



WILLIAM PATERSON UNIVERSITY

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**ADDENDUM #1**

Date: March 29, 2024  
To: Prospective Bidders  
From: Steve Sondey – Director of Purchasing  
Subject: **Request for Proposal R196-24  
Laundry Machine Lease with Maintenance and Repair Services**

This Addendum forms a part of the RFP/Contract documents and modifies the original RFP documents and prior addenda, if any. **Acknowledge receipt of this Addendum in the space provided below and on the RFP Signature Page. Enclose a copy of this Addendum in the sealed bid submission.**

Company Name: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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**Request for Proposal R196-24  
Laundry Machine Lease with Maintenance and Repair Services**

This Addendum forms a part of the RFP/Contract documents and modifies the original RFP documents and prior addenda, if any.

1. Key Dates

1.1. There are no changes to the key dates:

03/05/24	Notice to Bidders published
03/19/24	Non—Mandatory Site Inspection
03/25/24	Last Day to submit questions
03/29/24	Addendum No. 1 published
04/17/24	Bid submissions due by 2:00 PM

2. Pre-bid Meeting and Site Inspection

2.1. A non-mandatory site inspection was held on March 19, 2024 in the Skyline Hall laundry room. Becky Baird from WP Residence Life and Steve Sondey from WP Purchasing reviewed the request for proposal and conducted the site inspection. In addition to the Skyline Hall laundry room the group visited one of the laundry rooms in Pioner Hall. A copy of the sign-in sheet is attached to this addendum.

3. Reminders

3.1. Submission of Bid Proposal: In order to be considered for award, the bid proposal must be received by the William Paterson University Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. It is the responsibility of the bidder to assure its bid reaches the William Paterson University Purchasing Department on time.

3.2. Bids are to be submitted as an attachment to an e-mail sent to [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu). Submission by paper copy will not be considered by the University for this request for proposal. Be sure to include in the e-mail subject the RFP number and name.

#### 4. Clarification

4.1.4.1 All dryers are to be quoted as gas units.

#### 5. RFP/Specification Change

5.1. The following are changes to Section 4.2 Bid Proposal Delivery and Identification.

##### 5.1.1. Replace Item 4.2 as follows:

From: In order to be considered, a bid proposal must arrive at the William Paterson University Purchasing Department before or at the date and time indicated in the RFP. The exterior of all bid proposal envelopes/packages should be labeled with the bid identification number, the final bid opening date and time and the name of the bidder.

To: In order to be considered, a bid proposal must arrive at the William Paterson University Purchasing Department before or at the date and time indicated in the RFP. The bid is to be e-mailed as an attachment(s) to [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu). The subject of the e-mail must contain the bid number and name.

5.2. The following are changes to Section 4.3 Number of Bid Proposal Copies

##### 5.2.1. Replace 4.3 as follows:

From: The bidder must submit one (1) complete printed original bid proposal, clearly marked as the original bid proposal. The bidder must submit one (1) complete copy of the proposal in electronic form on a USB flash drive to be enclosed in the sealed submission along with the original bid proposal. An editable copy of all spreadsheet price requests is to be included on the USB flash drive. The copy request is necessary in the evaluation of the bid proposal.

To: The bidder must submit one (1) proposal e-mailed as an attachment to [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu).

### 5.3. The following are changes to 4.4 Bid Proposal Content

#### 5.3.1. Replace 4.4 as follows:

From: The bid proposal must be submitted in writing as one complete package with all of the required documentation and completed forms as specified in the RFP.

To: The bid proposal must be submitted ~~in writing~~ as one complete package with all of the required documentation and completed forms as specified in the RFP.

## 6. Questions and Answers

Q1. Per the RFP NO. R196-24; there are multiple sections that mention that proposals be submitted in a sealed envelope with a USB included. There are also sections that say Electronic submittals for this RFP. Can you please clarify which method of delivery is required?

A1. The proposal is to be submitted as an e-mail attachment sent to [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu). See the RFP/Specification Changes section of this addendum for RFP revisions for the applicable sections.

Q2. Do all the machines need to be white or would another color (i.e. platinum/grey be acceptable as long as the machines are uniform?

A2. All of the machines must be white.

Q3. Just want to reconfirm that wifi is available in all laundry rooms for the monitoring system.

A3. All of the laundry rooms are equipped with wifi.

## 7. Attachment

Non-Mandatory Site Inspection Sign-In Sheet

WPUNJ Bid No: R196 24

Bid Name: Laundry Machine Lease

Non-Mandatory Site Inspection: March 19, 2024 10:00 AM Skyline Hall Laundry Room

Bids Due: 2:00 PM April 17, 2024

Name of Company	Address	Phone	E-Mail	Representative (Please print name)	Signature
ALDRICH & GREGORY	SEE CARD	609 668 2669	SEE CARD	LARRY LAMAINA	<i>[Signature]</i>
TEDI MATTS	SEE CARD	SEE CARD	SEE CARD	Ted Mattela	<i>[Signature]</i>
Fowler	SEE CARD	SEE CARD	SEE CARD	Parker Wente	<i>[Signature]</i>

**Caldwell & Gregory**

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