



## City of Auburn

Home of Auburn University

December 11, 2006

### **INVITATION TO BID**

Sealed bids will be received by the City of Auburn, Alabama, until 2:00 p.m. local time, Tuesday, January 16, 2007, in the Office of the City Manager, 144 Tichenor Avenue, Auburn, Alabama, and then publicly opened and read for the management and supply of a safety award program as indicated below. Qualified bidders are requested to submit cost and delivery time for the following:

#### **City of Auburn –Safety Award Program**

**This is a program to manage and supply a safety awards program for eligible employees**

The City reserves the right to select the lowest responsible bidder as the best interest of the City may require, to award the purchase contract from any of the bids, to reject any and all bids, and to waive any informalities in bids received. Bids will be good for sixty **(60)** days after being opened by the City of Auburn, Alabama.

Bids must be submitted upon the standard forms furnished by the City of Auburn, Alabama. No bids may be withdrawn for a period of sixty **(60)** days after the scheduled closing time for the receipt of bids. A sealed envelope must be delivered to City Hall or mailed, addressed to:

City Manager, City of Auburn  
144 Tichenor Avenue  
Auburn, Alabama 36830

The envelope must be plainly marked on the outside as follows:

**BID: Safety Award Program**  
**OPENING: 2:00 P.M**  
**DATE: TUESDAY, JANUARY 16, 2007**

The successful bidder must possess or obtain appropriate license to conduct business in the City of Auburn, if the nature of the transaction requires such license.

The successful bidder will note that the City pays by invoice on each Friday of the month. Invoices must be received by accounts payable at least seven (7) days before the scheduled check date. If you have any questions concerning billing, please contact our accounts payable office at 334.501.7237 or 334.501.7238.

Any questions regarding this program may be directed to D'Arcy Wernette – Risk Manager 334.501.7243.

CITY OF AUBURN, ALABAMA

Karen S. Broome  
Purchasing Officer

TO: City of Auburn

We, the undersigned, propose to furnish the item listed below and guarantee that if we are awarded the bid, we will furnish this good in accordance with the attached specifications. **THIS FORM MAY BE COPIED IF YOU WISH TO MAKE AN ALTERNATE BID.**

**Safety Awards Program**

Bid for initial eight month period \_\_\_\_\_

Bid for subsequent year \_\_\_\_\_

Total Bid \_\_\_\_\_

**BID PRICE IS GUARANTEED FOR SIXTY (60) DAYS AFTER BEING OPENED BY THE CITY OF AUBURN**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Printed Name of Signee

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone/Fax No.

## **BID SPECIFICATIONS**

### **1.0 SCOPE**

- 1.1 To submit a proposal to manage and supply a safety award program designed to promote employee commitment to safety and modify employee behavior through awareness and awards. The City desires a program to reduce the frequency and severity of work-related accidents and the associated costs.
- 1.2 The purpose is to establish an annual contract with firm pricing and delivery from which the City may place orders as needed.
- 1.3 The City estimates approximately 470 employees will be eligible to participate in the program. This is a good faith estimate and is not to be construed as a guarantee of a number of employees that qualify for awards.
- 1.4 It is the sole responsibility of the vendor to submit a plan that will remain within the budgeted funds of the City to accomplish the goal of the City to reduce the frequency and severity of work-related accidents and the related costs through awareness.
- 1.5 The City has budgeted a total of \$10.00 per eligible employee that will be used in the form of a prize to be given every four (4) months. The City of Auburn will determine the eligibility of employees and submit the list to the successful vendor.

### **2.0 SUPPLEMENTARY GENERAL CONDITIONS**

- 2.1 The initial term of this contract shall be for a period of eight months upon award starting February 1, 2007 and ending September 30, 2007.
- 2.2 The City reserves the right, at its sole option, to renew the contract for an additional term of one year starting October 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year.
- 2.3 Prices for the subsequent term shall be determined at the time of the proposal opening through percentages over the previous term's pricing and shown under the section herein listed as "Proposal." Pricing shall be firm for each contract term.
- 2.4 It is the desire of the City that this contract be awarded to the vendor whose prices are firm for the period of the contract; however, if this is not feasible, vendor must state the length of time for which quoted prices are firm, the expected number of increases for the contract period, and the

maximum percentage increase expected to be in force before expiration of the contract.

### **3.0 DELIVERY**

- 3.1 The successful vendor shall be required to stock, or have readily accessible for delivery, sufficient quantities of awards as to ensure prompt delivery of items after receipt of a written purchase order.
- 3.2 The successful vendor should designate in their proposal a representative to assist the City of Auburn employees in the promotion of the safety award program and the benefits of the program.
- 3.3 Awards shall be delivered and sorted by department/division and have employee names on awards.
- 3.4 Posters describing awards shall be delivered at the beginning of each four-month period. The City requires that at least six large posters (approximately 22" x 30") and 12 small posters (approximately 8.5" x 11") be delivered to the City for posting.
- 3.5 The successful vendor is responsible for all art and graphic work necessary for the production of the posters.
- 3.6 Repeated delayed or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.

### **4.0 WARRANTY**

- 4.1 All awards shall be fully warranted against defects and damage. Vendor shall guarantee against defective workmanship. Any awards delivered to the City that are defective or damaged shall be replaced at the expense of the vendor.

### **5.0 SPECIAL CONDITIONS**

- 5.1 The successful vendor shall assign a representative to the City of Auburn through which problems and issues may be resolved.
- 5.2 Vendors shall submit with their bid background information and references for their company.
- 5.3 The proposal shall include two (2) copies of catalogs and price lists of the awards proposed. Any additions or updates to catalogs shall be furnished as soon as available.

- 5.4 The continuation of the terms, conditions, and provisions of any resulting contract beyond the initial eight month period and any subsequent periods is subject to appropriation by the City of Auburn of the necessary money to fund such contract for each subsequent period.

## **6.0 INSURANCE AND HOLD HARMLESS**

- 6.1 The successful vendor will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability. If general liability coverage is on a claims-made basis, the Contractor will maintain coverage in force for a period of two (2) years following the termination of the contract. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease – each employee and \$500,000.00 accident, \$500,000.00 disease – policy limit.

The certificate of insurance shall provide the City with thirty (30) days written notice of cancellation of any of the coverages named in said certificate.

The City will be named as additional insured under the vendor's general liability insurance and automobile liability insurance policies.

The vendor agrees to indemnify, hold harmless, and defend the City, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the vendor, its employees, or its sub-contractors in connection with the work to be performed under this contract..