

## **PROCESSING AN ADDENDUM**

**4/1/09**

**ADDENDA** - SEE attached format. Revisions to the bid documents prior to bid opening shall be issued in the form of an addendum. Addenda will usually be issued as hard copies. If an addendum is thick, it may be issued on CD.

PROJECT MANAGERS (PM) will:

- Provide CON with the addendum at least ten days prior to bid opening
- Call all plan holders to pick up addendum

CON will:

- Finalize, print and issue the addendum
- Provide the PM with the plan holders list

**DEADLINE FOR ADDENDA** – minimum ten (10) days prior to the bid opening date. PM should submit addenda to CON in a timely manner in order to meet this deadline. Time needed to get addenda to the outer islands and to mainland contractors must be taken into consideration. If necessary, postponing the bid opening is an option.

**POSTPONEMENT** - If bid opening is to be postponed, the Notice to Bidders shall be revised.

**SPECIFICATIONS** - If there are changes or clarifications to the specifications, proposals or plans, the changes must be issued as an addendum.

- Making a statement in the pre-bid meeting to change the specifications, does not constitute a legal change to the specifications
- Referencing a section does not constitute a change to the section
- Any portion of the plans or specifications that are to be revised shall be clearly identified by section, paragraph, page number etc.
- Any replacement pages shall include the Addendum No. and a revised date in the footer
- Whenever pages are replaced, pagination should be verified

**PROPOSAL** - If changes are required of the proposal pages, replace the proposal schedule in its entirety to avoid confusion.

- Any replacement pages shall include the Addendum No. and a revised date in the footer
- Any change to the contract time requires a revised page P-1
- Any changes to line items (ie. quantity, unit) requires revised pages - change by verbiage alone is not sufficient

PLANS – Changes to plan sheets may be made by verbiage or by replacing pages.

MEETING MINUTES must be issued as part of an addendum. Meeting minutes alone are not considered an addendum. If no one attends the meeting, an addendum must still be issued stating that a meeting was scheduled and no one attended. This provides evidence that a meeting was scheduled as required by law.

SAMPLE ADDENDA are posted on the Contracts Office Documents Log database in Lotus Notes

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
\_\_\_\_\_ DIVISION

ADDENDUM NO. \_\_\_\_  
for  
PROJECT NAME  
AND NUMBER

The following amendments shall be made to the Bid Documents:

A. NOTICE TO BIDDERS

1. Changes to the Notice for example: postponement, corrections to license requirements etc.
2. If a revised notice is posted to the state website, it must be posted a minimum of 10 days prior to the bid opening date.

B. SPECIFICATIONS

1. Changes made to affected Sections (in order of Table of Contents)
2. Identify by section, paragraph, page – any means to clearly identify the part to be revised.
3. Changes may be made by verbiage or entire pages may be replaced – be aware of pagination.
4. Changes must be specific so as to avoid any misunderstandings.

C. PROPOSAL

1. Changes to proposal pages should be made by replacing the entire proposal schedule
2. Revised proposal pages shall include Addendum No. and a revision date in the footer
3. Any change to the contract time requires a replacement page P-1

D. PLANS

1. Changes to plans may be by verbiage or by replacing plan sheets
2. Replacement plan pages shall be folded/stapled in sets; ready to attach to the addendum.

E. PRE-BID MEETING MINUTES

1. Meeting minutes are attached for information and shall include a list of attendees.

Please acknowledge receipt of this Addendum No. \_\_\_\_ by recording the date of its receipt in the space provided on page P-\_\_\_\_ of the Proposal.

\_\_\_\_\_  
DIRECTOR'S NAME  
Director of Transportation

Addendum No.  
date