COST BREAKDOWNS AT BID
Ensure accuracy by allowing sufficient time for preparation.

Requiring general contractors to provide cost breakdowns on bid day will hinder them from concentrating on the primary goal of submitting the best bid.

- In preparing a proposal, a general contractor usually requires review and analysis of multiple subcontractor and material supplier bids, most of which are received in "last minute" situations.
- The focus of the general contractor's time on bid day must be on the preparation of the best responsive proposal.
- Cost breakdowns will be more accurate and better serve the Owner's needs when there is sufficient time to prepare them.
- Require submission of the cost breakdown information within a mutually agreed upon time frame after the bid due date, based on the complexity of the job and the needs of the Owner.
- If the Owner/Design Professional requires the submission of a cost breakdown, require the lowest three bidders to submit those within two – three days after the bid date.
- Do not use the cost breakdown to negotiate changes in scope. It should be for informational or accounting purposes only.

REFERENCES:
AIAs A701 Instructions to Bidders
AIAs G702 Application & Certificate for Payment
AIAs G703 Continuation Sheet for the G702
ConsensusDOCS 270 Instructions to Bidders (private)
ConsensusDOCS 271 Instructions to Bidders (public)
ConsensusDOCS 291 Application & Certificate for payment (private)
ConsensusDOCS 292 Application & Certificate for payment (public)
ConsensusDOCS 293 Schedule of Values

Issued: 2001

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