

October 14, 2015

SUBJECT:

The Rhode Island Lottery submits this request for:
INTERCHANGEABLE MAGNETIC COUNTER MATS.

Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
BID 15-08A
P.O. #8348

ITEM: Interchangeable Magnetic Counter Mats

QUANTITY: 1,000

BACKING MATERIAL: 1/8" rubber backing

FINISH: .012" Scratch resistant vinyl

SIZE: Display area to be 18" H x 20" W
Overall size 20" H x 22" W

COLOR: Blue (Pantone 3005U) border, white background

LETTERING: White lettering on Blue Border (see attached)

DESCRIPTION: Interchangeable counter mats with full magnetic closures for easy change-outs
Rounded edges

ARTWORK: To be supplied by the Rhode Island Lottery
Electronic artwork proof will be acceptable for RIL approval

IMPORTANT: **Provide** a Sample Counter Mat of equal quality **WITH** your sealed bid

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

BIDS DUE: **OCTOBER 28, 2015 by 11:00 AM**

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

CHECKLIST: **SEE ATTACHED FOR ADDITIONAL REQUIREMENTS**

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**

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** ___ Please provide a **Sample Counterpart of equal quality WITH your sealed Bid Proposal** (This may be used as pre-production sample)
- ___ **X** ___ Artwork Proof **REQUIRED WITHIN ___5___ DAYS of RECEIPT** and must be approved by the RI Lottery
- ___ **X** ___ Upon Bid Award, pre-production sample **REQUIRED WITHIN ___3___ WEEKS of art approval** (Lottery may use sample provided with bid as pre-production sample)
- ___ **X** ___ Pre-production **SAMPLE/Proof** to be approved by the Rhode Island Lottery
- ___ **X** ___ Delivery **REQUIRED ___3___ WEEKS AFTER FINAL PRODUCT SAMPLE APPROVAL**
- _____ Please specify the percentage of overage/underage, if applicable
- ___ **X** ___ 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.
- ___ **X** ___ 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**
- ___ **X** ___ **Successful out-of-state vendor MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation**

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

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 3 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 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.

www.RILOT.com

401.463.6500

Your Rhode Island Lottery