



Panhandle of Texas Chapter – AGC



FOUR-HOUR BID PLAN

The four-hour time limit plan has been successfully used by the Panhandle of Texas Chapter of AGC since July 10, 1961. The plan states that “no bids for materials or labor will be accepted later than four hours prior to a bid opening time.” There are six rules pertaining to the four- hour bid time limit plan. The rules are sent to each General Contractor bidding a job that is subject to the plan.

The rules are:

1. No quotations for materials and/or labor are to be accepted later than four hours prior to bid opening time.
2. Electronic (fax, e-mail, etc.) bids must indicate a sending time by the bidder and a receiving time by the General Contractor of at least four hours prior to bid opening time.
3. Out-of-town mailed bids must bear postmark indicating mailing at least four hours prior to bid opening time and must be received by the General Contractor prior to bid time.
4. The General Contractors agree that all bids for materials and/or labor may be withdrawn, but not changed, during the four-hour period.
5. The General Contractors agree to hold all bids as confidential before and during the four-hour period.
6. The General Contractors agree that each General Contractor bidder shall, on a standard form, name the subcontractor or material supplier in each of the major divisions of work that the General Contractor used in the preparation of its bid. These sealed forms are to be filed with the Executive Director of the Panhandle of Texas Chapter or other designated person prior to bid time. After the General Contractor bids have been opened and the **low bidder announced**, the Executive Director or other designated person shall open **only** the sealed form of the low General Contractor bidder and this form may be examined by any bidding contractor or material supplier. Sealed forms of all other General Contractors shall be returned unopened.

OPTIONAL BID DEPOSITORY PLAN

There are five methods available to assist suppliers and subcontractors in getting bids to the General Contractors by deadline time. They are mail, phone, hand delivery, electronic transmission and the optional bid depository box. The depository is located in the Panhandle of Texas Chapter’s office at 1707 West 8th Avenue in Amarillo. The depository operates as follows:

1. A bid depository box will be available at AGC office.
2. The bid depository will be closed promptly four hours prior to bid time.
3. Bidders may deposit bids at any time before deadline.
4. AGC Executive Director will open the bid depository box and collect bids for each General Contractor.
5. General Contractors may pick up bids when available.
6. The bid depository will be available to all bidders and General Contractors, whether members of AGC or not.
7. Use of bid depository box is in not compulsory. It is established for the use of those who wish to use it.