STATE OF KANSAS

CONSTRUCTION PROJECT NO. A-Insert Project Number

ADDENDUM NO. insert Addendum Number

Current Date

|  |  |  |
| --- | --- | --- |
| ISSUED BY: |  | ISSUED FOR ARCHITECT/ENGINEER |
| Department of Administration  Office of Facilities and Property Management  Design, Construction & Compliance  700 SW Harrison St., Suite 1200  Topeka, Kansas 66603-3929 |  | Architectural/Engineering Firm or Agency  Agency Office or Division  Agency or Firm Address  City, State Zip Code  Contact: Designer's Name  Phone Number: Designer's Phone Number  Fax Number: Designer's Fax Number  E-Mail: Designer's E-mail address |

NOTICE ALL BIDDERS FOR THE:

Insert Agency Name

Insert Building Name / Project Title

Insert City, Kansas

You are instructed to read and to note the following described changes, corrections, clarifications, omissions, deletions, additions, approvals and statements pertinent to the Contract Bid and Construction Documents.

The Addendum No.       is a part of the Contract Bid and Construction Documents and shall govern in the performance of the Work.

Article Insert Addendum Number-1, Insert Descriptive Name of this Article:

A. Insert Article Text

Article Insert Addendum Number-2, Insert Descriptive Name of this Article:

A. Insert Article Text

Continue inserting **additional** Article Headings and Text for Addendum items**, if needed,** using the numbering system and format noted above (Addendum number-Article number).

DCC has some standard items it issues in Addendum No. 1. We will insert these items into the addendum after the project architect/engineer provides the addendum to DCC for publication.

If additional pages are required, please note the project number, addendum number and page number at the top right of each page past the first page. No page number should appear on the first page.

Instructions in red are to be deleted after the addendum is completed.

Items highlighted in green are to be edited. Green highlights should be removed after updating each item.

Addenda should be e-mailed to the DCC architect/engineer and Lori Ploude ([lori.ploude@ks.gov](mailto:lori.ploude@ks.gov))

**All addenda should be in 10pt Arial Font**.

The text noted below is to be placed at the bottom of the last page of the document.

\*\*\* RECEIPT OF THIS ADDENDUM IS TO BE ACKNOWLEDGED ON THE FORM OF BID - DOCUMENT C\*\*\*

DESIGN, CONSTRUCTION & COMPLIANCE