

SOUTH CAROLINA EDUCATION LOTTERY
SOLICITATION NUMBER: Curbside Signs FY15 RFQ
Questions/Answers

Amendment 1
Issued Tuesday, October 7, 2014

Inquiries/Questions must be received by: Thursday, October 2, 2014, at 11 a.m. ET
Revised Bid Due Date: Friday, Oct. 17, 2014, at 11 a.m. ET. Late bids will NOT be considered.

Revised Award Issued: Wednesday, October 22, 2014.

First Delivery Due Date: Week of Dec. 8, no later than noon ET on Friday, Dec. 12, 2014.
Second and Final Delivery Due Date: Week of January 26, no later than noon on Friday, January 30, 2015.

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Question 9

Q: What pages should be returned with the quote?

A: Vendors must include pages 1, 2, and 3 to provide the necessary vendor information and to request any preferences. Vendors also need to provide the pricing information on the bottom of page 6 and top of page 7 and to acknowledge any Amendments posted or simply print out this page.

Vendor: _____; Contact: _____; Phone: _____; OSMBA Certified: Y__N__

| | | |
|-----------------------------------|------------|------------|
| Quantity Requested: | 300 | 600 |
| Production Price: | \$ _____ | \$ _____ |
| Set-up/Proof/Other Charge: | \$ _____ | \$ _____ |
| Subtotal: | \$ _____ | \$ _____ |
| Shipping: | \$ _____ | \$ _____ |
| Quote Total: | \$ _____ | \$ _____ |

Delivery Days ARO (After Receipt of Order) _____ days _____ days

Overruns/Underruns: Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more.

ACKNOWLEDGMENT OF AMENDMENTS:

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

| Amendment No. | Amendment Issue Date: | Amendment No. | Amendment Issue Date: | Amendment No. | Amendment Issue Date: | Amendment No. | Amendment Issue Date: |
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Should you have additional questions, please send them by Friday, October 11, 2014, by 11 a.m. E.T. in writing to:

Procurement@slot.com

Questions will be answered and posted on the SCEL Procurement webpage:

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Question 10

Q: Will there be 900 signs total? The rfq mentions 300 and 600?

A: No. Unfortunately the DRAFT RFQ was posted and not the final version. The correct language would have specified:

Please quote the following TWO amounts:

Quantity: 300 (signs & stands with FG hardware) & 600 (signs & stands with FG hardware)

Once pricing is received, the decision will be made as to what amount to order.

Additionally, the RFQ SHOULD NOT REQUEST SAMPLE SIGNS WITH THE BID on page 1, where the SCEL address is given, or on page 4, Number 5. **SAMPLES ARE NOT REQUESTED WITH BID.** Prior to production, the winning vendor must provide a Pre-Production Proof. At the time the delivery is made to Blythewood, the winning vendor will need to have a Final Sample delivered to the Columbia Office.

Question 11

Q: Will there be new art or am I pricing a re-run? I want to confirm that [I] can price you the exact style of Curb Sign we created for you on the last order. Also, you mentioned some metal signs as well...will there be another RFQ?

A: The SCEL Logo originally included a "TM" symbol. Once the logo received a patent number, the "TM" became a registered trademark (®) symbol. The current art of the SCEL Logo includes the ® symbol. This was the same art used the last time the signs were solicited in July 2012. This is the only RFQ for metal signs that SCEL is procuring at this time.

Question 12

Q: We use a printable grade of fluted Polypropolene for our backing members in curb Signs. Would this be acceptable for this unit?

A: No. SCEL is looking for an aluminum sign and stand that can withstand the weather.

Question 13

Q: We are interested in quoting your "Curbside Signs FY15" and could not find the process required online. We don't have a minimum and would also be interested in quoting \$100.00 dollar jobs on up. Should we be lucky enough to be allowed to bid, would we automatically receive items to bid via e-mail or would we need to check website daily for opportunities? Any assistance you can provide would be greatly appreciated. Thank you and have a great Wednesday.

A: You have touched on a number of great questions. The process for solicitations above \$10,000 up to \$50,000 follows:

First Week: In order to encourage the most competition, the South Carolina Procurement Code requires solicitations with a value between \$10,00.01 up to and including \$50,000 to be advertised for a week on the South Carolina Business Opportunities (SCBO) website. The SCBO advertisement will link interested vendors to the Education Lottery's Procurement Webpage to view the actual solicitation. During the first week, vendors may turn in questions **in writing** to the address specified. (Procurement@sclot.com) The solicitation will provide the date and time by which questions are due. ***In order to ensure all vendors receive the same information, vendors may not call the Lottery to ask questions.***

Questions are only accepted in writing and a written amendment will be posted on the SCEL Procurement Webpage.

After Questions are Due: Procurement Staff will post the questions with answers in the form of an Amendment to the solicitation usually on the next business day on the SCEL Procurement webpage.

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Vendors will not receive individual replies. Rather all questions will be answered in an amendment document and posted on the Procurement Webpage ensuring all vendors have access to the same information.

Second Week: Vendors have a week after the Questions and Answers Amendment is posted to send in their bids. Occasionally, the first group of questions will lead to more questions. If a second or third amendment is needed, the due date for the bid may need to be postponed to ensure vendors have the opportunity to view the amendments prior to finalizing their bids.

Acknowledging Amendments: Vendors will need to acknowledge they had the opportunity to read any amendments posted when sending their quote. There is a table on the Specifications and Bidding Schedule in the solicitation and a table on each amendment posted for vendors to acknowledge amendments.

Requesting Preferences: Pages 2 and 3 of the solicitation provide the opportunity for a vendor to request any preference to which the vendor is qualified. Requesting a preference(s) does not affect the bid price the vendor has offered and will be paid. Instead, preferences are tabulated via a Materials Management bid sheet on which the preference percentage is calculated. The preference percentage requested is applied to the bid price for evaluation purposes. The winning vendor will be the vendor who has the lowest evaluated price after preferences are applied. On the SCEL Procurement Webpage, please also see the following: Vendor Preferences.

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Additionally, the State Procurement Office maintains a Frequently Asked Questions webpage on Preferences from the Vendor's Point of View as shown below. The link is:

http://procurement.sc.gov/webfiles/MMO_PREFS/Main/FAQ_Preferences.htm

Quotes are Due: The time will come for quotes to be received. **NO LATE QUOTES WILL BE ACCEPTED.** Quotes may be emailed, faxed, sent by mail, or hand delivered, but must be received by the time specified. Procurement Staff tabulates the quotes and applies any preferences requested. Time is needed to examine sample quality (if samples were requested with bids) and ensure each bid is complete.

For example, if a vendor certifies an item is an SC End Product, but the sample of the item clearly states the product was "Made in China" then Staff will ask the vendor to fill in a Validation/Certification Form to clarify the finished items **will be made, manufactured, or grown** in South Carolina.

Award Posted: The solicitation will provide a date and time by which Staff anticipates the award will be posted on the SCEL Procurement webpage, normally three or four days after quotes are due. If Staff finds more time is needed before posting the award, notice will be given on the SCEL Procurement webpage postponing the award and providing a new award

date. Only the winning vendor will be contacted by the Education Lottery. Other vendors will need to read the award on the SCEL Procurement Webpage.

Your second question deals with how SCEL conducts procurements. SCEL's procurements are conducted under the South Carolina Consolidated Procurement Code. SCEL is certified to handle procurements up to \$50,000. Any procurement with a value above \$50,000 is managed by the State Procurement Office.

The Procurement Code specifies three levels of procurement purchasing under the \$50,000 threshold:

SECTION 11-35-1550. Small purchase procedures; when competitive bidding required.

(1) Authority. The following small purchase procedures may be utilized only in conducting procurements for governmental bodies that are up to fifty thousand dollars in actual or potential value. **A governmental body may conduct its own procurement up to fifty thousand dollars in actual or potential value**, and a governmental body that has received procurement certification pursuant to Section 11-35-1210 to handle the type and estimated value of the procurement may conduct the procurement under its own authority in accordance with this code. Procurement requirements must not be artificially divided by governmental bodies so as to constitute a small purchase pursuant to this section.

(2) Competition and Price Reasonableness.

(a) **Purchases not in excess of two thousand five hundred dollars.** Except as provided in item (d), small purchases not exceeding two thousand five hundred dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition: "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

(b) **Purchases over two thousand five hundred dollars to ten thousand dollars.** Except as provided in item (d), solicitation of written quotes from a minimum of three qualified sources of supply must be made and documentation of the quotes attached to the purchase requisition for a small purchase over two thousand five hundred dollars but not in excess of ten thousand dollars. The award must be made to the lowest responsive and responsible sources.

(c) **Purchases over ten thousand dollars up to fifty thousand dollars.** Written solicitation of written quotes, bids, or proposals must be made for a small purchase over ten thousand dollars but not in excess of fifty thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication or through a means of central electronic advertising as approved by the designated board office. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.

(d) For public institutions of higher learning in this State excluding technical colleges, small purchase amounts to which the provisions of item (a) apply are those purchases not exceeding ten thousand dollars, and for these purchases item (b) does not apply. In addition, purchasing cards of the institution for these purchases also may be used by officials or employees of the institution as the governing board approves.

(3) **All competitive procurements above ten thousand dollars must be advertised at least once in the South Carolina Business Opportunities publication** or through a means of central electronic advertising as approved by the designated board office. Governmental bodies may charge vendors the cost incurred for copying and mailing bid or proposal documents requested in response to a procurement.

(4) The Division of Aeronautics of the Department of Commerce may act as its own purchasing agency for all procurements of maintenance services for aircraft and these procurements may be conducted pursuant to subsection (2)(b).

(5) For a technical college authorized by the State Board for Technical and Comprehensive Education, small purchase amounts to which the provisions of subsection (2)(a) apply are those purchases up to an amount not to exceed ten thousand dollars. If authority is approved, a technical college may use purchasing cards for these purchases up to the amount approved by the State Board for Technical and Comprehensive Education.

The South Carolina Code of Laws and Code of Regulations are available on the S.C. Legislature website: www.SCStatehouse.gov.

Once a vendor has bid on a solicitation, the vendor is added to the Preferred Vendor List and may be sent solicitations with a value up to \$10,000 directly. Normally three to eight vendors are contacted. For procurements above \$10,000, vendors are responsible for checking the twice weekly (Monday and Thursday) South Carolina Business Opportunities (SCBO) advertisements for jobs of interest to the specific vendor. The process is more formal above the \$10,000 level.

This question alluded to a vendor registering with the South Carolina Education Lottery. There is no registration process with the South Carolina Education Lottery. Vendors are not asked if they are registered in the State of South Carolina for procurements with a value up to \$50,000 by this agency.

For procurements managed by the State Procurement Office above \$50,000, vendors will be required to register on South Carolina Enterprise Information System or SCEIS. Vendor registration may take up to three (3) business days to be created or updated. If a vendor finds a solicitation through SCBO the vendor thinks they may be interested in, it would be wise to go ahead and register long before the bid is due.

The Procurement Services Website (<http://procurement.sc.gov/PS/PS-index.phtm>) provides information for vendors:

The New Vendor link is: <http://procurement.sc.gov/PS/vendor/PS-vendor-new.phtm>

The SCEIS link is: <http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>

The SCBO link is: <http://procurement.sc.gov/PS/general/scbo/PS-scbo-index.phtm>

The only question asked by SCEL for a procurement with a value under \$50,000 is if your company is a South Carolina company certified with the Governor's Office of Small and Minority Business Assistance (OSMBA). There is a place to indicate the certification on the SPECIFICATIONS AND BIDDING SCHEDULE.

Question 14

Q: In the questions ask "Should a sample be included with the bid?" The answer was no. I just wanted to make sure there is no need for a sample of any of the metal or print products until after the award is given? Then the awarded vender will need to provide the sample of the sign

A: SAMPLES ARE NOT REQUESTED WITH BID. Prior to production, the winning vendor must provide a Pre-Production Proof. At the time the delivery is made to Blythewood, the winning vendor will need to have a Final Sample delivered to the Columbia Office. See Question 10 on page 2 of this document.

Question 15

Q: Secondly, For the question on over runs and under runs.

A: "Overruns/Underruns: Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more."

This same information is provided with each SPECIFICATIONS AND BIDDING SCHEDULE to ensure vendors are informed as to what percentage of overruns the State will pay. See Question 2 on Page 8 of the solicitation.

Question 16

Q: How are these signs printed, direct to aluminum, or printed to vinyl that will overlay aluminum?

A: The curbside signs are printed directly to .040 flex aluminum. There is no vinyl overlay. The Education Lottery is looking for a product that is weather and sun resistant and able to sustain winds up to 50 mph. The sign has a metal restrictor plate at the base of the sign for stability.

"SCEL EMPLOYEES MUST NOT ACCEPT ANY ITEM OR SERVICE FROM A LOTTERY RETAILER, POTENTIAL RETAILER, OR LOTTERY VENDOR, NOT EVEN A CUP OF COFFEE, WHETHER OR NOT THE OFFEROR EXPECTS SOMETHING IN RETURN."