

Addenda Instructions

General: By definition the addendum is not part of the Proposal, however the bidder is directed to attach addenda to the inside of the last page of the bidder's proposal.

The primary purpose of addenda is to correct errors or omissions in proposal documents, clarify questions raised by bidders, or issue new requirements, including decisions to decrease or increase the scope of certain work. Addenda are used when it is necessary to change the proposal documents in any way; for example:

- To change date, time, or location of receipt of bids.
- To change quality of the work.
- To change a method or sequence of the work.
- To add, delete, or revise the proposal documents.

References to addenda are included within the General Requirements and Covenants of the Standard Specifications.

Keep the value of the work in mind. It may sometimes be advantageous not to issue addenda for non-critical changes that can be deferred, until after execution of the contract, especially those that do not affect cost. Numerous minor changes can be covered with simple statements. All typographical errors can be listed under one general heading.

Number the addenda consecutively. Where separate contracts are to be awarded, provide a separate series of addenda numbers of each contract. Where feasible, use a simple numbering system for items within an addendum to permit future cross-referencing.

Bidders must be given corrections and additional information in time for actual use in preparing their bids. If an unforeseen but critical question arises it may be wise to issue an addendum even if it means delaying the bid opening. A minor addendum may sometimes be issued as late as five days before the date on which bids are due without imposing a hardship on the bidders. It may be possible for bidders to deal with an addendum within an even shorter time, provided they are warned that a late addendum will be issued. Do not attempt to make major last-minute changes by issuing a few simple inadequate statements in a hastily prepared addendum. If it is imperative that a last-minute addendum be issued, advise the Bureau and obtain a postponement of the bid opening date.

Bidders often wish to forward copies of addenda to sub-bidders. Therefore addenda should be easily reproducible by office copying and FAX machines. Addenda shall be sent by certified mail or hand-delivered to all parties holding proposal documents.

The shell's addendum format should be used with necessary modifications to fit the situation. Written changes may be accompanied by addendum drawings. The addendum items should be arranged in the same sequence as the proposal/specification manual and plans.

Basic elements of an addendum are as follows:

1. Addendum number.
2. Date of addendum.
3. Project identification.
4. Name and address of architect/engineer.
5. To whom addendum is issued.
6. Notice to bidders opening remarks.
7. Changes to prior addenda.
8. Changes to proposal documents.
 - a. Instructions to bidders.
 - b. Other bidding requirements
9. Changes to special provisions, in sequence.
10. *Changes to supplemental specifications.
11. Changes to standard specifications.
12. Changes to wage rates.
13. Changes to schedule of prices.
14. Changes to plans, in sequence.
15. **Acknowledgment.

* **Note:** Modifications to SS and the Standard Specification Book must be done with a new Special Provision.

** **Note:** Signature blocks should not appear alone on the last page. Adjust pages, if necessary, to also appear on last page.

SAMPLE

ADDENDUM NO. 2

DATE: August 20, 1994

TO: ALL PLAN HOLDERS

FROM: Jones and Smith Engineers
John Doe Building Milwaukee, WI
(414) 266-8073

SUBJECT: Wittman Regional Airport, Oshkosh, WI
E/W Runway Extension and Apron Expansion
AIP 3-55-0061-10

This addendum forms a part of the contract documents and modifies the original proposal documents dated August 1, 1994 and Addendum No.1, dated August 12, 1994, as noted below. Acknowledge receipt of this Addendum in the space provided below and attach to your proposal (bid form). Failure to do so may result in the rejection of your bid.

Changes to Prior Addenda:

1. Addendum No. 1, Item No. 11, Page 3 of 4. Replace "three days after bid opening" with "three working days of the date of the contractor's being notified of the Award of Contract".

Changes to Proposal Forms:

2. Add the attached provision titled "Federal Requirements".

Changes to the special provisions:

3. Bid Item 52, Page II-82, 4' high x 24' wide chain link, key operated gates. The contractor shall supply electrical power to new gate operator, as detailed on the attached drawings. The contractor shall key the gate such that the existing airport master key will open the gate.

Changes to the Supplemental Specifications:

4. Add Supplemental Specification No. 11.

Changes to Wage Rates:

5. Add the attached State Wage Rates to the contract.

Changes to the Schedule of Prices:

