USE OF OWNER-SUPPLIED BID FORMS
Facilitate accurate evaluation and comparison of bids.

When bidders are given pre-printed bid forms with blanks to fill in, it is much easier for the owner or owner representative to review the information from various bidders on an equal basis. Owner-supplied bid forms are becoming increasingly complex and filled with information that is required as part of the bid submission. These requirements necessitate last minute insertions into the bid form that can easily lead to mistakes and/or Owners not receiving the most responsive bid. The following are suggestions to help reduce the inaccurate information or mistakes and provide the Owner with the most responsive bid:

- Standardized Bid Forms allow for easy comparison of all bidders, and increases the likelihood of the Owner receiving complete information.
- When possible, require a Base Bid to be submitted without extensive breakdowns, alternates, unit prices or other information such as Minority and Women Business Enterprise percentage, listing of subcontractor names or other information.
- If particular detailed information is required (for the basis of award) by the Owner, it should be requested of the low bidder(s) within a reasonable time after initial bid submissions. (see referenced Guidelines)
- A bidder check list including due dates for all elements is always a good way of making sure all necessary information is submitted timely.
- Bid forms should be included in the project manuals, enabling Subcontractors to be aware of what information is required and how it needs to be arranged.

REFERENCES:
- AIA A701: Instructions to Bidders
- ConsensusDOCS 270: Instructions to Bidders on Private Work
- Construction Guideline: Listing Key Subcontractors/Suppliers as Apparent Low Bidders
- Construction Guideline: Cost Breakdowns and Schedule of Values

Issued: 2001