



KENT STATE
UNIVERSITY
Procurement Department

**ADDENDUM ONE
REQUEST FOR QUOTE NO. 2028**

RFP NO. 2028: LAUNDRY PROGRAM OF WASHERS AND DRYERS FOR
KENT STATE UNIVERSITY RESIDENCE SERVICES

DATE OF ISSUE: Tuesday, March 3, 2026

SEALED PROPOSALS DUE: Thursday, March 19, 2026, 4:30 PM Eastern

Proposals must be received via DocuSign and Certificate of Completion must be timestamped “Signed” no later than the date and time specified above. Proposals timestamped after that date and time will be rejected.

Proposals are to be submitted in accordance with the enclosed Proposal Instructions and Specifications. There will not be a formal proposal opening.

The Procurement Department shall at all times reserve the right to reject any or all proposals, award partial proposals, waive any proposal informalities or irregularities, and request new proposals if doing so is deemed to be in the best interests of Kent State University.

Questions pertaining to any specifications contained herein should be directed to:

Alan D. Parker, Strategic Sourcing Manager
Kent State University, Procurement Department
330 Harbour Hall, 615 Loop Road
Kent, Ohio 44242-0001
Phone: 330-672-9192
Fax: 330-672-7904
aparke60@kent.edu
www.kent.edu/procurement

ADDENDUM ONE

This Addendum One is created for the purpose of including a Pre-Bid Meeting on Monday, March 9, 2026 at 1: PM to the Project Timeline listed below: The Pre-Bid Meeting will be held at the following location:

**Kent State University
Korb Hall 1425 Petrarca Dr,
Kent OH 44242**

No other changes have been made to RFQ 2028.

1.0 PROJECT TIMELINE

All respondents are expected to adhere to the following timeline in completion of the Request for Proposal process:

- **Tuesday, March 3, 2026: RFP issued.**
- **Monday, March 9, 2026: Pre-Bid Meeting at 1:00 PM at the following location:**

**Kent State University
Korb Hall 1425 Petrarca Dr,
Kent OH 44242**
- **Tuesday, March 10, 2026: 1:00 PM: Deadline to submit questions to Alan Parker of Kent State University's Procurement Department via email: aparke60@kent.edu / procurement@kent.edu**
 - **Questions should be submitted in the following format:**
 - **RFP Section Number**
 - **Paragraph number if applicable**
 - **Text of passage being questioned**
 - **Question**
- **Thursday, March 12, 2026: University's response to questions received posted to Procurement website, procurement@kent.edu**
- **Thursday, March 19, 2026, 4:30 PM Eastern: Proposals due via DocuSign submission attribution of proposals received and evaluations to begin the following day.**
- **Evaluation Phase 1: Week of March 23, 2026: Evaluations of proposals received.**
- **Evaluation Phase 2: Week of March 30, 2026: Vendor interviews/demonstrations. (Optional)**
- **Contract Award: Week of April 13, 2026: Anticipated contract award to awardee(s).**
- **Contract Start Date: July 1, 2026**