



SOLICITATION ADDENDUM

Date: **12/4/2023**
Subject: **Custom Lapel Pins**
Solicitation Number: **6100060046**
Due Date/Time: **12/07/2023 3:00PM**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

See attached list of questions and answers.

Type of Solicitation: Electronic Bid (SRM) - Review the Questions section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

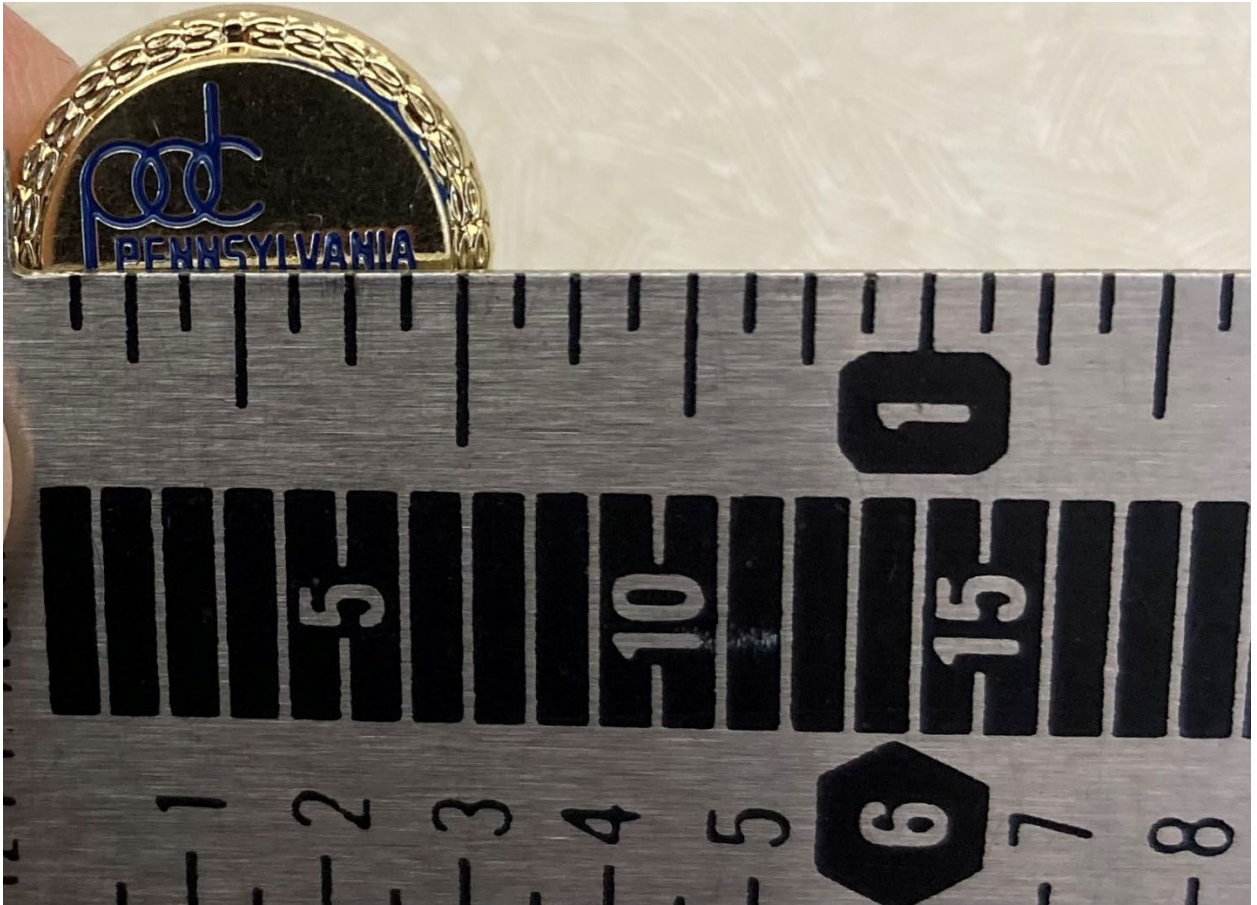
Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Amanda Wasko
Title: Division Chief, Administrative Services
Phone: Email amawasko@pa.gov
Email: amawasko@pa.gov

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- 1.) Please confirm the diameter of the pins.
 - a. The pins are 9/16 of an inch.



- 2.) Can original artwork of the pins or close up photos be uploaded? Can you provide a photo of the back of the pin?
 - a. We do not have artwork of the pins. Below are close up photos of a 10-year pin.

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- 3.) Is this a one-time shipment or multiple/monthly shipments?
 - a. This is a one-time shipment.

- 4.) How soon after the PO is issued do you require delivery?
 - a. Delivery is required 4 weeks after the PO is issued.

- 5.) Can you provide PMS color for the blue color?
 - a. The Department's color is navy. We do not have the PMS color for these pins.

- 6.) Are all plastic boxes the same style?
 - a. Plastic boxes should be the hinged style. See photo below.

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- 7.) Is import acceptable as long as quality is the same, or Made In USA required?
 - a. Import is acceptable.
- 8.) Is the only difference in the pins the years?
 - a. Yes, the only difference in the pins requested by quantity is the year (5, 10, 15, etc.). The logo and department name are the same.
- 9.) Do you have a preference for the base materials for the pin?
 - a. The base material must be zinc alloy, iron, or copper.
- 10.) Would you like them to have a gold finish or be finished in actual gold plating?
 - a. The pins should have a gold finish.
- 11.) Can a bid tabulation be provided for the previous solicitation?
 - a. Previous purchases were below the small no-bid threshold per Part 1 Chapter 6 of the Procurement Handbook. A bid tabulation is not available.