

APPENDIX 5 – SAMPLE SOLICITATION AMENDMENT

**ANYTOWN HOUSING AUTHORITY
PROPERTY MANAGEMENT DIVISION
727 ROBIN PLACE
ANYTOWN, USA 56789**

1. Amendment number:
2. Issued by:
3. Amendment of solicitation number: _____ dated: _____
4. The hour and date specified for receipt of bids/proposals is _____ is not _____ extended to the following new hour and date:
5. The above-numbered solicitation is amended as set forth below. Bidders/offerors must acknowledge receipt of this amendment prior to the hour and date specified for receipt of bids/proposals, by signing this form below or by completing the acknowledgement on the form titled “Solicitation, Bid/Proposal and Award.”
6. Description of amendment:
7. {Cite specific sections and/or pages of the solicitation that are being amended.}
8. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.
9. Name and title of signer:

Signature and date: