



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, 11/24/2014**

Inquiries/Questions must be received by: **Wednesday, 12/03/2014, at 11:00 a.m. ET**

All Answers will be posted on SCEL's website by: Thursday, 12/04/2014

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

Quotation/Shirt Samples must be received by: **Friday, 12/12/2014, at 4 p.m. ET**

Late bids/quotes and/or samples 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): **Lucky for Life T-Shirts FY15 RFQ**

Commodities: **2,484 White, Short-Sleeved, 100% Cotton T-Shirts**

Inquiries/Questions must be received by: Wednesday, December 3, 2014, at 11 a.m. ET

Bid/Shirt Samples Due Date: Friday, December 12, 2014, at 4 p.m. ET.

Late bids and/or samples will NOT be considered.

Award Issued: Tuesday, December 16, 2014.

Delivery Due Date: Week of January 5, no later than noon ET on Friday, January 9, 2015.

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:

Email Address:

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: Lucky for Life T-Shirts FY15 RFQ

Purpose and Scope of Work:
Special Conditions

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

a. Delivery for T-Shirt Samples with Bids ONLY to :

S.C. Education Lottery
Attn: SCEL Senior Procurement Specialist
1333 Main Street, Suite 400
Columbia, SC 29201

T-Shirt Samples with Bids:

Samples of the White Short Sleeve T-Shirt Size L [100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material] **in each size (L, XL, & 2XL)** must be provided with bid and item **must** be deemed acceptable by SCEL. At least one of the three samples should include at least one imprint as an example of the vendor's print quality, but the logo does NOT have to be an SCEL logo. Each sample should be labeled with the vendor's information. **Vendors who do not provide three (3) samples (one in each size) will be found unresponsive.**

b. Delivery for Actual Pre-Production Proof (1) & Final Sample (1) to:

S.C. Education Lottery
Attn: ViVi Simons
1333 Main Street, Suite 400
Columbia, SC 29201

Please Note: Proof and final sample shirts may come from SCEL stock.

c. Delivery for Final Production to (45 boxes):

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

Packaging

Total Quantity of Shirts: 2,484; Total Number of Boxes: 45

Size L:	720 Shirts @ 72 shirts per box;	Number of boxes: 10
Size XL:	1,008 Shirts @ 72 shirts per box;	Number of boxes: 14
Size 2XL:	<u>756 Shirts @ 36 shirts per box;</u>	<u>Number of boxes: 21</u>
	2,484 Shirts Total;	Total Number of boxes: 45

NOTE: Partial deliveries will NOT be accepted.

Please Note: *Warehouse staff is only available to accept deliveries every other week.* The preferred pallet sizes are: 4'W x 4'L x 4'H; 40"x48"; or 30"x40". Please ensure delivery will be on one of the above sized pallets. With few exceptions, items should be boxed as specified and delivered on pallets. For inventory purposes, boxes should contain the same number of items and should be labeled with their contents. For T-Shirts, all boxes of a specific size should contain the same number of shirts.

Warehouse Staff reports delivery of a few orders that do not include packing slips. Please make sure all orders have packing slips detailing what and how many are being delivered in addition to the specifics as to how the order is bundled, grouped, and/or boxed. All T-Shirt boxes must be labeled with the correct size and contain the same number of T-Shirts by size for inventory purposes.

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:** All questions must be submitted in writing to the Senior Procurement Specialist. Questions may be emailed to Procurement@sclot.com or faxed to (803) 737-0047; **Attention: SCEL Procurement.**

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. When vendors send in their quotes, each vendor needs to acknowledge he or she has read any posted amendments.

5. **Sample Request:** Samples of the White Short Sleeve T-Shirt Size L [100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/ material] **in each size (L, XL, & 2XL)** must be provided with bid and item **must** be deemed acceptable by SCEL. At least one of the three samples should include at least one imprint as an example of the vendor's print quality, but the logo does NOT have to be an SCEL logo. Each sample should be labeled with the vendor's information. **Vendors who do not provide three (3) samples (one in each size) will be found unresponsive.**
6. **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, Photoshop, or EPS Vector format. *The draft art appears at the end of the solicitation.*
7. **Proof:** Actual pre-production proof (i.e. art on an SCEL T-Shirt) approval required prior to order being processed for production at the Columbia Office address.

Please Note: Proof and final sample shirts may come from SCEL stock.

8. **Final Samples:** As the Blythewood Warehouse is located approximately 16 miles from the Columbia Office, one (1) Final Sample of the T-Shirt must be delivered to the Columbia Office around the same time the final shipment is being made to Blythewood. Receiving a Final Sample allows Procurement Staff to: 1) inspect the product; 2) accept the shipment; and 3) approve the invoice.
9. **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, and/or a pre-production proof charge; 3) shipping/delivery charges; and 4) total charges without taxes.
10. **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%.*
11. **Performance Time Frame:** Requested delivery time is listed in the specifications and bidding schedule.
12. **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 non-qualifying 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)]
13. **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]

SOUTH CAROLINA EDUCATION LOTTERY
Solicitation Number: Lucky for Life T-Shirts FY15 RFQ

SPECIFICATIONS AND BIDDING SCHEDULE
Project: "Lucky for Life" T-Shirts FY15

Please quote the following:

Quantity: 2,484 White, Short-sleeved, 100% Cotton T-Shirts

Material: White, 100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material as deemed acceptable by SCEL.

Sizes & Quantity per Size: Size L (720); Size XL (1,008); Size 2XL (756)

Color: White, Short-sleeved, 100% Cotton T-Shirts

Print Method: Screen Print **two (2)** locations: Front left chest and center back.

NOTE: Screen Printing is **only** print method requested.

Front Left Chest: 2 spot colors of the SCEL Logo (PMS 286 and PMS 361).

Back of Shirt: CMYK four-color process. The 4-color imprint area will be between 10"x10" (approximate minimum imprint area) and 12"x12" (approximate maximum imprint area). The SCEL Logo will **NOT** be on back.

Packaging: **Total Quantity of Shirts: 2,484; Total Number of Boxes: 45**

Size L: 720 Shirts @ 72 shirts per box; Number of boxes: 10

Size XL: 1,008 Shirts @ 72 shirts per box; Number of boxes: 14

Size 2XL: 756 Shirts @ 36 shirts per box; Number of boxes: 21

2,484 Shirts Total; Total Number of boxes: 45

Samples: Samples of the White Short Sleeve T-Shirt Size L [100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material] **in each size (L, XL, & 2XL)** must be provided with bid and item **must** be deemed acceptable by SCEL. At least one of the three samples should include at least one imprint as an example of the vendor's print quality, but the logo does NOT have to be an SCEL logo. Each sample should be labeled with the vendor's information. **Vendors who do not provide three (3) samples (one in each size) will be found unresponsive.**

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, Photoshop, or EPS Vector format. *The draft art appears at the end of the solicitation.*

Proof: Actual pre-production proof (i.e. art on an SCEL T-Shirt) approval required prior to order being processed for production at the Columbia Office address.

Please Note: Proof and final sample shirts may come from SCEL stock.

Final Samples: As the Blythewood Warehouse is located approximately 16 miles from the Columbia Office, one (1) Final Sample of the T-Shirt must be delivered to the Columbia Office around the same time the final shipment is being made to Blythewood. Receiving a Final Sample allows Procurement Staff to: 1) inspect the product; 2) accept the shipment; and 3) approve the invoice.

**Inquiries/Questions must be received by: Wednesday, December 3, 2014, at 11 a.m. ET
Bid/Shirt Samples Due: Friday, December 12, 2014, at 4 p.m. ET. Late bids and/or samples will NOT be considered.**

Award Issued: Tuesday, December 16, 2014.

Delivery Due Date: Week of January 5, no later than noon ET on Friday, January 9, 2015.

Vendor: _____; Contact: _____; OSMBA Certified: Y ___ N ___

Email Address: _____; Phone: _____

Production Price: \$ _____

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

Subtotal: \$ _____

Shipping: \$ _____

Quote Total: \$ _____

Delivery Days ARO (After Receipt of Order) _____ 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:						

Should you have additional questions, please send them in writing to:

Procurement@sclot.com

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

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

SCEL SHIPPING INFORMATION

Delivery for T-Shirt Samples with Bids ONLY to:

S.C. Education Lottery
Attn: SCEL Senior Procurement Specialist
1333 Main Street, Suite 400
Columbia, SC 29201

Delivery for Actual Pre-Production Proof (1) & Final Sample (1) to:

S.C. Education Lottery
Attn: ViVi Simons
1333 Main Street, Suite 400
Columbia, SC 29201

Please Note: Proof and final sample shirts may come from SCEL stock.

Delivery for Final Production to (45 Boxes):

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

NOTE: Partial deliveries will NOT be accepted.

Please Note: *Warehouse staff is only available to accept deliveries every other week.* The preferred pallet sizes are: 4'W x 4'L x 4'H; 40"x48"; or 30"x40". Please ensure delivery will be on one of the above sized pallets. With few exceptions, items should be boxed as specified and delivered on pallets. For inventory purposes, boxes should contain the same number of items and should be labeled with their contents. For T-Shirts, all boxes of a specific size should contain the same number of shirts.

Warehouse Staff reports delivery of a few orders that do not include packing slips. Please make sure all orders have packing slips detailing what and how many are being delivered in addition to the specifics as to how the order is bundled, grouped, and/or boxed. All T-Shirt boxes must be labeled with the correct size and contain the same number of T-Shirts by size for inventory purposes.

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.

To view SCEL's Procurement webpage:

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

FREQUENTLY ASKED QUESTIONS

Question 1

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

A: Pursuant to Regulation 19-445.2070(G), a bid received after the time requested **MUST NOT** be accepted:

“G. Exceptions to Rejection Procedures.

Any bid received after the procurement officer of the governmental body or his designee has declared that the time set for bid opening has arrived, shall be rejected unless the bid had been delivered to the location specified in the solicitation or the governmental bodies' mail room which services that location prior to the bid opening.”

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

Question 2

Q: Will SCEL pay for an overage of 10 percent?

A: No. According to the South Carolina Government Printing Services Manual, (<http://procurement.sc.gov/PS/agency/PS-agency-procurement-forms.phtm>), published by the Budget and Control Board’s Office of General Services, on page 7, item number 11:

“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.”

Question 3

Q: Should a T-Shirt sample of each size be included with the bid?

A: Yes, a T-Shirt sample **of each size** should be labeled with the vendor’s information and included with the bid. SCEL once received a T-Shirt order in which sizes L, XL, and 2XL, while all clearly marked in each shirt, when held up back to back were all the same size. Receiving a sample of each size ensures the final product will be as requested. The bid and the T-Shirt samples are due by **Friday, December 12, 2014, at 4 p.m.** Vendors who do not provide three (3) samples (one in each size) will be found unresponsive.

The solicitation requests that at least one T-Shirt sample have screen-printed art. The sample may be a 1-color, 2-color, or multi-color imprint. The reason for the imprint request is to allow Procurement Staff the opportunity to inspect imprint quality. The imprint does **NOT** have to be an SCEL imprint.

Question 4

Q: When will the RFQ be awarded?

A: Procurement Staff anticipates the award will be posted on the SCEL Procurement Webpage on or before Tuesday, December 16, 2014. If making the award is delayed for any reason, notice will be posted on the SCEL Procurement webpage:

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

Question 5

Q: Have T-Shirts been solicited previously? If so, how many and at what cost?

A: The most recent T-Shirt solicitation was July 28, 2014, for 2,500 Retailer Rally T-Shirts. The sizes requested were 625 Size Large and 1,875 Size 2XL. The award statement is below. These T-Shirts had art only on the front of the shirts. The current solicitation requests the 2-spot color SCEL Logo be screen printed on the front left chest and the “Lucky for Life” logo be screen printed on the back center with four-color process. The sizes requested are also different.

Award Statement
Retailer Rally T-Shirts FY15 RFQ

VENDOR	DELIVERY	PRODUCTION PRICE	PREFERENCES APPLIED 10%: Includes SC Resident Vendor & SC End Product	SHIPPING	TOTAL PRICE WITHOUT TAX
Promotions Unlimited, LLC	Week of Oct. 6- Oct. 10, 2014	\$7,625.00	\$7,155.00	\$325.00	\$7,950.00

SHIPPING & HANDLING IS Included in Totals
SALES TAX NOT Included in Totals

The next most recent T-Shirt solicitation was a part of a Reverse Auction held in June 2014, in which 2 Oceans Promotions of Mount Pleasant, SC, received the award on June 23, 2014. Below is the pricing received for the white, short-sleeved T-Shirts. The Reverse Auction requested pricing for almost 7,800 shirts in various colors, of which the pricing for the 1,296 white, short-sleeved T-Shirts is presented below. For more information, please see <http://webprod.cio.sc.gov/SCSolicitationWeb/solicitationAttachment.do?solicitnumber=5400007706>.

Item Name	Item Description	Quantity Ordered	Unit Cost	Total Cost
White Short-Sleeve T-Shirts Size L with SCEL Logo	100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material as deemed acceptable by SCEL, Size: L (432). 2-color silk screened imprint (PMS 286 and PMS 361) with SCEL logo on front left chest. <u>Suggested Packaging:</u> 6 dozen (72) shirts per box; 6 boxes.	432	2.61	\$1,127.52
White Short-Sleeve T-Shirts Size XL with SCEL Logo	100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material as deemed acceptable by SCEL, Size: XL (432). 2-color silk screened imprint (PMS 286 and PMS 361) with SCEL logo on front left chest. <u>Suggested Packaging:</u> 6 dozen (72) shirts per box; 6 boxes.	432	2.61	\$1,127.52
White Short-Sleeve T-Shirts Size 2XL with SCEL Logo	100% cotton, 6.0 oz. Delta Magnum Weight (65000) or Hanes TAGLESS® T-Shirt (Style H5250) or a similar brand/weight/material as deemed acceptable by SCEL, Size: 2XL (432). 2-color silk screened imprint (PMS 286 and PMS 361) with SCEL logo on front left chest. <u>Suggested Packaging:</u> 6 dozen (72) shirts per box; 6 boxes.	432	4.49	\$1,939.68

Question 6

Q: Will partial deliveries be accepted for this solicitation?

A: No, partial deliveries will NOT be accepted. The solicitation is coordinated with the “Lucky for Life” game launching in the New Year. The Marketing Plan is to have the T-Shirts available to the Promotions Staff to use at Customer Events at licensed lottery retailers around the state in advance of and around the new game’s launch.

Question 7

Q: Is a pre-production proof requested?

A: Yes, prior to production of any T-Shirt, the winning vendor is requested to produce an actual proof with SCEL’s art on the actual shirt. Receiving the actual pre-production proof will ensure SCEL staff has the opportunity to view the quality of the art and the shirt prior to production. The winning T-Shirt vendor is allowed to use SCEL stock to produce the pre-production proof(s) and final sample(s). The vendor must mark on the outside of each box with the number of shirts contained.

Question 8

Q: Why are final samples also requested?

A: The Blythewood warehouse is approximately 16 miles from the Columbia Office. SCEL’s solicitations request final samples be delivered to 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.

Question 9

Q: Will the SCEL Logo of two spot colors be printed on the back of the shirts, adding to the number of screens needed?

A: No. While the SCEL Logo is often printed on shirt backs, for the “Lucky for Life” T-Shirt back art, the logo is NOT included. The logo does appear on the front left chest. *Draft art appears at the end of the solicitation.*

Question 10

Q: How do I ask a question?

A: All questions must be submitted in writing to the Senior Procurement Specialist. You may email questions to **Procurement@sclot.com** or you may Fax your question to **803-737-0047; Attention: Procurement.**

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 in advance of when bids are due. When vendors send in their quotes, each vendor needs to acknowledge he or she has read any posted amendments.

Should you need to confirm receipt of your questions or your bid with the Senior Procurement Specialist with the Finance Department, 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>.

Question 11

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 page 8 and to acknowledge any Amendments posted.

The Materials Management Office maintains a Frequently Asked Questions 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

“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.”





1 1TM
Lucky
-FOR-
LIFE
THE GAME OF A LIFETIMETM