

Statement of Work – Service Anniversary Lapel Pins

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires custom lapel pins for service anniversary recognitions. This is a one-year contract with the option of four (4) one-year renewals. Pins will be ordered as needed throughout the life of the contract.

An immediate need of 9,600 pins will be needed within 6-8 weeks, pending the approval of final design and pre-production. Additional pins will be ordered as needed through the life of the contract.

Initial purchase amount will be as follows for service years:

- 10-year anniversary – 2000 EA
- 15-year anniversary – 2000 EA
- 20-year anniversary – 2000 EA
- 25-year anniversary – 1000 EA
- 30-year anniversary – 1000 EA
- 35-year anniversary – 500 EA
- 40-year anniversary – 100 EA

Estimated yearly quantities may vary.

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Steven Buzzard at sbuzzard@pa.gov.

III. CONTRACT REQUIREMENTS

The lapel pins must be designed to represent the attached artwork (see additional attachment). Specifications of the design should be as followed:

- DOC Logo in center
- “Commonwealth of Pennsylvania” at the top
- “Corrections” at the bottom
- A banner where the Year of Service will be represented.
- Years of Service will include: 10, 15, 20, 25, 30, 35 & 40
- Average size of the pin should be 5/8”
- Material/Metals: Nickel
 - Should be raised (embossed) to show the features of the lettering, and ink/paint for the coloring of the design

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- Color Table
 - 541C
 - 542C
 - White
- Back of Pin Design
 - Tie Tac / Lapel Pin Style Backing
- Presentation Box
 - Acrylic w/ foam padding
 - Hinge style
- Immediate Need of Anniversary Pins
 - 10-year anniversary – 2000 EA
 - 15-year anniversary – 2000 EA
 - 20-year anniversary – 2000 EA
 - 25-year anniversary – 1000 EA
 - 30-year anniversary – 1000 EA
 - 35-year anniversary – 500 EA
 - 40-year anniversary – 100 EA
- Estimated yearly quantities may vary

Department of Corrections artwork is 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 artwork.

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

Initial shipment of quantities above will go to 1920 Technology Pkwy, Mechanicsburg, PA 17050. After initial shipment, pins may be ordered and shipped by and to all DOC Regions and facilities. Must be able to ship statewide throughout Pennsylvania.

All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs. Bidders cannot require a delivery or production minimum for orders throughout the life of the contract. Pins must be delivered within 4-6 weeks of an order being placed. Additional delivery time may be granted by the DOC due to extenuating circumstances during the contract period.

This is a low-cost bid. Award will be based on the lowest cost. Prior to award, the lowest priced vendor will be required to submit a sample pin for approval. Should the pin not be approved, we will continue to the next lowest vendor, etc. Sample pin will be shipped to the Department of Corrections, 1920 Technology Pkwy, Mechanicsburg, PA 17050.

As part of the contract the DOC reserves the right to request other specialty pins at a negotiated price, as needed. If the DOC requires any changes to the design of the pin

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during the life of this contract, pricing changes can be negotiated between the DOC and the vendor outside of the renewal period.

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 the provided artwork.

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.

This is a one-year contract with the option of four (4) one-year renewals. The initial bid price for the immediate need of service anniversary pins should match that of your contract first year bid price. Price of pins must remain firm for the first year of the contract. Price adjustments can only be made at the time of renewal. The price adjustment must be by mutual agreement between the Department of Corrections and the awarded supplier. All supporting documentation must be submitted with the pricing to justify any price increases.

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.

VII. BID Results

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted as soon as possible after the bid opening, on the

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Department of General Services' eMarketplace website <http://www.emarketplace.state.pa.us/>). Tabulations are for information only and do not constitute actual award or execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.