



ADDENDUM NO. 4

DATE: July 26, 2019
TO: All Prospective Proposers
FROM: Keisha Carnahan
SUBJECT: Addendum No. 4 - RFP P18303 – Service Awards and Employee Recognition

Certain revisions, additions, and modifications are hereby incorporated into the Request for Proposal (RFP) Documents. Proposer must sign FORM 7 - ACKNOWLEDGMENT OF ADDENDA to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your proposal in order for your proposal to be accepted.

The Change is as follows:

VII. SCOPE OF WORK

Delete:

Definition of Terms

The following are definitions of terms used in this Scope of Work:

- | | |
|---------------------------------|---|
| Symbolic Pin or Pendant: | VTA logo pin or pendant crafted in 10k or 14k gold, awarded to employees being recognized for certain milestone years of service |
| Symbolic 10-Year Pin: | VTA logo pin crafted in 10k or 14k gold with a blue gemstone, awarded to employees being recognized for 10 years of service |
| Symbolic Logo Gift: | An item with the VTA logo awarded to employees receiving a recognition award (e.g., Employee of the Quarter, Supervisor of the Quarter, Employee of the Year, and Supervisor of the Year) |

Replace with:

Definition of Terms

The following are definitions of terms used in this Scope of Work:

- | | |
|---------------------------------|---|
| Symbolic Pin or Pendant: | VTA logo pin for 5 years of service (the 5-year pin is the largest size of all of the VTA logo pins) is crafted in 1/10 10k yellow gold-filled. The VTA logo pin or pendant for years 15, 20, 25, 30, 35, 40 are crafted in 1/10 10k yellow gold-filled (years 15-20 pins/pendants are the smallest size of all of the pins/pendants), and awarded to employees being recognized for these milestone years of service |
|---------------------------------|---|

Symbolic 10-Year Pin or Pendant:

VTA logo pin/pendant for 10 years is crafted in 10k yellow gold with a blue gemstone (currently a synthetic blue sapphire), and awarded to employees being recognized for 10 years of service (the 10-year pins/pendants are slightly larger than year 15-40 pins/pendants)

Symbolic Logo Gift:

An item with the VTA logo awarded to employees receiving a recognition award (e.g., Employee of the Quarter, Supervisor of the Quarter, Employee of the Year, and Supervisor of the Year)

Delete:

B. Service Awards

Services awards are given to employees based on years of services. Employees receive awards for completing five-year increments of service spanning from five years to forty years.

Employees awarded for milestone years of service (e.g., 10 years, 15 years, etc.) must be able to select an award of their choice and receive a pin designating the years of service. Employees receiving a service award for their 5-year milestone do not select an award other than the pin.

Service Award Values

Below is the estimated retail value for awards for each milestone.

Milestone	Award	Award Estimated Retail Value
5 Year Anniversary	Symbolic Pin	-
10 Year Anniversary	Symbolic 10-Year Pin, Award	\$200 (+/- 10%)
15 Year Anniversary	Symbolic Pin or Pendant, Award	\$225 (+/- 10%)
20 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
25 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
30 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
35 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
40 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)

Symbolic pins and pendants have an estimated per unit cost of \$50 (+/- 10%).

Symbolic 10-year pin has an estimated per unit cost of \$150 (+/- 10%).

Replace with:

B. Service Awards

Services awards are given to employees based on years of service. Employees receive awards for completing five-year increments of service spanning from five years to forty years.

When VTA employees reach their 5-year milestone years of service they are automatically sent/awarded a 1/10 10k yellow gold-filled pin, and they do not get to select a gift award other than the pin (currently as shown below, enlarged picture):

5 Year Pin – 1/10 10k yellow gold-filled (no jewel) pin



When VTA employees reach their 10-year milestone years of service they are awarded a 10k Yellow Gold Pin or Pendant with a gemstone (currently a synthetic blue sapphire, as shown below, enlarged picture):

10 Year Pin or Pendant - 10K yellow gold with gemstone (currently 1 synthetic blue sapphire)



Employees awarded for milestone years of service (e.g. 15, 20, 25, 30, 35, 40) must be able to select an award of their choice and receive a 1/10 10k yellow gold-filled pin or pendant (no jewelry) designating the years of service (currently as shown below, enlarged picture):

15, 20, 25, 30, 35, 40 Year Pin or Pendant- 1/10 10k yellow gold-filled (no jewelry) offered as a pin or pendant



Service Award Values

Below is the estimated retail value for awards for each milestone.

Milestone	Pin or Pendant	Service Award Gift Options, Estimated Retail Value
5 Year Anniversary	Symbolic Pin	-
10 Year Anniversary	Symbolic 10-Year Pin or Pendant, Award	\$200 (+/- 10%)
15 Year Anniversary	Symbolic Pin or Pendant, Award	\$225 (+/- 10%)
20 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
25 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
30 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
35 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)
40 Year Anniversary	Symbolic Pin or Pendant, Award	\$250 (+/- 10%)

Symbolic 5, 15, 20, 25, 30, 35, 40-year pins and pendants have an estimated per unit cost of \$50 (+/- 10%).

Symbolic 10-year pin or pendant has an estimated per unit cost of \$150 (+/- 10%).

Delete:

D. Deliverables & Responsibilities:

10. Contractor shall produce the following pins, pendants, and symbolic logo gift:
 - a. 5-Year VTA logo pin crafted in 10K or 14K gold
 - b. 10-Year Milestone Pin crafted in 10K or 14K gold. The 10-Year Milestone Pin will include a blue gemstone.
 - c. 15-to 40-Year VTA logo pin crafted in 10K or 14K gold
 - d. 15-to 40-Year VTA logo pendant crafted in 10K or 14K gold
 - e. Symbolic logo gift (i.e.: keychain, pen, mug, water bottle, etc.).

VTA will approve the design and materials for all pins, pendants, and the symbolic logo gift.

Replace With:

D. Deliverables & Responsibilities:

10. Contractor shall produce the following pins, pendants, and symbolic logo gift:
 - f. 5-Year VTA logo pin crafted in 1/10 10K yellow gold-filled
 - g. 10-Year Milestone Pin and Pendant crafted in 10K yellow gold. The 10-Year Milestone Pin and Pendant will include a blue gemstone (currently a synthetic blue sapphire)
 - h. 15, 20, 25, 30, 35, 40-Year VTA logo pin crafted in 1/10 10K yellow gold-filled
 - i. 15, 20, 25, 30, 35, 40-Year VTA logo pendant crafted in 1/10 10K yellow gold-filled
 - j. Symbolic logo gift (i.e.: keychain, pen, mug, water bottle, etc.).

VTA will approve the design and materials for all pins, pendants, and the symbolic logo gift.

X. INSTRUCTIONS TO PROPOSERS:

Delete:

Eight (8) hard copies and one (1) electronic copy of the Proposal in unlocked MS Word, MS Excel, or PDF format on a flash drive, are required. The PDF must have capabilities of text searching and text selection.

Replace With:

Eight (8) hard copies and one (1) electronic copy of the Proposal in unlocked MS Word, MS Excel, or PDF format on a flash drive, are required and submitted in a separate envelope from the Pricing Sheet and clearly labelled as "Technical Proposal". Please note that Exhibit C – Pricing Sheet must have (8) hard copies and one (1) electronic copy submitted in a separate envelope from the Technical Proposal and clearly labelled as "Cost Proposal". The PDF must have capabilities of text searching and text selection.

Delete:

Exhibit C – Pricing Sheet

Replace With:

Exhibit C – Pricing Sheet, revised July 25, 2019 to reflect the 10-Year Pin with Gemstone and 10 Year Pendant with Gemstone as separate line items and add a Total Worksheet for Years 1-5. Please submit Exhibit C – Pricing Sheet, revised July 25, 2019 with your Proposal per RFP instructions.