



S.C. Education Lottery  
Finance Department  
Attn: SCEL Procurement  
1333 Main St., 4<sup>th</sup> Floor  
Columbia, SC 29201  
Phone (803) 737-2002 / Fax (803) 737-0047 / E-mail: Procurement@sclot.com

**REQUEST FOR QUOTATION** (This is not an order)

Date Posted: **Thursday, 07/18/13**

Inquiries/Questions must be received by: **Thursday, 07/25/2013 at 10 a.m. ET**

**All Answers will be posted on SCEL's website by: Friday, 07/26/2013**

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

Quotation must be received by: **Thurs., 08/01/2013 at 10 a.m. ET. Late bids NOT accepted.**

Send Quotations/Inquiries/Questions to above address, email, or fax to attention:

**SCEL Procurement / Procurement@sclot.com / Phone (803) 737-2002 / Fax (803)-737-0047**

Solicitation number (write on outside of envelope): **FY14 Styrene Jackpot Sign Sets**

Commodity: **1) Styrene Jackpot Signs (2,000), 2) Spiral Number Pads (24,000), 3) Suction Cups (4,000), and 4) Double J-Channels (4,000)**

**Inquiries/Questions must be received by: Thursday, July 25, 2013 at 10 a.m. ET**

**Bid Due Date: Thursday, August 1, 2013 at 10 a.m. ET. Late bids will NOT be considered.**

**Not a public bid opening.**

**Delivery Due Date: Week of Sept. 3, no later than noon ET on Fri., Sept. 6, 2013.**

**NOTE: The S.C. Education Lottery will NOT be open on Mon., Sept. 2 (Labor Day).**

Note: See attached sheets for preference clauses and provisions, certification and authorization, special conditions, and specifications and bidding schedule.

This section must be completed by the vendor.

Vendor Name:

Area Code/Telephone Number/Fax:

Mailing Address:

City:

State:

Zip Code:

FEIN/SSN:

**SOUTH CAROLINA PROCUREMENT PREFERENCES  
CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**  
[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

**PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

**PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009):** To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

**Please check the appropriate box below.**

**South Carolina (In-State) Resident Vendor**

**In-State Office Address (If different from vendor mailing address on page 1)**

\_\_\_\_\_

\_\_\_\_\_

**Non-Resident Vendor**

**SOUTH CAROLINA PROCUREMENT PREFERENCES (CONTINUED)**  
**CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**  
[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

PREFERENCES - **SC/US END-PRODUCT** (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

**Please check the appropriate box below if it applies.**

**South Carolina End- Product**

**U.S. End- Product**

**CERTIFICATION AND AUTHORIZATION**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I agree, if this quotation is accepted within 60 days from date of closing, to furnish any and all items/services at the price quoted.

Authorized Signature \_\_\_\_\_

Print or Type Name and Title \_\_\_\_\_

**SOUTH CAROLINA EDUCATION LOTTERY**  
**SOLICITATION NUMBER: FY14 Styrene Jackpot Sign Sets**

**Purpose and Scope of Work:**

**Special Conditions**

1. **Award:** The Contract will be awarded to the lowest responsible and responsive bidder.

2. **Delivery Address:** S.C. Education Lottery  
c/o Scientific Games International  
Attn: Dan Dyar, (803) 237-9746  
120 North Point Court  
Blythewood, SC 29016

Please Note: *Warehouse staff is only available to accept deliveries every other week.* **The preferred pallet size is 4'W x 4'L x 4'T.** Please ensure delivery will be this pallet size.

As the Blythewood warehouse is approximately 16 miles from the Columbia Office, one final sample set consisting of: one (1) sign, twelve (12) spiral number pads, two (2) hook-type suction cups, and two (2) double j-channels are requested to be sent to the Main Street address. Receiving final samples provides Procurement Staff the opportunity to view and approve the solicited items quickly, which in turn ensures the invoice will be approved expediently. Please note the final samples requested at the bottom right corner of the **Specifications and Bidding Schedule** on page 7.

3. **Invoicing:** The invoice must be itemized. Please email the invoice to [Accounts.Payable@SCLot.com](mailto:Accounts.Payable@SCLot.com) or send to the address on page one (1) of this RFQ.

4. **Contact Person:** The contact is listed on page one (1) of this RFQ and is the only SCEL employee authorized to discuss this solicitation prior to award.

5. **Sample Request:** Not Applicable.

6. **Pre-Production Proof:** An **actual styrene pre-production proof** is required prior to the order being processed for production. If there will be a charge for the press time necessary to produce the **actual styrene pre-production proof**, please specify the charge in the bidding schedule.

7. **Artwork:** SCEL will provide final artwork to the winning bidder in one of the following Adobe file formats based on the printer's request: PDF, Illustrator, InDesign, or Photoshop.

8. **Setup, Die, Proof and Delivery Charges:** In preparing a bid for return to the South Carolina Education Lottery, SCEL requests that each vendor provide the following price information: 1) a price of production without tax; 2) any other charges, such as a set-up charge, a die charge, or a pre-production proof charge; 3) shipping/delivery charges; and 4) total charges without taxes.

9. **Overruns/Underruns:** *Overruns or underruns will be based on the quantity ordered and shall not exceed 2.5 percent. SCEL will only pay for overruns up to 2.5 percent.*

**10. Performance Time Frame:** Requested delivery time is listed in the specifications and bidding schedule.

**11. New Clause for Part VIIB**

**SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009):** If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a nonqualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

## SPECIFICATIONS AND BIDDING SCHEDULE

### Request for Quotes

Date: Thursday, July 18, 2013

### **SCEL Procurement**

**Phone: 803-737-2002**

**Fax: 803-737-0047**

**[Procurement@SCLot.com](mailto:Procurement@SCLot.com)**

**Project: FY14 Styrene Jackpot Sign Sets. [Includes 1) Signs (2,000), 2) Spiral Number Pads (24,000), 3) Suction Cups (4,000), and 4) Double J-Channels (4,000)]**

#### **Please quote the following:**

**Quantity:** 2,000 **Styrene Jackpot Window Sign Sets** made up of 2,000 **signs**; 24,000 wire-bound **spiral number pads**; 4,000 **suction cups**; and 4,000 **double j-channels**. Each sign set contains: one (1) styrene jackpot sign, twelve (12) wire-bound spiral number pads, two (2) suction cups, and two (2) double j-channels. Each j-channel holds two (2) sets of three (3) spiral number pads which are flipped twice a week.

**Size:** **Sign:** 32"T x 18"W with two (2) 6"T x 11"W die cuts (vertical placement); rounded sign corners @ a half inch ( $\frac{1}{2}$ " ) radius; **Spiral Number Pad:** wire bound (not plastic) with white plastic covering, one-fourth inch ( $\frac{1}{4}$ " ) spiral; Pad size is seven inches high by three & eleven/sixteenths ( $7\frac{11}{16}$ " ) inches wide, black numbers on white background; **Suction Cup:** two and a half (2.5" ) inches in diameter (hook-type); and **Double J-Channel:** sturdy, white PVC, with three-eighths inch ( $\frac{3}{8}$ " ) capacity, twelve (12" ) inches long, with permanent adhesive.

**Material:** **Sign:** .060 white styrene; double sided; **Spiral Number Pads:** 15 mil styrene product bound with wire (not plastic) with white plastic coating; six (6) sheets/pad, with black numbers in a heavy sans serif font on white sheets; the numbers are: \$/blank, 1/2, 3/4, 5/6, 7/8, 9/0; **Suction Cups:** "Hook" type suction cup, NOT screw type, two and a half (2.5" ) inches in diameter; and **Double J-channels:** sturdy, white PVC with three-eighths inch ( $\frac{3}{8}$ " ) capacity, permanent adhesive on back.

**Ink/Process:** **Sign:** UV digital OR UV screen printing, 4-color process with bleed, double-sided with same art on both sides.

**Finishing:** Each sign should be cut to size with rounded corners @ a half inch ( $\frac{1}{2}$ " ) radius; include two (2) quarter inch ( $\frac{1}{4}$ " ) drilled holes for two (2) suction cup hooks; and two (2) six inch tall by eleven inch wide (6"T x 11"W) sized die cuts (vertical placement).

**Packaging:** Bundled in groups of ten (10) signs, one hundred twenty (120) spiral number pads, twenty (20) suction cups, and twenty (20) double j-channels per box; 200 boxes to address below left. Final sample consisting of: one (1) sign, twelve (12) spiral number pads, two (2) suction cups, and two (2) double j-channels to address below right.

**Artwork provided by:** SCEL

**Proof:** **Pre-production Epson Proof, color calibrated** on actual substrate material approval required **prior** to order being processed for production at the address below right.

**Inquiries/Questions must be received by: Thursday, July 25, 2013, at 10 a.m. ET**  
**Bid Due Date: Thursday, August 1, 2013, at 10 a.m. ET. Late bids will NOT be considered.**  
**Delivery Due Date: Week of September 3, no later than noon ET on Fri., September 6, 2013.**  
**NOTE: The S.C. Education Lottery will NOT be open on Monday, September 2 (Labor Day).**

OSMBA Certified: Yes _____ No_____	Sign Production Price:	\$ _____
Vendor: _____	Set-up/Proof/Other Charge:	\$ _____
	No. Pads Production Price:	\$ _____
Contact: _____	Suction Cup Price:	\$ _____
	J-channel Product. Price:	\$ _____
Phone No.: _____	Subtotal:	\$ _____
	Shipping:	\$ _____
Delivery Days ARO (After Receipt of Order): _____	Quote Total:	\$ _____

**Overruns/underruns:** Overruns or underruns will be based on the quantity ordered and shall not exceed 2.5 percent. SCEL will only pay for overruns up to 2.5 percent.

<b>Deliver 200 Boxes to:</b>	<b>Pre-production Epson Proof &amp; 1 Final Sample Sign, 12 spiral number pads, 2 suction cups, &amp; 2 j-channels to:</b>
South Carolina Education Lottery	South Carolina Education Lottery
% Scientific Games International	Attn: ViVi Simons
Attn: Dan Dyar, 803-467-2115	1333 Main Street, Suite 400
120 North Point Court	Columbia, SC 29201
Blythewood, SC 29016	

**Please Note:** a photograph of the Styrene Jackpot signs **appears below**. This sign is double-sided, with one side against the window. The side away from the window has the double j-channels affixed above the vertically-placed die cut windows. Each channel of the double j-channel holds three (3) spiral number pads, for six pads per jackpot game, a total of twelve spiral numbers pads per sign set.

## FREQUENTLY ASKED QUESTIONS:

**Q: Has SCEL procured this item before? If yes, how long ago, how many, and at what price?**

**A:** Yes, SCEL has used styrene jackpot signs specifically in lottery retail locations where the windows have bars making it difficult to affix a “cling-type” sign for a few years. Only small quantities of signs (100 to 200) were normally ordered. In November 2012, SCEL put out a SCBO solicitation for 2,000 signs and 24,000 spiral number pads only. The Sales Department made the decision to gradually phase out the vinyl substrate previously used for jackpot signs to the styrene substrate at all retailers. *At that time, the Lottery had suction cups and double j-channels in stock.* The winning bid amount including shipping (but not taxes) was \$37,320.

*Please NOTE: 4,000 suction cups and 4,000 double j-channels ARE requested in this solicitation, in addition to 2,000 styrene jackpot signs and 24,000 spiral number pads.*

**Q: When do you anticipate the job being awarded and the P.O. and artwork being given to the winning company?**

**A:** While the solicitation states bids are due on Thursday, August 1, 2013, at 10 a.m. ET, the question and answer period is scheduled a week before the expected bid due date. If additional relevant questions are received after the Amendment 1 Q and A document is published on the SCEL Procurement webpage, the bid due date could be postponed in order to provide all interested vendors with the information needed to make an informed bid. If a second amendment is needed, after it is published, time must be given to allow vendors the opportunity to view the amendment and ask any additional questions. **Should it be necessary to postpone a bid due date, the new due date and time would be posted on the SCEL Procurement Webpage.**

Once the due date/time for receiving bids is reached, under the state’s Procurement Code **any bids received after the time set cannot be considered.** Once the bids are received, preferences are applied *if requested*, and then the bids are tabulated. If there are no questions for vendors (such as confirming with the vendor that shipping is included in the bid price), an Order Delivery Worksheet is prepared to request a Purchase Order for the vendor with the lowest price after preferences are applied. The Director of Marketing and Product Development must sign off on the Bid Tabulation Sheet and Order Delivery Worksheet giving his approval to move forward with the purchase. These two signed documents are taken to the Finance Department to have a Purchase Order prepared. If the Marketing Director or Finance Department staff is not available, the process could be halted until such time as the proper channels can be followed. Procurement staff can also be out of the office for a variety of reasons. Peculiar to the Lottery Industry, one of the happy reasons staff may be unavailable is the Education Lottery having a jackpot winner come forward.

If no additional questions are received, Procurement Staff expects to post the award by Tuesday, August 6, 2013.

**Q: How do I ask a question?**

**A:** All questions must be submitted in writing to the Procurement Officer. You may email questions to [Procurement@sclot.com](mailto:Procurement@sclot.com) or you may Fax your question to 803-737-0047; Attention: Procurement.

Should you need to confirm receipt of your questions or your bid with the Procurement Officer, please call 803-737-2002, during regular business hours, 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday. SCEL is closed on certain state holidays. For the list of holidays see: <http://www.sceducationlottery.com/lottery/contact/centers.asp>

**Q: How would a vendor request a preference? In-state vendor, SC end product, US end product, etc.?**

**A:** Each vendor must make the request for whichever preference(s) the individual vendor is eligible. Preferences are not automatically granted and must be requested. If the vendor does not request a preference, none will be applied. Pages 2 and 3 of the solicitation have the heading, “**SOUTH CAROLINA PROCUREMENT PREFERENCES.**” By checking the box(es) on these pages, vendors request each applicable preference.

Please note, the provision referenced on page 3, ["Substitutions Prohibited - End Product Preferences (Sep 2009)"], is found under Number 11, **New Clause for Part VIIB.**

According the MMO website: “Price adjustments required by this section are for evaluation purposes only and do not change the actual price offered by the bidder.”

Requesting a preference(s) does not affect the bid price the vendor has offered. Instead, preferences are tabulated via a Materials Management Office 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. For more information, see <http://procurement.sc.gov/PS/PS-preferences.phtm> (the Preferences webpage) on the Materials Management website.

**Q: What percentages are the different preferences?**

**A:** Preferences are:

- 7% Resident Vendor Preference (RVP) or Resident Contractor Preference (RCP)
- 7% South Carolina End Product Preference (SCEPP)
- 2% US End Product Preference (USEPP)
- NOTE: a vendor may only apply for one or the other, SC End Product or US End Product
- 2% or 4% Resident Subcontractor Preference (RSCP). Which preference percentage will apply depends on the total direct labor cost of subcontractors. The subcontractors' direct labor cost must exceed 20% of the bidder's total price to get a 2% preference; the total direct labor cost of subcontractors must exceed 40% of the bidder's total price to get a 4% preference
- 10% Resident Vendor Preference (RVP) + SC End Product Preference.
- 9% Resident Vendor Preference (RVP) + US End Product Preference

- The cap for Non-resident Bidders is 6%, unless the vendor maintains an office in South Carolina; with an in-state office the cap is 8%
- Under no circumstance may the cumulative preferences applied to the price of a line item exceed 10%

**Q: Is a vendor required to bid on all four pieces of the signs sets? 1) The Signs, 2) the Spiral Number Pads, 3) the Suction Cups, and 4) the Double J-Channels?**

**A:** Yes, the vendor must bid on all four pieces of the jackpot signs sets. The Lottery normally puts out to bid all the needed “pieces and parts” of the jackpot sign sets in order to have the set pieces packaged together. This practice facilitates getting the signs out to Marketing Sales Representatives in the field and up in licensed lottery retailer locations across the state.

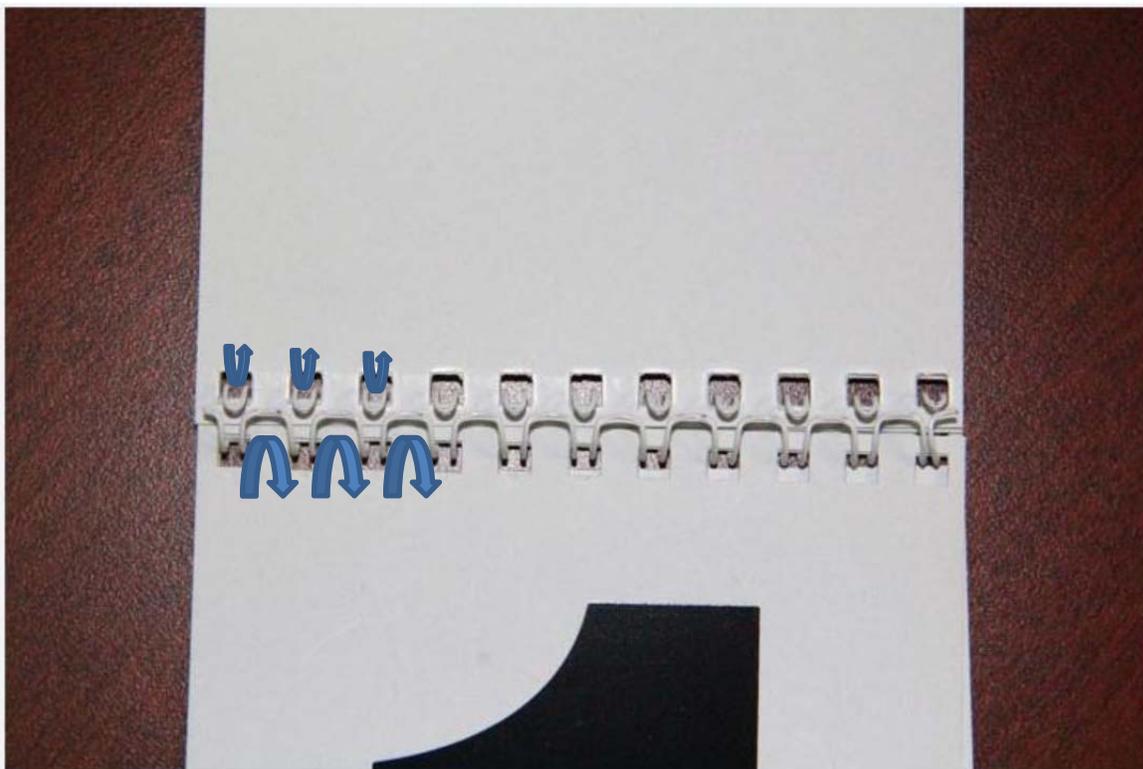


**Q: For the pre-production proofs, will SCEL be providing sample artwork to print on the window signs and pad sets?**

**A:** A PDF of the DRAFT artwork for the styrene jackpot signs follows **the last page of these Frequently Asked Questions**. The vendor awarded the procurement will be sent the FINAL sign artwork as a PDF, an Illustrator, an InDesign, or a Photoshop file, whichever the vendor prefers.

There is no artwork for the Spiral Number Pads. The specifications for the 24,000 wire-bound Spiral Number Pads are: wire bound (not plastic) with white plastic covering, one-fourth inch (1/4") spiral; Pad size is seven inches high by three and eleven/sixteenths (7"T x 3 11/16"W) inches wide, black numbers on white background. The Material for the Spiral Number Pads is 15 mil styrene product bound with wire (not plastic) with white plastic coating; six (6) sheets/pad, with black numbers in a heavy sans serif font on white sheets; the numbers: \$/blank, 1/2, 3/4, 5/6, 7/8, 9/0. In the past some vendors have produced and bound their own number pads; other vendors have obtained the pads from SemSys in Oklahoma City, OK. [Sheryl Langford, 1-800-654-8435, 405-585-2335] There may be other spiral number pad producers out there.

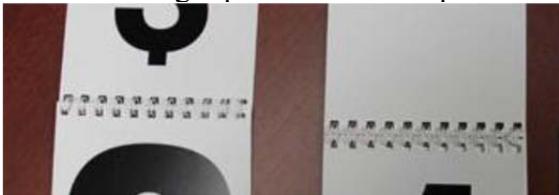
**Q:** Can you provide a photograph of the wire-bound spiral number pads you are soliciting? There are different types of spiral binding available.



**A:** SCEL has found that pads bound in a “U” shape, with a small “u” coming down to almost touching the gap between two upside down large “Us” that reach up, to work best in the double j-channels. See the photograph above. While the white plastic covering on the thin wire makes it difficult to photograph, the focus of a player’s eyes remains on the jackpot amount and not on how the pads are bound.



On the left, in the photograph above, shows how the “U” shaped binding appears between the other pages of the pad. The middle pad illustrates the how the same type of pads are bound. The right pad has a black spiral binding.



The binding appears to be two pieces of wire in the \$/0 pad, but is actually the same type of binding as is used in the Blank/1 pad, showing the right side up small “u” shapes reaching around and almost overlapping upside down large “U” shapes where the pads are bound.



The third pad to the right with the black binding illustrates a true spiral binding. This binding type was found to snag on the double j-channels and become unbound quickly rendering the pad unusable. SCEL does NOT wish to procure this type of spiral binding.

**Q: What do you mean by “double j-channel”?**

**A:** The double j-channel refers to the shape of the hardware securing the spiral number pads to the signs. The j-channel is made of sturdy, white PVC and has two channels into which the spiral number pads are inserted. One set of three spiral number pads face the window side of the sign and the second set faces the retailer side, so each side of the sign reflects the current jackpot amount for each multi-state jackpot game. The flat side of the channel that adheres to the styrene sign has permanent adhesive.

**Q: How will the winning vendor be able to ensure the proper size of the j-channel?**

**A:** SCEL will mail the winning vendor an actual j-channel to ensure the correct size is duplicated for these styrene jackpot signs.

Several Photographs of sign, spiral number pads, and double j-channels follow.

# POWERBALL®

\$



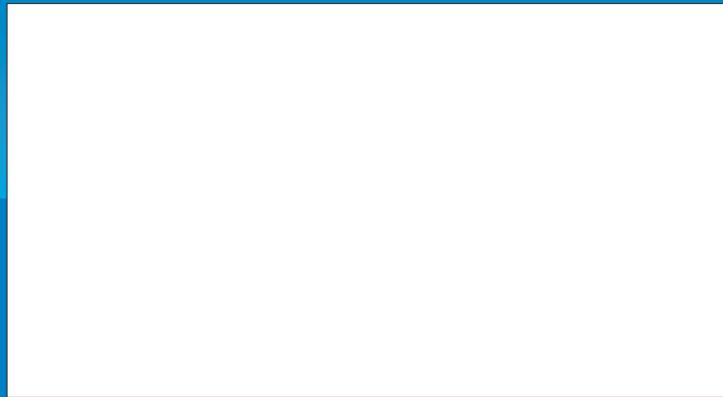
ESTIMATED ANNUITIZED JACKPOT

# MILLION

Overall odds of winning a prize are 1 in 31.8. Top prize odds are 1 in 175,223,510.

# MEGA MILLIONS®

\$



ESTIMATED ANNUITIZED JACKPOT

# MILLION

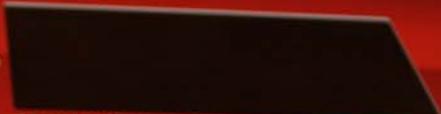
Overall odds of winning a prize are 1 in 40. Top prize odds are 1 in 175,711,536.



THE ESTIMATED CASH VALUES FOR THE POWERBALL® AND MEGA MILLIONS® JACKPOT PRIZES WILL BE LESS THAN THE ESTIMATED ANNUITIZED VALUES THAT ARE POSTED.

# POWERBALL<sup>®</sup>

\$



ESTIMATED ANNUITIZED JACKPOT

# MILLION

Overall odds of winning a prize are 1 in 31.8. Top prize odds are 1 in 175,223,510.

# MEGA MILLIONS<sup>®</sup>

\$



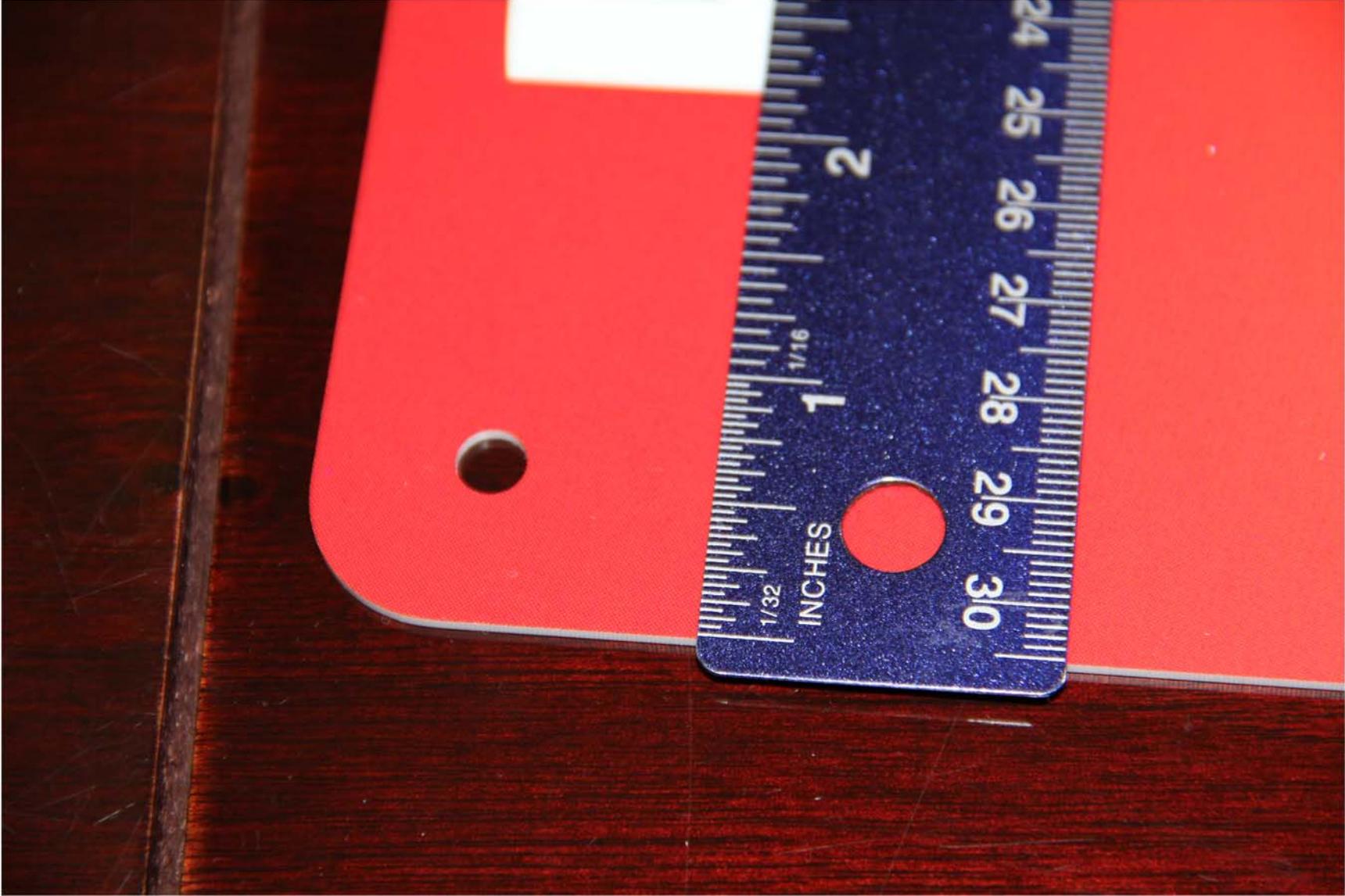
ESTIMATED ANNUITIZED JACKPOT

# MILLION

Overall odds of winning a prize are 1 in 40. Top prize odds are 1 in 175,223,510.



THE ESTIMATED CASH VALUES FOR THE  
MEGA MILLIONS<sup>®</sup> JACKPOT PRIZES WILL  
ESTIMATED ANNUITIZED VALUES THAT









POWERBALL®

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ESTIMATED ANNUITIZED JACKPOT

MILLION

Overall odds of winning a prize are 1 in 31.8. Top prize odds are 1 in 175,223,510.

MEGA MILLIONS®





