



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Jarin McGee, Chief Buyer
DATE: **June 8, 2023**
SUBJECT: **Addendum #01 – B23-034 – Janitorial Supplies – (3) Years**

This addendum has been published to address the following:

1. **If we email the submission, do we still have to mail in the signed documents?**
A. **Yes.**
2. Can you provide the award pricing per item and winning vendor from the previous bid and the date of the previous award. Can you also provide the pricing that the awarded vendor put for subsequent years?
A. **Arnold Sales is the vendor for the previous award and was adopted by City Council on July 27, 2020. A bid tabulation with a general overview of results does not exist, so if the vendor requests to view their bid docs, it would have to be submitted through a FOIA request.**
3. Can you provide the brand, size by WidthxHeight, color and thickness for Items 25-30 (Liners). Do you accept an alternate brand meeting the specs that you are requesting?
A. **We do not order our liners separately, we are not splitting our bids. Vendor must supply all items, not just garbage liners.**
4. Can we call FedEx at our expense and pick up a sample of each plastic liner? If yes, can you provide us with the address where FedEx should go, a contact name, phone number & email address, and times that FedEx can come?
A. **Refer to question #3.**
5. Are the liners delivered to one or multiple locations? And if multiple locations, how many locations? 6.- Based on previous ordering history and purchase orders, about how often are the Liners ordered (Monthly, quarterly or other) and what is an approximate case order?
A. **Refer to question #3.**
6. We are unable to commit to 3 year pricing due to current inflationary factors. We would hold to the NPP contract guidelines regarding necessary and allowable price increases. Upon review by our team, we respectfully ask how long you would expect Staples Advantage to hold to the bid pricing as provided. Would you accept necessary price increases as provided for within the NPP contract guidelines?
A. **First year pricing should be solid, while Year 2 and Year 3 are estimates. Any increase would need at least a 30-day notice.**
7. Please provide the previous bid tabulations & itemized award information
A. **Refer to question #2.**
8. How many locations will be utilizing this contract?
A. **Just the Maintenance department.**
9. Does each location have a loading dock and/or forklift?
A. **Yes.**



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10. Approximately how often are orders placed?
A. On an as-needed basis.
11. Are samples required for any items at the time of bid opening?
A. No.

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Chief Buyer, Jarin McGee, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you.