

EXAMPLE FORMAT FOR PROPOSAL CHANGES
For Headquarters Projects to be opened in Olympia

PREPARE ON YOUR COMPANY LETTERHEAD

Bid Opening Date

Department of Transportation
Transportation Building
310 Maple Park Ave SE Room SA19
PO Box 47360
Olympia, WA 98504-7360

For Headquarters Projects to be opened in Olympia Fax To: 360-705-6810

RE: **PROJECT TITLE**
Contractor's Proposal Number

For a decrease in a bid amount:

- * Please reduce Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

For an increase in a bid amount:

- * Please increase Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

This will increase/decrease our total by \$ _____ .
(Circle one)

Signed by an individual authorized to sign bids
and execute documents on behalf of the firm.

**NOTE: Changes (increase/decrease statement) must be made for each bid item affected. Lumping the changes into one bid item may result in the bid item being unbalanced, causing the proposal to be considered irregular and constituting grounds for bid rejection. The total difference in the bid should always appear last. Please do not refer to your original bid total or new bid total when making bid changes.*

To expedite making changes at the bid opening, list all decreases in bid items in numerical order first, followed by all increases in bid item order.

Do not fax a copy of the Bid Proposal Form. WSDOT will not accept Bid Proposal Forms in any format other than 1) through sealed bidding procedures, or 2) through electronic bidding procedures. Faxed Bid Proposal Forms will not be accepted or considered for award of the contract.

EXAMPLE FORMAT FOR PROPOSAL CHANGES

For North Central Region Projects Opening in Wenatchee

PREPARE ON YOUR COMPANY LETTERHEAD

Bid Opening Date

Department of Transportation
North Central Region
1551 North Wenatchee Ave
Wenatchee, WA 98801-1156

For North Central Region Projects to be opened in Wenatchee Fax To: 509-667-2940

RE: **PROJECT TITLE**
Contractor's Proposal Number

For a decrease in a bid amount:

- * Please reduce Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

For an increase in a bid amount:

- * Please increase Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

This will increase/decrease our total by \$ _____ .
(Circle one)

Signed by an individual authorized to sign bids
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EXAMPLE FORMAT FOR PROPOSAL CHANGES
For Eastern Region Projects Opening in Spokane

PREPARE ON YOUR COMPANY LETTERHEAD

Bid Opening Date

Department of Transportation
Eastern Region
2714 N Mayfair St
Spokane, WA 99207

For Eastern Region Projects to be opened in Spokane Fax To: 509-324-6005

RE: **PROJECT TITLE**
Contractor's Proposal Number

For a decrease in a bid amount:

- * Please reduce Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

For an increase in a bid amount:

- * Please increase Bid Item No. _____ by \$ _____ per (cubic yard, linear feet, etc.)

This will increase/decrease our total by \$ _____ .
(Circle one)

Signed by an individual authorized to sign bids
and execute documents on behalf of the firm.

**NOTE: Changes (increase/decrease statement) must be made for each bid item affected. Lumping the changes into one bid item may result in the bid item being unbalanced, causing the proposal to be considered irregular and constituting grounds for bid rejection. The total difference in the bid should always appear last. Please do not refer to your original bid total or new bid total when making bid changes.*

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