

Updating an Existing Prequalification

There is no charge to update an existing application for minor changes. Any change to an application must be received by the department at least 10 days prior to bid opening if that information affects the bid submitted per OAR 734-010-2040(10).

Minor Changes

Minor changes include, but are not limited to:

- changing an address
- adding and deleting class(s) of work
- changing an officer

1. Submit a copy of the application page(s) you wish to change. Line out old information and write in new information. **Do not use correction fluid.**

2. The same person who signed the original application must initial each correction.

3. Complete, sign and notarize the "Addendum change form"

4. Return the corrected pages and addendum form to ODOT.

5. If all changes are made correctly, ODOT will approve the addendum and notify the contractor by mailing a copy of the approved addendum form to the contractor for their records.

Major Changes

Major changes must be submitted on a new application form along with a filing fee of \$100. Major changes may include, but are not limited to:

- a change in business structure
- acquisition of another company
- disposal of a major portion of assets
- major ownership changes and
- substantial changes in the company's ability to perform types or amounts of work