ANNUAL SAFETY SHOE PROGRAM SPECIFICATIONS

- Contract Administrator: John Martinez, Industrial Hygienist (310) 732-7723

VENDORS

- Vendors should have store locations within reasonable distance from Port of Los Angeles worksites. Port employee should be able to choose, and be fitted with appropriate work boots within one hour, including travel time.

- Vendors must have staff to assist Port 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. Companies 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 Risk Management and monitor their use and keep records of the employee purchases. Vendors will provide packet 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 I-75 for impact and C-75 for compression by ASTM F2412 and F2413.
- Soles: Slip-resistant, puncture resistant, rubber.
- Insole: Fully cushioned.

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

PURCHASE LIMITS, RESTRICTIONS, AND REQUIREMENTS

The Port will issue vouchers to Port employees to purchase safety boots adhering to the above mentioned requirements up to $150.00 including tax.

- Employees who wish to purchase a safety boot costing less than $150.00 will not be given the difference. The Port will not reimburse the vendors the difference either.

- Employees who wish to purchase a safety boot costing more than $150.00 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 by the vendors to charge the employee the difference does not obligate the Port to pay the difference.

- Vouchers are valid for 30 days following the initial authorization date by the Risk Manager or a designee. The Vendor is expected to refuse vouchers submitted after this period.

- Purchase and use of the safety boots are intended for Port employees only. Employees must present a valid Port Identification 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 Port.

- The vendor must submit a corresponding voucher with each invoice submitted for payment. Failure to do so may cause delays in payment.

UPDATED: JULY 11, 2016
Vendors shall adhere to and not charge safety boot prices higher than their submitted price list and any applicable discount. If, at the time of purchase, the safety shoes are priced lower than the price list the vendor shall offer the lower price.