Edit the project information and date, and the addendum number and date, in the header.

Edit addendum as directed below.

Items renumber automatically with additions and deletions.

Delete all green highlighted text.

The University’s Project Manager and Contracts Manager or Contracts Administrator must review and approve the addendum prior to distribution.

Include Part 1.0 in all addenda. Do not modify the language.

|  |  |
| --- | --- |
|  | **NOTICE TO ALL BIDDERS AND PLANHOLDERS** |
| The Contract Documents for the above-referenced Project are modified as set forth in this Addendum. The original Contract Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Contract Documents. Bidder shall take this Addendum into consideration when preparing and submitting a bid, and shall acknowledge receipt of this Addendum in the space provided on the Bid Form. | |

Select one of the following three options in Part 2.0. Delete the options that do not apply. Fill in the date if required. Otherwise, do not modify the language.

|  |  |
| --- | --- |
|  | **BID SUBMITTAL DEADLINE** |
| The first option is for projects where the bid date is changed and the bid form has one part.  The bid submittal deadline has been changed as noted here and modifies the deadline in Section 00 11 00 of the Specifications. The new bid submittal deadline is Click here to choose or enter a date. at 3:00 p.m.  The second option is for projects where the bid date is changed and the bid form has two parts.  The bid submittal deadline has been changed as noted here and modifies the deadline in Section 00 11 00 of the Specifications. The new bid submittal deadline is Click here to choose or enter a date. at 3:00 p.m. for Part I of the Bid Form. Part II of the Bid Form is to be submitted within forty-eight hours of the deadline for Part I.  The third option is for projects where the bid date is not changed.  The bid submittal deadline remains the same and is not changed by this Addendum. | |

The following examples provide guidance on the correct wording for “Description of Change” for 3.0 Specifications and 4.0 Drawings. Language may be adjusted depending on the specific change being made. List changes in the order of the Specification or Drawing numbers to make them easier to read. Consult with the University’s Project Manager or Contracts Manager/Contracts Administrator for assistance in developing these sections.

* Add the following language after the second sentence of paragraph 1.3 A: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
* Add a new item H to paragraph 1.6 to read as follows: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
* Replace paragraph 1.9 C of with the following language: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
* Replace Section 01 00 00 of the specifications with the attached new Section 01 00 00 dated \_\_\_\_\_\_\_\_\_\_\_.
* Add the following note: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

If the addendum does not modify specifications, add “(NOT USED)” after “3.0 SPECIFICATIONS” and delete the table rows that follow that line.

|  | **SPECIFICATIONS** | | |
| --- | --- | --- | --- |
| Item | | Section No. | Description of Change |
|  | |  |  |
|  | |  |  |
|  | |  |  |

If the addendum does not modify drawings, add “(NOT USED”) after “4.0 DRAWINGS” and delete the table rows that follow that line.

|  | **DRAWINGS** | | |
| --- | --- | --- | --- |
| Item | | Drawing No. | Description of Change |
|  | |  |  |
|  | |  |  |
|  | |  |  |

Provide questions and **answers only when they are necessary to clarify** what is already in the Contract Documents. Questions from bidders may be edited for clarity, grammar, spelling, etc. in the addendum. **If a question results in a change to the Specifications or Drawings, note these changes above and do not include in Questions and Answers**. Consult with the University’s Project Manager for guidance on these issues.

If the addendum does not answer questions, add “(NOT USED”) after “5.0 QUESTIONS AND ANSWERS” and delete the table rows that follow that line.

|  |  |  |
| --- | --- | --- |
|  | **QUESTIONS AND ANSWERS** | |
| The following questions and answers are provided as a matter of information to clarify issues raised about the Contract Documents. To the extent that changes to the Contract Documents are required based on the questions received, the Contract Documents have been modified as noted above in the Specifications and Drawings sections of this Addendum. | | |
| Item | | Questions and Answers |
|  | | Question:  Answer: |
|  | | Question:  Answer: |
|  | | Question:  Answer: |

Distribution of the list of attendees at the pre-bid meeting is optional and not a requirement for each project. Consult with the University’s Project Manager for guidance.

If the addendum does not provide additional information, add “(NOT USED”) after “6.0 INFORMATION” and delete the table rows that follow that line.

|  |  |  |
| --- | --- | --- |
|  | **INFORMATION** | |
| The following item(s) are provided as a matter of information only to all bidders and plan holders and do not modify or become part of the Contract Documents. | | |
| Item | | Description |
|  | | Attached to this Addendum is a list of attendees at the Pre-Bid Meeting. |

END OF ADDENDUM