

February 19, 2014

PENS - REBID of 14-01A

SUBJECT: The Rhode Island Lottery submits this bid request for **PROMOTIONAL PENS**.

Please forward sealed bids to:
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
ATTENTION: Gerald S. Aubin
Director
Bid 14-03A
P.O. # 7692

DESCRIPTION: Retractable Pens
Plastic Barrel
Suggested options could include wide body or rubber grip
Within \$0.25 to \$0.30 price range
Please include a sample of each pen (no more than 3 pen bids per vendor)
for which you are submitting a bid

PEN COLOR: Navy or Forest Green preferred

IMPRINT: One color

QUANTITY: 10,000

NOTE: Please specify all set up fees and shipping & handling costs

IMPORTANT: Please supply a sample of the pen(s) with your bid proposal – no more than 3 pen offerings per vendor

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

BIDS DUE: March 5, 2014 before 4:00 PM

DELIVERY DATE: Estimated delivery from date of art approval is required

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

PROOF: We will request an artwork proof
PRE-PRODUCTION PROOF IS REQUIRED UPON BID AWARD

NOTE: **BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE – 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**

SELECTION PROCESS: **Bid Award may not be based solely on price but quality of product and writing/ink quality will also be considered.**

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** 21 days after final art
- Please provide a Sample of item(s) **WITH** your sealed Bid proposal
- 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
- Bulk packaged
- 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 **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

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

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

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 Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 1 week of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI 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.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.