

DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
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*Flex your power!
Be energy efficient!*

REQUEST TO WITHDRAW BID PROPOSAL

“Please Do Not Place in or Submit with Bid Book”

Instructions: *This form is to be used by the bid runner or other authorized representative of the firm to withdraw a bid proposal in order to make changes to the proposal & resubmit PRIOR to the bid opening, or to withdraw the proposal from the bid opening process altogether.*

**** Please complete and provide to bid runner.** *(Bid runners are to carry the pre-authorized form with them to avoid delays if a proposal needs to be withdrawn).*

Our company authorizes _____ to withdraw Bid Proposals in order to make changes to the Proposal and to re-submit it prior to the bid opening or to withdraw the Proposal from the bid opening process.

Company Name: _____

Authorized by: (print name) _____ Title: _____

Signature: _____ Date: _____

**** Bid Runner** *completes and submits to Bidders Exchange **ONLY** if withdrawing a bid proposal for changes or withdrawal from Bid Opening.*

Contract# _____ Bid Opening Date: _____

Bid Runner’s Signature: _____

Bid Runner’s proof of ID: _____
(Drivers License # or other)

**** Public Contract Code:**

(Section 10168 & 10169)

LATE BIDS – 10168 (After 2:00pm - ALL bids are considered late)

“Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time.”

WITHDRAWAL OF BID DOCUMENTS - 10169

"Any bid may be withdrawn at any time prior to the time fixed in the public notice for the opening of bids only by written request for the withdrawal of the bid filed with the director of the department or the chief of the division under which the work is to be performed. The request shall be executed by the bidder or his duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. This section does not authorize the withdrawal of any bid after the time fixed in the public notice for the opening of bids."