

December 18, 2025

**Addendum #2  
RP004-26**

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

**Questions & Answers:**

- Q1. Can the deadline for submitting proposals be extended to allow more time for proposal preparation?  
**A1. No, the deadline cannot be extended at this time.**
- Q2. Are bid bonds, performance bonds, and/or payment bonds required?  
**A2. No.**
- Q3. Can a copy of the current contract cost tabulation be shared?  
**A3. Please submit an Open Records Request through the Gwinnett County website for this information.**
- Q4. Should the cost of the certificate of recognition be included in the cost of the award or should it be priced separately like the lapel pin?  
**A4. The cost of the award should include the gift, certificate, certificate binder, and shipping cost to employees. The lapel pin is a separate fee as these will not be ordered by each employee but by the Human Resources Department.**
- Q5. Can an image of the current pin (front and back) be provided?



- A5.**
- Q6. Lapel pins: Attachment C depicts a round pin, 5/16" x 1 1/8", with dimensions provided on page 3 of the proposal documents. Please clarify if the piece is 5/16" in diameter or 1 1/8"?"  
**A6. The diameter of the lapel pin is 1 1/8".**
- Q7. Lapel pins: It appears the dimensions depict a rectangular piece. Is the stone set with beads or glued flush and will they be evenly split between magnets and pin backs?  
**A7. Please reference the provided image of the current lapel pin.**
- Q8. Section II Program Requirements: Will pins be ordered & shipped annually in bulk (1 order a year) from the awarded vendor?  
**A8. Yes.**
- Q9. Section II Program Requirements: Will monthly packets be delivered to the user department (HR) or directly to the employee's home? Or will the combined packet and pin be sent to HR only?

- A9. The Years of Service awards are the only items expected to be sent directly to the employee's home address. All other items should be delivered to Human Resources.**
- Q10. Section II Program Requirements: For the distribution process, is Gwinnett County looking for the certificate (on certificate board) to be in a labeled envelope with the employee's name and years of service along with the pin (in poly bag) and an email sent at the beginning of each month (with login information included)?
- A10. With the exception of the Years of Service awards, Human Resources will handle distribution of all requested items to the employees. The request for poly or plastic bags is for protection of requested items.**
- Q11. Section II Program Requirements: For better email security, can the "employee number" and "work email address" be used rather than issuing a unique number printed on the email, as depicted in Appendix A?
- A11. Gwinnett County is open to hearing about all capabilities that improve or enhance the member experience and/or administration of these benefits. Please note, this is for informational purposes only and will not be scored.**
- Q12. Section III Information Requested in Proposals: For proposal submission, is Gwinnett County requiring a physical brochure sample or is a provided login to the online catalog acceptable?
- A12. Please provide physical brochure samples and include a variety of examples for each Years of Service award range.**
- Q13. Section III Information Requested in Proposals: If a physical brochure is required for proposal submission, should it be five (5) samples? If not, please clarify why five (5) samples are required.
- A13. Gwinnett County is requesting five (5) samples each of the service award packet, certificate, certificate holder, and lapel pins to be submitted with the required number of proposal copies. This is so that each member of the evaluation committee can independently evaluate submitted proposal packages for scoring purposes.**
- Q14. Section III Information Requested in Proposals: If the certificate and email letter need to be included as samples - can a template be provided to add to the submitted proposal?
- A14. Please refer to the examples shown in Appendix A and Appendix B of the proposal document. Samples should be of similar specifications and should demonstrate quality.**
- Q15. Section III Information Requested in Proposals: Are five (5) certificate board samples required if all are identical?
- A15. Yes.**
- Q16. On page 4 under Cost, it lists the various budgets per year level along with an anticipated cost for the lapel pin. The 5-year level provides a range for the Anticipated Award Cost of \$53 - \$65 along with an anticipated lapel pin cost of \$4. Is the \$4 cost for the pin included in the \$53-65 gift range or is that an additional \$4 for a range of \$57-69 for the total award (pin, cert, board, gift & email)?
- A16. The lapel pin is a separate cost.**

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

Sincerely,



Jenny Coleman  
Purchasing Associate II