**ADDENDUM NO. \_\_ TO [RFQ/RFP]**

Date: \_\_\_\_\_\_\_\_\_\_, 20\_\_

District:

Project:

[RFQ/RFP] No.: \_\_\_\_\_\_\_

You are hereby notified of the following clarifications, additions, or deletions to the documents for the above titled Project. Take careful note of the addendum so that proper allowance may be made. This Addendum is part of the [RFQ/RFP] and receipt of this Addendum must be acknowledged in writing with your [RFQ/RFP] proposal/response along with any other addenda issued by the District for this Project. Failure to review this Addenda (i) shall not relieve a respondent from any obligation under its proposal/response, and (ii) may serve as a basis, at the District’s discretion, for finding your proposal/response to be non-responsive.

1. **Clarifications/Additions/Deletions:**
2. **[TOPIC]**: [INSERT description of clarification, addition or deletion.]
3. **[TOPIC]**: [INSERT description of clarification, addition or deletion.]
4. **[TOPIC]**: [INSERT description of clarification, addition or deletion.]
5. **Answers to Questions:**

|  |  |  |
| --- | --- | --- |
| **Number** | **Questions** | **Response** |
| 1. | [INSERT VERBATIM QUESTION]? | **[INSERT DISTRICT RESPONSE]** |
| 2. | [INSERT VERBATIM QUESTION]? | **[INSERT DISTRICT RESPONSE]** |
| 3. | [INSERT VERBATIM QUESTION]? | **[INSERT DISTRICT RESPONSE]** |