

April 19, 2023

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

**SUBJECT:** The Rhode Island Lottery submits this bid request for:  
**GOLF PENCILS** for the period **April 2023 through March 2024**. Please forward sealed bids to:  
Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
Attention: Mark Furcolo, Director  
**BID 23-04A**  
**P.O. #11246**

**NOTE:** **1500 gross pencils per order - 4 orders placed during April 2023 – March 2024. Price per 1500 gross is to remain the same during this period.**

**SIZE:** **3.5” Hex Golf Pencil without eraser – Must be sharpened**

**COLOR:** **NAVY BLUE**

**IMPRINT:** **GOLD (2 lines) – Your Rhode Island Lottery  
[www.rilot.com](http://www.rilot.com)**

**PROOF:** **SAMPLE REQUIRED WITH BID**  
**Sample/proof approval** by the Rhode Island Lottery before production

**IMPORTANT:** **In-house delivery due date for 1<sup>st</sup> shipment is within 3 weeks of product sample/artwork approval; subsequent orders within 3 weeks of request of order**

**OTHER:** **Package 125 pencils per box with box edges sealed; 20 boxes per carton**  
Please **INCLUDE** all set-up fees, shipping and handling charges  
Samples available upon request

**DELIVERY:** Estimated Delivery Time of the 1<sup>st</sup> order of Golf Pencils is **REQUIRED WITH Bid**  
Estimated Delivery Time of subsequent orders is **REQUIRED WITH Bid**

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

**BIDS DUE:** **May 3, 2023 BY 11:00 AM**

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

**NOTE:** BIDS WILL NOT BE ACCEPTED UNLESS ENVELOPE IS CLEARLY ADDRESSED WITH BID NUMBER – **DO NOT FAX**

INTERNET  
VENDORS:

VENDORS WHO USE THE INTERNET TO DOWNLOAD  
INFORMATION MUST INCLUDE THE BID NUMBER ON  
THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID  
DEADLINE - **DO NOT FAX**

**CHECKLIST**

- \_\_\_\_\_ Please include pricing for a **RUSH** delivery
- \_\_\_X\_\_\_ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- \_\_\_X\_\_\_ Estimated delivery time of **each of order** is **REQUIRED** with bid proposal
- \_\_\_X\_\_\_ Delivery **REQUIRED within 3 weeks** after final artwork/pre-production sample approval.  
**THIS IS THE 1<sup>st</sup> DELIVERY.**
- \_\_\_X\_\_\_ Please provide a Sample or Color Image **WITH** your sealed Bid proposal.
- \_\_\_X\_\_\_ Upon Bid Award, sample **REQUIRED**
- \_\_\_X\_\_\_ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- \_\_\_\_\_ Please specify the percentage of overage/underage, if applicable
- \_\_\_\_\_ Bulk packaged
- \_\_\_X\_\_\_ 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.
- \_\_\_X\_\_\_ Include confirmation that vendor has registered as a State vendor at [www.ridop.ri.gov](http://www.ridop.ri.gov)
- \_\_\_\_\_ Successful out-of-state vendor providing services **MUST** file a Certificate of Authority at [www.sos.ri.gov](http://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 Division 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 shall be available for public inspection upon request once an award has been made.

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” and Disability Business Enterprise “DisBE”.

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, a 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](http://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](http://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.