

PROCESS FOR BID MODIFICATIONS for Bidders

In the event that you need to modify your bid for a Public Works project, you have two options:

- 1) Amend the Bid: You can submit an amended bid and it will take precedence over your initial bid. You can do this as many times as necessary as time will allow and the latest bid will be considered the final bid proposal.
- 2) Faxed Bid Modification: Phone Contracts Team at (360) 902-8554 for approval for a bid modification per section 7.1 of the Instructions To Bidders.

Once you receive permission you must advise Contracts staff of the incoming fax that they will take to the bid opening and then you **must** deposit the original modification documents at your local post office so they will be postmarked PRIOR to the bid deadline. Please include the time stamped receipt with your mailing. The fax modification is only a tentative modification until the original documents are received and the post mark verified that it was indeed submitted prior to the official bid deadline. If the deadline is not satisfied, the fax modification cannot be considered as a valid bid and will be rejected.

Faxed modifications may be made by changes to line items (see the attached example), or a revised Bid Proposal Form in its entirety.

**Faxed modifications are not a secure medium, and
bidders using this method do so at their own peril.**