EST 1808
CITY OF
DELAWARE
OHIO

REQUEST FOR PROPOSAL

RFP No. 26-04

Unity Community Center and Fire Station 302 Window Replacement

Date of Issuance: August 19, 2026

As described herein, the City of Delaware is seeking competitive proposals for window replacements for the Unity Community Center and Fire Station 302.

Response Due Date and Time:

September 10, 2026, 2:00 P.M EDT

1. Overview

The City of Delaware is the county seat of Delaware County. Founded in 1808 and incorporated in 1816, Delaware has grown from its early agricultural settlement into a thriving suburban community. With a population of approximately 46,000 residents, the City of Delaware ("City") continues to expand and invest in its public infrastructure, facilities, and services to meet the needs of residents, businesses, and visitors.

Through this Request for Proposal ("RFP"), the City is seeking competitive proposals from qualified Contractors to replace existing windows at the Unity Community Center and Fire Station 302 with modern, energy efficient windows. These facilities serve important public functions, including supporting community programming, recreation, and emergency response operations. In completing this project, the City seeks to improve building efficiency, enhance occupant comfort, reduce long-term maintenance costs, and ensure the continued safety and functionality of these essential City assets.

For this RFP, "Respondent" and/or "Contractor" is defined as the entity submitting a response to this RFP.

2. Background

The City of Delaware currently owns and maintains a diverse portfolio of public buildings that support essential community services, recreation, and emergency response operations. Among these facilities are the Unity Community Center and Fire Station 302, both of which play important roles in serving residents and supporting daily City functions.

The Unity Community Center serves as a key gathering space for community programming, recreational activities, and public events. Fire Station 302 is an active emergency response facility that supports the City's fire protection and life-safety services. Together, these facilities require reliable building systems to ensure safe, efficient, and continuous operation.

The existing windows at both facilities have reached the end of their functional service life and are no longer providing adequate thermal performance, weather resistance, or operational reliability. In particular, the windows at Fire Station 302 have deteriorated to the point that warping and separation between the glass and frames have created visible gaps, resulting in air infiltration, reduced energy efficiency, and concerns regarding environmental control within the facility.

3. Scope of Services

This project consists of the removal of all existing windows and the installation of new replacement windows, as specified herein, at both the Unity Community Center and Fire Station 302. All replacement windows shall be insulated, double-pane, and NFRC and ENERGY STAR certified. Photographs of the existing windows and building conditions, references to window locations, and existing window measurements are included in Exhibit A for reference. Please note that all window measurements are approximate and intended solely to assist Respondents in preparing proposals.

It is the goal of the City for all work to be completed by October 31, 2026.

3.1 Window Requirements

Respondents shall identify the proposed replacement window manufacturer and product line to be furnished and installed under this RFP. Proposed windows shall be new, double-pane insulated glazing units, suitable for the existing building conditions, and compliant with the requirements of this RFP.

Each proposal shall include:

a. Manufacturer name and product series or model.
b. Frame material, finish, available colors, and operating style, as applicable.
c. Glass type and insulated glazing configuration.
d. Manufacturer's product literature and technical specifications.
e. Manufacturer's warranty, including warranty duration and coverage.
f. Estimated lead time for materials.
g. Documentation demonstrating compliance with the certification and performance requirements identified in Section 4.4, including applicable NFRC, ENERGY STAR®, and FGIA/AAMA requirements.

Proposed replacement windows shall:

1. Be double-pane, insulated glazing units.
2. Be NFRC certified and ENERGY STAR® certified.
3. Meet applicable FGIA/AAMA performance standards for commercial replacement windows.
4. Be compatible with the existing window openings and the cut-and-replace installation method specified in this RFP.
5. Be installed in accordance with the manufacturer's published installation instructions.

The City reserves the right to review and approve proposed window products prior to ordering or fabrication. Any substitution of the proposed manufacturer, product line, or window system shall require prior written approval from the City.

3.2 Contractor Requirements

Unless otherwise specified, the selected Contractor shall furnish all labor, materials, equipment, supervision, disposal, and incidental items necessary to complete the work described in this RFP. The Contractor shall coordinate and sequence the work to minimize disruption to City operations and maintain the security and weather protection of both facilities throughout the project.

The selected Contractor shall be responsible for the following:

A. Pre-Construction Requirements

1. **Code and Regulatory Compliance.** Comply with all applicable building codes, regulations, safety requirements, and manufacturer installation specifications. All work

shall be completed in a professional manner consistent with applicable building codes, industry standards, and the requirements of this RFP.

2. **Field Verification.** Verify all existing window opening dimensions, operating conditions, and installation conditions prior to fabrication or ordering of replacement windows and/or materials. Any discrepancies between dimensions provided by the City and measurements taken by the Contractor shall be reported to the City prior to manufacturing or purchase of materials.

3. **Coordination and Scheduling.** Coordinate the work schedule and sequence of operations with the City prior to commencement of work. The Contractor shall take reasonable measures to minimize disruption to facility operations, City staff, occupants, and the public.

B. Removal and Existing Conditions

4. **Removal and Disposal.** Remove and properly dispose of all existing windows, associated components, and construction debris generated by the work.

5. **Inspection of Existing Openings.** Inspect each existing window opening during removal. Any deteriorated, damaged, or rotted framing, substrate, or other concealed conditions identified during removal shall be repaired or replaced prior to installation of the new window. Respondents shall include pricing or clearly identify proposed procedures for addressing framing or substrate deterioration and rot repair as part of their proposal.

6. **Protection of Openings.** To maintain building security and weather protection, the Contractor shall sequence the work so that no window opening remains unsecured overnight. Each window opening shall have a new window installed before proceeding to the next opening, or any removed window shall be replaced on the same day.

C. Window Installation

7. **Replacement Windows.** Furnish and install insulated, double-pane replacement windows utilizing cut-and-replace installation methods in accordance with the manufacturer's published installation instructions. Full-frame replacement is not anticipated unless otherwise approved by the City.

8. **Appearance and Operation.** Replacement windows shall closely match the existing windows in appearance, dimensions, configuration, and operation to the greatest extent practicable and shall comply with the Window Specifications section of this RFP.

9. **Screens.** Provide screens for all operable replacement windows. Screens shall be compatible with the proposed window system and properly fitted and installed.

10. **Flashing, Sealants, and Weatherproofing.** Furnish and install all required flashing, sealants, insulation, weatherproofing, trim, and finishing materials in accordance with the window manufacturer's published installation requirements. Interior and exterior sealants shall be continuous, weather-tight, and neatly finished.

11. **Glazing.** All glazing shall be free from cracks, scratches, seal failures, or other visible defects. Damaged or defective glazing shall be replaced at no additional cost to the City.

D. Restoration and Finishing

12. **Interior and Exterior Restoration.** Restore any interior and/or exterior finishes disturbed or damaged by the work to their original condition or to a condition acceptable to the City.

13. **Daily Cleanup.** On a daily basis, remove debris, packaging, tools, and construction materials from the site prior to leaving the work area. The Contractor shall maintain the work areas in a clean and orderly condition throughout the project.

E. Safety Requirements

14. **OSHA Compliance.** Comply with all applicable Occupational Safety and Health Administration (OSHA) regulations and requirements.

15. **Personal Protective Equipment.** Provide all necessary personal protective equipment and other site safety measures required to safely perform the work.

16. **Protection of Occupants and the Public.** Maintain a safe work environment for City staff, facility occupants, visitors, and the public throughout the duration of the project. The Contractor shall secure work areas and take appropriate measures to prevent unauthorized access to construction areas.

F. Inspection and Correction

17. **City Inspection.** The City reserves the right to inspect all work at any time during the project. The Contractor shall provide reasonable access to the work for City representatives.

18. **Correction of Defective Work.** The Contractor shall promptly correct, at no additional cost to the City, any work that does not meet the requirements of the contract documents, approved submittals, applicable codes, or the manufacturer's published installation specifications.

19. **Final Inspection.** Upon completion of the work, the Contractor shall conduct a final inspection of all installed windows and associated work and shall correct any deficiencies identified by the Contractor or the City prior to final acceptance.

G. Warranty

20. **Contractor Warranty.** The Contractor shall warrant all labor, installation, workmanship, and materials furnished under this contract for a minimum period of one (1) year from the date of final acceptance by the City, unless a longer warranty period is required elsewhere in this RFP or provided by the manufacturer.

21. During the warranty period, the Contractor shall, at no additional cost to the City, promptly repair or replace defective workmanship, installation, materials, sealants, or other components covered by the Contractor's warranty. The Contractor shall be responsible for all labor, materials, equipment, and incidental costs associated with warranty repairs.

22. **Manufacturer Warranties.** The Contractor shall provide the City with all applicable manufacturer's warranties for the replacement windows and associated components.

Manufacturer warranties shall be in addition to, and shall not limit, the Contractor's warranty obligations under this contract.

23. Warranty documentation shall be provided to the City prior to final payment and shall identify the warranty period, coverage, exclusions, and procedures for requesting warranty service.

3.3 Additional Requirements

1. All work shall be performed during normal business hours unless otherwise approved by the City.
2. For work to be completed at Fire Station 302, the selected contractor shall coordinate with the City to minimize disruption to emergency operations.
3. It is anticipated that interior access will be required for both locations. It is expected that the selected Contractor make arrangements in advance to gain access to the buildings for interior work.
4. The City reserves the right to inspect all work and require correction of any installation that does not meet the requirements of the contract documents or manufacturer specifications.
5. Maintain all required licenses throughout the duration of the project.

3.4 Project Completion and Acceptance

All work shall be considered substantially complete when the following requirements have been observed and confirmed by the City:

1. Verification that all windows are installed in accordance with the manufacturer's published installation instructions.
2. All windows operate smoothly and lock securely where applicable.
3. Glazing is free from cracks, scratches, seal failures, or other visible defects.
4. Interior and exterior sealants are continuous, weather-tight, and neatly finished.
5. Flashing, trim, insulation, and finishing materials are complete and properly installed.
6. Interior and exterior finishes disturbed by the work have been restored to their original condition.
7. All debris, packaging, and construction materials have been removed from the site.
8. Manufacturer warranties, product literature, and warranty registration information have been provided to the City.
9. A final inspection has been completed by the City, and all punch list items have been corrected.

4. Minimum Respondent Qualifications

The City seeks a contractor with substantial experience performing commercial window replacement projects of similar size and complexity.

1. Have a minimum of five (5) years of experience in commercial window replacement or installation projects.

The respondent shall demonstrate that proposed products meet the following requirements:

1. Are certified by the National Fenestration Rating Council (NFRC).
2. Are ENERGY STAR® certified.
3. Meet applicable FGIA/AAMA performance standards for commercial replacement windows.
4. Include manufacturer documentation demonstrating compliance with these requirements.

5. Instructions to Respondents

5.1 Schedule of Key Milestone Events

Listed below are specific dates and times related to this RFP. Actions with specific dates and times shall be adhered to unless changed by the City via an addendum. All addenda in relation to this RFP shall be posted and available through the City's website at Requests for Proposals and Bid Information | Delaware, OH. It is the sole responsibility of Respondents to ensure receipt of all documentation issued by the City.

RFP Issuance	August 19, 2026
Deadline for submitting Questions	August 26, 2026
Final Addendum to be Issued (If Applicable)	September 3, 2026
Proposal Responses Due	September 10, 2026, 2:00 P.M EDT
Contract Start Date (Estimated)	September 28, 2026

5.2 Questions and Clarifications

Respondents shall submit all questions and/or clarifications in relation to this RFP in writing to Kaci Goebbel, Purchasing Analyst, at kgoebbel@cityofdelawareoh.gov no later than August 26, 2026. Questions or clarifications received after this date will not be answered. Please note that verbal inquiries or questions will not be accepted. Responses to all submitted questions will be documented and an addendum will be posted to the City's website at Requests for Proposals and Bid Information | Delaware, OH, as defined in Section 5.1 "Schedule of Key Milestone Events."

5.3 Communication with City Personnel

Respondents shall not meet or initiate communication with City personnel during the RFP process, except as otherwise provided in this RFP or with respect to current or ongoing work. The RFP process is considered to begin on the date the City issues the solicitation and is considered concluded on the date in which an agreement has been fully executed. Any attempts to meet and/or initiate contact with City personnel during the RFP process, other than that expressly authorized by the RFP, may result in the disqualification of said Respondent.

6. Proposal Submission

Proposals in relation to this RFP shall be received by the City, via email, no later than September 10, 2026, 2:00 P.M. EDT. Responses shall be formatted and sent in a single PDF format, unless otherwise instructed, to Kaci Goebbel, Purchasing Analyst, at kgoebbel@cityofdelawareoh.gov. The email subject line shall include the RFP title and Respondent name. Proposals received after this date and time shall be considered late, and as a result, not considered for evaluation and award. The City is not responsible for late deliveries and reserves the right to reject any and all proposals. It is the sole responsibility of the Respondent to ensure timely delivery of the proposal as required.

Proposal responses shall be organized per the specified categories listed below and include all information and documentation as requested. Proposal responses shall be completed in chronological order, utilizing the same categories and subcategories as listed below. It is the sole responsibility of the Respondent to ensure their proposal response includes sufficient and required information to allow for the City to complete an evaluation. Failure to submit all information and documentation as requested may result in the proposal being found non-responsive.

6.1 Respondent Qualifications and Experience

Respondents shall provide a summary of their qualifications and experience demonstrating their ability to successfully complete the work described in this RFP.

1. Respondents shall provide a summary of their qualifications and experience in completing similar work described in this RFP, including Respondents experience performing cut-and-replace window installations.

2. Please provide the name and title of the proposed Project Manager and the name and title of the of the on-site superintendent or lead installer, if different from the Project Manager. For each role, provide a summary of their relevant experience with commercial window replacement projects of similar size and complexity.

3. Respondents shall provide a minimum of three (3) references for commercial cut-and-replace projects completed within the past five (5) years.

For each reference, provide:

   a. Entity name.
   b. Project location.

c. Scope of services performed.
d. Approximate number of windows installed.
e. Completion date.
f. Contract value.
g. Reference contact name, title, telephone number, and email address.

Neither the City of Delaware nor any current City employee may be identified as a reference.

The City reserves the right to request additional information or documentation regarding the Respondent's experience or project performance, including documentation demonstrating satisfactory completion of referenced projects.

4. Respondents shall provide documentation demonstrating that they possess all licenses, registrations, certifications, and manufacturer authorizations required to perform the work described in this RFP, including, as applicable, the following:

    a. **Licenses and Registrations.** Respondents shall hold and maintain all applicable state and local licenses and registrations required to perform the work described in this RFP.
    b. **Documentation of Licenses.** Respondents shall provide copies of all applicable licenses and registrations required to perform the work, including, where applicable, a current Building Contractor license, with their proposal.
    c. **Manufacturer Authorization or Certification.** Where the proposed window manufacturer offers an authorized or certified installer program, the Respondent shall be an authorized or certified installer for the proposed window product. Respondents shall provide documentation from the window manufacturer demonstrating that the Respondent's authorization or certification is current and applicable to the proposed window product.

6.2 Project Approach and Proposed Schedule

1. Respondents shall describe the proposed project approach or strategy to ensure the successful completion of the project goals and scope of services as described herein. In addition, a proposed project schedule that outlines how the project will be completed shall be included.
2. Respondents shall identify if any sub-contractors will be utilized for this project. If yes, the Respondent shall clearly identify the name of the proposed sub-contractor and the specified work which they will be completing. The City reserves the right to accept or reject any proposed sub-contractors.

6.3 Replacement Windows

1. Respondents shall identify the proposed replacement window manufacturer and product line to be installed. At a minimum, the proposal shall include:

    a. Manufacturer name.

b. Product series or model.
c. Frame material and finish.
d. Glass type and insulated glazing configuration.
e. Available colors and operating style, if applicable.
f. Manufacturer product literature and technical specifications.
g. Manufacture Warranty
h. Estimated lead time for
i. Documentation demonstrating compliance with the NFRC, ENERGY STAR®, and FGIA/AAMA requirements identified in Section 4.

6.4 Cost Proposal

For each location, Respondents shall submit a complete not-to-exceed cost proposal to complete the work described in this RFP.

At a minimum, the cost proposal shall include for each location:

1. **Lump Sum Price** for the complete project, including all labor, materials, equipment, supervision disposal, overhead, profit, and all other costs necessary to complete the work. The cost proposal shall clearly identify the manufacturer and product line associated with the proposed pricing.
2. **Pricing for Rot Repair,** Respondent shall identify the proposed method pricing repair or replacement of deteriorated framing or substrate discovered after removal of the existing windows.
3. **Assumptions and Exclusions**, Respondent shall clearly identify any assumptions, exclusions, or exceptions that may affect the proposed pricing.

7. Evaluation Criteria

All responsive proposals received will be reviewed and evaluated by a team of representatives identified by the City. Non-responsive proposals will not be considered. A non-responsive proposal is defined as a proposal that does not meet or is not compliant with the requirements as specified in the RFP. It is the sole responsibility of the Respondent to ensure all information or documentation is provided as requested.

Responsive proposals will be evaluated as follows:

Evaluation Criteria	Evaluation Weight
Respondent Qualifications and Experience	30%
Project Approach and Proposed Schedule	25%
Quality of Proposed Window System	20%
Cost	20%
Warranty	5%

8. Proposal Clarification

The City may contact any Respondent in order to clarify uncertainties or eliminate confusion concerning the contents of a submitted proposal. However, Respondents will not be able to modify their proposal as a result of any such clarification request. Clarifications shall be limited to resolving ambiguities, omissions, or confirming information already contained within the submitted proposal.

9. Reference Verification

The City reserves full discretion to determine the competence and capabilities of any Respondent that submits a proposal in response to this RFP. The City may contact any customer of the Respondent, whether included in the Respondent's submitted reference list, and use such information in the evaluation process.

10. Best and Final Offer

The evaluation process may, at the City's discretion, include a request for selected Respondents to prepare a Best and Final Offer ("BAFO"). Participation in the BAFO shall not be construed as award of a contract nor a guarantee that a contract will be awarded.

11. Contract Award

Following the evaluation, including any interviews, presentations or demonstrations, clarifications, reference inquiries and verifications, and best and final offers, the City may proceed in recommending a contract award be made to the Respondent that has been determined to provide the best overall solution to the need as identified herein, at the best value to the City. The City reserves the right to reject any and all proposals.

If the City and the selected Respondent are unable to reach an agreement in a timely manner, the City reserves the right to terminate negotiations with the Respondent. In such circumstances, the City reserves the right to enter into negotiations with an alternate Respondent.

12. General RFP Terms and Conditions

12.1 The City assumes no responsibility for costs incurred by the Respondent prior to the award of any Contract resulting from this RFP.

12.2 All proposed offers from Respondents are firm and shall remain in effect for 180 days from the proposal due date. Respondents are advised to check their proposal carefully before submitting. Errors cannot be corrected after the proposals are opened.

12.3 Except as otherwise provided in this RFP, once accepted, a submitted proposal may not be rescinded, canceled, or modified by the Respondent unless mutually agreed in writing by the parties. The City represents that it will have adequate funds to meet the obligations that will be incurred by the contract awarded. However, the City shall have at its option the right to terminate any resulting contract should its appropriations, spending authority, or other revenues be reduced or, if applicable, if grant funds used to support this project are reduced or terminated.

12.4 At the sole discretion of the City, the RFP may be cancelled or reissued, in whole or in part, or a contract may not be awarded, if any of the following apply:

(1) The goods or services offered are not in compliance with the requirements, specifications, or terms and conditions set forth in this RFP;

(2) The price(s) offered is considered excessive in comparison with existing market conditions, in comparison with the goods or services to be received, or in relation to available funds;

(3) It is determined that the award of a contract would not be in the best interest of the City.

12.5 Prior to any contract award, Respondent shall be responsible for providing to the City a current Form W-9 to verify Taxpayer Identification Number (TIN).

12.6 Respondents shall be subject to and responsible for all applicable federal, state, and local taxes.

12.7 The City represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Respondent upon written request. For any contract awarded pursuant to this RFP, as applicable, Respondent agrees to withhold all municipal income taxes due or payable under the provisions of the Codified Ordinances of the City of Delaware, Ohio, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

12.8 As applicable, Respondent is advised that all subcontractors shall be bound by all terms and conditions of any awarded contract and shall assume responsibility for all work performed by subcontractors. In addition, subcontractors' costs and expenses will be at the sole expense of Respondent, and Respondent shall be solely responsible for payment to subcontractors and compliance of subcontractors.

12.9 Respondent warrants that it is not subject to an unresolved finding for recovery under Ohio Revised Code Section 9.24. If the foregoing warranty is deemed to be false, the contract is void *ab initio*, and the Respondent must immediately repay to the City any funds paid under the awarded contract.

12.10 Any contract resulting from this RFP is binding on the successful Respondent. Failure of the Respondent to meet or perform any of the contract terms or conditions shall permit the City to rescind or cancel the contract and purchase replacement articles or services of comparable grade in the open market. The Respondent shall reimburse costs and expenses in excess of the contract price necessitated by such replacement purchases to the City.

12.11 Respondent understands all documents contained or incorporated or created pursuant to this RFP are presumed to be public records. If Respondent believes that a document contains trade-secret information, confidential proprietary information, or other data that exempts the document from disclosure and submits the legal basis for that determination, the City will review the matter and may restrict public inspection and copying of the document.

Exhibit A-Window Inventory and Photograph Examples

Inventory

The following inventory identifies the approximate quantity and dimensions of existing windows at each facility.

Fire Station 302

North Elevation

- West Window – 48¾ inches wide × 47½ inches high
- Middle Window – 48½ inches wide × 72 inches high
- East Window – 48½ inches wide × 71¾ inches high

East Elevation

- North Window – 48¼ inches wide × 72 inches high
- North Middle Window – 48 inches wide × 72 inches high
- South Middle Window – 48 inches wide × 72¼ inches high
- Middle South Window – 48⅜ inches wide × 72½ inches high
- South Window – 48 inches wide × 48¼ inches high

South Elevation

- East Window – 40 inches wide × 40½ inches high
- East Middle Window – 40 inches wide × 40½ inches high
- West Middle Window – 40 inches wide × 40½ inches high
- West Window – 40 inches wide × 40½ inches high

Total Fire Station 302 Windows: 12

Unity Community Center

- Seventeen (17) windows measuring approximately 61¾ inches wide × 33⅞ inches high.

Photograph Examples

Photographs are provided for general reference. Respondents shall field verify all existing conditions, dimensions, and installation requirements prior to fabrication. Existing conditions shown are representative and may not identify all deficiencies. The contractor shall inspect each opening during removal and notify the City of concealed deterioration requiring repair. Photographs were taken July 2026.

Fire Station 302-Existing Window Photographs



East Elevation-North Window-48¼ inches wide × 72 inches high



South Elevation-West Window-40 inches wide × 40½ inches high



North Elevation-East Window- East Window – 48½ inches wide × 71¾ inches high



North Elevation-West Window-48¾ inches wide × 47½ inches high

Fire Station 302



Unity Community-Existing Window Photographs





Unity Community Windows-61¾ inches wide × 33⅞ inches high

Unity Community Center

