

November 9, 2015

SUBJECT: The Rhode Island Lottery submits this bid request for: **AT-A-GLANCE® “Today Is” Daily Wall Calendar Refill Pads K1-50 – Year 2016 OR SIMILAR**. Please forward sealed bids to:

**Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
Bid 15-09A
P.O. #8366**

QUANTITY: 900

DESCRIPTION: 2016 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 each corner for hanging
(see attached photos)

SIZE: 6” x 6”

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

IMPORTANT: Product due in-house by **NOVEMBER 30, 2015**

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

BIDS DUE: **NOVEMBER 24, 2015 by 11:00 AM**

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
- 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 – due in house by **November 30**
- _____ Please provide a Sample WITH your sealed Bid
- _____ Artwork Proof REQUIRED WITHIN _____ 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 PRODUCT SAMPLE APPROVAL
- _____ Please specify the percentage of overage/underage, if applicable
- 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 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 _____ 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.

SAMPLE
AT-A-GLANCE®

1

001

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

SAMPLE
OF
SIMILAR
PRODUCT

3 / 4

003
004

362
361

Sat./Sun.
January

2015

SAMPLE
OF
SIMILAR
PRODUCT

5

005

360

Monday
January

2015