

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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