



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers

FROM: Lauren Rowley
Purchasing Manager

DATE: **November 29, 2023**

SUBJECT: **Addendum #01 – Proposal #24000527–CITY HALL SECURITY OFFICER SERVICES**

This addendum has been issued because of the following Q&A:

Q1: Who is the current Security Officer Services company and what was the last year current year's budget for services?

A1: We currently do not have security officers aside from City of Flint Police presence. There was no budget for this last year as no services were provided.

Q2: The RFP states a minimum of (2) guards at each entrance. What is the deployment of armed/unarmed guards at each entrance? How many entrances are there and what is the total number of guarding hours expected?

A2: There are (2) entrances. Unarmed officers are preferred. We anticipate the need for normal working hours, 40 hours per week.

Q3: Is Byrna, non-lethals, an options or is this strictly firearms?

A3: No lethal is our preferred option.

Q4: Will the City allow for an in-person walkthrough and meeting at City Hall prior to the bid due date of December 4th?

A4: A walkthrough can be performed at the request of the vendor. No pre-bid meeting is scheduled for this RFP. IF a walkthrough shall be scheduled, please contact City of Flint Chief of Police, T. Greene at tgreen@cityofflint.com or call (810) 237-6800

Q5: Will an officer's scheduled 8am-5pm shift result in a 1-hour uninterrupted lunch break resulting in a 40-hour work week?

A5: Yes.

Q6: How many armed and unarmed officers are on duty Monday through Friday 8am to 5pm?

A6: We only require (2) unarmed officers Mon-Fri 8am-5pm while City Hall is open to the public. There may be rare occasion when an officer is needed for a special event after normal operating hours. It is up to your firm to determine your employees full-time or part time status.

Q7: Is there a database a contractor will be responsible for maintaining?

A7: No. Reporting to the City will be up to the contractor to determine what best works for their firm.

Q8: What criteria is the most important for the vendor to meet?

A8: Security presence at City Hall.

Q9: Can the City elaborate on the requirement of parking lot patrols?

A9: There will be no need for parking lot controls at this time.

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



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The Purchasing Manager, Lauren Rowley, 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,

Lauren Rowley
Purchasing Manager