

April 12, 2024

**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: **KENO COASTERS**. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Mark A. Furcolo
Director
BID 24-07
P.O. #11666

QUANTITY: 600,000

SIZE: 4" x 4" Square – with slightly rounded corners

INK: 1 Color (Reflex Blue) – 2 Sided; no bleeds; different art on each side

STOCK: Medium weight pulp board which is approximately 1.4mm (60 point) thick. The Rhode Island Lottery will accept similar or better quality. Please provide a sample coaster with your bid proposal

PROOF: EPSON proof of artwork required for Lottery approval before production.

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

DELIVERY: **PRODUCT WILL NEED TO BE DELIVERED INHOUSE ON OR BEFORE MAY 31, 2024. Shrink wrapped in packs of 50.**

IMPORTANT: Bid price is to **INCLUDE** shipping & handling, any & all other costs

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

BIDS DUE: April 26, 2024 BY 11:00 AM

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

**BIDS WILL NOT BE ACCEPTED WITHOUT NOTING THE WORDS “SEALED BID”, ALONG WITH “BID NUMBER AND PURCHASE ORDER NUMBER” ON OUTSIDE OF ENVELOPE. BIDS ARE TO BE SUBMITTED IN HARD COPY BY BID DUE DATE, VIA USPS, HAND DELIVER, OR DELIVERY SERVICE.
DO NOT FAX OR EMAIL.**

CHECKLIST

- ☒ **Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.**
- ☒ **Delivery REQUIRED ON OR BEFORE MAY 31, 2024**
- ☒ **Epson proof of artwork REQUIRED before production**
- ☒ **Please provide a Sample of material WITH your Bid proposal**
- ☒ **Bulk packaged - Shrink wrapped in packs of 50**
- ☒ **Include documentation that vendor has registered as a State vendor at www.purchasing.ri.gov with your proposal.**
- ☒ **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.**

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.