(Use this template to prepare a project Addendum letter to POSTPONE the project Bid Closing.)

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

 **Addendum No.**

 ***(***Insert Addendum #***)***

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

(The Preparer of the addendum letter must sign on the "Prepared By:" line. The Engineers of Record must submit updated POR signature sheets, for any spec sections that were affected, no later than when final contract documents are submitted, in accordance with Tech Directive TSB11-01(d). Type the names of the Preparer and the Approver below the signature lines. If either the Preparer or Approver is not an ODOT employee, also type the name of the firm below the signature line. The Approver must be a licensed Professional Engineer in the State of Oregon.)

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

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

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.E.

 ***(***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***)***

**This letter is to inform you of a change in the Bid Closing date for this Project:**

The time and date of Bid Closing on this Project, previously scheduled for Bid Closing at 9:00:00 a.m. on ***(***Click here to enter date***)***, has been postponed to 9:00:00 a.m. on ***(***Click here to enter date***)***.

**The following changes are made to the Project Bid Booklet:**

1. COVER PAGE - The date on the Bid Booklet cover page is replaced with ***(***Click here to enter date***)***.

2. DESCRIPTION OF WORK page - The first paragraph under TIME AND PLACES OF RECEIVING BIDS (BID CLOSING) is replaced with the following:

Bid Closing for the work described above will be at 9:00:00 a.m. on the \_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_. Bids will be received by Marie Wright, Construction Contracts Manager at the following time and places:

**The following changes are made to the Project Special Provisions:**

1. COVER PAGE - The date on the Special Provisions cover page is replaced with ***(***Click here to enter date***)***.

2. DESCRIPTION OF WORK page - The first paragraph under TIME AND PLACES OF RECEIVING BIDS (BID CLOSING) is replaced with the following:

Bid Closing for the work described above will be 9:00:00 a.m. on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_. Bids will be received by Marie Wright, Construction Contracts Manager at the following time and places:

These changes will be included in the Contract for this Project. It is understood that your Bid will be submitted accordingly.

Use the following when the preparer is different than the approver. Fill in the initials of the preparer and approver. Example: jd:KB where jd is the preparer and KB is the approver.)

\_\_\_\_:\_\_\_\_