

July 27, 2016

SUBJECT: The Rhode Island Lottery submits this bid request for: **VINYL BET SLIP/TICKET HOLDERS**

Please forward sealed bids addressed to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
ATTN: Gerald S. Aubin, Director
BID 16-10A
P.O. #8642

DESCRIPTION: Vinyl Bet Slip/Ticket Holders
8 gauge clear vinyl
Bet slip/ticket openings must be along the **top** of the vinyl sleeve and along the **top** of the small front pocket

SIZE:	<u>ENTIRE SIZE</u>	<u>LARGE POCKET</u>	<u>SMALL POCKET (on front)</u>
	Length: 9 ¼"	Length: 8 ¾"	Length: 3"
	Width: 4 ¼"	Width: 4 ¼"	Width: 4 ¼"

QUANTITY: **100,000**

INK: 1 color (black), one side only
Artwork to be provided by the Rhode Island Lottery
Samples available

PROOF: **ARTWORK & SAMPLE** to be **approved** by the Rhode Island Lottery prior to production

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

DELIVERY: Estimated delivery time is **REQUIRED** with the bid proposal
Bid price is to **INCLUDE** all charges and shipping and handling costs

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

BIDS DUE: **AUGUST 12, 2016**

NOTE: **BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON OUTER ENVELOPE**

DO NOT FAX

INTERNET VENDORS WHO USE THE INTERNET TO DOWNLOAD VENDORS : **BID 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
- Delivery **REQUIRED** within **6-7 weeks of bid award**
- Please provide a Sample of vinyl 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
- 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

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.

NOTE: ARTWORK WILL CHANGE

