STATE OF KANSAS

CONSTRUCTION PROJECT NO. A-Insert Project Number

ADDENDUM NO. Insert Addendum Number

Insert Date

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| --- | --- | --- |
| ISSUED BY: |  | ISSUED FOR ARCHITECT/ENGINEER |
| Department of AdministrationOffice of Facilities and Property ManagementDesign, Construction & Compliance  700 SW Harrison St., Suite 1200 Topeka, Kansas 66603-3929  |  |  Architectural or Engineering Firm or AgencyAgency Office or DivisionCity, State, Zip CodeContact: Designer’s NamePhone Number: Designer’s Phone NumberFax Number: Designer’s Fax NumberE-Mail: Designer’s e-mail address |

NOTICE ALL BIDDERS FOR THE:

Agency Name

Project Title

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. Addendum Number is a part of the Contract Bid and Construction Documents and shall govern in the performance of the Work.

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

A. Insert Article Text

Article 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. Grey 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)

**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