

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires 9/16 of an inch custom lapel pins for year of service awards.

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Amanda Wasko at amawasko@pa.gov.

III. CONTRACT REQUIREMENTS

The 9/16" lapel pins must be engraved, gold plated, and include a decorative edge. The pins must include:

- DOC logo
- Pennsylvania Department of Corrections name
- Number reflecting years of service (5, 10, 15, and 20)

Photos of the current pins are included for reference. Bidders must include a mockup or sketch of their pins with the bid. Pins must be as identical as possible to the current pins.

Pins must include an acrylic presentation box with foam padding. The cost of the boxes should be included in the price per pin on the cost sheet.

The initial order of pins will include the following quantities and types of pins:

- 2,744 – 5 years of service pins
- 342 – 10 years of service pins
- 2,345 – 15 years of service pins
- 624 – 20 years of service pins

Pins must be shipped to the Pennsylvania Department of Corrections, 1920 Technology Parkway, Mechanicsburg PA 17050.

All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.

IV. CONTRACTOR QUALIFICATIONS

Bidders must complete and upload the Reciprocal Limitations Act Form and Worker Protection form as part of the bid response.

Bidders must include a mockup or sketch of their pins with the bid. Pins must be as

identical as possible to the current pins.

V. CONTRACT TERM

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later.

VI. BID AWARD

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.

VII. BID Results

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services' eMarketplace website <http://www.emarketplace.state.pa.us/>. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

10 Year Pin:



15 Year Pin:



20 Year Pin:

