LISTING KEY SUBCONTRACTORS/SUPPLIERS AS APPARENT LOW BIDDERS
Use practical approaches and timely submission of bids to simplify bid forms.

Provide information to the owner and design team about which key Subcontractors/Suppliers are being proposed, while reducing last-minute bid changes and “bid shopping”.

- On bid forms, Owners sometimes prefer to see lists of proposed key Subcontractors/Suppliers to assess their qualifications and suitability for the project, and to discourage bid shopping after bidding.
- Assembling those lists is difficult and distracting for General Contractors at bidding time, especially when late changes are tendered from Subcontractors/Suppliers.
- Two approaches can be considered to address this:
  1. If the General Contractor is required to include a key Subcontractor/Suppliers list at the time of formal bid submittal, Subcontractors/Suppliers should submit their complete bids four hours in advance to allow the General Contractors time to properly analyze them.
  2. Allow the apparent low bidder to submit a list of key Subcontractors/Suppliers within a reasonable time after the bids have been submitted to the Owner.

Since Subcontractors are also constrained by time and are often not able to submit their bids to the General Contractors four hours in advance, the second approach is recommended.

- Upon reviewing the proposed list, the Owner/Design Professional should have the option of requesting changes to the key Subcontractors/Suppliers. In such cases, though, the Owner should be willing to pay cost differences incurred by the General Contractor for those changes.
- These steps will help ensure that the quality intended by the Design Team is delivered to the Owner, and that General Contractors on bid day can focus their bid preparation on the best evaluation of pricing for the project.

REFERENCES:
AIA A701 Invitation to Bid
ConsensusDOCS 270 Invitation to Bidders

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