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| --- | --- |
| **Date:** | **Insert Date** |
| **Email To:** | Alison Kulas (Alison.Kulas@ct.gov), Paralegal Specialist, DAS/CS Legal Unit  |
| **From:** | **Insert Your Name**, Project Manager, DAS/CS Project Management Unit |
| **Subject:** | **Addendum No. Insert Addendum Number** |
| **Project Number:** | Insert Project Number |
| **Project Title:** | Insert Project Title |
| **Project Location:** | Insert Location |
| **Re-Scheduled Bid Due Date:** | **Insert Rescheduled Bid Due Date** |[ ]  **Not Applicable** |

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| Please expedite the attached Addendum No.: | Insert Addendum No. |  |  |  |
|  |  |  |  |  |
| 1. | The total number of pages in this Addendum: | Insert No. of Pages |  |  |  |
|  |  |  |  |  |  |
| 2. | The total number of drawings in this Addendum: | Insert No. of Drawings |  |[ ]  Not Applicable |
|  |  |  |  |  |  |
| 3. | See attached Revised “Bid Release” dated: | Insert Date |  |[ ]  Not Applicable |
|  |  |  |  |  |  |
| 4. | Project Manager: Explain reason for Addendum (clarification purposes, added work, etc.).  | Insert reason for Addendum |
|  |  |  |  |  |  |
| 5. | Will Addendum save money or cost more? | Insert Answer |  |[ ]  Not Applicable |
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| Attachment: | Copy of Addendum No.: | Insert Addendum No. |
| **cc:** | DAS/CS Legal Director: | J. Padula | DAS/CS ADPM for Project: | Name |
|  | DAS/CS Policy & Procurement Unit: | R. Cutler | Project File:  |  |