

November 7, 2016

SUBJECT:

The Rhode Island Lottery submits this bid request for:
GOLF PENCILS for the period **January 2017 through December 2017**. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
BID 16-19A
P.O. #8771

NOTE:

1500 gross pencils per order - 4 orders placed during January 2017 – December 2017
Price per 1500 gross is to remain the same during this period.

SIZE:

3.5” Hex Golf Pencil without eraser

COLOR:

NAVY BLUE

IMPRINT:

GOLD – 2 lines – Your Rhode Island Lottery
www.rilot.com

PROOF:

SAMPLE REQUIRED WITH BID
Sample/proof to be approved by the Rhode Island Lottery before production

IMPORTANT:

In-house delivery due date for 1st shipment is within 3 weeks of product sample/artwork approval; subsequent orders within 3 weeks of request of order
NO rainforest wood

OTHER:

Please **INCLUDE** all set-up fees, shipping and handling charges
Samples available upon request

DELIVERY:

Estimated Delivery Time of the 1st order of Golf Pencils is **REQUIRED WITH Bid**
Estimated Delivery Time of subsequent orders is **REQUIRED WITH Bid**

FOB:

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

BIDS DUE:

November 22, 2016 BY 11:00 AM

QUESTIONS:

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

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

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 of **each of order** is **REQUIRED** with bid proposal
- Delivery **REQUIRED** within 3 weeks after final artwork/pre-production sample approval.
1st Delivery
- NO rain forest wood**
- Please provide a Sample or Color Image **WITH** your sealed Bid proposal.
- Upon Bid Award, sample **REQUIRED**
- Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- Please specify the percentage of overage/underage, if applicable
- 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