(Use this template to prepare project letters of clarification.)

**BID REFERENCE DOCUMENT**

**DATE:** ***(***Click here to enter date.***)***

 **Letter of Clarification No.**

***(***Insert Clarification #***)***

**TO:** **PLAN HOLDERS**

(The Preparer of the letter of clarification must sign on the "Prepared By:" line. Type the names of the Preparer below the signature lines. If the Preparer is not an ODOT employee, also type the name of the Preparer's firm.)

**PREPARED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(***Type name below line. If other than ODOT, also type name of Firm.***)***

(Use the following line when digitally signing the document.)

FINAL ELECTRONIC DOCUMENT AVAILABLE UPON REQUEST

(Replace the following fields. The information must match the information on the Bid Booklet Cover and Special Provisions Booklet Cover.)

**SUBJECT:**

***(***Insert Project Name***)***

 ***(***Insert Highway(s)***)***

 ***(***Insert Name of County(ies)***)***

 ***(***Insert Scope of Work***)***

 (Bids Closing ***(***Click here to enter date.***)***)

(Start the Letter of Clarification on this first page. If the Letter of Clarification is only one page, delete the header on the second page and delete the "Section Break" on this page. If the Letter of Clarification is longer than one page, move the "Section Break" so that it is located at the end of the first page. In the Header Section on the second page, make sure that "Link to Previous" is turned off, otherwise the header will also show up on the first page.)

(Use the following line when adding Bid Reference Documents)

The following Bid Reference Documents have been added to eBIDS:

(Use the following when responding to Bidders’ questions/requests for clarification)

The following are the Agency’s responses to Bidders’ questions/requests for clarification:

Question #

Response #