



CITY OF CARSON, CALIFORNIA

701 East Carson Street, Carson CA 90745

REQUEST FOR PROPOSALS NUMBER: RFP 21-044

[On-Call Provision of Youth Sports Awards: Trophies, Plaques, and Medals]

ISSUED: 12/16/21

Mandatory Pre-Bid Meeting/Job Walk:
Prospective Contractor Questions Due:
Proposals Due (Electronic Only):

Not Applicable

12/23/21 | 02:00 PM

12/29/21 | 05:00 PM

Due to the current COVID-19 pandemic, The City is not accepting walk-in or hand-deliveries of proposals.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY

NO LATE PROPOSALS WILL BE ACCEPTED. Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Carson to reject any proposal that is received late.

- (1) REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

REQUEST FOR PROPOSAL RFP NO.21-044

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ADDITIONAL DOCUMENTS AVAILABLE ON PLANETBIDS AS DOWNLOADS

1. Affidavit of Non Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-collusion and Non-discrimination
5. Client Reference List

A. SUMMARY

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City's voters' approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City's acreage is 19.2 square miles, and its population has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City's owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson's ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

The City of Carson ("City") Community Services Department requests written responses to this Request for Proposals ("RFP") to provide Awards, including Trophies, Plaques, and Medals, for City of Carson-operated youth sports programs conducted at all City park and recreation facilities, which consists of 12 Parks (listed in Exhibit "A" of **Contract Services Agreement**) and 2 Fitness Facilities (Veterans SportsComplex and the Fabela Chavez Boxing Center) (collectively, the "Programs.") Award items for which proposers must submit bids include, but are not limited to, trophies, plaques, and medals. Other items for which proposers may submit bids include other customized items or services designed to reward or incentivize youth sports program participants or volunteers, individually or as a team. See **Project Scope and Specifications** and **Contract Service Agreement** for specifications and further details.

The City intends to establish an on-call panel of vendors pursuant to this RFP, to provide awards as necessary to collectively meet the needs of the Programs. The Programs serve an estimated 4,700 youth sports participants per year. Estimated numbers of participants for each respective sport, and approximate date ranges for the season of each respective sport, are provided below.

Proposers shall submit bids for individual award items by completing the applicable rows of the tables set forth in the **Project Scope and Specifications** for all award items for which the proposer wishes to submit a bid. Although bids for multiple award items, within or across any or all of the sports, may be included in the same proposal, bids will be considered on an award item-by-award item basis.

This RFP is issued pursuant to Carson Municipal Code ["CMC"] Section 2611(b). City will select the lowest responsive and responsible bidder (per CMC Section 2610(i), discussed in further detail below), or in some cases multiple lowest responsive and responsible bidders (as deemed necessary

by the City in its sole discretion), individually for each award item, inclusive of any applicable fees and other charges. City will select as many proposers for contract awards as City deems necessary not only to provide awards for each sport, but also to provide City with multiple options and flexibility in available awards types and sizes and available customization as necessary to meet the needs of the various park associations and age levels for each sport, as determined by the City in its sole discretion.

All services provided under any contract(s) awarded pursuant to this RFP shall be provided only on an "on-call" or as needed basis. No contract awarded will be exclusive as to other vendors for any award item or Program, and no contract awarded will commit the City to place any orders. Once an on-call panel of vendors is established, the City's Recreation Division will select from among the panelists as needed on an on-call basis to meet the awards needs of the Programs.

As provided in the **Contract Services Agreement**, the term of any contract(s) awarded pursuant to this RFP shall be for three (3) years (unless earlier terminated in accordance with the termination provisions of the contract) with a City option to extend the term for up to two (2) one-year extension periods beyond the initial three-year term at the same price rates applicable to the third year of the initial term of the contract.

All bids shall be accompanied by sales brochure information providing all available details and specifications on each award item bid, to the extent such information cannot be provided in the "Notes" section of the tables set forth in the **Project Scope and Specifications**. Copies of any and all guarantees or warranties must be attached to the proposal.

Bidders shall also provide a sample of each award item bid. Arrangements with the City's Purchasing Department must be made to deliver award samples by December 29, 2021 at 5:00pm. All samples submitted by bidders who are awarded a contract pursuant to this RFP will become the property of the City. Upon request, samples submitted by bidders who are not awarded a contract pursuant to this RFP will be made available by City for return via pickup from the City.

Without limitation as to any of the criteria set forth in CMC Section 2610(i), detailed below, responsible bidders will have the demonstrated qualifications and experience to competently perform the services, and the demonstrated resources and capacity to quickly produce and deliver award items to specifications without interruption during the relevant time periods for the applicable sports seasons in quantities sufficient to meet the estimated number of participants in the relevant sport(s) or Program(s) bid, as set forth below.

Basketball season has approximately 1,200 participants and starts in early January. Baseball season has approximately 1,600 participants and Softball season has approximately 400 participants, and both start in early May. Fall sports season starts in early October and includes Flag Football, with approximately 340 participants, and Soccer, with approximately 1,160 participants. The City also holds Track and Field meets, with approximately 30 participants, starting in early February. "Track," as used elsewhere in this Request for Proposals, means and includes Track and Field. The foregoing participant figures are estimates only and are not guaranteed to be the amount or basis of any actual order. Actual demand anticipated to be met collectively by the on-call panel will be based on the number of participants that register for each sport during the registration process that takes place at or prior to the commencement of the relevant sports season.

The City reserves the right to determine whether any contractor's performance of the criteria set forth in this solicitation meets the City's expectations. In addition, the Contract Officer reserves the right to establish and/or modify standards for the quality of any service or product provided under

this solicitation.

The City reserves the right to make changes in the RFP as it may deem appropriate. Any and all changes in the RFP shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the RFP. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original proposal. All proposals must be submitted by the date and time established as specified on page 1 of this RFP. The City reserves the right to take any action considered to be in the best interest of the City, subject to the requirements of applicable law.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened by the Purchasing Manager.

No contract exists on the part of the City until the City Council has made the award and a written service contract has been fully executed (see **Contract Services Agreement**). The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City except as otherwise stated herein. At such time as a recommendation is made to the City Council regarding an award of contract(s) pursuant to this RFP, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the Public Records Act.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (Planet Bids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through Planet Bids within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through Planet Bids. Any City response for this RFP that is not posted through Planet Bids is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw".

B. MANDATORY PRE-PROPOSAL MEETING

Pre-proposal meeting or job walk mandatory: **NOT APPLICABLE**
Pre-proposal meeting or job walk time: **NOT APPLICABLE**
Pre-proposal meeting or job walk location: **NOT APPLICABLE**

Pre-proposal meetings are held for the purpose of answering proposer questions. If a pre-proposal meeting is mandatory, then the City will not accept proposals from those who arrive late or do not attend. Arrive early, plan accordingly, and provide a business card to the City employee. A sign-in sheet will be available. Proposers are to meet at the location as listed, if applicable.

C. PROPOSAL SUBMITTAL

The proposals must be submitted electronically only.

Proposals must be submitted electronically on Planet Bids no later than **12/29/2021 | 05:00 PM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of Planet Bids must be directed to Planet Bids.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 21-044.**

Required Proposal Sections and Documents		
1	Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement.	Required
2	Subcontractor List (if applicable) Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor.	Required if Applicable
3	Cost Proposal Include all pricing information relative to the engagement in the blanks set forth in the Project Scope and Specifications .	Required
4	Client Reference List Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 4 total references and 3 references for work performed within the last 3 years	Required

	(download from PlanetBids).	
5	Modifications, Changes or Exceptions to the City Contract of Service Agreement Template Any exceptions, objections or requested modifications to any of the provisions, terms or conditions set forth in the City's form Contract Services Agreement shall be fully described and stated in writing in Exhibit "B" of the Contract Service Agreement . Full agreement to the City's form contract provisions is preferred and may be considered in connection with negotiation for any contract award. Blanks in the Contract Service Agreement shall be completed by proposers only to the extent indicated in the highlighted, italicized instructions provided in the Contract Service Agreement as included herewith.	Required if Applicable
6	Affidavit of Non-Collusion and Non-Discrimination (download from PlanetBids).	Required
7	Federal Lobbyist Requirements (download from PlanetBids).	Required
8	Debarment and Suspension Certificate (download from PlanetBids).	Required
9	Certificate of Compliance with Labor Code Section 3700 (download from PlanetBids).	Required if Applicable
10	Bid Security (download from PlanetBids) Bid Bond	Required if Applicable

Proposals shall also include a brief description of the proposer's origin and history, an explanation of the proposer's organization and employee structure, and information demonstrating the proposer's experience in any contracts similar in nature or scope to this solicitation. Proposals shall also demonstrate the proposer's capacity to deliver the solicited services reliably and without interruption. Reference shall be included to the person/organization to which the proposer most recently provided services similar in nature or scope.

Additional proposal requirements specific to this engagement are included below and in the **Project Scope and Specifications** and **Contract Services Agreement**.

D. QUESTIONS AND ADDENDA

All project scope questions must be posted to Planet Bids by the due date listed on the cover page of this Invitation. The City will coordinate responses and post them to Planet Bids 5 days prior to the bid deadline for all interested proposers to review.

The City's Planet Bids portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to Planet Bids no later than 5 days prior to the proposal deadline. The City reserves the

right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	Planet Bids	Post directly to Planet Bids
2	Use of Planet Bids	Planet Bids	(818) 992-1771
3	City's Purchasing Process	Shelly Root, Senior Buyer	sroot@carsonca.gov 310-830-7600, Ext. 1231

ONLY the City's Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process may result in disqualification.

E. PROPOSER QUALIFICATIONS

Proposers who do not meet the minimum qualifications will be disqualified.

Awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

F. PROCUREMENT LOCATION AND SCHEDULE

Job location: **Remote; Awards Delivered to City for use at City of Carson Parks and Recreation Facilities.**

Job Work Schedule: **Quarterly with Sports Season (as directed by City's Contract Officer).**

Anticipated Procurement Schedule		
1	Award of Contract	1/18/22
2	Contract Execution & Notice to Proceed	01/25/22
3	Begin Engagement	02/1/22
4	Complete Engagement	01/31/25

G. OTHER REQUIREMENTS

The City's form contract is required (see **Contract Service Agreement**). Specific requirements are outlined in the form contract.

Prevailing Wage Required: **NO**

Performance Bond Required: **Not Applicable**

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

H. COST PROPOSAL

Contractors must provide everything necessary to respond to the RFP and complete the services at their own expense including, but not limited to labor, materials, and equipment necessary to perform and complete the required work.

Price rates must be quoted on a per-award-item-basis by filling out the applicable row(s) of the tables provided in the **Project Scope and Specifications**. The total bid price for each unit/package must include all necessary labor, materials, and fees to complete the work bid as required by the **Project Scope and Specifications** and the **Contract Services Agreement**, as will be completed by City in connection with the recommendation of award of contract(s) by the City Council pursuant to this RFP. Applicable fees, surcharges, taxes, etc. applicable to each unit/package shall be stated in the separate line(s) provided in the **Project Scope and Specifications**. Bids submitted are presumed to apply to all sports, leagues and seasons within the Programs; if any sports, league or season is to be excluded from the proposal on the basis the proposer cannot or does not wish to perform the necessary services for such sport, league or season, the proposer shall state same, identifying the excluded program(s) or season(s), in the “notes” section of the applicable table in the **Project Scope and Specifications**. The “notes” section shall also include any relevant information about the quality or specifications of the items that will be provided, and the samples should accurately reflect same.

Permits, licenses and fees must be obtained at the awarded proposer’s sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay applicable Sales Tax, which must be included within the bid prices set forth in the **Project Scope and Specifications**, or separately specified in the spaces provided therein.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Turnaround times shall also be specified by filling out the blanks in the **Project Scope and Specifications**, with the understanding that award items will need to be provided by the end of the sport’s season, unless otherwise directed by the City’s Contract Officer. Turnaround times specified in the **Project Scope and Specifications** are presumed to apply to all orders, including “main season orders” (i.e., when awards are ordered in bulk for an entire season of a given sport) or other orders such as “late add-on orders” (i.e., to procure further items after a main season order), unless otherwise specified by the proposer by filling out the relevant spaces in the **Project Scope and Specifications**.

I. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until a contract recommendation is made to City Council.

Proposal documents that are submitted on time and meet the minimum requirements outlined herein will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract or multiple contracts. Evaluation criteria will include qualifications, experience, capacity to perform services quickly as specified, price, and

past performance, and will be based on guidelines in the City's Municipal Code (CMC § 2610 (i), 2611(b)). See below for further details.

Specific Evaluation Criteria For Award of Contract Will Be As Follows:

Award to Lowest Responsive and Responsible Bidder. Unless all bids are rejected as provided in the City's purchasing ordinance, all contracts pursuant to this RFP shall be awarded to the lowest responsible and responsive bidder pursuant to CMC §2610(i). "Lowest responsible and responsive bidder" means the bidder who submits the lowest monetary bid that responds to the terms upon which bids were requested, and who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. To the extent permitted by law, criteria for determining whether a bidder is responsible include, without limitation, all of the following:

- (1) The conformity of the supplies, materials, equipment, or services to the required specifications;
- (2) The ability, capacity, and skill of the bidder to provide the supplies, materials, equipment, or services as required;
- (3) The ability of the bidder to provide the required items or services within the time specified;
- (4) The character, integrity, reputation, judgment, experience, efficiency, financial resources, and financial responsibility of the bidder;
- (5) The ability of the bidder to promptly provide future maintenance, repair, parts, and service after purchase;
- (6) The bidder's prior record of performance on other procurements or projects, including timely completion of performance, quality of products and work provided, and completion of projects within the bid amount submitted and project budget;
- (7) The bidder's involvement in prior or current litigation or contract disputes that could impair satisfactory performance of the contract to be awarded; and
- (8) The bidder's history of noncompliance with occupational safety and health requirements, labor statutes and regulations, and other local, State, and Federal laws.

CMC §2610(i). As noted above, without limitation as to any of the criteria set forth in CMC Section 2610(i), responsible bidders will have the demonstrated (i) qualifications and experience to competently perform the services (prior successful work with government agencies is preferred) and (ii) resources and capacity to quickly produce and deliver quality award items to specifications without interruption during the relevant sports season(s) or other relevant time period(s) and in sufficient quantities to meet the estimated number of participants encompassed within the contract awarded (which could be as high as the total number of participants in the Programs, as estimated above). Per CMC 2611(b), the City may, at any time, waive or modify any element of the request for proposals and/or any evaluation criterion.

The City may hold interviews with respondents prior to a final selection of the project contractor(s). Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

No contract exists until the City Council has made the award and a written contract has been fully executed. The City will use the template **Contract Services Agreement** to develop the final contract based on the relevant proposal(s) selected.

The City of Carson reserves the right to reject all proposals, request additional information, or take any other action considered to be in the best interest of the City of Carson, subject to the requirements of applicable law.

For purposes of this RFP, “bid” and “bidder” as used in this paragraph are synonymous with “proposal” and “proposer.”

Equal Bids. If prices quoted or received in two (2) or more sealed bids are equally the lowest bidder, including application of the local preference pursuant to CMC §[2611.1](#), then a bidder may be chosen that is deemed to serve the best interest of the City pursuant to CMC §2610(j). In the event of equal bids, the City intends to use the following criteria to evaluate proposals:

No.	Evaluation Criteria for Equal Bids	Points
1	Experience – Company’s history, demonstrated experience in contracts similar in scope	30
2	Capacity to deliver services – demonstrated ability to deliver all services quickly and without interruptions	25
3	Overall Cost	20
4	References – Quality of references (minimum 4), including recentness and similarity in nature and functionally to the proposed project	15
5	Primary preference to local businesses having the necessary qualifications, experience, and expertise references	10
6	Agreement to City’s form Contract Services Agreement	10
Total		110

PROJECT SCOPE AND SPECIFICATIONS
[Youth Sports Awards: Trophies, Plaques, and Medals]

SCOPE of WORK: At minimum, the scope of services required to be provided by selected vendors includes providing awards consisting of trophies, plaques, and medals meeting the required specifications provided in the tables below to the City's youth sports program participants and volunteers on an on-call basis as ordered/authorized by the City's Contract Officer. Other types of items or customization of items used to award youth sports participants or volunteers may also be provided on an on-call basis, subject to City review and selection of any bids/proposals submitted for provision of such items/services by completing the relevant blanks provided below. Items shall be delivered to the City for subsequent City distribution to the youth sports program participants, unless otherwise directed by the Contract Officer with respect to a given order.

Proposals submitted must meet or exceed the requirements stated in this RFP, except to the extent such requirements may be modified or waived by the City as stated in the RFP.

PROJECT SPECIFICATIONS/PARAMETERS:

The City intends to contract with vendors to provide the aforementioned scope of services, and in connection therewith anticipates the following will apply (without limitation as to the other provisions of this RFP):

- It is estimated that the on-call panel of vendors to which the City anticipates awarding contracts pursuant to this RFP will collectively provide award items for approximately 4,700 youth sports players per year. Orders are anticipated to be placed 3 times out of the calendar year for the 3 Sports seasons offered by the City. Approximate seasonal totals: 1,200 players for Winter – January through April (Basketball) 2,000 players for Summer – May through August (Baseball, T-ball, Softball) 1,500 players for Fall – September through December (Soccer, Softball, and Flag Football). The term of any contract awarded pursuant to this RFP is anticipated to be for up to three (3) years with a City option for two (2) one-year extensions, as stated in the **Contract Services Agreement**. Pricing for any option period shall be the same as pricing proposed for the third year of the initial term of the contract.
- Proposals shall include information on any discounts offered from catalog/market pricing or for bulk orders/package deals, by completing the relevant blanks provided below.
- Proposed prices, once included in an executed contract awarded pursuant to this RFP, are not subject to change for the duration of the contract.
- All shipments are to be F.O.B. destination. The vendor/supplier will be responsible for any freight claim and freight-claim related charges, and all other taxes, fees or surcharges that would otherwise apply, unless otherwise specified in the relevant blanks below.
- No product, for any reason, shall be shipped prior to a purchase order issued by the Purchasing Department or the approved designated purchaser listed on a blanket

purchase order. Substitutions and or changes shall not be made to an order, unless authorized through a Change to Purchase order issued by the Buyer. Failure to follow this procedure may lead to suspension or termination of a contract, without limitation as to other rights or remedies City may have for performance of unauthorized services.

- A hard copy of each catalog and samples shall be submitted, and samples submitted become the property of the City, as stated in the RFP.

[INSTRUCTIONS TO PROPOSERS: COMPLETE BLANK BOXES IN TABLE BELOW. Note: Engraving for name plates that is included within the bid prices to be provided in the table below shall include player name, team name, and season/year, at minimum. Costs of any further engraving shall be bid separately by completing the relevant spaces provided below]

Product/Item	Anticipated Price Range	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3	Notes: (specify any discount provided as compared to market/catalog prices; provide catalog or additional pages as necessary for product details)
<u>Medals</u> <i>Required Specifications:</i> (i) Sports Medallion (image of relevant sport's ball or other relevant equipment/symbol imprinted onto medallion face); (ii) 2" diameter; (iii) includes Neck Ribbon and Engraved Name Plate; (iv) zinc plated, gold color.	\$4.50 - \$6.00 per unit				
<u>Trophies – Type 1</u> <i>Required Specifications:</i> (i) Sports Figure on marble base;	Up to \$10 per unit				

(ii) Engraved name plate included.					
<u>Trophies – Type 2</u> <i>Required Specifications:</i> (i) Sports Figure on marble base with column (Min 2” - Max 5”) (ii) Engraved name plate included	Up to \$11 per unit.				
<u>Trophies – Type 3</u> <i>Required Specifications:</i> (i) Sports Figure on Sports Riser Trophy with marble base; (ii) Column available at City’s option (Min 2” - Max 5”); (iii) Engraved name plate included	Range: (i) Up to \$8.50 (no Column; (ii) Up to \$14.00 (with Column)				
<u>Trophies – Type 4</u> <i>Required Specifications:</i> (i) 6” Figure Resin Sports Award; (ii) Engraved name plate available at City’s option.	\$8- 11 per unit				
<u>Plaques</u> <i>Required Specifications:</i> (i) Sport Mount and includes engraved name plate (ii) MDF, Various Color Finishes (ii) Available Sizes/Additions: (a) 5” x 7” (b) 6” x 8” (c) 7” x 9” (d) 8” x 10” (e) 8” x 10” with Picture Insert	Up to \$7.50 Up to \$9.00 Up to \$10.00 Up to \$12.00 Up to \$15.00				

Additional Items: *[INSTRUCTIONS TO PROPOSERS: SPECIFY ANY OTHER AVAILABLE AWARD ITEMS OR VARIATIONS ON WHICH YOU WISH TO BID BELOW]*

	N/A				
	N/A				
	N/A				
	N/A				

[INSTRUCTIONS TO PROPOSERS: FILL IN BLANKS BELOW AS AND TO THE EXTENT APPLICABLE, EXCEPT WITH RESPECT TO ITEM (E) WHICH IS REQUIRED]

A. Discounts Offered for Bulk Orders or Package Deals (If a single discount can be given for an entire category or multiple categories of items, state same; otherwise, state the items (type and/or number) that would need to be ordered to qualify for the bulk or package deal, the total cost for the bulk or package deal order, and the applicable discount as compared to item-by-item pricing specified above. If necessary, list on an Excel spreadsheet and place on the outside of the catalog a sticker specifying the section and discount percentage that applies to each specific section):

B. Price Rates for Additional Engraving on Medals:

C. Price Rates for Other Available Customization Services Not Specified Above:

Type of Customization	Price Rate

D. Additional Fees, Taxes or Surcharges Not Specified Above (NOTE: failure to specify delivery or other charges here constitutes a waiver/forfeiture of any right to impose such charges pursuant to any contract(s) awarded pursuant to this RFP; any such otherwise-applicable charges would be deemed either inapplicable or included in the bid pricing specified above):

Type of Charge	Cost/Rate	Applicability

E. Turnaround time: Proposer will need _____ days, inclusive of any shipping/delivery time, to complete an order from the date of City's order/authorization to proceed. If the turnaround time will vary depending on the volume, type or timing of items requested, specify in the blanks below:

DRAFT