

**September 10, 2014**

**SUBJECT:** The Rhode Island Lottery submits this bid request for:  
**NINE POCKET LITERATURE (BROCHURE) HOLDERS.**  
Please forward sealed bids to:

Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
Attention: Gerald S. Aubin, Director  
**BID 14-11A**  
**P.O. # 7923**

**QUANTITY:** 1600

**TO BE SHIPPED IN QUANTITIES TO BE DETERMINED,  
AND AS REQUESTED, DURING A 12 MONTH PERIOD**

**DESCRIPTION:** 1/8" clear Acrylic nine (9) pocket, 3 column literature holders,  
3 tiers, 1 pencil pocket on one side, slant back, flat bottom

**SIZE:** 12 1/2" w x 12" h x 5 1/2" d – **OUTSIDE** dimensions  
4" w x 4" h x 1" d – **1<sup>ST</sup> POCKET tier**  
4" w x 7 3/4" h x 1" d – **2<sup>ND</sup> POCKET tier**  
4" w x 9" h x 1" d – **3<sup>RD</sup> POCKET tier**  
2" w x 2" h – **PENCIL POCKET** dimensions

**NOTE:** **Attached is a diagram of the 6 pocket literature holder currently used  
The above description and size reflects the addition of one column to  
the current literature holder and change to pencil pocket**

**OTHER:** Please include all set-up fees and shipping and handling charges

**IMPORTANT:** **UPON AWARD, PROTOTYPE IS REQUIRED**  
**BEFORE FINAL PRODUCTION, SAMPLE IS REQUIRED**  
**DELIVERY REQUIRED 30 DAYS AFTER FINAL  
APPROVAL**

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

**DELIVERY:** **ESTIMATED DELIVERY TIME OF LITERATURE HOLDERS IS  
REQUIRED WITH BID PROPOSAL.**

**BIDS DUE:** **SEPTEMBER 25, 2014 by 4:00 PM**

**QUESTIONS:** Contact Sandi Conroy or Dan Sarro at 401-463-6500

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

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

### **IMPORTANT**

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for 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](http://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.

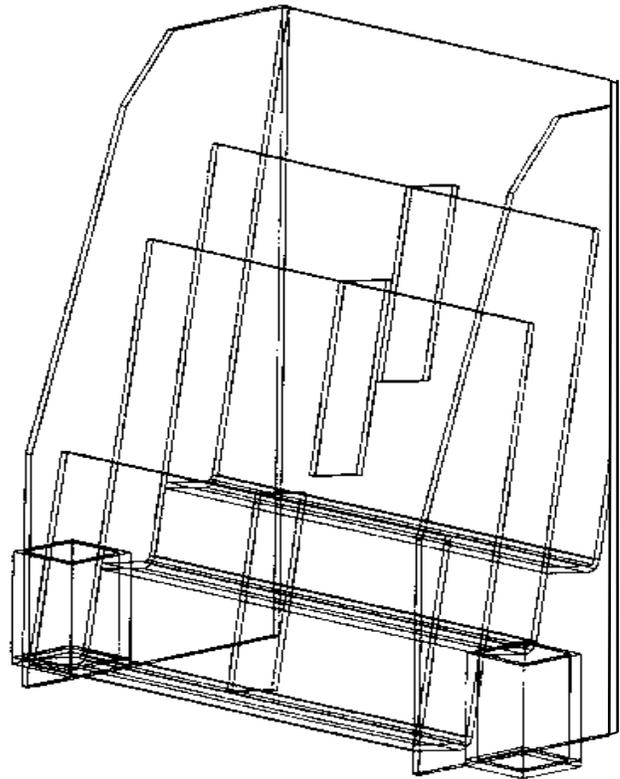
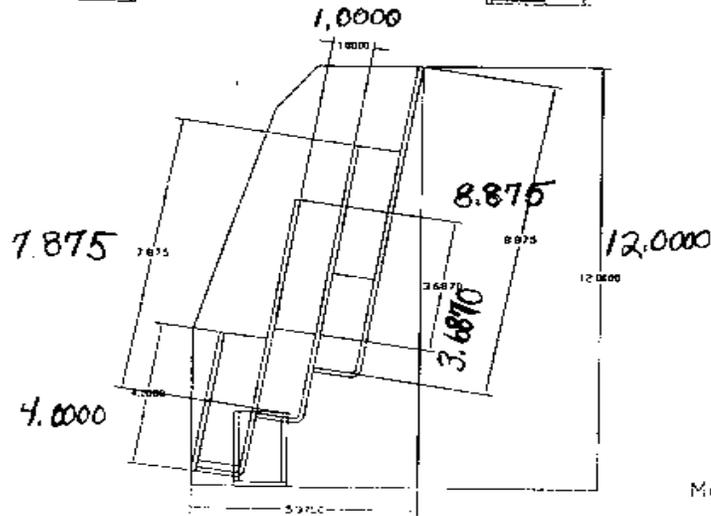
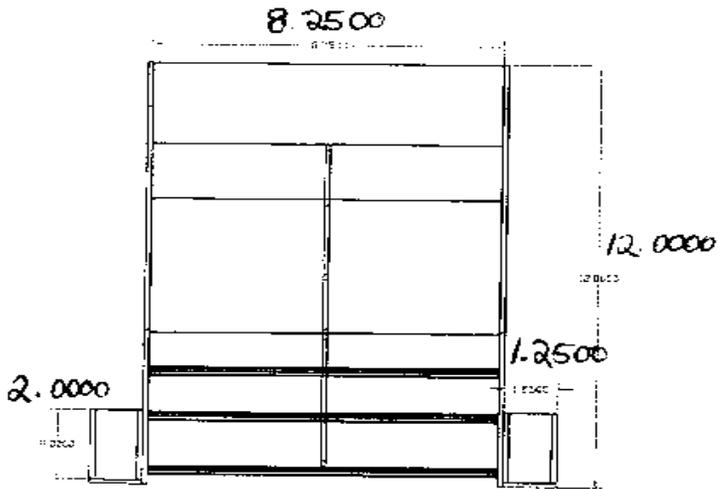
Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 2 weeks of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

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](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.

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

## 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 is required with bid proposal**
- \_\_\_ **X** \_\_\_ **Delivery REQUIRED within 30 days after final approval**
- \_\_\_\_\_ Please provide a Sample of material WITH your sealed Bid proposal
- \_\_\_ **X** \_\_\_ **Upon Bid Award, PROTOTYPE REQUIRED within 2 WEEKS**
- \_\_\_ **X** \_\_\_ **Pre-production Sample/Proof to be approved by the Rhode Island Lottery**
- \_\_\_\_\_ Epson proof of artwork REQUIRED
- \_\_\_\_\_ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- \_\_\_\_\_ Bulk packaged – boxes to indicate packaged quantity
- \_\_\_ **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.purchasing.ri.gov](http://www.purchasing.ri.gov)**
- \_\_\_ **X** \_\_\_ **Successful out-of-state vendor MUST file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation to RI Lottery**



Material: 118 Clear Acrylic

CURRENT 6 POCKET  
LITERATURE HOLDER