

ADVERTISEMENT FOR BIDS  
KEAN UNIVERSITY  
UNION, NEW JERSEY 07083

Kean University is requesting proposals for:

Project Title: HVAC Preventative Maintenance Services

Bid Number: K24-8-26-2

Project Location: Kean University, 1000 Morris Avenue, Union, NJ 07083

Notice is hereby given that sealed bids will be received until 2:00 p.m. on November 6, 2024, via electronic submission only, at which time they will be publicly opened and read aloud via telephone and virtual conference.

Interested bidders may obtain all pertinent bid documents by visiting the Kean University Procurement and Business Services website at <https://www.kean.edu/offices/university-procurement-and-business-services/bid-opportunities>. Bid documents will NOT be mailed.

A Pre-Proposal Conference will be held on October 9, 2024 at 10:00 a.m. via telephone and virtual conference. To participate in the Pre-Proposal Conference, please use the following information:

DIAL-IN: +1 573-605-0169 PIN: 850 620 069#

JOIN ONLINE: [meet.google.com/yc-trdd-kzk](https://meet.google.com/yc-trdd-kzk)

Deadline for inquiries is 12:00 p.m. on October 16, 2024. All inquiries must be submitted in writing to [hvacbid@kean.edu](mailto:hvacbid@kean.edu) and cc'd to [jdeangel@kean.edu](mailto:jdeangel@kean.edu). No written questions will be accepted after this time.

Bids must be submitted via email, as an attachment in PDF format, to [hvacbid@kean.edu](mailto:hvacbid@kean.edu). The subject line of your email must read "PROPOSAL SUBMISSION – BID NO. K24-8-26-2." Hard copy bids will not be accepted regardless of whether the RFP permits the submission of hard copy bids. Bidders will be fully responsible for the delivery of their bids. Late bid submissions will NOT be accepted.

Any person(s) wishing to participate in the public bid opening process may do so via telephone or virtual conference at 2:00 p.m. on November 6, 2024. To participate in the bid opening conference, please use the following information:

DIAL-IN: +1 717-739-4104 PIN: 893 117 603#

JOIN ONLINE: [meet.google.com/qip-brnu-nbp](https://meet.google.com/qip-brnu-nbp)

Date: September 30, 2024

Faruque Chowdhury, Associate Vice President  
University Procurement and Business Services