

Form: **Addendum No. 1**  
Project Title: **RFP 1645 Kitchen Renovations: The Village**  
Issued Date: **December 17, 2025**  
Revised Submission Due Date: **January 20, 2026, at 2:00 p.m.**

This Addendum relates to the project referenced above, originally advertised on December 1, 2025.

**Addendum Contents**

<b>Section #</b>	<b>Item</b>	<b>Overview</b>
<b>1</b>	<b>Questions &amp; Answers</b>	Questions & Answers have been posted as part of this Addendum.
<b>2</b>	<b>Modifications to Bid Documents</b>	Modifications have been made to the Contract Award Criteria, and the Proposal submission requirements as a result of the change <b>(Bidder shall provide relevant Project Experience and Key Personnel qualifications as part of its submission)</b> .

This Addendum forms part of the Contract documents and modifies the original Bidding documents and any prior Addenda (*if any*), as stated herein. Unless specifically noted or specified hereinafter, all services and other provisions of the Contract documents shall remain in full force.

It is the sole responsibility of the Vendor to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the RFP or project materials related to this project as set forth in all Addenda. Bidder must submit the Addendum acknowledgement below within proposal. Failure of the Bidder to provide this acknowledgement of Addendum within submission will cause the Proposal to be deemed non-responsive.

**ADDENDUM ACKNOWLEDGMENT**

*I acknowledge that I have received and reviewed this Addendum*

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Business Name (*please print*)

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Representative's Name (*please print*)

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Signature of Representative

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Date

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## **SECTION 1: QUESTIONS & ANSWERS**

### **1 Question & Answer**

Could the University please confirm if a temporary kitchen will be required for this project?

**None needed, building will be unoccupied during the work.**

### **2 Question & Answer**

Please confirm whether the building will remain occupied during the construction period (May–August) for each year/phase of the project.

**The specified building will not be occupied during the work.**

### **3 Question & Answer**

Please confirm the working hours for this project.

**There are no specified work hours, Contractor shall schedule as needed to complete in the required timeframe. University requests to be notified in advance of work schedule.**

### **4 Question & Answer**

Is there any required percentage of the Contract value that must be subcontracted to SBE/DVOB firms? If so, please specify.

**Refer to section 3.13 of the RFP Document for details.**

### **5 Question & Answer**

Please clarify as whether the Contractor will be allowed to bill for advance purchase and storage of kitchen appliances, casework, and flooring materials if the Alternates are accepted.

Given that the work may extend over four years and material prices may escalate, please advise whether payment for stored materials (on-site and/or off-site) will be permitted, or if the University prefers that we include a price-escalation allowance/percentage within the Alternates instead.

**Should the contractor choose to advance purchase materials and storage for all four buildings, the Contractor may do so and be responsible for handling and storage of all materials at off-site storage.**

**The University shall pay in advance for stored materials with the following back up documentation: Proof of receipt/bill of sale, insurance certificate covering the cost of the materials, photos of stored material, and other requirements as noted in Section 13.4 of the General Conditions. The University may elect to visit the storage facility for verification, and the Contractor is responsible for keeping the materials in good condition through the completion of the project.**

**6 Question & Answer**

Please clarify who is responsible for the permit costs.

**Refer to section 1.6 Permits, Laws, and Regulations within the General Conditions. The University pays all permit fees.**

**7 Question & Answer**

Does the University have an estimated budget for this project?

**The University is not providing a budget for the project while the public bid is active.**

**8 Question & Answer**

Regarding Fenwick Hall, Apartment 1C (Second Floor) & Alice Paul Hall, Apartment 26 (Second Floor):

The hatch on the demolition drawings indicates removal of the floor only in the living room/kitchen area, while the construction drawings indicate new flooring, wall base, and painting in the kitchen/living room and corridor as well. Please clarify the exact extent of the work.

**All apartments in the scope require new flooring and wall base. Painting of walls only kitchen pantry/living room/hallway/corridor/foyer areas. Doors, frames and ceilings are not to be painted.**

**9 Question & Answer**

What is the height of the walls to finished ceilings?

**First floor ceiling height is 9'-9" and upper floors have ceiling height of 8'-9".**

**10 Question & Answer**

How many existing kitchen receptacles are to be converted to GFCI-type receptacles? Please confirm the required quantity and locations.

**Refer to kitchen elevation drawings in each set. Outlet, location and quantity are clearly shown here.**

**11 Question & Answer**

Please confirm that all existing plumbing lines serving the dishwashers are to be capped and that no new dishwashers are to be installed under the new construction.

**Yes, see key note 2, on typical flooring removals plan. Existing dishwashers are being removed. New kitchens will not have dishwashers.**

**12 | Question & Answer**

Please confirm the scope of work includes replacement of the existing hood only, with no modifications required to the existing lines and capacities.

**Range Hood is a recirculating hood per fixture schedule, Enlarged Typical Kitchen Plans and Elevations. Reconnect existing power to new hood.**

**13 | Question & Answer**

Can the University extend the Submission Due Date?

**Yes. The Submission Due Date is extended to January 20, 2026 at 2:00 p.m.**

**14 | Question & Answer**

The proposal stipulates that we are bidding one of the four building for construction during the summer of 2026, then another building in the summer of 2027, a third in 2028 and the last building in the summer of 2029. It further stipulates that our bid of January 2026 has to be held for four years. Given the current volatile of markets i.e. talk of tariffs on and off, the current inflation rate, etc. It is very unlikely suppliers and subcontractors will hold prices for four years (most stipulate pricing is only good for up to 30 days). Please advise on the following alternative strategies:

- 1) We bid only on one building at present, with the others to bid be bid in the future.
- 2) We bid all now, but reserve the right to adjust pricing for inflation and tariffs in the coming years (realistically this would be hard to do for both sides).
- 3) The University provides warehouses for all materials to be stored in for the next four years, the University will have to pay for all materials when delivered to warehouse and your warranties will start on date of delivery, not date of installation.

**The Bidding documents identify the scope of work, which includes one building in the base bid and each of the remaining buildings as add alternates with work to be done over the next four years. Per Section 4.3 & 9.1.2 of the RFP documents, Contractor shall provide all-inclusive pricing.**

**Price increases during the term of the Contract shall not be permitted. The Contractor shall not charge any additional fees related to storage or otherwise that are not included in its proposal pricing. The Contract price shall not be adjusted unless there is a material change in the scope of work, and executed through a Contract amendment or Change Order.**

**The University will not provide a warehouse, nor store any material for a Contractor.**

**Bidders must submit an all-inclusive price for the Base Bid as well as the three (3) Add Alternates.**  
**The Bidder shall consider the logistics of the material related to the Add Alternates within its all-inclusive pricing.**

**15 Question & Answer**

Please confirm paint scope in each of the apartments is as follows:

- 1) Move all living room and kitchen furniture into the bedrooms.
- 2) Standard prep, prime paint of common area walls (pantry/living room/hallway/corridor/foyer) only. No prep or paint of ceilings, doors, frames, or closet interiors.
- 3) Return existing furniture to living room and kitchen upon completion.
- 4) We are not responsible for removal of any furniture that is NOT to be reused.
- 5) We are not responsible for installation of any new furniture not in the apartments at time of bid.

**Painting of walls only kitchen pantry/living room/hallway/corridor/foyer areas. Doors, frames and ceilings are not to be painted. Contractor shall remove all living room furniture as needed to facilitate the work and then bring all furniture back upon completion of flooring and painting. New kitchen table and chairs will be furnished and installed by the University.**

**16 Question & Answer**

There is a note, that GC is to remove all appliances left behind by the University. Please confirm that will be 1 ref, 1 stove, 1 dishwasher, 1 microwave in each unit as MSU does not plan to salvage any appliances prior to construction.

**All appliances are to be removed and disposed by the contractor, including the refrigerator, range, range hood and dishwasher.**

**17 Question & Answer**

Since the job is over multiple years potentially, how will it work on an award / bonding? Is it expected that we will need to keep the bond in place for all the buildings for all multiple years?

**Bonds shall be provided for the faithful performance of all provisions of the Bid, specifications, and any other Project Material, and for the full duration of the Contract.**

**18 Question & Answer**

Can the University can share photos of a sample unit?

**See attached for pictures of an existing unit and a prototype for a new unit.**

**19 Question & Answer**

Will the University be able to share the sign in sheet and/or notes from the pre-bid meeting?

**The Pre-Bid Meeting Sign-In-Sheet can be found at the following link:**

<https://www.montclair.edu/procurement/2025/12/01/rfp-1645-kitchen-renovations-the-village/>

**20 | Question & Answer**

The drawings call for Fabuwood or equal. Can the University please let us know if CNC Cabinets Luxor work?

**The University will only evaluate proposed equivalents within bid Proposals, not prior.**

**21 | Question & Answer**

The work of Alternate No. 1, 2, and 3 extends until 2029. Will the University pay for the escalation of cost for material and labor?

**No, the University will not pay for the escalation of cost for material and/or labor.**

**Please see the response to Question No. 14 for additional details.**

**22 | Question & Answer**

What is the scope for the electrical work? Can the University provide electrical drawings?

**Scope includes removal of existing appliances and installation of new (with the exception of the dishwasher which is no longer in the new kitchen layout). Provide new switch plates and change existing outlets to GFIC and tamper resistant type. See Enlarged Typical Kitchen Plans & Elevations**

**23 | Question & Answer**

Please confirm that all the loose furniture will be removed and reinstalled by the University in each project room.

**Contractor to remove all living room furniture as needed for painting/flooring work and reinstall the same. Contractor to remove and dispose all kitchen cabinets, counters and appliances.**

**24 | Question & Answer**

Please confirm that all the units work can be simultaneously performed in the one hall building.

**Yes, confirmed.**

**25 | Question & Answer**

To complete the work within the specified summer time, please confirm Contractor can work in 1<sup>st</sup> or 2<sup>nd</sup> shift.

**Contractor shall schedule work hours as needed to complete within the required timeframe. University requires advance notice of the work schedule from the Contractor.**

**26 | Question & Answer**

Please confirm that the Contractor can use the freight or passenger elevator for Construction work.

**Each building has two elevator (passenger) elevators, which can be used for hoisting. Contractor to protect building common walls, floors and elevator cabs as needed.**

If you submitted any question or inquiry to [Yuferr@Montclair.edu](mailto:Yuferr@Montclair.edu) by the due date indicated in the RFP Schedule of Events (or as modified through any other Addendum), but no response was provided herein, please contact the Procurement Services representative below, and provide the original outreach effort:

Robert Yufer, Associate Director of Strategic Sourcing

[Yuferr@Montclair.edu](mailto:Yuferr@Montclair.edu)

**Pictures of Existing & Renovated Kitchens**  
(see Question #18 above as reference)

**EXISTING KITCHEN**



**RENOVATED KITCHEN**



## **SECTION 2: MODIFICATIONS TO BID DOCUMENTS**

### **Section 1.1: Schedule of Events, Submission Due Date and Time, has been modified to the following:**

The Submission Due Date is extended to January 20, 2026, at 2:00 p.m.

### **Section 5: Proposal Evaluation (within the RFP Document) has been modified:**

#### **Section 5.2, Contract Award Criteria currently states the following:**

The University intends to award a Contract to the lowest Responsive Bidder, whose Proposal, confirming to the RFP and Project Material, will be most advantageous to the University.

#### **Per this Amendment No. 1, Section 5.2, Contract Award Criteria, has been modified to the following:**

Proposals will be evaluated on Price and other factors. The following evaluation criteria categories, and weighted values (*total of 100 potential points*) will be used to evaluate Proposals received, and meeting the requirements of this RFP:

- 1) Project Experience of Firm (80 points): Bidder's documented experience in construction projects of a similar scope and size in relation to the work required by this RFP as well as relevant project experience.
- 2) Key Personnel (20 points): The qualifications and experience of the Bidder's management, supervisory, and key personnel assigned to the Contract.

Bidders pricing will be ranked from lowest to highest based on their Lump Sum Base Bid Price and Add Alternates No. 1, 2 and 3, as offered on in Section 11, Proposal Pricing & Certification of Proposal, of the RFP Document.

**Section 10: Supporting Bid Documents (within the RFP Document) has been modified to reflect the changes made in Section 5.2, Contract Award Criteria:**

Per this Amendment No. 1, Section 10, Supporting Bid Documents, has been modified to include **item #11, Technical Proposal**, within Section #1 of the table below:

<b><u>SECTION #1: SUBMITTALS THAT MUST BE INCLUDED BY THE BIDDER WITHIN THE PROPOSAL</u></b>		
#	<b><u>Documentation Description</u></b>	<b><u>Checklist</u></b>
1	<b>Certification of Proposal</b> (Refer to Section 11 of this RFP)	
2	<b>Proposal Pricing Form</b> (Refer to Section 11 of this RFP)	
3	<b>Acknowledgment of Addenda</b>	
4	<b>Bid Security</b> (Refer to Section 12 of this RFP) • Bid Bond be set at 10% of Project cost with no excess limit. Bidder may use the form provided or equivalent.	
5	<b>Consent of Surety</b> (Refer to Section 12 of this RFP) • Must be set at 100% of the Project cost. Bidder may use the form provided or equivalent.	
6	<b>New Jersey DPMC Classification &amp; Aggregate Rating Limit</b> (Refer to Section 12 of this RFP)	
7	<b>Subcontractor Disclosure Form</b> (Refer to Section 12 of this RFP)	
8	<b>Ownership Disclosure</b> (Refer to Section 12 of this RFP)	
9	<b>Public Works Contractor Registration</b> • Required by the General Contractor & all applicable Subcontractors. <a href="#"><u>All Public Works Contractor Registrations must be valid at the time of submission.</u></a>	
10	<b>Schedule of Participation: Small Business Enterprises &amp; Disabled Veteran-Owned Businesses</b> (Refer to Section 12 of this RFP)	
11	<b>Technical Proposal:</b> Bidder shall provide relevant Project Experience and Key Personnel qualifications.	
<b><u>SECTION #2: SUBMITTALS THAT MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A CONTRACT</u></b>		
#	<b><u>Documentation Description</u></b>	<b><u>Checklist</u></b>
1	<b>Performance &amp; Payment Bonds</b>	
2	<b>New Jersey Business Registration Certificate (BRC)</b> • Required by General Contractor & all Subcontractors. • Bidder should verify all applicable NJ BRCs here: <a href="#"><u>Online Business Registration Certificate Service</u></a>	
3	<b>Exhibit B: Mandatory Equal Employment Opportunity Language</b> The following form is required to be submitted: • Initial Project Workforce Report (AA-201)	
4	<b><a href="#"><u>Taxpayer Identification Request (W-9)</u></a></b> ( <i>click link to access form</i> )	
5	<b><a href="#"><u>Proof of Ability to Obtain Required Insurance / Certificate of Insurance</u></a></b> (Must conform to the requirements set forth in the University's Standard Contract Terms & Conditions)	