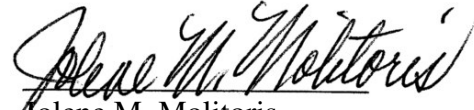


Approved:

Policy: 27-020(P)
Effective Date: February 1, 2010
Responsible Office: Division of
Construction Management


Solene M. Molitoris,
Director

PREBID QUESTION AND ADDENDA POLICY

POLICY STATEMENT:

The Ohio Department of Transportation (ODOT) is authorized to contract with the lowest competent and responsible bidder for work described by Bid Documents prepared for construction projects. All Bid documents become part of the contract between ODOT and the successful bidder, therefore, all information contained therein is deemed to be correct unless otherwise revised by addenda. Bidders are required to notify the Department of errors and omissions in the Bid Documents by the timely submission of a written Prebid Question. An Addendum is used to make modifications to the Bid Documents including corrections when errors and omissions are discovered. Prebid Questions that only require the clarification of facts already in the Bid Documents do not require an Addendum, and may be answered in the form of a written response posted for public viewing and do not become a part of the contract.

It is the policy of the Department to answer Prebid Questions and to issue Addenda in a uniform and timely manner.

The Department will follow the detailed instructions in the Prebid Question and Addenda Process Standard Procedure as published by the Division of Construction Management.

AUTHORITY:

Ohio Revised Code 5501, 5517, 5525

23 Code Federal Regulations 635.112

510-020(SP), Prebid Question and Addenda Standard Procedure

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REFERENCES:

Construction and Material Specifications, Section 102.05

Construction Inspection Manual of Procedures, Section 105

SCOPE:

This policy is for use by District Deputy Directors, District Production Administrators, District Construction Offices, Office of Contracts, and the Division of Construction Management to uniformly and promptly respond to construction project Prebid Questions.

BACKGROUND:

This policy supersedes Addenda Processing Guidelines Update issued by the Division of Contract Administration dated 10/5/2006.

TRAINING:

The Division of Construction Management will provide management level training and consultation on the answering of Prebid Questions. The District shall ensure that personnel assigned to respond to the Prebid Questions are properly trained.

Reviews will be conducted by the Division of Construction Management as necessary to ensure compliance with this policy.

FISCAL ANALYSIS:

This policy will decrease the number and frequency of change orders issued on the Departments construction projects.