

Returned Prequalification Application Instructions

Making Corrections

If your application is returned for correction:

1. Make the requested changes listed in the return letter:
 - **Do not use correction fluid.**
 - Line-out old information,
 - Write in new information and/or fill in the requested information.
2. The **person who signed the affidavit must initial and date** each correction.
3. Return the corrected original application and check to:

ODOT Procurement Office - Construction MS#2-2,
3930 Fairview Industrial Drive SE,
Salem, OR 97302-1166.

4. If all changes are made correctly, ODOT will approve your application and an acceptance letter will be mailed to you.

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