

BID WITHDRAW INFORMATION

How to have a Bid Withdrawn from consideration if you become low bidder on another bid in the same Letting. (**Paper Bids only.**)

Either of the following two (2) Options are acceptable:

1. Submit with your bid, or prior to the bid acceptance cut-off time, an 8.5 x 11" cover letter stating that if your company's bid is the apparent low bidder for the contract Txxxxxxx, you request your company's bids for the following contract(s) not be opened, read, or considered:

Contract Number: Txxxxxxx Title: Xxxxxxxx

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The request Must be signed by the same person signing the bid or an officer of the company.

NOTE: This request to withdraw only applies to contracts that had not yet been opened and read.

OR:

2. Appear in person at the bid opening and, at the beginning of the reading of bids for the contract(s) you wish to withdraw, submit a written request meeting the requirements of paragraph 1. above.

The above conform to the Standard Specifications for Road and Bridge Construction AUGUST 2020, and June 2021:

102.10 Proposal Withdrawals or Revisions.

A. Bidders may withdraw or revise proposals after delivery to the Department, provided the Department receives a request for withdrawal or revision in writing or in person along with proper identification. Provide verification that the written request comes from the bidder or that the individual making the request in person is authorized to do so. Make the request before the specified bid opening date (*and time*).

B. The Department will allow the apparent low bidder for a project to withdraw any other unopened proposals the low bidder submitted for other projects. **If it is later determined that the low bidder's proposal was unacceptable due to irregularities, the bidder cannot claim that a withdrawn bid should then be considered even if the withdrawn bid from another project was also an apparent low bid.**

103.6 Bid Withdrawal.

If, at any time after the bid opening date before execution of the contract by the Department, the contractor wants to withdraw its bid, submit a written request to the Department's contract administration section stating the reason for the withdrawal request. The Department reserves the right to accept or reject a contractor's request to withdraw a bid and to retain the proposal security in full or in part as liquidated damages. The Department may then proceed to the next lowest bidder or may reject all proposals and re-advertise the work.

NOTE: Bids submitted via Bid Express on the internet also have the option for Automatic Bid Withdrawal. Refer to the Bid Express web site if submitting bids via bidx.com.

James Hoagland
DelDOT Contract Administrator
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