

February 16, 2001

Lancaster County Nebraska desires to change its present Service Award Program from a standard program to a Flexible Program. The Flexible Program desired is one where an employee can choose their own award out of a catalog.

The County would issue each eligible employee a catalog from which the employee can order directly from the gift they choose.

The County would pay the bill directly to the company. We anticipate there would be a minimum of seven (7) different price levels of gifts and catalogs.

The following break down is the county's annual average of award per group:

45 Employees	\$25.00	\$1,125
26 Employees	\$40.00	\$1,040
30 Employees	\$50.00	\$1,500
8 Employees	\$75.00	\$ 600
4 Employees	\$100.00	\$ 400
2 Employees	\$200.00	<u>\$ 400</u>
	Total	<u>\$5,065</u>

Please provide sample catalogs, your pricing structure, including any discounts offered to the County and information on how your program works (i.e. order process, delivery times quality standards etc.) to the Purchasing office at 440 S. 8<sup>th</sup> St., Lincoln, NE 68508 by March 2, 2001 so that we may make a final determination. The County will proceed with an order to the firm who has the best program offered, taking into consideration products offered in the catalog, price/discounts, order/lead times and other value added incentives. The County hopes to have this program in place by May 15, 2001.

Sincerely,

Vince M. Mejer, CPPO, C.P.M.  
Purchasing Agent