**Section 2000.400 Apparent Clerical Mistake**

Any clerical mistake, apparent on the face of a bid, may be corrected by the Director of Purchasing prior to award, if the Director of Purchasing has first obtained from the Bidder verification of the bid actually intended. Examples of such apparent mistakes are: obvious misplacement of a decimal point; obviously incorrect discounts (for example, 1 percent 10 days, 2 percent 20 days, 5 percent 30 days); obvious reversal of the price f.o.b. (free on board) destination and price f.o.b. origin; and obvious mistake in designation of unit. Correction shall be reflected in the award document.