



## **Request for Proposals**

### **Employee Service Awards**

**Proposals Will Be Received Until  
12:00 Noon, Wednesday, October 10, 2018**

**City/County Purchasing Department  
City Hall Suite 324  
101 North Main Street  
Winston-Salem, NC 27102**

### **ADVERTISEMENT FOR BIDS**

#### **Employee Service Awards**

Sealed proposals endorsed **Employee Service Awards** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Wednesday, October 10, 2018**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates  
Purchasing Director

**This document IS NOT the complete proposal.** To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

## **INSTRUCTIONS TO PROPOSERS**

### **INTRODUCTION:**

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

### **RFP Response Submission**

**All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and three (3) printed copies marked Forsyth County Employee Service Awards.** Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Wednesday, October 10, 2018. Late proposals will not be considered.** Submittals **will not be accepted by fax or electronic mail.**

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Quotations. Any such outside contact may result in disqualification from the request for proposal process.

### **Proposer Questions and Inquiries**

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Tuesday, October 2, 2018**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (**Email is preferred**), Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to known potential bidders.

► All proposals should include a signed acknowledgement of any addendums issued.

The County reserves the right to hold proposals open for a period of ninety days (90) days after due date before making awards.

# INTRODUCTION AND OVERVIEW

## OBJECTIVE OF THIS REQUEST FOR PROPOSAL (RFP)

Is for the County of Forsyth (herein referred to as County) to continue to demonstrate appreciation to the full-time employees who have completed landmark years of service by presenting them with a service award. Active full-time employees as of December 31st of each year who complete 10 years of service during that year and every 10 years thereafter, will be eligible to select and receive a service award. Employees who retire during the year and complete the landmark years of service will also be eligible to receive a service award of their choice.

An award resulting from this bid will be for a period of two consecutive years contingent upon funding by the Board of Commissioners. In the scope of work, we have provided suggested award levels. Your proposal should take these into consideration but total yearly contract cannot exceed \$20,000. The unit prices for award items may be adjusted for the subsequent years of the contract period using the annual inflation rate as measured by the Consumer Price Index. In the event the estimated cost exceeds funds available, the County reserves the right to enter into negotiations with the lowest responsible bidder making reasonable modifications to bring the contract amount within the funds available, in accordance with N.C.G.S. 143-129.

## SCOPE OF WORK

Forsyth County is seeking price quotations for its Employee Service Awards Program for a two-year contract period beginning with the awards to be presented in April 2019. Forsyth County's service categories for recognition are 10, 20, 30, and 40 years of service. The projected number of recipients in each category for the two-year contract period, excluding turnover, is as follows:

	2015 (Presented in 2016)	2016 (Presented in 2017)	2017 (Presented in 2018)
10 year	82	70	75
20 year	32	36	29
30 year	7	4	7
40 year	3	0	1
TOTAL	124	125	112

Suggested Award levels for the average cost per service category

10 YEAR	\$102.35
20 YEAR	\$170.78
30 YEAR	\$306.75
40 YEAR	\$465.18

## 1. EVALUATION CRITERIA

1. Following the deadline for submittal of proposals, the County of Forsyth will analyze and rank all Vendors based on their response to the information requested.
2. The County reserves the right to finalize a Contract based on all factors involved in the written qualifications submittal without further discussion or interviews.
3. The County may request oral presentations or discussions with any or all Vendors for the purpose of clarification or to amplify the material presented in any part of the proposal. *However, Vendors are cautioned that this provision is not mandatory; therefore, all proposals, both cost and technical, should be complete and concise and reflect the most favorable terms available from the Vendors.*
4. The County will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on at least the following criteria; however, not necessarily in the order provided or with equal weight given to each criterion.

- i. Compliance with the RFP requirements;
- ii. Cost of the specified items or services; and
- iii. Other criteria as set forth below:
  - a. The ability of the Vendor to provide the highest quality award gifts while staying within the County's budget.
  - b. The ability to offer a large selection of award gifts to appeal to both men and women
  - c. The capacity of the Vendor to perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - d. The Vendor's ability to meet our needs in regard to delivery.
  - e. The character, integrity, reputation, experience and efficiency of the Vendor including but not limited to their past performance record with the County or with those given as references.

## **2. CONTENT & FORMAT**

The proposal (inclusive of all supporting documentation) must be submitted via email. The proposal should show the name and address of the Vendor submitting the proposal on the front cover. Proposals should include the following in the order listed. Each section should be labeled.

### **1. Vendor Information:**

- a. Name, address, phone number, email and website of the Vendor;
- b. Name of the contact person for the Vendor;
- c. A brief company profile describing the chain of command for each person assigned to the project. Document the availability of all persons assigned to the project and whether the Vendor has sufficient resources to complete the project within the County's time constraints.

### **2. References:**

- a. A list of four (4) references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.

### **3. Acknowledgments:**

- a. Acknowledgment of any response to questions or addenda sent by the County.

### **4. Proposal Information:**

- a. Address each and every requirement listed in the Specifications by providing:
- b. Proposal Form(s) if provided by the County including a breakdown of all cost and a total overall cost for year 2013 and proposed cost for 2014

## **3. SPECIFICATIONS**

### **I. Award Items**

Vendor should suggest a variety of award items, including jewelry (14k gold, pearl, onyx, etc.), accessories, wristwatches with engraving, and high-quality gift items for the home (framed prints, brass, pewter, crystal, etc.). There should be a recognizable increase in the value of the items as the years of service increase. Vendor will have flexibility in suggesting the number of items to be offered for each service category. In evaluating these items, consideration will be given to the quality, variety, workmanship and appearance of selection choices for each service category. Prior to final award of the contract, Forsyth County may request to see actual samples of the items for inspection and approval. All items must have a guarantee of at least 90 days or the manufacturers guarantee, whichever is longer. Proposed cost for each award level (10, 20, 30 and 40) by year needs to be provided in Vendor's proposal.

If requested, bidder must provide samples of items proposed within fourteen (14) calendar days of the date the request is made. Actual payment will be made based on the exact quantity of items ordered multiplied by the unit price.

### **II. Congratulatory Letters/Colored Brochures/Order Forms**

Vendor must prepare a congratulatory letter on County letterhead, a personalized award order form along with color brochures depicting all award items in a recognition envelope with name, years of service and department. Vendor must include a representative sample of a letter, brochure and order form from their company. Proposed cost for letters, brochures and order forms should be indicated.

### **III. Packaging**

Award items should be packaged individually with label (name, department and years of service) on presentation box and packaged in a manner which protects the items during shipping and handling. Proposed cost for packaging should be indicated as a separate line item on the vendor's bid.

If requested, bidder must provide samples of items proposed and packaging, within fourteen (14) calendar days of the date the request is made.

### **IV. Shipping and Handling/Delivery**

Proposed cost for shipping and handling should be indicated as a separate line item on the vendor's proposal. Award items should be delivered by 10:00 AM on the designated day by a representative of the vendor at a site determined by Forsyth County. A minimum of one representative from the vendor will need to assist in unloading, unpacking and confirming delivery of every award item. Award items will need to be boxed and grouped by department and alphabetically by name.

### **V. Reporting**

Vendor will provide reports regarding the Service Award Program as requested by Forsyth County. In your bid proposal, please include a list of typical reports you can provide the County. It is expected that you can provide a list of employees who have not selected an award at least once during the selection process. Other reports may be requested by the County both before and during the selection process. Proposed cost for reporting should be indicated as a separate line item

### **VI. Other Services Available**

The vendor must provide a mechanism for employees to order online and / or via fax/mail.

**This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.**

## **GENERAL TERMS AND CONDITIONS**

### **1. AWARD**

- i. Award shall be made to the responsible Vendor whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this RFP.

### **2. (This section left blank intentionally.)**

#### **i. CONTRACT DOCUMENT**

- ii. The successful Vendor shall be required to execute a formal contract within ten (10) business days after issuance of a Notice of Award. Said Contract shall be virtually identical in substance and form to the Sample Contract which is attached. The only anticipated changes in the Sample Contract may be to include additional exhibits, to fill in the blanks to identify the successful Vendor, and terms relating to compensation, or to revise the contract to accommodate corrections, changes in the scope of work, or changes pursuant to addenda issued prior to the qualification opening

### **3. VENDORS' REPRESENTATIONS**

- i. Each Vendor by submitting a proposal represents that:
- ii. The Vendor has read and understands this RFP including all specifications and attachments

- iii. The Vendor has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
- iv. The proposal is based on the terms, materials, systems and equipment required by this RFP, without exception.
- v. The Vendor is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful Vendor's best skill and attention.

**4. VENDORS' RESPONSIBILITY**

- i. Each Vendor shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. The failure or omission of the Vendor to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Vendor or to any contract resulting from this RFP.

**5. CONDITIONS AFFECTING THE WORK**

- i. The successful Vendor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the successful Vendor to do so will not relieve the Vendor from the responsibility for successfully performing the work without additional expense to the County. The County assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents or consultants prior to the submission of a proposal or the execution of any contract related thereto, unless such understandings or representations by the County are expressly stated in the Contract Documents.

**6. DISCLAIMER OF LIABILITY**

- i. The Vendor hereby releases and forever discharges the County, its agents, officers, officials, and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury and/or property damage arising out of the performance of the Service, except those claims that result from the sole negligence of the County or a County employee acting within the scope of the employment. The Vendor shall indemnify, defend and hold harmless the County, its agents officers, officials, and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional, negligent or reckless acts or omissions of the Vendor, and its agents or employees, in the performance of these services.

**7. INSURANCE REQUIREMENTS**

- i. The successful Vendor, at its own expense, shall at all times during the term of the Contract, maintain insurance as required herein (see General Insurance Forms) and previously incorporated by reference. The County shall not execute the Contract until the successful Vendor has submitted acceptable Insurance Certificate(s), which must be submitted within ten (10) business days of receipt of the Notice of Award, and which reflect that the required coverage is in place and that all premiums have been paid. The County may contact the successful Vendor's insurer(s) or insurer(s)' agent(s) directly at any time regarding the successful Vendor's coverage, coverage amounts, or other such relevant and reasonable issues related to this Contract. The County must be advised immediately of any changes in required coverage.

**This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.**