

**SPECIFICATIONS
ROCKWOOD SCHOOL DISTRICT (RSD) BIDS**

The Rockwood School District (the District) is requesting bids for the 2019-2020 annual service recognition program. Rockwood will consider multi-year proposals with guaranteed pricing for a term of three years or more should it be in the best interest of the District. A professional services agreement will be required for any multi-year awards.

TYPE OF EMPLOYEE SERVICE AWARD PROGRAM REQUESTED:

The Rockwood School District is requesting a program in which the employee chooses his/her own gift from a selection of gifts within the same price range for a specified service award level. These award levels should begin at the 15-year level and continue at every 5-year interval through and including 40 years of service. The award selection program is emailed directly to the employee’s work email by the service award vendor. We are requesting the Retiree gifts to be a common gift (a clock in recent years). The RSD service award program budget range is \$10,000 - \$13,000.

Please use the following information to estimate the 2019-2020 levels and number of awards to calculate your catalog program cost:

2019-20 Rockwood School District Service Award Estimates

SERVICE YEAR LEVELS	ESTIMATED NUMBER OF AWARDS
15 YEARS	95
20 YEARS	100
25 YEARS	25
30 YEARS	26
35 YEARS	2
40 YEARS	2
RETIREEES	100
	TOTAL = 350

INFORMATION REQUESTED WITH BID:

Please submit with your bid:

- Catalog for all award levels including price ranges
- Suggestions with samples of common gift for Retiree award level
- Detailed explanation and timeline required for ordering process
- Note any Handling/Shipping/Delivery costs on bid sheets
- Warranty/Guarantee/Replacement policy for awards
- Customizing/engraving options and associated costs
- Training and support availability
- Three references

- Monthly invoicing procedure

SERVICE AWARD PACKAGING AND SHIPPING INFORMATION:

Each award piece will be individually packaged for the item ordered. Each 15-year through 40-year award piece will be individually labeled with recipient's name and address and shipped directly to the address provided by the employee. No 15-year through 40-year award piece will be delivered to any Rockwood School District location. All Retiree gifts will be labeled with recipient's name and packaged by location for delivery to Rockwood Communications Department, 500 N. Central Ave., Eureka, MO 63025.

Total Handling/Shipping/Delivery Cost will include all packaging, shipping and delivery costs which have not already been included as part the of unit cost per piece.

GENERAL QUALIFICATIONS

ORDERING PROCESS and PROGRAM ADMINISTRATION:

Vendor to provide service award recipients with a letter of introduction with gift selection communication. Vendor to provide multiple service award ordering options including telephone, fax, and online availability. Vendor to provide online program administration ability to Rockwood School District service award program administrator.

DELIVERY:

Vendor agrees to ship products ordered per the delivery dates established on the signed bid agreement. Failure to meet these contractual dates shall result in a penalty of 1% per calendar day, to be deducted from the final invoice.

ARTWORK:

Rockwood Communications to supply logo as .eps file.

INSPECTION:

All products furnished and delivered under the contract shall be subject to inspection by Rockwood School District. If any items or articles are found not to meet the requirements of the specification, the lot, or any faulty portion thereof, they may be rejected. Before offering a lot for inspection, the manufacturer shall eliminate any items, which in his opinion are defective or do not meet the requirements of the specifications. The fact that the materials have been successfully inspected, tested and accepted by Rockwood School District shall not relieve the contractor of responsibility in case of later discovery of flaws or defects.

RETURN/CORRECTION POLICY:

A two-week return on all corrections and repairs will be guaranteed. Freight costs both ways will be covered by vendor.

GUARANTEE:

THE SELLER MUST UNCONDITIONALLY GUARANTEE EACH AWARD PIECE AS FOLLOWS:

Should an award piece become damaged, except by deliberate means, the same will be refurbished, or replaced free of charge.

EVALUATION OF BIDS:

Awarding of bid will be based upon competitive quote, exact compliance with all specifications, quality of merchandise and facilitation of program execution. Rockwood reserves the right to provide partial awards if it is deemed in the best interest of the District.

ROCKWOOD SCHOOL DISTRICT PAYMENT TERMS:

Payments to vendors will be submitted and processed under Rockwood School District's normal payment procedures that generally provide for the issuance of payments within 45 days subsequent to the delivery of product and/or services. To ensure prompt payment, Rockwood School District should receive vendor invoices by the last day of the month, to be included on the following month's bill list.

Deadline for submitting bid is Wednesday, June 19, 2019, at 3:00 PM

Please send your bid to the attention of
SERVICE AWARD BID, Rockwood Communications,
500 N. Central Ave., Eureka, MO 63025, fax it to 636-733-8826,
or email bid to woodterri@rsdmo.org.

**ROCKWOOD SCHOOL DISTRICT (RSD)
2019-20 SERVICE AWARD PRICE VERIFICATION**

June 2019

Service Award Level	Estimated Number of Eligible Employees for 2019-2020 Service Awards	Suggested Unit Cost Per Catalog Level	Extended Price per Number of Employees
15 - Years	95		
20 - Years	100		
25 - Years	25		
30 - Years	26		
35 - Years	2		
40 - Years	2		
RETIREEES	100		
		Subtotal	
		Handling/Shipping/Delivery	
		Sales tax	.00
		Total	

We, the undersigned, propose to supply the service awards listed above, according to the details of the June 2019 specifications of the Rockwood School District for the prices stated on this page in each category, ALL COSTS INCLUDED. Each unit cost amount includes award piece, appropriate gift box, packaging and labeling.

Electronic Award Recipient List due to Vendor on February 3, 2020.

Gift selections emailed by Vendor to Award Recipients by February 18, 2020.

Electronic reminders emailed from Vendor on March 16 and April 13, 2020.

Gift ordering process available through Vendor from February 18 – May 15, 2020.

Gifts to ship directly to recipients' addresses (not to RSD) within four weeks of order placement.

Retiree awards delivery to RSD Communications.

**FAILURE TO MEET DELIVERY DATES WILL RESULT IN PENALTY OF
1% PER CALENDAR DAY, TO BE DEDUCTED FROM FINAL INVOICE.**

Authorizing

Company Name: _____

Name: _____

Address: _____

Title: _____

Contact Person: _____

Signed: _____

Dated: _____

RETURN THIS FORM BY Friday, June 19, 2019 - 3:00 P.M.

Please send your bid to the attention of
Terri Wood, Rockwood Communications,
500 N. Central Ave., Eureka MO 63025, fax it to 636-733-8826,
or email woodterri@rsdmo.org.

PLEASE RETAIN A COPY OF THIS AGREEMENT FOR YOUR RECORDS.