**PENNSYLVANIA OFFICE OF ATTORNEY GENERAL**

**SPECIFICATIONS**

**FOR**

**PROMOTIONAL ITEMS**

**SCOPE:** The Pennsylvania Office of Attorney General (OAG) is issuing this Invitation for Bid (IFB) to procure various promotional items as per the Attachment A.

**METHOD OF AWARD:** Vendor MUST bid on all items to be considered for award. The OAG will award a Contract to the lowest responsive and responsible bidder.

**CONTRACT TERM:** The terms of this contract shall begin upon completion of a fully executed purchase order and will be effective for one (1) year from the date of the purchase order. This contract may be renewed for four (4) additional one-year terms upon mutual agreement between the OAG and the vendor. The OAG will contact the vendor prior to the expiration to ensure the vendor agrees to renew.

**QUANTITIES AND ITEMS:** Quantities are estimated and may be increased or decreased depending upon the needs of the OAG. Additional items may also be added, based on the needs of the OAG, if mutually agreed upon by the OAG and the vendor.The OAG will contact the vendor when a new item is needed and the vendor will provide a quote for the item. If agreed upon, the item will be added.

**DELIVERY LOCATION:** The items shall be delivered F.O.B. destination to 14th Floor, Strawberry Square, Harrisburg, PA 17120. The awarded supplier shall contact Donnajean Szukalski at 717-783-3964 no less than seven calendar days prior to delivery in order to coordinate the delivery of the items.

**SPECIFICATIONS:** Sample photos, estimated quantities and item information are included in the Atta**chment A.** All artwork is to be provided by the OAG. It is preferred that the items are made in the U.S.A. but not required.

**INQUIRIES**: All inquiries or questions regarding this bid shall be made to Maggie Boyer 717-908-6438 or [maboyer@attorneygeneral.gov](mailto:maboyer@attorneygeneral.gov).