

Preparing Addenda for Local Agency Projects*

- To be prepared by local agency or their CEI
- Should include Local Agency name and Contact Information, Financial Project Number and brief project description
- Addendum # (needs to be sequential, starting at 1)
- Issue Date of Addendum
- Original Date for Bids Due (Let Date)
- New Let Date (As modified by Addenda)
- Purpose/Intent of Addendum
- If Addendum is incorporating any new contract language (such as updated policies, forms, or requirements) the new language or copy of the form/s needs to be included in the Addendum verbatim.
- If Addendum is responding to questions posed by bidders, questions should be listed followed by responses.
- If work is being added or deleted, it should be clearly defined and applicable specifications should be referenced and included as part of Addendum, if applicable
- Signed and sealed copies of any revised plan sheets should be included with Addenda, if applicable.
- If Addendum is modifying bid package, explanation of all changes should be listed, in bid item order.
- If bid items or their quantities are modified, new bid item list should be included as part of Addendum.
- Signature/Date blocks for contractor, with instructions that the executed Addendum is due with all bids submitted.
- After Department concurrence Addenda needs to be uploaded into LAPIT

*Please note that Department concurrence is required prior to issuance of any LAP project Addenda