



Request for Proposals No. 2021-060 Employee Service Award Program

Due Date: March 18, 2021
Time: 2:00 PM EST
Submittal Location: Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC 28112

Procurement Contact Person:

Corey Brooks
Procurement Specialist
(704) 283-3683
Corey.brooks@unioncountync.gov

1 Table of Contents

2	Notice of Advertisement	3
3	Submittal Deadline and Question Information	4
3.1	PROPOSAL SUBMISSION DEADLINE	4
3.2	PROPOSAL SUBMISSION REQUIREMENTS	4
3.3	PROPOSAL QUESTIONS.....	4
3.4	ADDENDUM.....	4
4	Employee service award program	5
4.1	INTRODUCTION	5
4.2	COUNTY.....	5
5	Scope of Work.....	5
5.1	OVERVIEW.....	5
6	Detailed Submittal Requirements.....	6
6.1	PROPOSAL FORMAT	6
6.2	TERMS OF SUBMISSION.....	8
7	Specifications.....	8
7.1	AWARD ITEMS	8
7.2	CONGRATULATORY LETTERS AND CERTIFICATES/COLOR BROCHURES/ORDER FORMS	9
7.3	PRESENTATION PACKAGING; SHIPPING AND HANDLING/DELIVERY	9
7.4	REPORTING	9
8	Evaluation Criteria and Selection Process	10
8.1	SELECTION PARTICIPANTS	10
8.2	EVALUATION SELECTION PROCESS	10
8.3	AWARD PROCEDURE.....	11
9	General Conditions and Requirements.....	11
9.1	TERMS AND CONDITIONS	11
9.2	CONTRACTUAL OBLIGATIONS.....	12
9.3	SUB-CONTRACTOR/PARTNER DISCLOSURE.....	12
9.4	EXCEPTION TO THE RFP	12
9.5	MODIFICATION OR WITHDRAWAL OF PROPOSAL.....	12
9.6	EQUAL EMPLOYMENT OPPORTUNITY	12
9.7	MINORITY AND SMALL BUSINESS PARTICIPATION PLAN	12
9.8	LICENSES	13
9.9	E-VERIFY.....	13
9.10	DRUG-FREE WORKPLACE.....	13
9.11	INSURANCE.....	14
9.12	INDEMNIFICATION	16
10	Appendix A - Cost form	17
11	Appendix B – Proposal Submission Form.....	18
12	Appendix C – Addendum and Anti-Collusion Form.....	19
13	appendix D – UNION COUNTY LOGO	20
14	Appendix F – sample contract.....	21

2 NOTICE OF ADVERTISEMENT

Union County, North Carolina
Request for Proposals No. 2021-060
Employee Service Award Program

Interested offerors are invited to submit your sealed proposal electronically to the Union County North Carolina's Procurement Department by following the instructions listed in section 3.2 Proposal Submission Deadline no later than **March 18, 2021 at 2:00PM, EST.** Follow the instructions to upload your proposal submission package. Any proposals received after this date and time shall be rejected without exception.

Union County, North Carolina, through Human Resources, is seeking proposals from qualified companies having experience with Employee Service Award Programs to respond to this solicitation.

RFP No. 2021-060 may be examined at the Union County Government Center, Procurement Department, 500 North Main Street, Suite 709, Monroe, NC 28112, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the solicitation may be obtained from the locations listed below:

1. Download the Bid Documents from the Union County Web-Site www.unioncountync.gov (Procurement Page, Current Bids).
2. Download the Bid Documents from the State of North Carolina IPS Web-Site www.ips.state.nc.us (Bid by Departments, search County of Union).

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Offerors are required to comply with the non-collusion requirements set forth in the Bidding Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

3 SUBMITTAL DEADLINE AND QUESTION INFORMATION

3.1 PROPOSAL SUBMISSION DEADLINE

All Proposal Submittals are to be received by the Union County Procurement Department no later than 2:00 PM EST on March 18, 2021 per the instructions below. Any proposals received after this date and time shall be rejected without exception.

3.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically by using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal package must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Paper submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

3.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **March 8, 2021 at 4:00 PM EST**. The primary purpose of this is to provide participating firms with the opportunity to ask questions, in writing, related to the RFP. The County may respond with an addendum to answer applicable questions.

Submit questions by email to Corey Brooks at corey.brooks@unioncountync.gov by the deadline shown above. The email should identify the Proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and/or www.ips.state.nc.us.

3.4 ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Proposer on Appendix C, Addendum and Anti-Collusion Form.

4 EMPLOYEE SERVICE AWARD PROGRAM

4.1 INTRODUCTION

Union County, North Carolina (hereinafter, “The County”) is seeking proposals from qualified Proposers for our Employee Service Award Program for the Human Resources department.

Union County intends to award a contract to the Proposer whose solution most closely meets the requirements defined in this RFP. The Proposer's proven track record and approach towards the successful implementation of these services are critical factors in the selection process.

4.2 COUNTY

The County (estimated population 239,859 is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

It is the County’s intent to continue to demonstrate appreciation to the full- time and benefited part-time employees who have completed landmark years of service by presenting them with an appropriate level of recognition.

5 SCOPE OF WORK

5.1 OVERVIEW

This section outlines the minimum contract requirements for the Employee Service Award Program. The minimal requirements are listed here, however, the County is open to alternatives to meet the requirements that may or may not be described below.

The County is currently seeking a qualified Proposer for our Employee Service Award Program. The service award program begins recognition at 5 years of service and continues in increments of 5 years to include 10, 15, 20, 25, and 30 years of service.

Projected Number of Award Recipients

Award Level	2021	2022	2023
5 Years of Service	47	100	117
10 Years of Service	18	45	67
15 Years of Service	28	37	34
20 Years of Service	8	17	22
25 Years of Service	7	14	11
30 Years of Service	1	3	1

6 DETAILED SUBMITTAL REQUIREMENTS

6.1 PROPOSAL FORMAT

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each offeror is required to submit the proposal electronically by using the link listed in section 3.2 PROPOSAL SUBMISSION REQUIREMENTS. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The successful offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful offeror's firm agrees to all applicable provisions, terms and conditions associated with this RFP.

This RFP, the successful bidder's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The proposal should be organized into sections:

- **Section 1** – Title Page
- **Section 2** – Table of Contents
- **Section 3** – Company Background/Experience
- **Section 4** – Implementation Time Frame
- **Section 5** – Proposed Solution
- **Section 6** – Cost Proposal
- **Section 7** – Required Signature Forms
 - Appendix A - Cost Form
 - Appendix B - Proposal Submission Form
 - Appendix C - Addendum and Anti-Collusion Form
 - Appendix D - Union County Logo
 - Appendix E - Vendor Payment Notification

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections

Section 1 – Title Page

- a. Name of company
- b. Name of representative submitting proposal
- c. Mailing address
- d. Telephone number
- e. Email address
- f. Date of submission

Section 2 – Table of Contents

Section 3 – Company Background

- a. Provide a brief description of your company including history business philosophy, management structure, and number of years in business.
- b. List your account management team. Who will be responsible for the account? Where are these individuals located?
- c. Describe your company's experience in serving public sector clients.
- d. References – Provide contact information for three to five of proposer's customers (should include a public sector client) including organization name, contact name, title, telephone number, and email address.

Section 4 – Implementation Time Frame

Detail the time frame associated with implementing a service award program.

Section 5 – Proposed Solution

Please give a detailed description of the solution you are proposing. Include details on service level award variety and selection, employee communications, data transfer protocols and security, ordering processes, or any other details that may influence the County's decision. Tell why the proposer's solution best meets the needs of Union County.

Section 6 – Cost Proposal

Appendix A – Price Submission Form should be filled out completely and submitted as the cost proposal document.

Section 7 – Required Signature Forms

Proposers should include signed copies of the following documents:

- Proposal Fee Schedule Form, Appendix A
- Proposal Submission Form, Appendix B
- Addenda Receipt and Anti-Collusion, Appendix C

6.2 TERMS OF SUBMISSION

All material received in response to this RFP shall become the property of Union County and will not be returned to the vendor. Any and all costs incurred by vendors in preparing, submitting or presenting proposals are the vendor's sole responsibility and Union County shall not reimburse any vendor for such costs. All responses to this solicitation become public record after award and are subject to all public information request laws.

Therefore, proposals should include very little to no "trade secret" (proprietary/confidential) information to avoid such information being released. Any necessary response page containing "trade secret" (proprietary/confidential) information must be clearly stamped as such. The County will make final judgment as to the validity of the claim based on the definitions of Trade Secrets as contained in North Carolina General Statute and will attempt to restrict such information from disclosure. In no case shall Union County be held responsible for, bear liability for, or pay damages of any sort caused by, the release of information contained in any document submitted in response to this solicitation regardless of how marked. No proposal is to be marked "TRADE-SECRET", "PROPRIETARY" or "CONFIDENTIAL" in its entirety.

Resulting contract documents including all terms and conditions, cost, payments, percentages to be paid, etc., are deemed public information as per NC General Statute and are subject to release upon request.

7 SPECIFICATIONS

7.1 AWARD ITEMS

Proposer should suggest a variety of award items, including jewelry (10k gold, jewelry with county seal for lapel pins or charms), additional jewelry items, wristwatches with engraving, and high-quality gift items for the home or leisure (framed prints, crystal items, luggage, appliances, etc.). There should be a recognizable increase in the value of items as the years of service increase. Proposer will have flexibility in suggesting the number of items to be offered for each service category. In evaluation of these items, consideration will be given to the quality, variety, workmanship and appearance of selection of choices for each service category. Prior to final award of the contract, the County may request to see actual samples of the items for inspection and approval. The County seal logo (See Appendix D) must be displayed on each service award item. Proposer must specify recommendation as to how and where the County logo should be displayed (e.g. etching, engraving, affixing emblem, etc.). Proposer must also specify how County logo will be included and/or represented in non-traditional awards for which the logo cannot be affixed. All items must have a guarantee of at least 90 days or the manufacturers guarantee, whichever is longer. Proposed cost for each award level (5, 10, 15, 20, 25, 30) by year needs to be provided in the Proposer's proposal.

If requested, proposer must provide samples of items proposed within fourteen

(14) calendar days of the date the request is made.

7.2 CONGRATULATORY LETTERS AND CERTIFICATES/COLOR BROCHURES/ORDER FORMS

The Proposer must prepare the following:

- a. A personalized congratulatory letter on County letterhead with scanned signature of the County Manager.
- b. A personalized color certificate of appreciation with the county seal, employee name, years of service, and County Manager scanned signature.
- c. A personalized order form along with color brochures depicting all award items including a page detailing the county jewelry options for selection.
- d. Provide a separate presentation packet for the 5 year award level to include a personalized congratulatory letter, a personalized certificate in a Lucite entrapment and a writing pen with Union County and "5 Years of Service" engraved on the barrel or equivalently appropriate award package.

Proposer must include a representative sample of a letter, brochure, order form, and 5 year certificate example. Proposed cost for these items should be indicated.

7.3 PRESENTATION PACKAGING; SHIPPING AND HANDLING/DELIVERY

Presentation Packaging:

Proposer must provide a presentation packet for each recipient (box, envelope, etc.) to contain the congratulatory letter, certificate and award selection brochures/order form.

Award items should be packaged individually with label (name, division, and years of service) and packaged in a manner which protects the items during shipment. Proposed cost for packaging should be indicated as a separate line item on the Proposer's bid.

Shipping and Handling/Delivery:

Award items, delivered to the County, should be shipped and delivered through a standard delivery service and boxed and grouped according to year levels.

If requested, proposer must provide samples of items proposed and packaging within fourteen (14) calendar days of the date the request is made.

7.4 REPORTING

Proposer will provide reports regarding the service award program as requested by Union County. In your proposal, please include a list of typical reports you can provide electronically or through an online service or portal. It is expected that the Proposer will follow up with non-responders at least once during the selection process for the recipient group. The proposed cost for reporting should be indicated in the proposal.

8 EVALUATION CRITERIA AND SELECTION PROCESS

8.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated procurement contact person identified in the introduction to this RFP.
2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The Owner will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will evaluate the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents (not required).
4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist vendor.

8.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the vendor that represents the best quality and value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

RFP Criteria	Weights
Company Background/Experience	30%
Implementation Time Frame	15%
Proposed Solution	35%
Cost Proposal & Compliance with Information in RFP	20%

Vendors may be invited to give a demonstration of the capabilities of the proposed solution to the Union County evaluation team. The successful bidder's demonstration (if requested), along with questions and answers, will be a critical component of the overall vendor evaluation.

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to vendor demonstration interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
- Vendor Presentation - Proposed Solution and Quality of Award	70%
Cost and Relevance of Interview as it Relates to the Scope of the RFP	30%

8.3 AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiate.

9 GENERAL CONDITIONS AND REQUIREMENTS

9.1 TERMS AND CONDITIONS

The contract award may have an initial term of three (3) years, from the date of award with the County having the option to renew for two (2) years in one year increments, contingent upon funding by the Board of County Commissioners.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

9.2 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

9.3 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single firm may propose the entire solution. If the proposal by any firm requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The firm submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

9.4 EXCEPTION TO THE RFP

An “exception” is defined as the Service Provider’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider’s solution, must be described in detail.

9.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 180 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted.

9.6 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9.7 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

9.8 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

9.9 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Firm and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

9.10 DRUG-FREE WORKPLACE

During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

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9.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

- A. **WORKERS' COMPENSATION**
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:
 - \$500,000 Each Accident
 - \$500,000 Disease - Each Employee
 - \$500,000 Disease - Policy Limit

- B. **COMMERCIAL GENERAL LIABILITY**
(for any agreement unless otherwise waived by the Risk Manager)
Covering Ongoing and Completed Operations involved in this Agreement.
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Personal and Advertising Injury Limit

- C. **COMMERCIAL AUTOMOBILE LIABILITY**
(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)
 - \$1,000,000 Combined Single Limit - Any Auto

- D. **PROFESSIONAL LIABILITY**
(only for any agreement providing professional services such as engineering, architecture, surveying, consulting services, etc)
 - \$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor’s General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor’s personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County’s Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____

Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
 - Union County
 - Attention: Keith A. Richards, Risk Manager
 - 500 N. Main Street, Suite #130
 - Monroe, NC 28112
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

9.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

10 APPENDIX A - COST FORM

RFP 2021- 060

Employee Service Award Program

Service Award Items (by group)	Cost per Each
5-year Award - Engraved Pen	
10-year Award items	
15-year Award items	
20-year Award items	
25-year Award items	
30-year Award items	

Congratulatory Letters, Certificates, Brochures & Order Forms	Cost per Each
5-30 Year Congratulatory Letters	
5-Year Certificate in a Lucite entrapment	
10-30 Year Certificates	
Color Brochures	
Order Forms	

Presentation Package; Shipping, Handling & Delivery; Reports	Cost per Each
5-Year Presentation Package (including shipping)	
10-30 Year Presentation Packages (including shipping)	
10-30 Year Award Item Shipping	
Reporting	
Other, Explain:	
Other, Explain:	

This Proposal is submitted by:

Proposer Name: _____

Representative (printed): _____

Representative (**signed**): _____

11 APPENDIX B – PROPOSAL SUBMISSION FORM

RFP 2021- 060

Employee Service Award Program

This Proposal is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-proposal this project. Proposal is valid for 180 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

12 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

RFP 2021- 060

Employee Service Award Program

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____

Name: _____

Title: _____

Email Address: _____

Signature: _____

Date: _____

13 APPENDIX D – UNION COUNTY LOGO

RFP 2021- 060

Employee Service Award Program

Below is a **sample** logo. All materials provided will need to adhere to Union County's branding guidelines. Union County is currently in the process of rebranding. After the completion of the rebranding project a link will be provided to the selected vendor. At that time, the selected vendor will be required to follow **ALL** Union County branding guidelines which will be found on the Union County website.



SAMPLE: This logo will change.

14 APPENDIX F – SAMPLE CONTRACT

RFP 2021- 060

Employee Service Award Program

FOR INFORMATIONAL PURPOSES ONLY DO NOT INCLUDE WITH BID.

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STATE OF NORTH CAROLINA

COUNTY OF UNION

AGREEMENT

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 N. Main Street, Monroe, N.C. 28112, hereinafter "Union," and [Contractor's full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter "Contractor."

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain [describe services here] services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached [Scope of Work, or, if the full RFP is to be attached, state the RFP # and RFP title], which is incorporated herein by reference (hereinafter the "Services"), in accordance with the terms of this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor [insert payment amount or rate] for performance of the Services. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union's Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length] (the "Initial Term"). Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to [number of possible additional terms, as stated in the RFP] additional [number of years in each renewal term]-year terms, each a "Renewal Term," upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days' written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.

4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement ("the Documents"), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the

Public Records Act (the “Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.