

April 7, 2016

SUBJECT: The Rhode Island Lottery submits this bid request for **PowerBall®/Mega Millions® Changeable Hanging Jackpot Signs**. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
ATTENTION: Gerald S. Aubin
Director

BID 16-06A
P.O. #8512

QUANTITY: 500

FINISHED SIZE: 18" x 10"

FACE SHEET: Stock – .20 Opaque White Styrene
Printing – 4/color process + UV Coating
Six die cut square windows

NUMBER WHEELS: Quantity – six (6) wheels in total
Stock - .20 White Opaque Styrene
Printing - 1/color + UV Coating
Die cut six (6) different size wheels with grommet holes

BACKER SHEET: Stock - .72 White Chipboard
Printing – N/A
6 grommet holes

FINISHING: Die cut face with six (6) square windows
Die cut six (6) wheels
Die cut backer with 10 grommets six (6) for the wheels and one (1) each for all four corners
Add Easel Back .48 White Chipboard

ASSEMBLY: Assemble all components (face sheet, wheels, backer) with grommets and add easel back

SAMPLE AVAILABLE ON REQUEST

- ARTWORK:** To be supplied by the Rhode Island Lottery
- IMPORTANT:** Please **INCLUDE** shipping & handling costs and all other charges in your sealed bid
- PROOF:** Proof approval of artwork **REQUIRED**
Pre-production proof (Sample) **REQUIRED** on actual material
- FOB:** Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920
- DELIVERY:** Estimated delivery time is **REQUIRED** with the Bid
- BIDS DUE:** **APRIL 22, 2016 ON OR BEFORE 11:00 AM**
- NOTE:** **PLEASE USE THE ENCLOSED RETURN LABEL ON OUTER 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: _____

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 _____ 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 to 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.

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 within 30 days** after sample approval
- _____ Please provide a Sample of material **WITH** your sealed Bid proposal
- _____ Upon Bid Award, sample **REQUIRED**
- ___ ✓ ___ Pre-production Sample **and/or** Proof to be approved by the Rhode Island Lottery
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ underage
- _____ Packaged individually in plastic bags; boxed for delivery in quantities of _____
- _____ 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

SEE ATTACHED PHOTOS

ARTWORK WILL CHANGE



ARTWORK WILL CHANGE

