



December 5, 2025

**Addendum #1
RP004-26**

Provision of an Employee Service Awards Program on a Multi-Year Contract

Questions & Answers:

- Q1. Does the sample pin need to be an exact duplicate of the pin shown in Appendix C or is a representative of the example acceptable?
- A1. A sample pin of similar specifications, that demonstrates quality, is acceptable.**
- Q2. Should the service award gift packet be a printed product or will this be a digital-only option that is provided to the employees?
- A2. The service award gift packet is expected to be a digital-only option.**
- Q3. Are the quantities listed on the fee schedule (page 6) estimated annual quantities or are these estimated quantities spanning over the five-year contract term?
- A3. These are estimated annual quantities.**

Acknowledge receipt of this addendum on Page 7 of the proposal document.

Sincerely,

Jenny Coleman
Purchasing Associate II