



# City of Flint

## Department of Purchases & Supplies

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Sheldon A. Neeley

TO: All Proposers  
FROM: Lauren Rowley, Purchasing Manager  
DATE: **April 13, 2026**  
SUBJECT: **Addendum #01 – B26000008: JANITORIAL SUPPLIES**

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

**Q1.) Does the City require vendors to maintain any pre-stock of supplies, or is delivery directly from the vendor's location acceptable as orders are placed?**

**A1.)** Pre-stock is not required, but timely delivery of needed supplies is needed.

**Q2.) Are there specific reporting or documentation requirements associated with deliveries, such as delivery confirmations, packing lists, or inventory reports?**

**A2.)** Generally, a packing slip will suffice upon delivery. Invoices must be detailed for accounts payable purchases.

**Q3.) Could you clarify expected delivery schedules, including routine and urgent orders, and any required delivery windows?**

**A3.)** Deliveries should be made Monday-Friday during normal business hours. Any abnormal lead times should be subject to notification of the city.

**Q4.) If pre-stocking on-site is required, will the City provide a designated storage area, and what are its size and access specifications?**

**A5.)** Pre-stocking is generally not required, but in the event it is, The Facilities Team will coordinate storage with you if this occurs. We do not have a stockroom, nor do we keep track of inventory. Orders are on an as-needed basis.

**Q5.) Could you provide details on the City's payment terms? Specifically, will payment be issued after delivery and invoice submission, or is there an option for partial or full upfront payment for large supply orders?**

**A5.)** Payment is NET30 with the City. We provide payment via ACH generally. Payment is made after delivery and invoice approval. There should never be an order large enough to require partial up-front payment.

**Q6.) Are the proposed contract prices fixed for the term of the contract, or is there a mechanism for adjustments in the event of significant changes in supply or freight costs?**

**A6.)** Prices you provide shall be firm for the contract, unless you specify any itemized contingency in pricing.

**Q7.) Are substitutions/alternative items allowable?**

**Q8.)** The city is not interested in any substitute items, nor are we looking to split the bid. We are looking for (1) vendor to provide ALL needed items specified in the bid documents.



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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