



## Liquidated Damages Procedure for Bid Lettings Contact Information

Please provide the contact information for the person(s) that should be notified should your company go into liquidated damages during an advertisement period for a bid letting. The completed form should be emailed to the Department's Program Management Division at [pmd@ardot.gov](mailto:pmd@ardot.gov). It is your company's responsibility to notify the Department of any changes by submitting an updated form. Failure to do so, may prevent your company from receiving timely notification regarding your bidding eligibility as a result of liquidated damages.

**Company Name** \_\_\_\_\_

### Primary Contact

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone 1** \_\_\_\_\_ **Phone 2 (optional)** \_\_\_\_\_

### Contact 2 (optional)

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone 1** \_\_\_\_\_ **Phone 2 (optional)** \_\_\_\_\_

### Contact 3 (optional)

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone 1** \_\_\_\_\_ **Phone 2 (optional)** \_\_\_\_\_