Owner's advantage to open the bids in a place which is reasonably convenient to the bidders. It is also to the Owner's advantage to open the bids in the afternoon or, as a less desirable alternative, in the early evening. Bid openings on weekends or on Mondays or on days immediately preceding or following a recognized holiday should be avoided.

Bidding Deadline

The hour set forth in the bidding documents should be the deadline for submission of bids and the deadline should be strictly observed. Bids received after the deadline should be returned to the bidder unopened.

GC-SC Bid Period

The subcontractor should get his bid to the Contractor at least two (2) hours before the bid is due. The subcontractor should have a complete bid for the section of work quoted or report any omissions. The Contractor should never divulge one subcontractor's price to another subcontractor.

Scheduling Dates

The Architect or Engineer is encouraged to contact the Master Builders of Iowa office prior to setting a bid opening date with the Owner to determine the best date for receiving bids. This avoids conflicting bid openings and at the same time provides better spacing and time for estimating. Increased cooperation in this regard will bring greater benefits to all concerned.

Form of Bid

Bids should be filed on time, as specified, regardless of the method of delivery. Oral or telephoned bids should not be considered. Written corrections of previously submitted bids should be considered if received prior to scheduled bid opening time and properly confirmed. Mailed bids should be mailed in sufficient time for delivery in advance of the deadline. Any bidder choosing to send a bid through the mail must incur the risk of late delivery. Any bids received after the deadline should be returned to the sender unopened.

Facsimile Bids

Facsimile bids must be approved by the Owner, and if approved, be subject to established guidelines determined prior to the bid date.

Private Openings

To promote and maintain harmony in the industry it is deemed in the best interests of all concerned that private opening of bids be avoided and that bids be read in the presence of the bidders whenever possible.