

TG 00490 ADDENDUM FORMS

SPECIFIER'S NOTE: *Make sure to coordinate the addendum form with the Project title information.*

ADDENDUM NO. [1]

TO <COMPLETE><CONSTRUCT>

SPECIFIER'S NOTE: *Provide Project information and TMK.*

[PROJECT NAME]
[PROJECT TITLE]
DAGS JOB NO. [00-00-0000]
TAX MAP KEY: [NUMBER]
[DISTRICT, NAME OF ISLAND], HAWAI'I

FOR THE **DEPARTMENT OF [NAME]**
STATE OF HAWAI'I

AND THE **DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**
PUBLIC WORKS DIVISION
STATE OF HAWAI'I

ISSUED BY **[Comptroller's Name]**
COMPTROLLER, STATE OF HAWAI'I

[DATE July 00, 2004]

This addendum modifies the original Solicitation Documents for the Project dated [Month Year] and any previously issued addenda. The items in this addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned. Acknowledge receipt of this Addendum in the space provided on the Solicitation, Offer and Contract Form ~~Sealed Bid Form~~.

SPECIFIER'S NOTE: Start this section on a new page. A postponement of the due date for Offers or cancellation for a Solicitation shall be issued as a separate Addendum. See examples at the end of this section for form and wording. If there are no Contract Changes adjust the addenda organization. Examples of changes are presented in paragraphs A. 1. and following. Modify, delete or adjust for your Project.

A. CHANGES TO SPECIFICATIONS: The following pages of the Solicitation Documents are revised:

1. **<Notice to Bidders><Request for Proposals>**: The following <pages of><changes to> the<Notice to Bidders><Request for Proposals> are revised:

EXAMPLE

- a. Change the pre-bid meeting date from "Jan 23, 2005" to read "Aug 22, 2005."
- b. License Classification(s) Required By Offerors: The State of Hawaii Contractor's License classification(s) required for this project shall be changed to [Letter-number], [Letter-number], [Letter-number], [Letter-number].
- c. [Delete the 'General Notice for Department of Accounting and General Services Public Works Division Projects' in its entirety and substitute the attached revised "General Notice for Department of Accounting and General Services Public Works Division Projects."]

END EXAMPLE

2. **<SECTION 00210 - INSTRUCTIONS TO BIDDERS ><SECTION 00200 - INSTRUCTIONS TO OFFERORS >**: The following <pages of><changes to><SECTION 00210 - INSTRUCTIONS TO BIDDERS ><SECTION 00200 - INSTRUCTIONS TO OFFERORS > are revised:

SPECIFIER'S NOTE: Change both the Title and the footer to read "**REVISED Solicitation, Offer and Contract Form**~~Sealed Bid Form or Sealed Proposal Form~~" when revising and reissuing the sections.

3. **Solicitation, Offer and Contract Form: <Sealed Bid Form><Sealed Proposal Form>**: Delete the Solicitation, Offer and Contract Form <Sealed Bid Form><Sealed Proposal Form> in its entirety and substitute the attached REVISED Solicitation, Offer and Contract Form <Sealed Bid Form><Sealed Proposal Form> dated [month/day/year] ([number] pages).
4. **SECTION 00800 - SPECIAL CONDITIONS:** The following <pages of><changes to> of the Special Conditions are revised:
 - a. SECTION 00800 - SPECIAL CONDITIONS, pages [number] and [number]. *[Each revised page is marked with the Addendum No. ____]. [Revised pages are attached for insertion in the Specifications].*
 - b. Revisions to the General Conditions: EXAMPLE: Under General Conditions Article 3 AWARD AND EXECUTION OF THE CONTRACT, modify Section 3.10 NOTICE TO PROCEED by deleting subsection 3.10.4 and substitute the following new subsection.

“3.10.4 In the event the Notice to Proceed is not issued within eighty (80) days after the Award Date the contractor may submit a claim for increased labor and material costs (but not overhead costs) which are directly attributable to the delay beyond the first 80 days.”

END EXAMPLE

SPECIFIER’S NOTE: Examples of Specification changes are presented in the following paragraphs. Modify, delete or adjust for your Project. Revise the wording as needed.

5. **New Sections:** The following new specification sections are issued:
 - a. SECTION [Number - Title], [____ pages].
 - b. SECTION [Number - Title], [____ pages].
 - c. SECTION [Number - Title], [____ pages].

6. **Revised Sections:** The following previously issued specification sections are revised: *Revised pages are attached for insertion in the Specifications.*
 - a. SECTION [Number - Title], page [3 and 7].
 - b. SECTION [Number - Title], page [1].

7. **Revised Text:**
 - a. Small Word Change: SECTION 01700 - EXECUTION REQUIREMENTS, paragraph 1.04 C., Disruption of Air Conditioning services, line 6, change "2 hours" to "4 hours".

 - b. Paragraph Change: SECTION 15400 - PLUMBING, paragraph 2.04 B., Faucets, add the following after the period at the end of the paragraph:

"Provide 2 gpm, 1/2-inch in-line flow restrictor in the water supply to each faucet."

 - c. New Paragraph: SECTION 05500 - METAL FABRICATIONS, PART 2 - PRODUCTS, add the following new paragraph:

"2.05 METAL FINISHES
 A. Steel: Galvanized and treat for painting under SECTION 09901 - PAINTING unless indicated or specified otherwise."

SPECIFIER’S NOTE: Examples of Drawing changes are presented in the following paragraphs. Modify, delete or adjust for your Project. Revise the wording as needed.

B. CHANGES TO DRAWINGS:

1. **Deleted Drawings:** The following previously issued drawings are deleted:

Sheet Group	Sheet No.	Sheet Name or Description
CIVIL		
STRUCTURAL		
ARCHITECTURAL		
MECHANICAL		
ELECTRICAL		

2. **New Drawings:** The following full sized drawings dated [m/d/y] are issued:

Sheet Group	Sheet No.	Sheet Name or Description
CIVIL		
STRUCTURAL		
ARCHITECTURAL		
MECHANICAL		
ELECTRICAL		

3. **Revised Drawings:** The following previously issued drawings dated [m/d/y] are revised and reissued. These revised drawings supersede the previously issued drawings:

Sheet Group	Sheet No.	Sheet Name or Description
CIVIL		
STRUCTURAL		
ARCHITECTURAL		
MECHANICAL		
ELECTRICAL		

4. **Addendum Sketches:** The following small size detailed sketches dated [m/d/y] revise portions of previously issued full size drawings. Each addendum sketch identifies the drawing or detail being revised. These revised sketches supersede the previously issued drawings or details.

Sheet Group	Sheet No.	Sketch No.	Sheet Name or Description
CIVIL			
STRUCTURAL			
ARCHITECTURAL			
MECHANICAL			
ELECTRICAL			

5. **Descriptive Drawing Changes:** The following drawing sheets are revised by description or notes and the revised drawings are not reissued:

EXAMPLE:

- a. Drawing Sheet No. C1.1:

(1) Under Grading Notes, revise the second sentence to read: "Verify the locations and depths of the facilities."

(2) Revise Water Meter Service No. from "722-1281" to read "722-12861".

- b. Drawing Sheet No. C1.2:

(1)

END EXAMPLE

SPECIFIER'S NOTE: Verify with Project Coordinator if substitutions before contract award are permitted for this project. Use the following paragraphs if appropriate, otherwise delete.

C. ACCEPTED SUBSTITUTIONS: The listed substituted items are accepted as equivalent to the specified items, and the substituted items may be used for this Project. Any deviations listed for the substituted item are acknowledged. The Offeror is responsible, at its expense, to provide all work needed to integrate the substituted item into the Project.

Section and Paragraph	Specified Item or Product	Accepted Substitution	Deviations Noted

SPECIFIER'S NOTE: *Modify, delete or adjust this paragraph for your Project.*

D. CLARIFICATIONS:

1. *[All work is to be performed after regular office hours, from approximately 6:00 p.m. in the evening to 6:00 a.m. the following day. Contractor is to coordinate all work with the users at least 15 days in advance to ensure that construction does not disrupt the office functions.]*

2. *In Room 409, all cubicle partitions will be removed before construction begins to afford a clear construction area.]*

SPECIFIER'S NOTE: *Choose the appropriate type of conference. For MANDATORY conferences include/attach the sign-in sheet. For VOLUNTARY conferences including/attaching the sign-in sheet is optional. Check with your Project Coordinator.*

E. SUMMARY OF <MANDATORY><VOLUNTARY> <PRE-BID><PRE-PROPOSAL> CONFERENCE:

A <mandatory><voluntary> <pre-bid><pre-proposal> conference was held at the [LOCATION, DATE and TIME (for example) STATE CAPITOL BUILDING, Security Office, 415 S. Beretania Street, Honolulu, HI, May 7, 2008, at 8:30 AM.] [A site visit and walk through of the project area was also conducted following the meeting.] The conference agenda of items discussed [and the sign-in sheet of who attended the conference] <is> <are> attached ([number] pages).

SPECIFIER'S NOTE: *The following is only a sample agenda. Provide the agenda for the specific project requirements.*

END OF ADDENDUM NO. ____

[AGENDA

**PRE-BID CONFERENCE
FOR
STATE CAPITOL BUILDING
RENOVATION OF BASEMENT OFFICES
DAGS JOB NO. 12-10-9999**

**State Capitol Building, Security Office
8:30 a.m., May 7, 2008**

1. *Introductions*
2. *Brief Description of Project & Scope of Work*
3. *Special Conditions*
4. *Security Clearances*
5. *Site Access and Staging Area*
6. *Questions*
7. *Site Visit and Walk Through of the Project Area*

Note: Unless a change is made by written addendum, nothing stated at this pre-bid conference shall change the solicitation.]

SPECIFIER'S NOTE: Attach the sign-in sheet when required.