

CIRCULAR

TO: All Municipalities, Local Service Districts, ICGs Consultants

RE: Deadline for Issuing Amendments

DATE: April 29, 2021

This circular is to remind municipalities, local service districts, ICGs, and consultants of the timeline for amending Open Calls for Bids through Transportation and Infrastructure's Tendering and Contracts Division.

If an amendment is required for an Open Call for Bids, the amendment must be sent to Tendering and Contracts with as much notice as possible. **If, however, an amendment is required on the day the Open Call for Bids closes, it must be received by Tendering and Contracts no later than two hours prior to the closing time.** For example, if an Open Call for Bids closes at 2:00pm, the amendment must be received by Tendering and Contracts no later than 12:00pm. This allows sufficient time for Tendering and Contracts staff to appropriately action the requested amendment.

Submitting amendment requests less than two hours prior to the closing time could result in the amendment not being issued.

If you have any questions or concerns, please reach out to your local Regional Office.

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Sincerely,



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