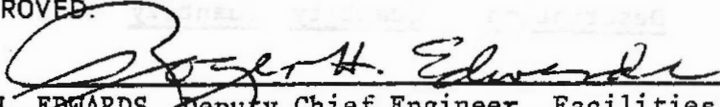


TO: SUPERSEDED BY EI 94-014 EFFECTIVE 10/20/94	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> SUBJECT: AMENDMENTS TO ADVERTISED CONTRACTS
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input checked="" type="checkbox"/> Special	Subject Code: 7.26-2-21.12
APPROVED:  R. H. EDWARDS, Deputy Chief Engineer, Facilities Design Division	Code: <u> EI 83-9 </u> Date: <u> 2/7/83 </u> Supersedes:

This procedure is to be followed in **conjunction** with HDM 21.12 for amendment submission, to enable bidders to receive understandable amendment changes in time for review and bid adjustment.

GENERAL

1. Amendments (originals; no copies) must be forwarded to the Director, Final Plan Review Bureau, as soon as possible for issuance, and no later than fifteen (15) business days before letting, to allow time for issuance and bidder review/bid adjustment.
2. Responsibility for amendment content and accuracy rests with the initiator. If review/clearance by Main Office Divisions is necessary, please obtain it (verbally, if necessary) before forwarding amendments to the Final Plan Review Bureau for issuance, and indicate who cleared the amendment.
3. All amendment information must be understandable to bidders and to the issuing office (FPRB). This means both understandable instructions for issuing the amendment and clear amendment materials (both quality of reproducible material submitted and completely understandable amendment changes).
4. Words vs. Drawings: If you can easily write a note clearly explaining to bidders what the change is, please do so. If not, include a drawing with your amendment (either 8½" X 11" sheet or, if necessary, plan sheet mylar). Accompanying standard or special pay items must be specified whenever practical to do so.

The following are detailed instructions of materials and information that must be provided with amendments to the proposal and/or plans.

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PROPOSAL

- Changes must be clear to bidders.
- Please forward quantity changes as follows:

<u>Proposal Page*</u>	<u>Item No.</u>	<u>Description</u>	<u>Existing Quantity</u>	<u>Revised Quantity</u>
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*If known

- If above changes affect individual plan sheet tabulated quantities (e.g. bridges), other than plan estimate of quantities summary sheet, reference the affected plan sheet tables and show quantity changes required.
- If quantity changes affect plans only (not proposal), so state.
- If new items are added to the proposal, please forward as follows:

<u>Item No.</u>	<u>Complete Description</u>	<u>Unit of Payment</u>	<u>Quantity</u>
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- Refer to HDM 21.05 for quantity "rounding".
- Good reproduction quality special specifications must be submitted for all added "non-standard" pay items.
- If your amendment submission requires a change in text to an existing special specification in the proposal, either:
 - (1) Forward complete revised typewritten paragraph text(s), with clear reference to existing proposal page paragraphs (to be superseded by amendment),
 - OR
 - (2) Forward two copies of completely retyped specification with explanation of change(s) made.
- Include estimate computer input sheets with your amendment submission for all item changes (share allocated quantity changes, additions, deletions, and also price changes, including unit prices for added items).

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PLANS

1. Changes must be clear to bidders, including clear details and good reproducibles for amendment.
2. 8½" X 11" sheets must be used for added or revised details if there is sufficient space for clarity; a note on the sheet must clearly state the plan sheet detail superseded, if this is the case. (An 8½" X 11" sheet shall not be used to supersede an existing plan sheet).
3. If revised full size plan sheet(s) are necessary, the following note must be placed under the upper right corner block:

"THIS SHEET SUPERSEDES SHEET ____."

4. A full size sheet shall not be used to supersede part of an existing plan sheet.
5. If it is necessary to add a new full size plan sheet (not a revision of an existing one), the following note must be placed under the upper right corner block:

"THIS SHEET DOES NOT SUPERSEDE ANY SHEET."

6. Number either revised or new full size plan sheet(s) consecutive to the existing superseded or related plan sheet; e.g. 36A1, 36A2, for two plan sheets issued by amendment. ("F" sheet numbers are not to be used. They are for field change sheets issued during construction.)
7. If your plan changes affect pay items (changes in quantity, etc.), please follow the above "PROPOSAL" procedure.

FINALLY

Please don't put the Department and bidders in the embarrassing position of seeing an amendment that's unclear or in error. The purpose of an amendment is to correct an oversight in design, not extend the problem!