



CCA 51 'Guide to Calling Bids and Awarding Subcontracts'

CCA 51 addresses the practices involved in the procurement of Subcontractor's construction services, whereby price is the primary determinant in Subcontractor selection. Its use is intended to foster improved mutual cooperation and productivity between Prime Contractors and Subcontractors.

CCA 51 recommends best practices in all aspects of the bid calling and award subcontract process:

Principles of the Law of Competitive Bidding

- the rights and obligations of the Prime Contractor and Subcontractor under Contract A and Contract B.

Preparing the Subcontract Bidding Requirements

- checklist of solicitation,
- information available to Subcontractors.

Preparing the Subcontract Requirements

- terms and conditions,
- specification sections, and
- trade definitions.

Calling for Subcontract Bids

- method of solicitation,
- bid depository, and
- prime contract bid documents availability.

Receiving Subcontract Bids

- bids,
- scope letter,
- closing time,
- receipt of bids,
- bid modifications (or withdrawal), and
- results.

Subcontract Award

- Award,
- post-bid negotiation, and
- re-bidding.

Prime Contractors and Subcontractors should treat each other with mutual respect, honesty and integrity. They should compete fairly for contracts, avoiding any practice that might be construed to be in violation of fair business practices or legislation. They should not seek nor accept information concerning a competitor's bid prior to bid closing nor should it attempt to modify prices after the bid closing. They should avoid any activity that could be construed as bid shopping, a reverse auction or bid peddling.

**For copies of CCA 51, please contact your local construction association.
For more information, please visit the CCA website - www.cca-acc.com**