

February 29, 2016

**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: Gerald S. Aubin
Director

BID 16-03A
P.O. #8477

QUANTITY: 200,000 400,000 600,000 Price each separately

TO BE DELIVERED IN QUANTITIES, AS REQUESTED, IN A 12 MONTH PERIOD

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

INK: 1 Color (Reflex Blue) – 2 Sided

STOCK: 60 lb. Absorbent Paper

NOTE: The Rhode Island Lottery will accept similar or better quality
Sample available upon request

PROOF: Please price quantities separately
Please provide a sample coaster **with** your bid proposal
EPSON proof of artwork required for Lottery approval

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

DELIVERY: **ESTIMATED DELIVERY TIME IS REQUIRED WITH BID PROPOSAL**

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

Delivery REQUIRED 15-20 business days after proof approval

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

BIDS DUE: **MARCH 15, 2016 BY 11:00 AM**

NOTE: **PLEASE USE THE ENCLOSED RETURN LABEL ON ENVELOPE
DO NOT FAX**

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

VENDOR NAME: _____

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 1st shipment REQUIRED 15-20 days after artwork approval**
- ___✓___ **Epson proof of artwork REQUIRED before production**
- _____ Please provide a Sample of material 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 – boxes to indicate packaged quantity**
- ___✓___ **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 providing services MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation
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IMPORTANT

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 **10 days** 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) providing **services** 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.

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 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 vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

RI corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the RI Secretary of State.