ADDENDUM 1

REQUEST FOR PROPOSAL

RFP No. 26-04

Unity Community Center and Fire Station 302 Window Replacement

Date of Issuance: August 31, 2026

This Addendum No. 1 revises the schedule of key milestone events for RFP No. 26-04. The dates identified here in supersede the corresponding dates contained in the original RFP.

All other terms, conditions, requirements, and specifications contained in RFP No. 26-04 remain unchanged and in full force and effect. All other terms, conditions, requirements, and specifications contained in RFP No. 26-04 remain unchanged and in full force and effect. Respondents shall acknowledge receipt of Addendum No. 1 in their proposal.

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~~ September 8, 2026
Final Addendum to be Issued (If Applicable)	~~September 3, 2026~~ September 11, 2026
Proposal Responses Due	~~September 10, 2026, 2:00 P.M EDT~~ September 18, 2026
Contract Start Date (Estimated)	~~September 28, 2026~~ October 2, 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.~~ September 8, 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."

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.~~ September 18, 2026 EDT 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.