

* * * * *

(E) EMPLOYEE SERVICE AWARD PINS (ANNUAL CONTRACT) - RFB NO. 21-0020

It is requested that Council approve the annual contract for the purchase of employee service award pins from J. Brandt Recognition, Ltd (Fort Worth, TX) for the estimated annual contract amount of \$6,615.00.

The employee service award pins will be purchased on an “as needed” basis by the Human Resources Department. The employee service award pins will be given to employees during Employee Appreciation Week.

The contract period will be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the vendor(s).

Bid specifications were posted on DemandStar and the web pages of the Purchasing Division and the Georgia Procurement Registry. Two bids were received on February 24, 2021. This bid has been advertised, opened, and reviewed. The bidders were:

Description	Average Units Per Year	J Brandt Recognition (Fort Worth, TX)		MTM Recognition (Lake City, GA)	
		Unit Price	Total Price	Unit Price	Total Price
Solid Sterling Silver / Plain	120	\$9.20	\$1,104.00	\$9.48	\$1,137.60
1/10 Gold Filled / Plain	120	\$13.99	\$1,678.80	\$18.85	\$2,262.00
1/10 Gold Fill / .03pt Pearl	67	\$16.89	\$1,131.63	\$21.94	\$1,469.98
1/10 Gold Filled / .03pt Ruby	60	\$16.89	\$1,013.40	\$22.17	\$1,330.20
1/10 Gold Filled / .03pt Blue Sapphire	40	\$16.89	\$675.60	\$22.56	\$902.40
1/10 Gold Filled / .03pt Emerald	10	\$16.89	\$168.90	\$22.41	\$224.10
1/10 Gold Filled / .03pt Diamond	15	\$34.99	\$524.85	\$41.52	\$622.80
1/10 Gold Filled / .03pt Diamond and Ruby	5	\$37.79	\$188.95	\$44.31	\$221.55
1/10 Gold Filled / (2) Two .03pt Diamonds	2	\$64.30	\$128.60	\$68.86	\$137.72
GRAND TOTAL		\$6,614.73		\$8,308.35	

Funds are budgeted each fiscal year for this ongoing expense: General Fund – Human Resources – Employee Benefits – Special Event Supplies; 0101-220-2100-BENE-6793.

* * * * *

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE ANNUAL CONTRACT FOR THE PURCHASE OF EMPLOYEE SERVICE AWARD PINS FROM J BRANDT RECOGNITION, LTD (FORT WORTH, TX), ON AN “AS NEEDED” BASIS FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$6,615.00.

WHEREAS, the employee service award pins will be given to employees during Employee Appreciation Week, and;

WHEREAS, the initial contract period shall be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the vendor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY, RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase employee service award pins from J Brandt Recognition, Ltd for the estimated annual contract amount of \$6,615.00. Funds are budgeted each fiscal year for this ongoing expense: General Fund – Human Resources – Employee Benefits – Special Event Supplies; 0101-220-2100-BENE-6793.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____
- Councilor Barnes voting _____
- Councilor Crabb voting _____
- Councilor Davis voting _____
- Councilor Garrett voting _____
- Councilor House voting _____
- Councilor Huff voting _____
- Councilor Thomas voting _____
- Councilor Tucker voting _____
- Councilor Woodson voting _____

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor