

Bid Withdrawal Process

Bids may be withdrawn in accordance with SubSection 102.11 of the Standard Specifications.

Please note: The process for bid withdrawal is different if bids have already been opened and the bid you wish to withdraw is the apparent low bid. See Post Letting Withdrawal for more information

Pre Letting Withdrawal

Withdrawals may be submitted two ways:

1. Electronic Bid Withdrawal through bidding software BidExpress & AASHTOWare Project Bids Component
2. Bid Withdrawal Form

Electronic Bid Withdrawal

This process is completed through the software used to submit bids: [BidExpress](#). If submitting multiple bids for different projects in the same letting, the software can be used to automatically withdraw a bid for subsequent projects when identified as the apparent low for a project.

Bid Withdrawal Form

Another option for withdrawing bids is the Bid Withdrawal Form. This is a fillable PDF form that can be filled out electronically and emailed to the ECCS group as specified in the form. This form must be received by staff prior to the bid opening.

[PRE LETTING FORM](#)

Bidders may use either method to withdraw a bid. If a bidder wishes to use both methods if so desired, but this is not required.

Post Letting Withdrawal

This process must be used in the event that a contractor identifies a mistake in their submitted bid AFTER the letting has occurred. The form must be received by staff no later than 4:30 PM two business days after the bid letting unless otherwise specified in the Q&A Forum

The mistake must be identified in writing and supported by the bid documentation used in preparing the bid. Evidence that a mistake occurred that was material and factual must be included with the supporting documents.

This form contains all required information for completing the Bid Withdrawal Request process. All fields in the Bid Withdrawal Request must be entered for the request to be considered. The completed form must contain the signature of an authorized company representative.

[POST LETTING FORM](#)

For further information on the Bid Withdrawal process please refer to SubSection 102.11 or contract staff at 406-444-6212 or 406-444-6215.