



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Lauren Rowley, Purchasing Manager
DATE: **April 02, 2026**
SUBJECT: **Addendum #01 – P26000541: PRINTING AND MAILING OF CONSUMER CONFIDENCE REPORT (CCR)**

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

Q1.) Did TGI's \$30k contract cover both the June and December mailings last year, or just one cycle?

A1.) There was only one cycle for June, as State of Michigan didn't mandate two cycles. We are uncertain if year 2026 needs two (2) but are requesting it to be safe. There will be two cycles in 2027.

Q2.) Approximately how many reports did Printcomm ultimately produce for the ~\$19k?

A2.) The requested amount provided was 34,000.

Q3.) Are the CCRs printed in color or black and white?

A3.) The CCR's are printed in both color and black and white.

Q4.) Are you open to using non-coated paper? It's actually better that way for inkjetting addresses – no smearing.

A4.) The city would like to stick with coated paper.

Q5.) We understand the new spec (particularly Option 2) may differ meaningfully from last year's job, and we want to make sure we're pricing the right scope.

A5.) An actual design as not taken place of Option 2. The plan is to implement it in 2027 since there will be a mandate for two cycles the city would like to change in the look/format

Q6.) Will both options be produced every year or is it one or the other?

A6.) Option 1 will be produced for year 2026. Option 2 will be years 2027-2030 . Year 2026 includes a quote for printing twice as we aren't certain if the mandate to print twice is this year or year 2027.

Q7.) For Option #1: Is the piece printed in full color or black & white?

A7.) The piece is printed in full color.

Q8.) For Option #1 & #2: It states the mailer will be mailed 2x per year (June & December). What is the quantity of pieces per mailing?

A8.) The mailer is to have a quantity of 34,000 mailed and 1000 delivered to the water plant for a total of 35,000. This entails 35,000 prints for each month June/December.

Q9.) Would you like us to quote postage?

A9.) Yes postage should be quoted as part of the proposal to attain a total for printing and mailing.

Q10.) If we will be quoting the USPS rates for postage, how do you want us to specify that the rate may increase due to USPS rate increase in the future?

A10.) State postage total is quoted an may increase in the future and include an estimated postage amount.



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Q11.) Do you have any sample pieces from past years that we can see?

A11.) This is the link for last year's CCR in the Option 1 version: <https://www.cityofflint.com/wp-content/uploads/2025/06/2024-Water-Quality-Report.pdf>. Option 2 hasn't been drafted at time but will be before printing for year 2027.

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