

December 23, 2019

To: All Prospective Bidders

Re: **Addendum No. 1**  
RFQ 19-24: Water Filtration Coolers

**Please be advised of the following information regarding the above mentioned procurement:**

1. Quote due date and time are extended.

Current due date: 2:00 p.m. on December 24, 2019.

**REVISED due date: 2:00 p.m. on December 30, 2019.**

**Quotes are now due no later than 2:00 p.m. on December 30, 2019.**

This Addendum No. 1 shall become a part of the contract document and scope of work and shall be taken into consideration when preparing your quote; you are hereby notified accordingly.

Sincerely,

*Mary Disbennett*

Purchasing Agent  
Mdisbennett@greaterdaytonrta.org