



SOLICITATION ADDENDUM

Date: **12/11/2023**
Subject: **1100-66792 DOC Custom Anniv Lapel Pins**
Solicitation Number: **6100060089**
Due Date/Time: **12/14/2023 3:00 PM**
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:

- * Updated Statement of Work showing new initial order quantity.
- * 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: Steven Buzzard
Title: Procurement Specialist
Phone: Email sbuzzard@pa.gov
Email: sbuzzard@pa.gov

6100060089 – 1100-66792 DOC Custom Anniv Lapel Pins

1. Is there a bid tabulation or last price available?
 - a. The last purchase price was \$4.29 / pin

2. Average number of orders per year after initial shipment?
 - a. There is not set minimum of what may be ordered in a given year. This number is dependent on actual employee service anniversaries and may fluctuate.

3. Is domestic manufacturing require or is overseas acceptable?
 - a. Domestic manufacturing is not require, however, pins must be delivered 4-6 weeks of an order being placed.

4. Phot of front and back of actual pin, also showing the clutch attachment:
 - a. Please note we do not have pictures of the new design, below are photos of the pin we are currently ordering, and new pins should represent the same type of pin.



5. Metals: Nickel is this nickel plate and made out of brass?
 - a. Any metal the vendor thinks would work best can be acceptable, so long as it is approved in the preproduction/sample approval phase.

6. What is the frequency of order throughout the initial term of contract and minimum order per quantity?
 - a. There will be no required minimum per order. There will also not be a minimum of order frequency. In the past we have made orders on a quarterly basis.

7. What is the expected budget for the contract?
 - a. There is no budget set at this time