

## PREPARATION OF ADDENDA (Rev 1/2023)

The Addendum, like all other documents to the Contract, must follow a certain format and contain the necessary information which will clearly identify it with the Contract Documents and to be made a part thereof.

The Addendum shall have a heading which provides the Addendum number, date of issue, project title, location, and project number. The bid closing time and date shall always be included in the Addendum. A standard paragraph will then follow which stipulates the purpose of the Addendum.

The body of the addendum should consist of four parts: Changes to Bidding Requirements, Changes to Conditions of Contract, Changes to Specifications and Changes to Drawings. Should one or more of these parts not be changed, "N/A" should be indicated under the applicable heading.

Addendum change items must refer to a specific document within the project manual or drawings and shall be listed in the Addendum in the same numerical sequence as they occur in the original documents. Each addendum item should be identified by a unique, consecutive number (1, 2, 3, etc.).

Items referencing specifications shall include the following, in the order listed: Section number and title, page number, line number, and then pertinent information concerning the item being changed.

Items referencing drawings shall include the following, in the order listed: Drawing Sheet Number; word description of item being changed such as 1st Floor plan, Door Schedule, North elevation, etc.; detail or section number; followed by description of change.

Closing on the Addendum shall consist of the title block for the Architect/Engineer and for the Division of Facilities Development. A sample Addendum is appended to this manual.

Holding addendum information for consolidation into one large addendum is not desired. The Architect/Engineer shall endeavor to release addenda in sufficient time for Bidders to review and incorporate into their bids. Bidders are requested to bring inadequacies, omissions or conflicts to Architect/Engineer's attention. **THE A/E SHALL SUBMIT THE ADDENDUM TO DFD AT LEAST 9 DAYS PRIOR TO BID OPENING.** The addendum will then be issued by DFD no less than 7 days prior to Bid Opening. Approval from DFD must be obtained to waive this requirement. If this requirement is waived, and the addendum is issued less than 7 days prior to bid opening, it shall contain an extension of the bid opening date for no less than 7 days from the present bid opening date.

Any change to the Bid Form by addendum shall require that the complete corrected Bid Form be reissued rather than only reference the changes to be made. The corrected Bid Form shall have a heading to read: "REVISED BID FORM" and have page numbers C-1(REV), C-2(REV), etc.

Addenda are to be submitted electronically following the bidding documents' electronic process. Drawings are to be completed per the DFD CAD Standards Manual. Addenda Submittal Exception - The PDF text and drawings shall be incorporated into one PDF document even if large full format drawings are required. The complete PDF addenda shall then be submitted to the DFD SharePoint site previously indicated. The files shall be named according to file naming standards.

DFD will issue an addendum if a successful MEP bid is withdrawn or rejected after the MEP Subcontractors have been identified but before the General Prime Contractor bid opening, This addendum will include a revised list of successful MEP bids that must be included in General Prime Contractor bids and will move the General Prime Contractor bid opening five days later to allow bidders sufficient time to update their bids based on the revised MEP list.