Addendum Instructions

Updating an Existing Prequalification

Any change to an application must be received completed by ODOT at least 10 calendar days prior to bid opening (per OAR 731-007-0530 (9)) if that information affects the bid submitted.

A. Minor Changes (no fee):
Minor changes include, but are not limited to:

   a. changing an address
   b. adding and deleting class(s) of work
   c. changing an officer
   d. **Instructions for making minor changes:**

      i. 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.**
      ii. **The person who signed the original affidavit must initial and date each correction.**
      iii. Complete, sign (same person that signed the original application) and notarize the "Addendum change form"
      iv. Return the corrected pages of original application and addendum form to ODOT.
      v. If all changes are made correctly, ODOT will approve the addendum and notify the contractor by emailing a copy of the approved addendum form for their records.

B. Major Changes ($200 fee):
Major changes **must be submitted on a new application form** along with a filing fee of $200. Major changes may include, but are not limited to:

   a. a change in business structure
   b. acquisition of another company
   c. major ownership changes

**Mailing Address:**
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