



# City of Flint

## Department of Purchases & Supplies

---

**Sheldon A. Neeley**

**TO:** All Proposers  
**FROM:** Jennifer Ryan  
Deputy Finance Director  
**DATE:** **June 28, 2021**  
**SUBJECT:** **Addendum #02** – Proposal# 22000710 - Compost Collection Services for City of Flint – (3) Years

This addendum has been issued because of the following:

1. **Attached is the Evaluation & Selection Procedure.**
2. **Attached is the Evaluation Criteria.**
3. **Listed below is the Google Meet information for the bid opening date – Monday, July 12, 2021 at 11:00 a.m.**

**There are two ways to attend the bid opening:**

- 1) **Bid Opening via Google Meet Bidders.** The public is invited to view the opening by joining the Google Meet link below:

**Join with Google Meet**

**[meet.google.com/sqy-pyqu-qph](https://meet.google.com/sqy-pyqu-qph)**

**Meeting ID**

**[meet.google.com/sqy-pyqu-qph](https://meet.google.com/sqy-pyqu-qph)**

**Phone Numbers**

**(US)+1 [617-675-4444](tel:617-675-4444)**

**PIN: 921 324 442 4211#**

**If you have any problems signing in, please call Au Lisa McGovern at (810) 766-7340 or email at [amcgovern@cityofflint.com](mailto:amcgovern@cityofflint.com)**

- 2) **In person.** The public is invited to view the bid opening in person by attending at **1101 S. Saginaw Street, McKenzie Conference Room, 2<sup>nd</sup> Floor, Flint, MI 48502.** **Unvaccinated individuals are required to wear a face covering (unless unable to medically tolerate) and maintain social distancing. All individuals are required to complete a symptoms check.**

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

The Deputy Finance Director, Jennifer Ryan, is an officer for the City of Flint with respect to this RFP.



# City of Flint

## Department of Purchases & Supplies

---

**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,

Jennifer Ryan  
Deputy Finance Director

## **EVALUATION & SELECTION PROCEDURE**

The Evaluation Committee will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, proposers should exercise particular care in reviewing the Proposal Format required in this RFP.

The Evaluation Committee will then review and score each proposal individually based on the evaluation criteria referenced in this RFP. Scores and rankings for each proposal will be compiled to determine the committee recommendations. Based upon the scoring and ranking, the Committee may recommend a short list of proposals that are reasonably likely of being selected for award.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the City of Flint may request presentations by proposers, to carry out contract negotiations for the purpose of obtaining best and final offers, and/or conduct detailed reference checks on the short-listed proposers. Further, the City of Flint reserves the right to contact any and all references to obtain, without limitation, information regarding the proposer's performance on previous projects.

Once the ranking process is complete, the Evaluation Committee will recommend a contract award to the Purchasing Division regarding the apparent successful proposer(s). Upon acceptance, a recommendation will be made to the City Council Members for approval. The final recommendation made to the City Council will be based on review of the final scores.

Subsequent to final selection and award by the City Council Members, a contract will be negotiated with the successful proposers. Upon the successful completion of negotiations, contracts will be presented to the City Council Members for approval.

### EVALUATION CRITERIA

The City of Flint will evaluate the qualifications received and identify the submittal that is the most responsive, capable and offers the best service to the City. The City will consider qualifications, cost of services, compliance history, project references and experience with comparable projects. Specifically, each proposal will be reviewed based on the following criteria:

Evaluation Form

Company's Name \_\_\_\_\_

- |  |        |        |
|--|--------|--------|
| 1) Overall qualifications of the company   | 20 PTS |        |
| Did the vendor demonstrate their experience to service Flint in their proposal and meet the requirements as requested in The proposal. |        | Points |
| Rater's Comments:  |        |        |
| 2) Cost to provide services  | 25 PTS |        |
| How did the vendor's cost rank with other proposals received?  |        | Points |
| Rater's Comments:  |        |        |
| 3) Capacity to perform services as requested   | 30 PTS |        |
| Did the vendor demonstrate that they have the resources to carry out the services presented in the proposal?                           |        | Points |
| Rater's Comments:  |        |        |
| 4) Overall content of proposal   | 25 PTS |        |
| Did the proposal provide the information requested and fulfills the needs of the City?   |        | Points |

Total

Additional Notes:

Please Note that there will be approximately three to five people to evaluate this project.