



KEAN

ADDENDUM NO. 1

Elevator Maintenance, Inspection and Repair Services

Bid No. K26-4-2-1

**KEAN UNIVERSITY
1000 MORRIS AVENUE
UNION, NEW JERSEY 07083**

DATE OF ADDENDUM: May 13, 2026

The attention of all Bidders is called to the following Addendum from Kean University (the "University"). This Addendum forms part of the Request for Proposal ("RFP") and modifies the original RFP specifications and documents dated April 24, 2026.

This Addendum is hereby included in and made a part of the Contract Documents, whether or not attached thereto. All requirements of the original RFP shall remain in force and effect, except as amended by this Addendum.

The purpose of this Addendum is to clarify issues raised in questions submitted by Bidders, as set forth below.

Except as amended herein, the original RFP instructions and specifications shall remain in full force and effect.

I. QUESTIONS AND ANSWERS:

Question 1. In the scope there's exclusions for repairs not covered by the contract. We would like to know what is considered a major component that is excluded under the scope and would require a proposal.

A. *As per section 7.4.4 Out-of-Scope Repair Services, any repairs expressly excluded from the Elevator Preventative Maintenance Agreement shall be performed by the Vendor on an hourly labor rate basis, consistent with the Vendor's hourly labor rates. The Vendor shall provide an estimate of the cost and descriptive information as to the nature and need of the out-of-scope repair services. All out-of-scope repair services shall be approved in advance, in writing, by the University. The University reserves the right to competitively bid any out-of-scope repair services and further reserves the right to procure repair parts and materials from other sources for use by the Vendor.*

Question 2. What is considered "capital-level" work?

A. *"Capital-level work" refers to non-routine repair, replacement, or improvement that University determines must be capitalized rather than expensed under applicable State of New Jersey fiscal requirements.*

Question 3. Overtime/after-hours requires approval, would emergency call backs be automatically approved?

A. *Emergency call-backs may be initiated by telephone. However, all overtime and after-hours services shall require prior written authorization from the University.*

Question 4. We would like a full list of the type of devices. How many are traction and how many are hydraulic?

A. *A reference list of elevator devices, including associated equipment, is provided in Attachment C: Building and Equipment List of the RFP. The vendor shall be responsible for field verifying all buildings and the associated elevators and lifts listed in Attachment C. The information provided in the attachment is for reference purposes only. Vendors are expected to review the list and verify the number, type, and location of all elevators and lifts at each building prior to submitting their proposal. Any discrepancies identified during the verification process shall be reported to the University. Failure to perform proper field verification shall not relieve the Vendor of responsibility to*

provide services for all elevators and lifts located within the buildings included in the contract.

Question 5. Would obsolete or unavailable parts still be covered under the contract or would a proposal be needed to update the part?

A. *Obsolete or unavailable parts remain within the scope of the Vendor's maintenance and repair obligations. If replacement or modernization is required, the Vendor shall submit a written proposal for University approval.*

Question 6. Spare parts are required. Is there a room for us to store spare parts or should we keep the spare parts at our office/warehouse?

A. *Kean University will designate storage space at both the Kean Union campus and the Kean Jersey City campus, in such allocation and manner as Kean University determines in its sole discretion, for the awarded Vendor to store spare parts. The University reserves the right, in its sole discretion, to reassign, relocate, or modify such designated storage space at any time. The following conditions shall apply:*

- *The storage space shall be used exclusively for spare parts and materials related to Kean University elevator systems.*
- *Storage of personal items, tools unrelated to this contract, or materials for other clients is strictly prohibited.*
- *Vendor shall be responsible for maintaining the space in a clean, organized, and safe condition.*
- *Kean University reserves the right to retain access to the storage area and may enter the space for inspection, audit, or emergency purposes as needed.*
- *Vendor shall be provided access to the space and shall be responsible for securing all materials stored therein.*
- *Vendor assumes responsibility for inventory control, including tracking, stocking levels, and replacement of parts.*