

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

The Rockwood School District (the District) requests bids for the 2023-2024 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 District's best interest. A professional services agreement will be required for any multi-year awards.

**TYPE OF EMPLOYEE SERVICE AWARD PROGRAM REQUESTED:**

The Rockwood School District requests a program in which the employee chooses his/her gift from a selection of gifts within the same price range for a specified service award level. These award levels should begin at the 25-year level and continue at every 5-year interval through and including 35 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 2023-2024 levels and the number of awards to calculate your catalog program cost:

**2023-24 Rockwood School District Service Award Estimates**

SERVICE YEAR LEVELS	ESTIMATED NUMBER OF AWARDS
25 YEARS	70
30 YEARS	28
35 YEARS	1
40 YEARS	0
RETIREEES	100
	<b>TOTAL = 199</b>

**INFORMATION REQUESTED WITH BID:**

Please submit with your bid:

- Catalog for all award levels including price ranges
- Suggestions with samples of a 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 25-year through 35-year award piece will be individually labeled with the recipient's name and address and shipped directly to the address provided by the employee. No 25-year through 35-year award piece will be delivered to any Rockwood School District location. All Retiree gifts will be labeled with the recipient's name and packaged by location for delivery to Rockwood Communications Department, 500 N. Central Ave., Eureka, MO 63025.

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

**GENERAL QUALIFICATIONS**

**ORDERING PROCESS and PROGRAM ADMINISTRATION:**

The vendor is 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:**

The 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 the logo as a .eps file.

**INSPECTION:**

All products furnished and delivered under the contract shall be subject to review 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 that 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 the 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 the bid will be based upon a competitive quote, exact compliance with all specifications, quality of merchandise, and facilitation of program execution. Rockwood reserves the right to provide partial awards if deemed to be in the District's best interest.

**ROCKWOOD SCHOOL DISTRICT PAYMENT TERMS:**

Payments to vendors will be submitted and processed under Rockwood School District's routine payment procedures that generally provide for the issuance of payments within 45 days after 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.

**The bid deadline is Friday, November 10, 2023, at 3:00 PM.**

Please send your bid to the attention of  
SERVICE AWARD BID, Rockwood Communications,  
500 N. Central Ave., Eureka, MO 63025,  
or email your bid to [buehlerregena@rsdmo.org](mailto:buehlerregena@rsdmo.org).