

3.1.5 Previous amendment denotation shall be deleted on subsequent amendment pages.

3.1.6 Bidding/Proposal Schedules are reissued in their entirety if revisions are required. Word changes are **not** allowed.

3.1.7 Amendments specification files shall be issued in two formats: (1) Specsintact (.sgml) or Word (.doc) files [Note: Word files should be an exception rather than the rule.]; (2) Adobe files (.pdf). Adobe files shall be produced using the Acrobat PDF Writer; do NOT scan the files into .pdf format. Forward revised files by e-mail to the Government's Project Engineer and the Government's Specs writer. Note: If the amendment is very large and contains revised drawings as well as text files, it is preferable to forward the amendment by file transfer protocol (FTP), or CD by overnight mail (if time permits). Coordinate the transfer method with the Government's Project Engineer and the spec writer.

4. DRAWINGS

Changes to drawings can be handled three ways:

- (1) Word (narrative) changes;
- (2) Sketches of revised details, etc;
- (3) Reissue complete drawing(s).

4.1 Word (Narrative) Changes. Word changes may be made to drawings whenever the changes are simple to explain and do not involve lengthy or numerous revisions to a sheet. Word changes must tell the bidder/proposer the location of the revision(s) and exactly what to delete and what to add. Notice that the exact text to delete and add is always contained within quotation marks. The following examples illustrate the right and wrong ways to accomplish word changes:

Example 1:

WRONG: On Drawing A12, the piping should be cast iron.

RIGHT: Drawing A12, Detail G: Change the notation "10-inch schedule 40 galvanized iron pipe" to "10-inch cast iron pipe".

Example 2:

WRONG: Sheet A13. Change door type 5 to H.M. door.

RIGHT: Sheet A13, Door Types. Change door type 5 from "45 MIN. H.M. DOOR" to "H.M. DOOR".

Example 3:

WRONG: Sheet C1. Change note to New Concrete Dumpster Pad on plan.

RIGHT: Sheet C1. In sector C5, delete "NEW DUMPSTER PAD"; replace with "NEW CONCRETE DUMPSTER PAD".

If a word change occurs on a site plan, floor plan or some other type plan, it is permissible to describe the location of the change(s) by the sheet sectors as shown in Example 3 above.

4.2 Sketches. Sketches are used to issue revisions to plans, details, sections, schedules, etc. in lieu of reissuing an entire drawing. Sketches may be a revision to an existing drawing or may add details, etc. Changes should be made to the CADD drawing and these changes should be "clouded", "clipped" and printed to an 8 1/2" X 11" sheet. Revisions should be noted in the "Revision Block" of the title block. It is permissible to have several changes to the same sheet issued with a series of sketches. See the