



# CITY OF FLINT

## Department of Purchases & Supplies

Dr. Karen Weaver  
Mayor

Derrick F. Jones  
Purchasing Manager

**TO:** All Bidders

**FROM:** Derrick F. Jones,   
Purchasing Manager

**DATE:** June 19, 2017

**SUBJECT:** Program Management Services, Proposal # 18-542

The City of Flint, (the City), Purchases & Supplies Department has issued addendum #3 to the above referenced proposal. Please include this and any additional attached documents as part of the specification.

On Friday, June 16, 2017, the City issued Addendum #2 that articulated that another pre-bid meeting is being held and that the timeline will be updated. The purpose of this addendum is to reveal that information. Please note the following:

- Pre-bid meeting will be held on **Thursday, June 22, 2017 @ 2:00 PM (EST)** in the McKenzie Conference Room. This room is located on the second floor of City Hall, 1101 N. Saginaw St., Flint, MI 48502
- Page 10 of the specification has been revised to reflect the revision of the timeline. Changes are in "bold" print (please note that the dates are subject to change)

Currently, the due date for this proposal will be **Monday, July 17, 2017 by 3:00 PM (EST)**. Please note that proposals may not be faxed into the Purchasing Department for acceptance.

If you have any questions, please feel free to contact me at the number listed below.

**Pge REVISED on 6/19/2017**

**Proposal Submission and Timeline**

Release date: Tuesday, May 30, 2017 by 5:00 PM (EST)  
Proposal Due Date: **Monday, July 17, 2017 by 3:00 PM (EST)**  
Submit to City: 1 printed, signed, original proposal and signed addenda,  
6 unbound copies of proposal.

Send to:  
City of Flint  
Department of Purchases & Supplies  
1101 S. Saginaw St., Rm. 203  
Flint, Michigan 48502

**Important Notice:**

Effective immediately upon release of this request for proposal (RFP), and until notice of contract award, all official communications from proposers regarding the requirements of this RFP shall be directed to:

Derrick F. Jones 810 766-7340 djones@cityofflint.com

The City, or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFP. An addenda to this RFP may be developed and shared with all Vendors. Any other information of any kind from any other source shall not be considered official, and proposers relying on other information do so at their own risk.

Listed below are estimated dates and times of actions related to this request for proposal (RFP) that the City has developed. This timeline is only serving as a guide and once the City has selected a Contractor it may be revised.

REVISED 6/19/2017\*

| <b>Milestone</b>  | <b>Timeframe</b>   |
|---|--|
| RFP issuance and release  | Tuesday, May 30, 2017 before 5:00 PM (EST)   |
| RFP posted to City's website  | Tuesday, May 30, 2017 before 5:00 PM (EST)   |
| Pre-bid meeting   | Wednesday, June 7, 2017 @ 2:00 PM (EST)  |
| <b>Second Pre-bid meeting</b>   | <b>Thursday, June 22, 2017 @ 2:00 PM (EST)</b>   |
| Submission of questions concerning RFP from potential vendors after pre-bid meeting                                 | Friday, June 16, 2017 before 5:00 PM (EST)<br><b>Extended to June 30, 2017 before 5:00 PM (EST)</b>                      |
| City to issue an addendum to respond to any questions received and/or any outstanding issues.                       | No later than Wednesday, June 21, 2017 before 5:00 PM (EST)<br><b>Extended to Wednesday, July 5, 2017 before 5:00 PM</b> |
| Proposal Due Date   | <b>Revised: Monday, July 17, 2017 before 3:00 PM (EST)</b>   |
| Review of proposals   | <b>July 18, 2017 – July 24, 2017</b>   |
| Conduct interviews with top vendors (if required)   | <b>July 25, 2017 – July 28, 2017</b>   |
| Submit selected vendor to City Council for review and approval  | No later than <b>August 3, 2017</b> for Council consideration on <b>Wednesday, August 9, 2017</b>                        |
| If approved by City Council, selected vendor recommendation will be presented to RTAB for review and final approval | No later than Wednesday, September 13, 2017  |
| If approved, contract will be assembled for execution by all parties  | Week of September 25, 2017   |
| Selected vendor will start  | October 2, 2017 or upon mutual agreement   |

**\*Dates are subjected to change**