

ADDENDUM #1

FOR

RFP – Full Maintenance for Elevators and Escalators

(5/6/2025)

Clarifications:

The Mandatory Virtual Pre-Proposal meeting for this work will be held virtually on May 13, 2025 at 1:00 PM. Each company/firm must register as an interested respondent for this work on the website by May 13, 2025 at 1:00 PM.

Project due dates are as follows:

Register for the RFP: Tuesday, May 13th, 2020 by 1 PM

Virtual Mandatory Pre-Proposal Meeting: Tuesday, May 13, 2025 at 1 PM

Site Visit: May 15, 2025 at 10 a.m.

Questions Due: Wednesday, May 28, 2025 by 12 PM

Proposals Due: Wednesday, June 18, 2025 by 1 PM

An attendance sheet from the meeting will be posted on the website after the meeting for anyone interested.

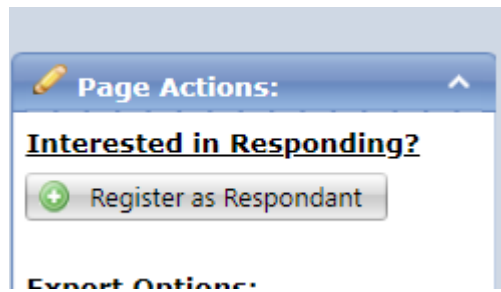
Instructions for Registering under our Cobblestone Vendor Portal for the Project as an Interested Respondent are below.

Please note, this website works best with Google Chrome or Microsoft Edge browsers. Other browsers may have technical difficulties. Please contact Lisa Dobbertin if you have any issues registering (ldobbertin@paconvention.com, 215-418-4769).

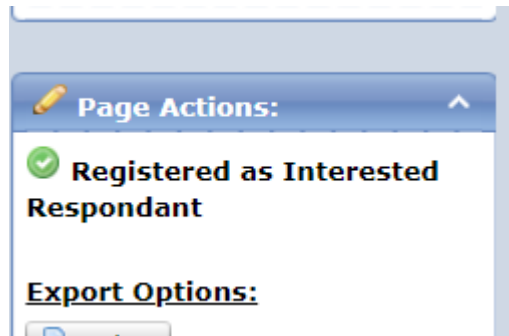
- 1) Your company must first register for our Vendor Portal if you have not done so already. Instructions for this are located under “Vendor Portal User Guide” here:
<https://cobblestone.paconvention.com/vendorsgateway/Help.aspx>
- 2) Once registered on the Vendor Portal, you can then Register as an Interested Respondent for the Project.
 - a. Login with your User Name, Password, and Company ID
 - b. Select “Search All Solicitations” under the Solicitation menu
 - c. Hit “View” under the Solicitation Project you want to Register for

View 22		Restroom Renovations	Bid	3/12/2020 6:30:00 PM
		Project - Phase		
		3		
1				

- d. Under the Page Actions Menu on the left, click the button that says “Register as Respondent”



- e. Once you see this message, you are then registered.



- f. Lastly, please make sure your email is set up so that future Cobblestone messages do not get sent to your Spam folder.