ESTABLISHING BID DUE DATE
Having sufficient preparation time allows for more competitive, more accurate bids.

The establishment of the appropriate bid due date and time can be an important factor in the bidding process.

- There is typically a greater participation by General Contractors and subcontractors when adequate time is provided to assemble their bids and there is also less possibility of errors.

- As a guide, recommended minimum times for bidding are:
  - Projects under $1,000,000 = 3 weeks
  - Projects from $1,000,000 to $10,000,000 = 3 to 4 weeks
  - Projects over $10,000,000 = 5 to 6 weeks (minimum)

- These time frames must be adjusted to accommodate regulatory advertising and minority participation requirements.

- The Design Professional should consult potential General Contractor bidders before establishing a bid due date, to make sure there will be no major conflicts with other projects bidding at the same time.

- General contract bids should be received by the Owner/Design Professional no earlier than 1:30 p.m. on the bid due date. This gives the General Contractor enough time during the day to assemble subcontractor bids and prepare their general bid. Subcontractor bids should be submitted to the General Contractor at least 4 hours prior to the general contract bid due time.

- When the Owner/Design Professional take separate prime subcontractor bids and assign them to a General Contractor for coordination, the bid due date for the separate prime contractors should be at least 2 days prior to the due date for the General Contractor bids. This lets the General Contractor know who the potential prime subcontractors will be and allows time to discuss scheduling, coordination, etc. with them.

- Addenda are an inevitable part of the construction bidding process and affect how the bids are prepared and collected. When addenda are issued for a particular project the bid date should be reviewed and extended based on the extent and complexity of the addendum. If there are significant drawing changes, the recommended bid extension is two weeks. At a minimum, the last addendum should be issued no later than one week prior to the bid due date.

- The best days of the week for receiving bids are Tuesday, Wednesday, or Thursday, or in some cases, Friday. Mondays or the day following a legal holiday are not recommended as they don’t allow sufficient time on the day prior to bidding for the General Contractor and subcontractors to analyze their bids.

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American Institute of Architects, St. Louis Chapter
American Council of Engineering Companies of Missouri
Associated General Contractors of Missouri
Greater St. Louis Chapter, Construction Specifications Institute
St. Louis Chapter of International Facilities Management Association
REFERENCES:
AIA A501 Competitive Bidding Procedures

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