

NOTICE OF OPPORTUNITY

City of Beaverton

Request for Proposals Employee Service Awards Solicitation #: 3326-18B

The City of Beaverton is seeking informal 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 6, 2018 by email** to akim@BeavertonOregon.gov. There will be no formal opening. Proposals will not be accepted after the stated opening date and time. Late proposals will be returned to the vendor.

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

Proposers are required to certify non-discrimination in employment practices in accordance with ORS 279A.110(4), and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and Beaverton's Contract Review Board Policy.

The City of Beaverton reserves the right (1) to reject any or all proposal not in compliance with public bidding procedures, 2) to postpone award of the contract for a period not to exceed ninety (90) days from date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

RELEASED: www.BeavertonOregon.gov/bids and ORPIN

DATE: March 12, 2018