



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, 10/21/2013**

Inquiries/Questions must be received by: **Tuesday, 10/29/2013, at 10:00 a.m. ET**

All Answers will be posted on SCEL's website by: Wednesday, 10/30/2013

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

Quotation must be received by: **Thursday, 11/7/2013, 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): **Horizontal Styrene Jackpot Sign Sets FY14**

Commodities: **1) Signs (500); 2) Spiral Number Pads (6,000); 3) Suction Cups (1,000); and 4) Double J-Channels (1,000)**

Inquiries/Questions must be received by: Thursday, October 29, 2013, at 10 a.m. ET

Quote Due Date: Thursday, November 7, 2013, at 10 a.m. ET. Late bids will NOT be considered. Not a public bid opening.

Delivery Due Date: Week of Dec. 9, no later than noon ET on Fri., December 13, 2013.

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: HORIZONTAL STYRENE JACKPOT SIGN SETS 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.

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)]

SPECIFICATIONS AND BIDDING SCHEDULE

Request for Quotes

Date: **Monday, October 21, 2013**

SCEL Procurement

Phone: 803-737-2002

Fax: 803-737-0047

Procurement@SCLot.com

Project: Horizontal Styrene Jackpot Sign Sets FY14.

**Includes: 1) Signs (500), 2) Spiral Number Pads (6,000),
3) Suction Cups (1,000), and 4) Double J-Channels (1,000)**

Please quote the following:

Quantity: 500 **Horizontal Styrene Jackpot Window Sign Sets** made up of 500 **signs**; 6,000 wire-bound **spiral number pads**; 1,000 **suction cups**; and 1,000 **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"W x 18"T with two (2) 11"W x 6"T die cuts (horizontal placement); rounded sign corners @ a half inch (1/2") radius; **Spiral Number Pad:** wire bound (not plastic) with white plastic covering, one-fourth inch (1/4") spiral; Pad size is three & eleven/sixteenths (3¹¹/₁₆"W x 7"T) inches wide by seven inches high, 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 (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 (3/8") capacity, twelve (12") inches long, 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 (1/2") radius; include two (2) quarter inch (1/4") drilled holes for two (2) suction cup hooks, one hole on each of the top corners; and two (2) eleven inch wide by six inch tall (11"W x 6"T) sized die cuts (horizontal 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; 50 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 at time of delivery.

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: Tuesday, October 29, 2013, at 10 a.m. ET
Bid Due Date: Thursday, November 7, 2013, at 10 a.m. ET. Late bids will NOT be considered.
Delivery Due Date: Week of December 9, no later than noon ET on Fri., December 13, 2013.

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.

Deliver 50 Boxes to: **Pre-production Proof*** & 1 Final Sample Sign Set, 1 Sign, 12 spiral number pads, 2 suction cups, & 2 j-channels to:
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 ship the one Final Sample Sign Set to the Main Street Office at the time delivery is made on the 500 sign sets. The Blythewood warehouse is located 16 miles from Columbia. Receiving the final sample at the Columbia Office ensures the items will be approved quickly and expedites payment of the invoice.

Please Note: The art for the Horizontal Styrene Jackpot Sign Sets appears on the following page. 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 horizontally-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.

POWERBALL®

\$



THIS WINDOW IS TO BE DIE CUT.

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®

\$



THIS WINDOW IS TO BE DIE CUT.

ESTIMATED ANNUITIZED JACKPOT
MILLION

Overall odds of winning a prize are 1 in 14.71. Top prize odds are 1 in 258,890,850.



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

FREQUENTLY ASKED QUESTIONS:

Q: The first page states: “Late bids and samples 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: Has SCEL procured these sign sets before? If yes, how long ago, how many, and at what price?

A: Previous Jackpot Signs have had a vertical orientation. This is the first time a horizontal Jackpot Sign has been solicited. This sign is to be 32"W x 18"T. Signs procured in the past have been 18"W x 32"T.

SCEL has used *Vertical* 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.

On July 17, 2013, SCEL published an advertisement on the South Carolina Business Opportunities website for 2,000 Styrene Jackpot Sign Sets [1) Styrene Jackpot Signs (2,000), 2) Spiral Number Pads (24,000), 3) Suction Cups (4,000), and 4) Double J-Channels (4,000)]. The winning bid for the 2,000 sign sets was \$34,780 including shipping, but not taxes.

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

A: While the solicitation states bids are due on **Thursday, November 7, 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, in-state, and US-end product 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 lowest evaluated price. 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 **Thursday, November 14, 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@slot.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: Is 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 signs sets. The Lottery normally puts out to bid all the needed "pieces 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.

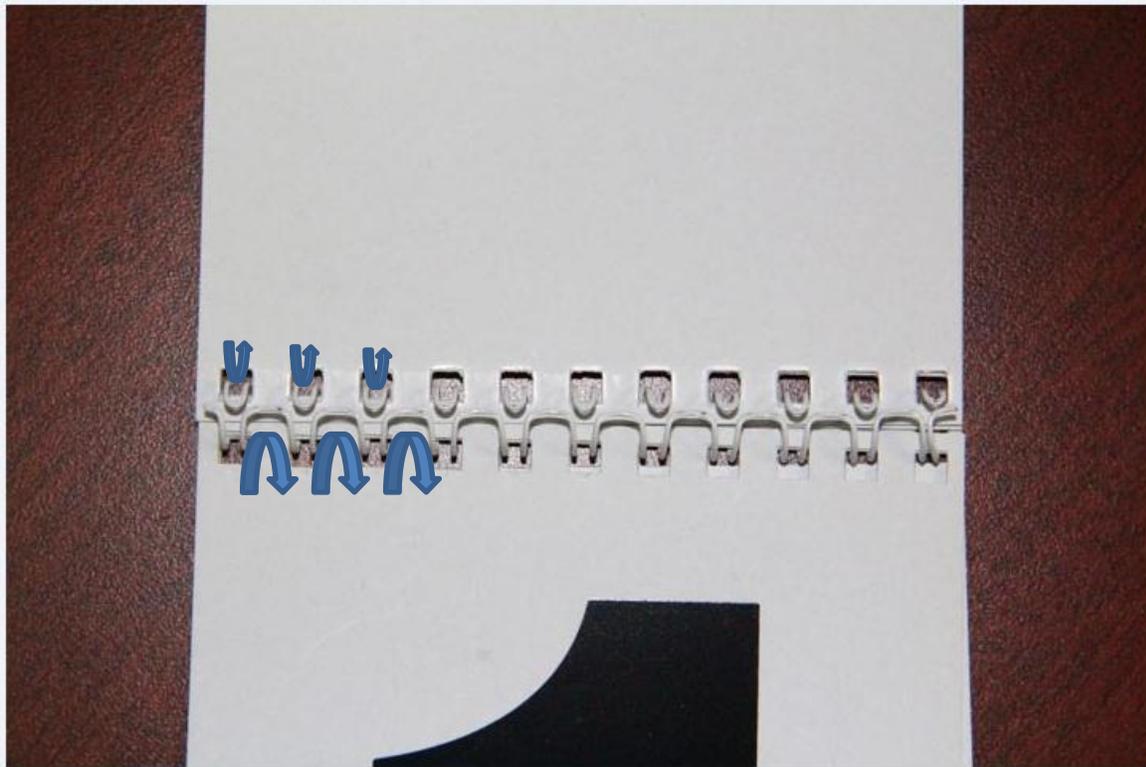
Q: For the pre-production proofs, will SCEL be providing sample artwork to print on the window signs and pad sets?

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 311/16"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. SCCEL 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 hardware securing the spiral number pads to the signs. The j-channel is made of sturdy, white PVC and had 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. 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.

NOTE: Please visit <http://www.sceducationlottery.com/lottery/procurement.aspx> to click on the link for the Vendor Preferences document to answer questions concerning preferences.