

April 12, 2024

**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:  
**INSTANT TICKET SCRAPERS.** Please forward sealed bids to:

Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
Attention: Mark Furcolo, Director  
**BID 24-08**  
**P.O. #11666**

**QUANTITY:** 150,000

**DESCRIPTION:** A give-away item used to scratch instant tickets.  
**The Rhode Island Lottery is receptive to all product ideas.**

**MATERIAL:** White Plastic with key ring attached

**IMPRINT:** The Rhode Island Lottery logo – 2 colors – blue and green

**ARTWORK:** To be supplied by the Rhode Island Lottery. A pre-production sample will be required for Lottery approval before production.

**IMPORTANT:** **A sample must be included with your sealed bid.**

**FOB Destination:** (Vendor pays all shipping costs) Rhode Island Lottery  
1425 Pontiac Avenue, Cranston, RI 02920

**NOTE:** **DELIVERY REQUIRED WITHIN 60 TO 80 DAYS OF BID  
AWARD**

**QUESTIONS:** Please contact Terri Kiernan ([tkiernan@rilot.ri.gov](mailto:tkiernan@rilot.ri.gov)) or  
Dan Sarro ([dsarro@rilot.ri.gov](mailto:dsarro@rilot.ri.gov))  
(401) 463-6500

**BIDS DUE:** April 26, 2024 by 11:00 AM

**NOTE:** Please note on Page 2 is a “Checklist”. Documentation if required for some of these items. Please include them in the envelope.

**Please do not fax or email bid.** Please submit your bid to the address above and

**include the bid number on the envelope by bid deadline. Bids are to be submitted via USPS, hand deliver, or delivery service.**

### **CHECKLIST**

- ☒ 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 within 60 to 80 days of bid award.**
- ☒ Please provide a Sample **WITH** your sealed Bid proposal.
- ☒ Pre-production Sample/Proof to be approved by the Rhode Island Lottery before production.
- ☐ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- ☒ Packaged 200 per plastic bags; total quantity labeled on carton.
- ☐ 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](http://www.purchasing.ri.gov)
- ☒ Vendors that have been certified as MBE,WBE, DisBE or VBE with the State of Rhode Island must include documentation of the certification with your proposal
- ☒ Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. Please provide a Certificate of Good Standing from your home Secretary of State's Office with your proposal.
- ☒ 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. Please provide documentation with your proposal.
- ☐ Successful out-of-state vendor **MUST** file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation upon bid award

## **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](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.

Thank you,  
Terri Kiernan  
(401) 463-6500, Ext. 104  
Rhode Island Lottery