

Title: BID AMENDMENTS/EXTENSIONS		Procedure No. PP-0530
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 12-10-01	Supersedes No.:	Page No. 1 of 1

General

General guidelines pertaining to bid amendments and/or extensions include the following:

1. Bid amendments and extensions require the approval of the Purchasing Agent.
2. Bid amendments and extensions must be sent to all firms and individuals sent or given the original solicitation.
3. The Purchasing Agent shall ensure bidders are given reasonable time to respond to the requirements of the bid amendment, especially if it contains material changes to the specifications or terms and conditions.