



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

REQUEST FOR QUOTATION (This is not an order)

Date Posted: **Monday, 8/18/2014**

Inquiries/Questions must be received by: **Monday, 8/25/2014, at 11:00 a.m. ET**

All Answers will be posted on SCEL's website by: Tuesday, 8/26/2014

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

Quotation must be received by: **Wednesday, 9/03/2014, at 11 a.m. ET**

Samples must be received by: **Wednesday, 9/03/2014, at 5 p.m. ET**

Late bids NOT accepted.

Send Quotations/Samples/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): **FY15 Promo 1 RFQ**

Commodities: **1) Insulated Coolers (2,502); 2) Sport Bags (2,502); 3) Travel Mugs (2,522); and 4) Rubberized Sunglasses (5,002 pairs)**

Inquiries/Questions must be received by: Monday, August 25, 2014, at 11 a.m. ET

Quote Due Date: Wednesday, September 3, 2014, at 11 a.m. ET.

Sample Due Date: Wednesday, September 3, 2014, at 5 p.m. ET.

Late bids/quotes/samples will NOT be considered. Not a public bid opening.

Delivery Due Date: Week of October 27, no later than noon ET on Fri., October 31, 2014.

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. ***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: RFQ Promo 1 FY14**

Purpose and Scope of Work:

Special Conditions

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

2. **Delivery:** 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, final samples must 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.

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

4. **Contact:** The contact listed on page one (1) of this RFQ and is the only SCEL employee authorized to discuss this solicitation prior to award. Email: Procurement@SCLot.com or **Fax (803) 737-0047.**

5. **Sample Request:** SCEL requests samples from each bidder's current inventory for the purpose of inspecting design and quality. All samples must be labeled with the bidder's name.

6. **Pre-Production Proof:** An actual pre-production proof of each color is required prior to the order being processed for production. If there will be a charge for the press time necessary to produce the 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%. SCEL will only pay for overruns up to 2.5%.*

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)]

12. DEFAULT – SHORT FORM (JAN 2006): The state may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the state, upon request, with adequate assurances of future performance. In the event of termination for cause, the state shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the state for any and all rights and remedies provided by law. If it is determined that the state improperly terminated this contract for default, such termination shall be deemed a termination for convenience. [07-7B080-1]

SPECIFICATIONS AND BIDDING SCHEDULE

Please quote the following four (4) promotional items.

1. Description: 2,502 LARGE BLACK INSULATED COOLERS. Twelve-can stadium black cooler bag with 600 denier polyester. Insulated zipper cooler section, large front pocket and adjustable shoulder strap. 1-color (white) imprint with SECL logo silk screened on front pocket of cooler.

ASI/37435, Item #1013 or similar product as deemed acceptable by SCEL. Sample of insulated cooler must be must be provided with quote. Samples should include the vendor’s information. All samples should include a logo, but it does not have to be an SCEL logo. One-color or multi-color imprints in any color will be accepted on samples.

Quantity: 2,502 Large black insulated coolers

Size: 11.5"L x 11"H x 6"W

Material: 600 denier polyester

Color: Black

Imprint: 1-color (white) imprint with SCEL logo screen silk screened across center of front pocket of cooler.

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 or EPS Vector format.

Suggested Packaging: 25 coolers per box; 100 boxes to the Blythewood warehouse address; 2 Final Samples to the Columbia Office.

Shipping Method: Drop ship to 1 location (Blythewood) & 2 Final Samples to Columbia Office. (See Page 10, “SCEL Shipping Information.”)

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Actual pre-production proof with SCEL logo on actual 12-can stadium cooler must be reviewed and approved before production can begin.

2,502 LARGE BLACK INSULATED COOLERS

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Proof/Other Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production Quote Total: \$ _____

Delivery Days ARO (After Receipt of Order) _____ days

NOTE: Partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order [or 40 boxes (1,000 coolers)] AND 2) The second and final shipment must be completed within ten (10) weeks of the stated final delivery date on noon, Friday, October 31, 2014 (Second and final shipment: Week of Jan. 5, no later than noon on Friday, Jan. 9, 2014).

2. Description: 2,502 SPORT BAGS. Sport bag made of 600 denier polyester. Non-removable, padded, adjustable shoulder strap, side and front mesh pockets, removable floor board and top grab handles. 1-color (white) imprint with SCEL logo.

ASI/40788, Item #4511 or similar product as deemed acceptable by SCEL. Sample of insulated cooler must be must be provided with quote. Samples should include the vendor’s information. All samples should include a logo, but it does not have to be an SCEL logo. One-color or multi-color imprints in any color will be accepted on samples.

Quantity: 2,502

Size: 19" x 9.5" x 10.75"

Material: 600 Denier Polyester

Color: Black

Imprint: 1-color (white) with South Carolina Education Lottery logo screen printed on one location of front pocket center. The dimensions of the front pocket center are 5.5"W x 4"H. Maximum imprint diameter is 4.5".

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 or EPS Vector format.

Suggested Packaging: 25 sport bags per box; 100 boxes to the Blythewood warehouse address; 2 Final Samples to the Columbia Office.

Shipping Method: Drop ship to 1 location (Blythewood) & 2 Final Samples to Columbia Office. (See Page 10, “SCEL Shipping Information.”)

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Actual pre-production proof with SCEL logo on actual black sports bag must be reviewed and approved before production can begin.

2,502 BLACK SPORT BAGS

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Proof/Other Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production Quote Total: \$ _____

Delivery Days ARO (After Receipt of Order) _____ days

NOTE: Partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order [or 40 boxes (1,000 sports bags)] AND 2) The second and final shipment must be completed within ten (10) weeks of the stated final delivery date on noon, Friday, October 31, 2014 (Second and final shipment: Week of Jan. 5, no later than noon on Friday, Jan. 9, 2014).

3. Description: 2,522 TRAVEL MUGS. (16 oz. Grip N Go Grande) 16 oz. Poly Pro cup with Hunter Green rubber grip and matching Hunter Green drink thru lid. Matching colored rubber non-sided bottom. Double wall insulated to keep beverages hot and BPA Free.

ASI 47700, Item #16GRPNGO or a similar product as deemed acceptable by SCEL. Sample of travel mug must be must be provided with quote. Samples should include the vendor's information. All samples should include a logo, but it does not have to be an SCEL logo. One-color or multi-color imprints in any color will be accepted on samples.

Quantity: 2,522

Size: 16 oz.

Material: Polypropylene cup, Hunter Green rubber grip, polypropylene lid, and rubber non-skid bottom.

Color: White poly pro cup with Hunter Green rubber grip and matching Hunter Green drink thru lid. Matching Hunter Green colored rubber non-skid bottom.

Imprint: 1-color (green) imprint with SCEL logo on 2 locations (front and back of mug). Size of imprint area is 1 3/8"T x3.5"W (each side).

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 or EPS Vector format.

Packaging: 36 travel mugs per box; 70 boxes to the Blythewood warehouse address; 2 Final Samples to the Columbia Office.

Shipping Method: Drop ship to 1 location (Blythewood) & 2 Final Samples to Columbia Office. (See Page 10, "SCEL Shipping Information.")

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Actual pre-production proof with SCEL logo on actual 16 oz. travel mug must be reviewed and approved before production can begin.

2,522 TRAVEL MUGS

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Proof/Other Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production Quote Total: \$ _____

Delivery Days ARO (After Receipt of Order) _____ days

NOTE: Partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order [or 28 boxes (1,008 travel mugs)] AND 2) The second and final shipment must be completed within ten (10) weeks of the stated final delivery date on noon, Friday, October 31, 2014 (Second and final shipment: Week of Jan. 5, no later than noon on Friday, Jan. 9, 2014).

4. Description: 5,002 PAIRS OF RUBBERIZED SUNGLASSES (Split order: 2,501 with Green temple pieces and 2,501 Black with Blue temple pieces). Rubberized sunglasses feature UV 400 lenses that provide 100% UVA and UVB protection.

ASI/61125, Item #4000 (rubberized sunglasses) or similar product as deemed acceptable by SCEL. Sample of sunglasses must be provided with bid. Samples should include the vendor's information. All samples should include a logo, but it does not have to be an SCEL logo. One-color or multi-color imprints in any color will be accepted on samples. If vendor cannot get a sunglasses sample in the specific colors requested for this solicitation, virtual samples of the black frames with blue and green temple pieces will be accepted to check color.

Quantity: 2,500 black frames with green temple pieces + 2,500 black frames with blue temple pieces = 5,000 pairs of Rubberized Sunglasses + 2 final samples (1 of each color) = 5,002 pairs of Rubberized Sunglasses

Material: Rubber

Color: 2,501 Black with Green temple pieces and 2,501 Black with Blue temple pieces

Imprint: SCEL logo in white, one-color silk screened on right temple only. Size of imprint area is 2"W x ⁵/₁₆"H

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 or EPS Vector format.

Suggested Packaging: Individually polybagged; 100 pairs of sunglasses per box; 50 boxes

Shipping Method: Drop ship to 1 location (Blythewood) & 2 Final Samples to Columbia Office. (See Page 10, "SCEL Shipping Information.")

Proof: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Actual pre-production proof with logo on actual sunglasses must be reviewed and approved before production can begin.

5,002 PAIRS OF BLACK RUBBERIZED SUNGLASSES

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Proof/Other Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production Quote Total: \$ _____

Delivery Days ARO (After Receipt of Order) _____ days

NOTE: Partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order [or 20 boxes (2,000 pairs of sunglasses)] AND 2) The second and final shipment must be completed within ten (10) weeks of the stated final delivery date on noon, Friday, October 31, 2014 (Second and final shipment: Week of Jan. 5, no later than noon on Friday, Jan. 9, 2014).

Inquiries/Questions must be received by: Monday, August 25, 2014, at 11 a.m. ET
Quote Due Date: Wednesday, September 3, 2014, at 11 a.m. ET
Sample Due Date: Wednesday, September 3, 2014, at 5 p.m. ET
Late bids/quotes/samples will NOT be considered. Not a public bid opening.
Delivery Due Date: Week of October 27, no later than noon ET on Fri., October 31, 2014.

SCEL SHIPPING INFORMATION

Deliver Shipment to:

South Carolina Education Lottery
c/o Scientific Games International
Attn: Dan Dyar; 803-237-9746
120 North Point Court
Blythewood, SC, 29016

Deliver Pre-Production Proof and 2 Final Samples per Item to:

South Carolina Education Lottery
Attn: ViVi Simons
1333 Main St., Suite 400
Columbia, SC 29201

NOTE: Partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order AND 2) The second and final shipment must be completed within ten (10) weeks of the stated final delivery date on noon, Friday, October 31, 2014 (Second and final shipment: Week of Jan. 5, no later than noon on Friday, Jan. 9, 2014).

SCEL PRICING INFORMATION

The State of South Carolina provides for the Tax Credit for Agencies that use vendors certified by the Governor's Office of Small and Minority Business Assistance (OSMBA). If your company is OSMBA certified in the State of South Carolina, please check the box below.

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

SCEL PRICING INFORMATION

***** 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 for each item including set-up and shipping; 2) a total price for all four items; and 3) a price total without tax. *****

*****Must NOT indicate country of origin on front of product*****

Total Bid Price for Item 1, Large Black Insulated Coolers: \$ _____
Total Bid Price for Item 2, Black Sport Bags: \$ _____
Total Bid Price for Item 3, Travel Mugs: \$ _____
Total Bid Price for Item 4, Rubberized Sunglasses: \$ _____
Sub-total for all four items: \$ _____
Total Price for all 4 items without Tax: \$ _____

FREQUENTLY ASKED QUESTIONS:

Q: The first page states: “Late bids NOT accepted.” How late can a quote be, to be accepted?

A: Under the South Carolina Procurement Code bids received after the time for bids to be opened CANNOT be accepted. Unlike in the private sector, in the public sector bids must be received by the time provided to be considered.

Q: Is a vendor required to bid on all four items in the RFQ? 1) 2,502 Large Black Insulated Coolers; 2) 2,502 Black Sport Bags; 3) 2,522 Travel Mugs; and 4) 5,002 Pairs of Rubberized Sunglasses?

A: Yes, the vendor must bid on all items requested in the RFQ. Any bids received that do not provide pricing for all items will be found non-responsive.

Q: Are samples of the items required with each bid?

A: Yes, samples of the (four) items are requested with each vendor’s bid. Each sample should be clearly labeled with the vendor’s information. To ensure quality control of the items being solicited, four samples are requested with the bid: 1) One Large Black Insulated Cooler; 2) One Black Sports Bag; 3) One Travel Mug; and 4) One Pair of Rubberized Sunglasses. The sample items should have logos but NOT necessarily SCEL logos.

Q: Are pre-production samples also requested?

A: Yes, prior to production of any item, the winning vendor is requested to produce an actual sample with the SCEL art on the actual item. Receiving the actual sample will ensure SCEL staff the opportunity to view the quality of the art and the item.

Q: Why are final samples also requested?

A: The Blythewood warehouse is approximately 16 miles from the Columbia Office. SCEL requests final samples be delivered at the Columbia office at the same time the main delivery is made to Blythewood. Receiving the final samples allows the items to be approved and placed in inventory. More importantly for vendors, receiving final samples expedites paying the invoice.

Q: Has SCEL procured these items before? If yes, how long ago, how many, and at what price?

A: Yes, SCEL has procured these items or similar items before, in some cases as part of an RFQ being advertised through SCBO with a value between \$10,000 and \$50,000 and in others as part of a bulk reverse auction worth a minimum of \$80,000.

Item Name	Item Description (July 14, 2014)	Quantity Ordered	Unit Cost	Cost without Tax or Shipping
Reusable Insulated Shopper Totes with SCEL Logo and Website	SKU: 313-3037 or similar product as deemed acceptable by SCEL. Made of 90 gram coated water-resistant polypropylene. Features 23-inch reinforced sewn handles, 9-inch gusset, front pocket and zippered closure. 13"W x 15"H x 9"D. Recyclable, reusable and hand-washable. Black Reusable Insulated Shopper Totes with White SCEL Logo and website imprint located on one side-centered in the middle of the tote bag between the two shoulder straps. (Imprint area must be 4.5"W x 6"H.)	2,520	2.37	5,972.40

Game Day Cooler Seats With SCEL Logo	ASI/66887, 1070-19 or a similar product as deemed acceptable by SCEL. Black Game Day Cooler Seats, with White SCEL logo and website printed centered on cooler seat in imprint area 6"H x 6"W. 12" high and wide, this cooler seat can support up to 198 pounds and keeps up to 24 drinks or food cold with its insulated liner. Ultra-portable and made of 600d PolyCanvas, the cooler seat folds completely flat to store when not in use.	1,008	13.90	14,011.20
	(November 11, 2011)			
Insulated Coolers	Large royal blue insulated 12-can stadium cooler bag with 600 denier polyester. Size 11" x 11" x 6" with 1-color imprint, Item #1013/ASI 37435	2,500	\$3.260	\$8,150.00
	(June 13, 2011)			
Insulated Cooler, Blue	Twelve can stadium cooler bag with 600 denier polyester. Insulated zipper cooler section, large front pocket and adjustable shoulder strap.	1,200	\$3.723333	\$4,468.00
	(August 20, 2012)			
Two-Tone Duffel Bags	Duffel Bags with SCEL logo screenprinted.	2,000	6.23888	12,477.76
	(September 2011)			
PB Travel Mug	Red/White Powerball Travel Mug	5,000	2.52	12,600.00
	(October 29, 2013)			
Rubberized Sunglasses	(#36108) recycled plastic with UV 400 protection	5,100	\$0.62456	\$3,189.85

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 **Wednesday, September 3, 2014, at 11 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 Question and Answer 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 who had 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 **Monday, September 8, 2014, at 11 a.m. ET.**

Q: If a vendor wishes to take advantage of the option to partial shipments, in which weeks will the warehouse allow deliveries?

A: The Blythewood warehouse will be staffed to accept deliveries:

Week of November 10, no later than noon ET on Friday, November 14, 2014;

Week of November 24, no later than noon ET on Wednesday, November 26, 2014;

Week of December 8, no later than noon ET on Friday, December 12, 2014;

Week of December 22, no later than noon ET on Tuesday, December 23 2014; and

Week of January 5, no later than noon ET on Friday, January 9, 2015.

Please Note: The South Carolina Education will be closed on Thursday and Friday, November 27 and 28 for Thanksgiving and the day after; on Wednesday, Thursday and Friday, December 24, 25, and 26 for Christmas Eve, Christmas Day, and the day after; and on Thursday, January 1, 2015, for New Year's Day.

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 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: SCEL has a webpage to provide vendors with preference information. The webpage is available at:

http://www.sceducationlottery.com/images/pdf/Procurement/Vendor_Preferences.pdf