

City of Beaverton

Request for Proposals for Employee Service Awards Solicitation #: 3205-17B

The City is seeking proposals from qualified consultants to provide promotional and/or gift products imprinted or blank, and an Employee Service Award pin for Employee Length of Service Program (Program) to our 500+ employees. The type of gift choices typically given are: electronics, jewelry, decorations, watches, and household items. The Employee Service Award pin will need to come with a jewelry box.

These non-inventoried products will be offered to City employees, through the Program, at the prices established. The Contractor will provide an on-line web page for employees to order from. Only products provided by the Contractor will be included in the on-line store. The annual usage of this contract is estimated at \$12,000 per year.

Proposals will be received until 2:00 pm on April 10, 2017. Submit proposals to Atira Kim by email to akim@BeavertonOregon.gov. There will be no formal opening. Proposals will not be accepted after the stated opening date and time.

Solicitation packets may be downloaded from <http://apps.beavertonoregon.gov/Bids/> or by calling the Bid Line at 503-526-2228.