

March 22, 2023

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS SEALED BID
MAY RESULT IN DISQUALIFICATION**

SUBJECT: The Rhode Island Lottery is seeking bids for **SIX POCKET LITERATURE (BROCHURE) HOLDERS.**

Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Mark A. Furcolo, Director
BID 23-03A
P.O. #11214

QUANTITY: **500**

DESCRIPTION: 1/8" clear Acrylic six (6) pocket, 2 column literature holders, 3 tiers, 1 pencil pocket on each side, slant back, flat bottom

SIZE: 8 1/4" w x 12" h x 5 1/2" d – **OUTSIDE** dimensions
4" w x 1" d – **Each POCKET**

POCKET TIERS:

1ST Tier – 4" h front and 8" h back

2nd Tier – 6 1/2" h front and 8" h back

3rd Tier – 6 1/2" h front and 9" h back

1" w x 2 1/4" h – **PENCIL POCKET** dimensions

PLEASE SEE ATTACHED PICTURES (Pages 5 & 6)

ARTWORK: One color - "The Lot" logo on front only; artwork to be supplied

OTHER: Please include all set-up fees and shipping and handling charges

PROOF: Proof of sample to be **approved** by the Rhode Island Lottery.
Upon Bid Award, pre-production **SAMPLE REQUIRED.**
DELIVERY REQUIRED 30 DAYS AFTER FINAL APPROVAL OF SAMPLE.

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

DELIVERY: **ESTIMATED DELIVERY TIME OF LITERATURE HOLDERS IS REQUIRED WITH BID PROPOSAL.**

It is the policy of the Rhode Island Lottery to accept **ONLY** the quantity ordered.
Individually packaged, 10 to a carton

BIDS DUE: **APRIL 5, 2023 ON OR BEFORE 11:00 AM**

QUESTIONS: Contact Terri Kiernan or Dan Sarro at 401-463-6500

NOTE: VENDORS WILL SUBMIT SEALED BID IN AN ENVELOPE AND MUST INCLUDE, ON THE OUTSIDE OF THE ENVELOPE, THE BID NUMBER. BIDS CAN BE SUBMITTED VIA USPS, HAND DELIVER OR BY COURIER DELIVERY SERVICE – DO NOT FAX OR EMAIL

CHECKLIST

- _____ Please include pricing for a **RUSH** delivery
- ____✓____ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- ____✓____ Estimated delivery time is required with bid proposal
- ____✓____ Delivery **REQUIRED** ____30____ after sample approval
- _____ Please provide a Sample _____ **WITH** your sealed Bid proposal
- _____ Sample available from the Lottery UPON REQUEST
- ____✓____ Upon Bid Award, sample **REQUIRED**
- ____✓____ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/
Underage – Maximum Overage Allowed is 5%
- ____✓____ Packaged individually in plastic bags; boxed for delivery in quantities of 10
- _____ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- _____ Insurance Certificate must be submitted with Bid proposal.
- _____ Please include three (3) references with names, addresses and telephone numbers.
- ____✓____ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- _____ Successful out-of-state vendor providing services **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation

IMPORTANT NOTIFICATIONS

All proposals are developed and submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any such costs or expenses incurred by a vendor.

Vendors are advised that all materials submitted to the Rhode Island Lottery for consideration in connection with a proposal are subject to the Rhode Island "Access to Public Records Act" as codified in R.I. Gen. Laws §38-2-1, et seq. and may be released for public inspection upon request once an award has been made. Any information that the vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such, but vendors are advised that the Rhode Island Lottery may release records marked confidential by a vendor upon a public records request if the Rhode Island Lottery determines the marked information is subject to disclosure under the Access to Public Records Act.

The Rhode Island Lottery reserves the right not to award a bid based solely on cost and may award a bid based on a combination of quality of product, services, and experience of the vendor, as well as participation in Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), Disability Business Enterprise ("DisBE"), or Veteran Business Enterprise ("VBE"). In order to participate in the State of Rhode Island's MBE/WBE/DisBE/VBE Programs, vendors must be certified by the State of Rhode Island, Department of Administration, Office of Diversity Equity and Opportunity (ODEO) or the Governor's Commission on Disabilities. It is important that vendors include in their proposal that they are certified as MBE, WBE, DisBE or VBE so that the Rhode Island Lottery can consider this when reviewing all proposals.

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a bid contract.

Before the Rhode Island Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within _____ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Rhode Island Lottery may result in that bidder not receiving the award.

By submitting a proposal, the vendor agrees that the price quoted will be the maximum in effect during the agreement period, inclusive of all costs and fees. Bid price shall be net F.O.B. Destination unless otherwise noted and agreed to by the Lottery in writing. Any price decline at the manufacturer's level shall be reflected in a price reduction to the Rhode Island Lottery.

Submitted proposals shall be irrevocable for a period of ____ days following the bid proposal deadline, and may not be withdrawn without express written consent of the Rhode Island Lottery. No substitutions of goods will be allowed after the contract award, unless specifically agreed to by the Rhode Island Lottery in writing.

The purchase of any goods or services by the Rhode Island Lottery under an award is subject to the availability of funds.

With respect to an award for goods, the Rhode Island Lottery shall accept only the quantity ordered. The vendor is responsible for any overage.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov.

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid, a successful out-of-state vendor(s) providing **services** will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the Rhode Island Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

Rhode Island corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the Rhode Island Secretary of State.

Prior to the final award of a bid, a successful vendor must complete and return a W-9 form, which will be supplied by the Rhode Island Lottery.



