*Edit this sample document to include instructions specific to the agency or institution’s projects.*

## Certifications

These Supplementary Instructions amend and supplement the Instructions to Bidders and other provisions of the Contract Documents as indicated below. All provisions not amended remain in full force and effect. The terms in these Supplementary Instructions defined in the Contracting Definitions or the Instructions to Bidders shall have the meanings assigned to them in those documents.

These Supplementary Instructions are authorized, by the Ohio Facilities Construction Commission, for use on projects constructed by «insert Contracting Authority’s name» for «insert Owner’s name».

*Insert the name and relevant general contact information for the agency or institution below.*

## Contracting Authority

«insert Contracting Authority’s name»

«insert street address»

«insert city, state zip code»

«insert phone number»

«insert website»

*Insert modifications to the Instructions to Bidders applicable to projects specific to the agency or institution below. Prior to use on any project, modifications must be reviewed and authorized by the Commission in consultation with the Attorney General’s Office. The Commission will post authorized Supplementary Instructions on its website, which must be downloaded from that location. A link to that location may be included on the agency or institution’s website.*

# Modifications to Instructions to Bidders

*Insert Sections X.X, X.X.X, X.X.X.X, and X.X.X.X.X as follows:*

## X.X «Paragraph»

### **X.X.X** «Subparagraph»

#### **X.X.X.X** «Clause»

##### **.X** «Sub-clause»

*In Section X.X.X, replace the first sentence with the following:*

*Replace Section X.X.X with the following:*

*Delete Section X.X.X.*

*Insert Supplementary Instructions that are applicable to projects by the agency or institution below.*

*Insert Article 7 with associated Sections as follows in its entirety:*

# Miscellaneous Supplementary Instructions

## «Paragraph»

### «Subparagraph»

#### «Clause»

##### «Sub-clause»

**END OF DOCUMENT**