



December 1<sup>st</sup>, 2025

Dear Madam/Sir:

**REF: ITB 4035-2026 Campus Elevator Maintenance Services**

**The ITB includes the following updates highlighted in green from Addendum 1**

Event	Date
1. RFP Issue Date	Monday, November 24 <sup>th</sup> , 2025
2. Advertisement Dates (3 weeks)	Monday, November 24 <sup>th</sup> , 2025 ~ Friday, December 12 <sup>th</sup> , 2025
3. Mandatory Pre-Bid Conference/Site Visit (if applicable)	Monday, December 8 <sup>th</sup> , 2025 @ 10:00 A.M. (CST)
4. Bid Question Requests Due	Wednesday, December 10 <sup>th</sup> , 2025, by 12:00 noon CST
5. If needed, Addendum: Questions and Answers	Monday, December 15 <sup>th</sup> , 2025
6. Proposal Due Date / Opening Date	Thursday, December 18 <sup>th</sup> , 2025 @ 11:00AM CST
7. Anticipated commencement date of work	Upon Agreement and Acceptance of Contract

If you have any questions, please feel free to contact me at [cmcclain@alasu.edu](mailto:cmcclain@alasu.edu) .

Respectfully,

Chris McClain  
Director of Contracts and Acquisition