

November 4, 2022

SUBJECT: The Rhode Island Lottery submits this bid request for: **AT-A-GLANCE® “Today Is” Daily Wall Calendar Refill Pads K1-50 – Year 2023 OR SIMILAR**. **Please forward sealed bids to:**

**Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Mark A. Furcolo, Director
Bid 22-09A
P.O. #11073**

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

QUANTITY: 800

DESCRIPTION: 2023 AT-A-GLANCE® “Today Is” Daily Wall Calendar Refills K1-50 or SIMILAR
One weekday per page
Saturday/Sunday combined
Month, date and day at-a-glance
Extra-large numbers
Hole drilled in top two (2) corner for hanging – measurement will be provided on a sample calendar to the successful vendor (see attached sample photos)

SIZE: 6” x 6”
PAD DEPTH NO MORE THAN 1 1/8” (to be used with 1” post)

INK: Black
Print 1 (one) side only

PAPER: SoporSet 50# text 19x25

PACKAGING: Individually wrapped

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

IMPORTANT: **PRODUCT DUE IN-HOUSE ON OR BEFORE December 28, 2022**

FOB: R.I. Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

BIDS DUE: November 18, 2022 by 11:00 AM

CHECKLIST: SAMPLE AVAILABLE TO SUCCESSFUL VENDOR
SEE ATTACHED FOR ADDITIONAL REQUIREMENTS

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
- 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**
- Product due in-house NO LATER THAN DECEMBER 28, 2022**
- Please provide a Sample WITH your sealed Bid
- Artwork Proof REQUIRED WITHIN 5 DAYS of RECEIPT and must be approved by the RI Lottery**
- Upon Bid Award, pre-production sample REQUIRED WITHIN _____ WEEKS of art approval (Lottery may use sample provided with bid as pre-production sample)
- Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- Delivery REQUIRED _____ WEEKS AFTER FINAL ARTWORK PROOF/PRODUCT SAMPLE APPROVAL
- Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ Underage – Maximum Overage Allowed is 5%
- Individually wrapped**
- 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 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.

SAMPLE
AT-A-GLANCE®

1

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AT-A-GLANCE®

364

Thursday
January

New Year's Day

2015

10 / 11

SAMPLE
AT-A-GLANCE®

010

011

AT-A-GLANCE®

355

354

Sat./Sun.
January

2015

3 / 4

SAMPLE
OF
SIMILAR
PRODUCT

003

004

362

361

Sat./Sun.
January

2015

5

SAMPLE
OF
SIMILAR
PRODUCT

005

360

Monday
January

2015

SAMPLE