

(Use this template to prepare a project Addendum letter to REVISE THE BID DOCUMENTS. Remember, you are modifying the Special Provisions, not the Standard Specifications. Modify sentences as needed. Copy and add sentences as appropriate. Delete sentences that do not apply.)

**DATE:** ***(***Click here to enter date.***)***

 **Addendum No.**

 ***(***Insert Addendum #***)***

**TO:** **PLAN HOLDERS**

(The Preparer of the addendum letter must sign on the "Prepared By:" line. The Engineers of Record must submit updated POR signature sheets, for any spec sections that were affected, no later than when final contract documents are submitted, in accordance with Tech Directive TSB11-01(d). Type the names of the Preparer and the Approver below the signature lines. If either the Preparer or Approver is not an ODOT employee, also type the name of the firm below the signature line. The Approver must be a licensed Professional Engineer in the State of Oregon.)

**PREPARED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(***Type name below line. If other than ODOT, also type name of Firm.***)***

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.E.

 ***(***Type name below line. If other than ODOT, also type name of Firm.***)***

(Use the following line when digitally signing the document.)

FINAL ELECTRONIC DOCUMENT AVAILABLE UPON REQUEST

(Replace the following fields. The information must match the information on the Bid Booklet Cover and Special Provisions Booklet Cover.)

**SUBJECT:**

***(***Insert Project Name***)***

 ***(***Insert Highway(s)***)***

 ***(***Insert Name of County(ies)***)***

 ***(***Insert Scope of Work***)***

 (Bids Closing ***(***Click here to enter date.***)***)

(Use the following lead-in sentence and numbered paragraphs when changing the Bid Booklet. If only one change is being made, modify the words "changes are" to "change is" and remove the number from the line. If only one change is being made to the Project Bid Items, (item 2) remove the alpha letter from the line. If only some of the Bid Item changes are used, but not all of them, (in item 2) re-alphabetize them as appropriate.)

**The following changes are made to the Project Bid Booklet:**

1. The following changes are made to the Project Bid Items:

a. Quantity and Unit changes:

 Unit Quantity

Number Item Original New Original New

b. Quantity changes:

 Quantity

Number Item Original New

c. Deleted items:

Number Item

d. Added items:

Number Item Unit Quantity

e. Name changes:

Number Item

Make a copy of and use the new attached Bid Schedule if submitting a paper Bid. If submitting an electronic Bid through BidExpress®, delete all prior downloaded bid files and use the Zip file available on BidExpress® by selecting “All Bid Files and Amendments” that includes the new updates in the attached Bid Schedule. A Bid **not** including this new Bid Schedule **will be rejected as non‑responsive**.

(Use the following lead-in sentence and numbered paragraphs when changing the Special Provisions. If only one change is being made, modify the words "changes are" to "change is" and remove the number from the line. Put changes to Special Provisions in numerical order by Section and Subsection number.)

**The following changes are made to the Project Special Provisions:**

1. Subsection \_\_(number and title)\_\_ - The following paragraph(s) is(are) added after the paragraph that begins "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_":

2. Subsection \_\_(number and title)\_\_ - The paragraph that begins with the words "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" is replaced with the following:

3. Subsection \_\_(number and title)\_\_ - The paragraph that begins with the words "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ " is deleted.

4. Subsection \_\_(number and title)\_\_ - The \_\_\_\_ sentence of the paragraph that begins with the words " \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ " is replaced with the following:

5. Subsection \_\_(number and title)\_\_ - The \_\_\_\_ sentence of the paragraph that begins with the words " \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ " is deleted.

(When replacing or adding subsections, be sure to include the subsection number and title in the replaced or added text.)

6. Subsection \_\_(number and title)\_\_ - This subsection is replaced with the following subsection:

7. Subsection \_\_(number and title)\_\_ - This subsection is added after subsection \_(number)\_:

8. Subsection \_\_(number and title)\_\_ - This entire subsection is deleted.

(Use one or both of the following two lines if you are replacing a Section or adding a new Section that is one page or less in length.)

9. Section \_\_(number and title)\_\_ - This Section is replaced with the following Section:

10. Section \_\_(number and title)\_\_ - This Section is added after Section \_(number)\_:

(Use one or both of the following two lines if you are replacing a Section or adding a new Section that is longer than one page. Be sure to attach the replaced or new Section to the end of this letter.)

11. Section \_\_(number and title)\_\_ - This Section is replaced with Section \_(number)\_. See attachment for full text.

12. Section \_\_(number and title)\_\_ - This Section is added after Section \_(number)\_. See attachment for full text.

13. Section \_\_(number and title)\_\_ - This entire Section is deleted.

(Use the following paragraph when attaching a new Bid Schedule.)

Make copies of the new attached Bid Schedule to replace the Bid Schedule in the Project Special Provisions.

(Use the following lead-in sentence and numbered paragraphs when changing the Plan Sheets. If only one change is being made, modify the words "changes are" to "change is" and remove the number from the line.)

**The following changes are made to the Project Plans:**

1. Plan sheet(s) \_\_\_\_\_\_\_( to \_\_\_\_\_\_\_) is(are) replaced with revised plan sheet(s) \_\_\_\_\_\_\_( to \_\_\_\_\_\_\_ ).

2. Plan sheet(s) \_\_\_\_\_\_\_( to \_\_\_\_\_\_\_ ) is(are) deleted.

3. Plan sheet(s) \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, and \_\_\_\_\_\_ is(are) added.

(Use the following paragraph in all addendum letters. Modify "This (These) change(s)" as needed.)

***(***This***)*** ***(***These***)*** change***(***s***)*** will be included in the Contract for this Project. It is understood that your Bid must and shall be submitted accordingly.

Use the following when the preparer is different than the approver. Fill in the initials of the preparer and approver. Example: jd:KB where jd is the preparer and KB is the approver.)

\_\_\_\_:\_\_\_\_

(Use the following to list attachments. Delete what does not apply. If there are no attachments, delete all the attachment lines.)

Attachments: New Bid Schedule

 Replaced Special Provisions Section(s)

 New Special Provisions Section(s)

 Revised Plan Sheet(s)

 New Plan Sheet(s)