00 91 01 ADDENDUM NUMBER \_\_

|  | **Project:** |  |  | **Project Number:** |  |
| --- | --- | --- | --- | --- | --- |
|  | **Owner:** | City of Corpus Christi |  |  |  |
|  | **City Engineer:** | J.H. Edmonds, P.E. |  |  |  |
|  | **Designer:** |  |  |  |  |
|  |
|  | **Addendum No.** | 0 |  | **Specification Section:** | 00 91 01 |  | **Issue Date:** |  |  |
|  |
|  | **Acknowledge receipt of this Addendum in the Bid Acknowledgement Form submitted for this Project. Failure to acknowledge receipt of this addendum in the Bid Acknowledgement Form may render the Bid as non-responsive and serve as the basis for rejecting the Bid.**Make the additions, modifications or deletions to the Contract Documents described in this Addendum. |  |
|  | Approved by: | [Designer] |  |  |
|  |  |  |  |  |
|  | *Name* |  | *Date* |  |
|  | Addendum Items:**Note to Designer: Fill this in.** |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  | *[Firm Name & Registration Number]* |
|  |
|  | Approved by: | [Designer] |  |  |
|  |  |  |  |  |
|  | *Name* |  | *Date* |  |
|  | Addendum Items:**Note to Designer: Use this box if you have additional signatures required.** |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  | *[Firm Name & Registration Number]* |
|  |

1. BIDDING REQUIREMENTS
	1. ACKNOWLEDGE ADDENDA
		1. Acknowledge receipt of this Addendum in the Bid Acknowledgement Form submitted for this Project. Failure to acknowledge receipt of this addendum in the Bid Acknowledgement Form may render the Bid as non-responsive and serve as the basis for rejecting the Bid.
	2. MODIFICATIONS TO THE BIDDING REQUIREMENTS
		1. Use the following paragraph appropriate paragraph if the time for receipt of Bids.
		2. SECTION 00 21 13 INVITATION TO BID AND INSTRUCTIONS TO BIDDERS - Article 3 and SECTION 00 30 00 BID ACKNOWLEDGEMENT FORM – Article 1:
			1. The date for receipt of Bids has been changed to **insert day of week, month, day, year, time am/pm**.
		3. Use one of the following paragraphs depending on whether the location for receiving Bids has changed; delete the other paragraph.
			1. The location for the receipt of Bids is unchanged.
			2. The location for the receipt of Bids has been changed to:

|  |
| --- |
| **Address, Description of Building, Room Number etc.** |
| **City, State and Zip Code** |

* + 1. Use the following paragraph to replace the Table of Contents. These changes are typically made when items are added or deleted.
		2. SECTION 00 01 00 TABLE OF CONTENTS

**DELETE:** TABLE OF CONTENTS in its entirety.

**ADD:** **TABLE OF CONTENTS** in its entirety (Attachment \_).

* + 1. Use the following paragraph to replace the Bid Acknowledgement Form and or Bid Form. These changes are typically made since items are added or deleted. If this is the case alter the paragraph to only require that SECTION 00 30 01 BID FORM is replaced. If the Bid Form was previously changed in a previous Addendum, reference that Addendum.
		2. SECTION 00 30 00 BID ACKNOWLEDGEMENT FORM and SECTION 00 30 01 BID FORM:

**DELETE:**  SECTION 00 30 00 BID ACKNOWLEDGEMENT FORM and [/or] SECTION 00 30 01 BID FORM in their [/its] entirety.

**ADD:**  **[SECTION 00 30 00 BID ACKNOWLEDGEMENT FORM** and [/or] **SECTION 00 30 01 BID FORM]** in their [/its] entirety (Attachment \_).

* + 1. Use the following paragraph style that is most appropriate for the type of change. Deletions, additions or amendments must be written as direct changes to the Contract Documents, similar to the process used in the Supplementary Conditions. Multiple changes in the same Section of the Specifications would be include here. Repeat E. for subsequent changes.
		2. SECTION \*\* \*\* \*\* “SECTION TITLE” - Paragraph **[ ]**:

 **DELETE:** Paragraph \_\_\_\_\_ entirely**.**

 **ADD:**  New paragraph(s) **\_\_\_\_\_\_\_** immediately after Paragraph **\_\_\_\_\_\_\_**.

**“Insert the added text.”**

 **AMEND:** Paragraph **\_\_\_\_\_\_**. Add the following:

**“Insert the added text.”**

 **AMEND:** Paragraph **\_\_\_\_\_\_** by deleting: “Insert exact text to be deleted” and add the following: **“Insert exact text to be added.”**

1. MODIFICATIONS TO THE SPECIFICATIONS or Technical specifications.
	1. ADD, DELETE OR REPLACE SPECIFICATION SECTIONS (OR TECHNICAL SPECIFICATIONS)
		1. Delete the following Specification Sections (or Technical Specifications):

|  |
| --- |
| Deleted Specification Sections (or Technical Specifications) |
| SECTION \*\* \*\* \*\* SECTION TITLE  |
| SECTION \*\* \*\* \*\* SECTION TITLE |

* + 1. Add the following Specification Sections (or Technical Specifications):

|  |
| --- |
| Added Specification Sections (or Technical Specifications) |
| **SECTION \*\* \*\* \*\* SECTION TITLE** (Attachment \_) |
| **SECTION \*\* \*\* \*\* SECTION TITLE** (Attachment \_) |

* 1. AMEND SPECIFICATIONS (OR TECHNICAL SPECIFICATIONS)
		1. SECTION \*\* \*\* \*\* SECTION TITLE - Paragraph **[ ]**:

**DELETE:** Paragraph \_\_\_ in its entirety.

**ADD:** New paragraph(s) **\_\_\_\_\_\_\_** immediately after Paragraph **\_\_\_\_\_\_\_**.

**“Insert the added text.”**

 **AMEND:** Paragraph **\_\_\_\_\_\_**. Add the following:

**“Insert the added text.”**

**AMEND:** Paragraph **\_\_\_\_\_\_** by deleting: “Insert exact text to be deleted” and add the following: **“Insert exact text to be added.”**

**ARTICLE 3 - MODIFICATIONS TO THE DRAWINGS**

3.01 ADD OR DELETE DRAWINGS

* + 1. **DELETE** the following Drawings:

|  |
| --- |
| Deleted Drawings |
| Sheet Sequence Number - Drawing Title |
| Sheet Sequence Number - Drawing Title |

* + 1. **ADD** the following Drawings:

|  |
| --- |
| Added Drawings |
| **Sheet Sequence Number - Drawing Title** |
| **Sheet Sequence Number - Drawing Title** |

3.02 AMEND DRAWINGS

* + 1. Drawing [Sheet No. \_\_\_ - “Drawing Title” - Detail \_\_\_, or Schedule\_\_\_\_, or Section \_\_\_]:
			1. Change 1. Delete: “insert the deleted text.”
			2. Change 2. Add: “**Insert the added text.”**
			3. Change 3. “**Insert change**”
		2. Drawing **[Sheet No. \_\_\_ - “Drawing Title” - Detail \_\_\_, or Schedule\_\_\_\_, or Section \_\_\_]**:
			1. Change 1. Delete: “insert the deleted text.”
			2. Change 2. Add: “**Insert the added text.”**
			3. Change 3. “**Insert change**”

ARTICLE 4 – cLARIFICATIONS

4.01 QUESTIONS

A. Question: “Insert question from www.public purchase.com”

Answer: **“Insert answer to question”**

4.02 CLARIFICATIONS

A. Clarification:  **“Insert clarification”**

END OF ADDENDUM NO. \_\_\_