

November 7, 2016

SUBJECT: The Rhode Island Lottery submits this bid request for: **AT-A-GLANCE® “Today Is” Daily Wall Calendar Refill Pads K1-50 – Year 2017 OR SIMILAR**. Please forward sealed bids to:

**Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
Bid 16-18A
P.O. #8771**

QUANTITY: 800

DESCRIPTION: 2017 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 – measurement will be provided
(see attached photos)

SIZE: 6” x 6”

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

IMPORTANT: Product due in-house by **DECEMBER 30, 2016**

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

BIDS DUE: **NOVEMBER 22, 2016 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
- Product due in-house by December 30, 2016
- Please provide a Sample WITH your sealed Bid
- Artwork Proof REQUIRED WITHIN 5 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 3 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 providing services **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 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.

SAMPLE
AT-A-GLANCE®

1

001

AT-A-GLANCE®

364

Thursday
January

New Year's Day

2015

10 / 11

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