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INTRODUCTION

An addendum is a document that is added to the original construction documents during the bidding period to:

1. Correct errors or omissions in the bidding and contract documents.
2. Clarify questions raised by bidders.
3. Issue new requirements, including decisions to decrease or increase the scope of work.
4. Cancel the project after it has been advertised, but before it is bid.

Addenda should not be used to complete the design phase of a project or to issue minor small value changes.

Oral instructions or changes should not be issued, even when it is intended that an addendum will be prepared to cover the change. It does not mislead anyone to state that replies to inquiries, when deemed necessary, will be communicated by addendum.

If an unforeseen but important question arises, it is usually wise to issue an addendum if time permits, even delaying the bid opening if changes are critical. Questionable matters should not remain unclarified.

Major last-minute changes should not be attempted by issuing a few simple inadequate statements in a hastily prepared addendum. If it is imperative that a last-minute addendum be issued the Project Team Leader must obtain the client's and Director of Design's permission to postpone the bid opening date.

TIME REQUIREMENTS

Addenda are usually sent through United States Postal Service (USPS), except addenda with a large number of drawings are usually sent through United Parcel Service (UPS) or other appropriate carrier. Addenda must be issued long enough before the bid date to allow bidders to use the information contained in the addendum in preparing their bids. The lead time required for shipping the various types of addenda are given in the following subparagraphs. Deviation from the number of days given must be approved by the Director of Design. In order to allow time for the processing of addenda, all addenda items must be to the controlling contract/trade specifications writer by the close of business on the Friday preceding the shipping date developed from the following time frames:

1. Modification which will substantially change the cost of the Work, or issuance of addendum drawings: 14 calendar days.
2. Minor changes or clarifications: 7 calendar days.
3. Bid Postponements: No minimum, however, if an addendum postponing a bid date is sent later than the Thursday before the bid date, the potential bidders must also be notified by telephone. (A paper copy must also be sent.) When no bids are received on a project, a postponement addendum is sometimes issued after the original bid date. If a postponement addendum is sent after the bid date, the addendum date should be the same as the postponed bid date, not the date the addendum is sent.

Addenda may (in rare instances) be sent by USPS Express Mail or UPS Next Day or 2nd Day Air when time is of the essence and bids cannot be postponed. These methods are expensive and usually save only about one day delivery time, therefore, consider the alternatives carefully and consult with the Business Unit Leader before considering any of these methods.

PROCEDURES

In order to reduce the number of addenda issued, addenda should not be sent piece-meal. Every attempt should be made to get all the required information together (except for bid postponements) for one large addendum rather than several small addenda. This can be accomplished by issuing addenda as close as possible to the bid date, using the time requirements above.

The specifications writer for the controlling contract (on multi-contract projects) or the controlling trade (on single contract projects) is responsible for coordinating all addenda. The Bureau of Contract Awards will not accept addenda for processing unless it is from the controlling specifications writer, or has the controlling specifications writer's initials on the first page. The controlling specifications writer should inform the Bureau of Contract Awards as soon as possible about the need to send an addendum. At that time the addendum will be

registered and issued an addendum number. Addenda must be numbered consecutively. A separate series of consecutive addenda numbers will be issued for each Contract on a multi-contract project.

It is the controlling contract/trade specifications writer's responsibility to notify the others involved on the project of the last date addenda information will be accepted for processing. A memo has been developed for notifying others of the addenda due date. (An electronic version named AddendumMemo.doc is stored in the M:\Frontend and Appendix file area.) The use of the Addendum due memo is the option of the controlling contract/trade specifications writer; however it should always be used on large projects. After the memo is completed it must be copied and distributed to those involved on the project. If the memo is not used those involved must be notified verbally.

The information furnished by the related specifications writers must be in proper format with the correct contents. The controlling specifications writer is not responsible for the contents or format of the addendum information furnished by the related specifications writers. Changes to the drawings and documents or sections of a single contract project can be made in a single addendum.

Changes to the drawings and common documents or sections of the related contracts which comprise a multi-contract project must be issued in a common addendum. Changes to documents or sections, that are not common, must be issued by separate addendum.

In writing addenda, be clear, accurate, and concise. Express a change only once, then refer to it whenever necessary. Where a change in the specifications requires a change in the drawings, and vice versa, explain all changes in the addendum.

When making a change to documents or sections, refer first to the page number then to article number then to the paragraph or subparagraph number, as shown in the examples.

When making a change to the drawings, refer first to the drawing number then to the detail number/name, as shown in the examples.

If the addendum includes 8-1/2 x 11 addendum drawings, the addendum drawings will be numbered with the next plan file number after the last numbered drawing included in the project manual or the drawing package.

Have the addendum typed with standard margins, and in the format shown in the examples. Proofread the typed addendum. On a multi-contract or multi-trade addendum the controlling specifications writer has the option of proofreading the entire addendum, or giving the portions back to the related specifications writer for proofreading.

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After the addendum is typed and proofread, the Project Team Leader must initial it. If there are less than 7 calendar days remaining until the bid date, the Project Team Leader must obtain approval, and the initials, of the Director of Design on the addendum.

Deliver addendum to the Bureau of Contract Awards for processing.

FORMAT

The sequence of information contained in an addendum should be as follows (see the examples):

1. OGS heading (first page only).
2. Addendum number and project number.
3. Project Title and Location (first page only).
4. Date of addendum.
5. Standard note (first page only). The standard note is not used on cancellation addenda.
6. Addendum number and date header (except first page).
7. Printing errors.
8. Changes to prior addenda.
9. Changes to INTRODUCTORY INFORMATION documents contained in the Project Manual in the same sequence in which they are listed in the Table of Contents.
10. Changes to BIDDING REQUIREMENTS documents contained in the Project Manual in the same sequence in which they are listed in the Table of Contents.
11. Changes to CONTRACTING REQUIREMENTS documents contained in the Project Manual in the same sequence in which they are listed in the Table of Contents.
12. Changes to SPECIFICATIONS sections contained in the Project Manual in the same sequence in which they are listed in the Table of Contents.
13. Changes to APPENDIX documents contained in the Project Manual in the same sequence in which they are listed in the Table of Contents.
14. Changes to DRAWINGS in the following order:
 - a. Changes to the originally issued drawings.
 - b. Revised drawings.
 - c. Addendum drawings.

Multi-Contract Addenda: The titles "CONSTRUCTION WORK DRAWINGS", "HVAC WORK DRAWINGS", etc. are used to distinguish the separate contracts. The revised drawings and addendum drawings for each contract are included under each separate contract heading.

15. END OF ADDENDUM (last page only).

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16. Name & title of the Director of Design (last page only).
17. Author's and word processor's initials (last page only).
18. The pages of each addendum must be numbered consecutively using the "page number of total pages" system. For example, if an addendum is comprised of 3 pages, the first page will be numbered "Page 1 of 3", the second page will be numbered "Page 2 of 3", and the third page will be numbered "Page 3 of 3".
19. The project number(s) at the bottom right corner of each page.

The examples shown in this document are not intended to cover every possible case, they are intended to be used as a guide.

EXAMPLES FOLLOW

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PREPARING ADDENDA**

BELOW IS A HEADING FOR A SINGLE CONTRACT PROJECT. THE TITLE MUST MATCH THE TITLE ON THE CERTIFICATION PAGE.



STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242



ADDENDUM NO. 1 TO PROJECT NO. 39757-C

**CONSTRUCTION WORK
REPLACE ENTRANCE DOORS, PHASE II
VARIOUS BUILDINGS
STATE OFFICE BUILDING CAMPUS
ALBANY, NY**

January 14, 1999

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

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BELOW IS A HEADING FOR A COMBINED SINGLE CONTRACT PROJECT. THE PROJECT TITLE MUST MATCH THE TITLE ON THE CERTIFICATION PAGE.



STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242



ADDENDUM NO. 1 TO PROJECT NO. 39758-C

**CONSTRUCTION AND ELECTRICAL WORK
REPAIR DOORS, PHASE 4
BUILDINGS NOS. 7 AND 7A
STATE OFFICE BUILDING CAMPUS
ALBANY, NY**

January 14, 1999

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

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BELOW IS A HEADING FOR A MULTI-CONTRACT PROJECT WITH THE SAME
ADDENDUM NUMBER FOR ALL CONTRACTS. THE TITLE MUST MATCH THE TITLE
ON THE CERTIFICATION PAGE.



STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242



ADDENDUM NO. 1 TO PROJECT NOS. 40565-C,H,P,E

**CONSTRUCTION WORK, HVAC WORK,
PLUMBING WORK, ELECTRICAL WORK
REHABILITATE MESS HALL
BUILDING NO. 3
MID-STATE CORRECTIONAL FACILITY
ROUTE 291
MARCY, NY**

December 9, 1999

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

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BELOW IS A HEADING FOR A MULTI-CONTRACT PROJECT WITH DIFFERENT
ADDENDUM NUMBERS FOR SOME OF THE CONTRACTS. THE TITLE MUST MATCH
THE TITLE ON THE CERTIFICATION PAGE.



STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242



**ADDENDUM NO. 2 TO PROJECT NOS. 40565-C,H
ADDENDUM NO. 1 TO PROJECT NO. 40565-P
ADDENDUM NO. 4 TO PROJECT NO. 40565-E**

**CONSTRUCTION WORK, HVAC WORK,
PLUMBING WORK, ELECTRICAL WORK
REHABILITATE MESS HALL
BUILDING NO. 3
MID-STATE CORRECTIONAL FACILITY
ROUTE 291
MARCY, NY**

December 9, 1999

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual.
Acknowledge receipt of this Addendum in the space provided on the Bid Form.

**Design and Construction
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BELOW IS A HEADER FOR A SINGLE CONTRACT PROJECT. THE ADDENDUM NUMBER AND DATE MUST MATCH THE FIRST PAGE OF THE ADDENDUM.

ADDENDUM NO. 1C

October 25, 1999

BELOW IS A HEADER FOR A MULTI-CONTRACT PROJECT WITH THE NUMBER FOR ALL CONTRACTS. THE ADDENDUM NUMBER AND DATE MUST MATCH THE FIRST PAGE OF THE ADDENDUM. THE HEADER IS USED ON ALL PAGES OF A MULTI-PAGE ADDENDUM, EXCEPT THE FIRST PAGE.

ADDENDUM NO. 1C,H,P,E

October 25, 1999

BELOW IS A HEADER FOR A MULTI-CONTRACT PROJECT WITH DIFFERENT ADDENDUM NUMBERS FOR SOME OF THE CONTRACTS. THE ADDENDUM NUMBERS AND DATE MUST MATCH THE FIRST PAGE OF THE ADDENDUM. THE HEADER IS USED ON ALL PAGES OF A MULTI-PAGE ADDENDUM, EXCEPT THE FIRST PAGE.

ADDENDUM NOS. 2C, 4H,P, & 1E

October 25, 1999

BELOW IS USED WHEN PART OF THE PROJECT MANUAL WAS MISPRINTED. EVEN IF THE PRINTING ERROR IS IN A COMMON DOCUMENT OR SECTION THIS WOULD NOT BE USED IN A COMMON ADDENDUM BECAUSE THE PRINTING ERROR DID NOT OCCUR IN MORE THAN ONE CONTRACT'S PROJECT MANUAL

PRINTING ERRORS

1. The attached page 00700 - 3 was omitted from some Project Manuals. Bidders are advised to examine their Project Manuals for completeness. Questions relating to completeness of the Project Manual or Drawing Package and requests for other missing pages or drawings (if any) should be directed to Contract Awards at (518) 474-0203, FAX (518) 473-7862.

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BELOW IS USED TO MAKE CHANGES TO INFORMATION CONTAINED IN A PREVIOUSLY ISSUED ADDENDUM.

CHANGES TO ADDENDUM NO. 1

2. Item No. 5.: Change "Limestone" to "Granite".
3. Delete Item No. 7 in its entirety.

BELOW IS USED TO MAKE CHANGES TO DOCUMENTS LISTED IN THE TABLE OF CONTENTS UNDER THE INTRODUCTORY INFORMATION HEADING.

INTRODUCTORY INFORMATION

4. CERTIFICATION PAGE (00005): Change "EXECUTIVE DEPARTMENT - DIVISION FOR YOUTH" to "EXECUTIVE DEPARTMENT - OFFICE OF CHILDREN AND FAMILY SERVICES".
5. Page 00010 - 1: Change "01500 TEMPORARY CONTROLS" TO "01500 CONSTRUCTION FACILITIES & TEMPORARY CONTROLS".

BELOW IS USED TO MAKE CHANGES TO DOCUMENTS LISTED IN THE TABLE OF CONTENTS UNDER THE BIDDING REQUIREMENTS HEADING.

BIDDING REQUIREMENTS

6. DOCUMENT 00101 ADVERTISEMENT FOR BIDS: The last date for receipt of bids is changed from Wednesday, November 22, 1999, to Wednesday, December 20, 1999.

WHEN A DOCUMENT IS ADDED BY ADDENDUM THE DOCUMENT NUMBER AND NAME IS NOT ADDED TO THE TABLE OF CONTENTS BY ADDENDUM.

7. DOCUMENT 00381 ASBESTOS SURVEY REPORT: Add the attached document (pages 00381 - 1 through 00381 - 5) to the Project Manual.
8. DOCUMENT 00410 BID FORM: Discard the Bid Form bound in the Project Manual and use the attached Bid Form noted "Revised 10/25/99".

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BELOW IS USED TO MAKE CHANGES TO DOCUMENTS LISTED IN THE TABLE OF CONTENTS UNDER THE CONTRACTING REQUIREMENTS HEADING.

CONTRACTING REQUIREMENTS

9. Page 00820 - 2, Subparagraph 25.1 (a): Change “3%” to “5%”.

BELOW IS USED TO MAKE CHANGES TO SECTIONS LISTED IN THE TABLE OF CONTENTS UNDER THE SPECIFICATIONS HEADING.

SPECIFICATIONS

WHEN AN ARTICLE IS ADDED BY ADDENDUM IT IS NUMBERED TO FOLLOW AFTER THE LAST ARTICLE IN THAT PART.

10. Page 01010 - 3, Add the Following Article to PART 1 GENERAL:

“1.09 RESTRICTED WORK PERIOD

- A. The work includes abatement of asbestos-containing materials. Do not perform other Work in the area of such activity during the abatement of asbestos-containing materials.”.

WHEN A SECTION IS ADDED BY ADDENDUM THE SECTION NUMBER AND NAME IS NOT ADDED TO THE TABLE OF CONTENTS BY ADDENDUM.

11. SECTION 02633 CORRUGATED STEEL PIPE: Add the attached Section (pages 02633 - 1 and 02080 -2) to the Project Manual.

WHEN A PARAGRAPH IS ADDED BY ADDENDUM IT IS LETTERED TO FOLLOW AFTER THE LAST PARAGRAPH OF THAT ARTICLE.

12. Page 05121 - 8, Article 2.01, Add the Following Paragraph:

- “M. Shop Paint for Steel to receive Sprayed-On Fireproofing: Primer paint, if any, recommended by the manufacturer of the fireproofing material approved for use on this Project.”.

WHEN THERE ARE MANY CHANGES TO BE MADE TO A DOCUMENT OR SECTION IT IS USUALLY CLEARER TO REISSUE THE COMPLETE DOCUMENT OR SECTION.

13. SECTION 07270 THROUGH-PENETRATION FIRESTOPS: Discard the Section bound in the Project Manual and substitute the attached Section (pages 07270 - 1 and 07270 - 2) noted "Revised 10/25/99".

IF AN ARTICLE OR PARAGRAPH IS DELETED FROM A STRING THE REMAINING ARTICLES OR PARAGRAPHS ARE NOT RENUMERED OR RELETTERED BY ADDENDUM.

14. Page 08112 - 3, Article 2.03: Delete this Article in its entirety.
15. Page 09900 - 2, Change Subparagraph 2.02 D. 2. to Read:
 - "2. Polyester Filler: Polyester resin base auto body filler, standard weight or finishing grade as required by conditions."
16. Page 16051 - 6, Subparagraph 3.01 B. 1.: Add "mounted adjacent to" after "box" in the third line.

BELOW IS USED TO MAKE CHANGES TO DOCUMENTS LISTED IN THE TABLE OF CONTENTS UNDER THE APPENDIX HEADING.

APPENDIX

17. PREVAILING RATE CASE: Discard the Prevailing Rate Case bound in the Project Manual and use the attached Prevailing Rate Case dated 10/10/99.

WHEN A DOCUMENT IS ADDED BY ADDENDUM THE DOCUMENT NAME IS NOT ADDED TO THE TABLE OF CONTENTS BY ADDENDUM.

18. CONTRACTOR'S ASBESTOS ABATEMENT REPORT: Add the attached Document (pages 1 of 2 and 2 of 2) to the Project Manual.

BELOW IS USED FOR DRAWING CHANGES ON SINGLE CONTRACT PROJECTS.

DRAWINGS

19. Drawing No. H-1:
a. NOTES Column, Change Note 1. to Read:
"1. Provide 3 hour fire rated damper."
20. Drawing No. E-2:
a. FLOOR PLAN: Add 5 computer outlets to Room 14. Locate outlets 3 feet above finished floor, at locations directed.

LARGE DRAWINGS ACCOMPANY THE ADDENDUM. 8-1/2 X 11 INCH DRAWINGS ARE ATTACHED TO THE ADDENDUM.

21. Addendum Drawing:
a. Drawing No. H-4, noted "ADDENDUM DRAWING 10/25/99" accompanies this Addendum and forms part of the Contract Documents.

BELOW IS USED FOR DRAWINGS CHANGES ON MULTI-CONTRACT PROJECTS. SEPARATE HEADINGS FOR EACH CONTRACT ARE REQUIRED.

CONSTRUCTION WORK DRAWINGS

22. Drawing No. A-1:
a. Floor Plan, Rooms 5 and 6: Remove existing concrete floor slab and floor finishes (approximately 150 sq. ft.) Work of the related contracts. Coordinate exact removal requirements with related contracts through the Director's Representative. When directed, after the related contractors' Work is complete, replace concrete floor slab and floor finishes to match existing. See Detail 2/A-4.
b. Section 1/A-1: Change "BRICK" to "CONCRETE".

23. Revised Drawings:
- a. Drawing Nos. A-2 and A-3, noted "REVISED DRAWING 10/26/95" accompany this Addendum and supersede the same numbered originally issued drawings.

PLUMBING WORK DRAWINGS

24. Drawing P-1:
- a. Floor Plan: Change *4 inch House Trap* to *6 inch House Trap*.
25. Revised Drawing:
- a. Drawing No. P-2, noted "REVISED DRAWING" is attached to this Addendum and supersedes the drawing bound in the Project Manual.
26. Addendum Drawing:
- a. Drawing No. P-3 is attached to this Addendum and forms part of the Contract Documents.

BELOW IS USED FOR CANCELING A PROJECT AFTER IT IS ADVERTISED, BUT BEFORE THE BID DATE.

CANCELATION

BELOW IS USED WHEN THE PROJECT IS ACTUALLY CANCELED AND NOT INTENDED TO BE REACTIVATED IN THE FUTURE.

27. This Project is canceled. Discard Bidding and Contract Documents.

BELOW IS USED WHEN ONLY THE BIDDING OF THE PROJECT IS CANCELED AND THE PROJECT IS GOING TO BE REDESIGNED AND REBID IN THE FORESEEABLE FUTURE.

28. The bidding of this Project is canceled. Discard Bidding and Contract Documents.

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BELOW IS USED ONLY ON THE LAST PAGE, AFTER THE LAST ADDENDUM ITEM.
IT IS CENTERED ON THE LINE.

END OF ADDENDUM

BELOW IS USED ONLY ON THE LAST PAGE, AFTER “**END OF ADDENDUM**”.

James M. Davies, A.I.A.
Director of Design