



**KEAN**

**ADDENDUM NO. 1**

**Glass Replacement and Repair Services Re-Bid**

**Bid No. K25-1-9-1**

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

**DATE OF ADDENDUM: February 10, 2025**

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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 January 27, 2025.

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:

- (i) amend portions of the RFP dated January 27, 2025;
- (ii) clarify issues raised in questions submitted by Bidders, as set forth below; and
- (iii) amend the Document Checklist at Attachment C of the RFP (see Amended Document Checklist at Attachment 1 to this addendum).

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

**I. AMENDMENTS TO RFP:**

1. Section 5.7 of the RFP is hereby stricken. The Vendor/Bidder Certification and Political Contribution Disclosure Form - Public Law 2005, Chapter 271 is not required.

**II. QUESTIONS AND ANSWERS:**

**Question 1.** In reviewing the Document Checklist there are 3 forms under Provided by Vendor I am unsure of the following 2 can you please advise:  
INCLUDE BID SECURITY, if applicable - Is a bid security required? If so, please provide details or required security.

**A.** A proposal security is not required. Please see section 3.23.1 for details of the performance security requirement for the successful vendor.

**Question 2.** VENDOR FINANCIAL QUALIFICATION STATEMENT – Is this a financial statement prepared by our accountant? Is the date 12-31-23 acceptable?

**A.** Financial statements prepared by an accountant are acceptable. As stated in section 6 of the RFP, each Vendor submitting a proposal shall provide Kean University with a copy of its financial statements for the previous 3 years, including its most recent annual statement.

**III. ATTACHMENT 1 TO ADDENDUM NO. 1**

The amended document checklist is attached.

## Amended Document Checklist

KEAN UNIVERSITY  
DOCUMENT CHECKLIST

- A. Failure to submit the following documents and sign this sheet may result in the Proposal being deemed non-responsive. Vendors are required to ensure that all compliance requirements have been met.

Required with submission of Proposal (Owner's "X")		Document	Vendor Shall Initial Each Item Submitted with Proposal
Form Provided By KU	Form Provided by Vendor		
X		Signed Fee Proposal Form	
X		Offer and Acceptance Page	
X		Confidentiality and Commitment to Defend Form	
X		Ownership Disclosure Form	
X		Source Disclosure Form	
X		Affirmative Action Questionnaire	
X		Exhibit A – Mandatory Equal Employment Opportunity Language – Goods, General Services, and Professional Services Contracts	
X		Non-Collusion Affidavit/No Warranty of Solicitation (form must be Notarized)	
X		Business Ethics Guide Certification	
	X	NJ Business Registration Certificate for Contractor and Subcontractor (REQUIRED TO BE SUBMITTED PRIOR TO AWARD)	
X		Acknowledge Receipt of Addendum Form	
	X	Vendor Financial Qualification Statement	
X		Disclosure of Investigations and Other Actions Involving Vendor Form	
X		Disclosure of Investment Activities in Iran Form	
X		Subcontractor Utilization Form	
X		Form W-9 – Request for Taxpayer Identification Number and Certification	
X		MacBride Principles Form	
X		Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	

- B. Signature: The undersigned hereby acknowledges and has submitted the above-listed requirements.

Name of Vendor: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_