ANNUAL SAFETY SHOE PROGRAM SPECIFICATIONS

- Contract Administrators: Calvin Toy, Safety Engineer / John Martinez, Industrial Hygienist (310) 732-3758

VENDORS

- Vendors should have store locations within 30 miles of the Port of Los Angeles (Zip Codes 90731 and 90744). Department employee should be able to choose, and be fitted with, appropriate work boots within one (1) hour, including travel time.
- Vendors must have staff to assist Department employees in finding the appropriate safety boots that meet the boot specifications below and to assist in fitting.
- Vendors must have a shoe mobile or mobile shoe store that can be scheduled for on-site safety shoe distribution.
- Vendors have ten working days to deliver boots which are not in stock and must be ordered. Vendors that are unable to do this must either allow the employees to select another boot or return the employee's boot voucher.
- Vendors agree to accept Safety Shoe vouchers issued from the Risk Management Division and monitor their use and keep records of the employee purchases. Vendors will provide purchase documents to Risk Management for payment processing.

BOOT SPECIFICATION REQUIREMENTS

Safety boots must meet the following specifications:

- Boots must be leather, ankle-high, and a minimum of 6 inches high.
- Boots must be equipped with a protective toe cap which is rated 1-75 for impact and C-75 for compression by ASTM F2412 and F2413.
- Soles: Slip-resistant, puncture resistant, rubber.
- Insole: Fully cushioned.
- Option(s) for tree logger boots with same specification above

The Risk Manager or a designee has the authority to review all employee choices to assess adherence to Department boot requirements. Deviations from these specifications must be approved in advance by the Risk Manager or a designee. The Department will not pay for footwear that does not comply with Purchase Requisition Specifications. Vendors will provide a price list of applicable boots. Additional shoes may be added to the authorized list as needed.

PURCHASE LIMITS, RESTRICTIONS, AND REQUIREMENTS

The Department will Issue vouchers to Department employees to purchase safety footwear adhering to the above-mentioned requirements up to $165.00, including tax.

- Employees who wish to purchase a safety boot costing less than $165.00 will not be given the difference in price; nor will the Department reimburse the vendors for the price differential.
- Employees who wish to purchase a safety boot costing more than $165.00 and pay the difference out of their own funds may do so. Employees are expected to pay the difference at the point of purchase. Failure of vendors to charge the employee the difference does not obligate the Department to pay the difference.
- Vouchers are valid for 30 days following the initial authorization date by the Risk Manager or designee. The Vendor is required to refuse vouchers submitted after this period.
- Purchase and use of the safety boots are intended for Department employees only. Employees must present valid, current Identification, issued by the Harbor Department, along with their voucher, at the time of their purchase. The name on the submitted voucher must match the name on the employee's Identification card. Vendors must verify the identity of each employee who presents a Safety Shoe Authorization form. Vendors will be responsible for purchases that have not been authorized by the Department.
- The vendor must submit a corresponding voucher with each invoice submitted for payment. Failure to do so may cause delays in payment.

Vendors are required to submit a report on the fifth business day of each month, of all purchases carried out under the authority of this Program during the previous month.