



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Lauren Rowley, Purchasing Manager
DATE: **February 20, 2025**
SUBJECT: **Addendum #01 –P25000514** RISK & RESILIENCY ASSESSMENT & EMERGENCY PLAN FOR DRINKING WATER

This addendum has been issued to address the following Q&A:

1. Pg. 23, Emergency Response Plan (ERP) *“Utilities must develop or update an ERP and certify completion to EPA no later than six months after RRA certification.”* **Question: Are you looking for the vendor to develop a new ERP or update existing?** The CoF can help but updating the ERP is what we need.
2. **Question: How was the 2020 Risk and Resilience Assessment Performed?** The 2018 Arcadis Study combined with 2016 Rowe Water Dist Reliability Study was approved by EGLE to meet the EPA requirements to approve this for 5 more years.
3. **Question: Has the Utilities Department ERP been maintained yearly?** As far as updating vehicles, CoF personnel, emergency call out numbers yes. The actual emergency policies and procedures have been the same since 2013.
4. Pg. 6, City Income Tax Withholding. **Question: Please clarify, how do the City income tax withholding requirements apply to our employees under this contract? Specifically, we would like to confirm how tax withholding should be handled for:**
 - A. Employees working with the City of Flint for occasional or periodic work – **Question: Should the withholding be based on the portion of their compensation corresponding to time physically worked within the city limits?** Yes
 - B. Employees who perform work remotely from outside the City of Flint – **Question: Does any portion of their compensation fall under this withholding requirement?** No.
 - C. **Question: Please clarify how taxes will physically be held in trust? Held in trust by whom, and for how long? Understanding these distinctions will help us ensure compliance with City ordinances and State law.** When a company submits WH each month, the money is applied toward their FEIN.
5. **Question: Has the city prepared a budget for this project, and if so, what is the budget?** There is no specified budget for these services and will be dependent on the cost of the bid(s) received.



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

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