

 <p>Mailing Address: S.C. Education Lottery 1333 Main St., Ste. 400 Columbia, SC 29201</p>	<p><b>South Carolina Education Lottery</b></p> <p><b>Request for Quotes (RFQ)</b> (Commodities with Preferences Over \$10,000) (Online)</p> <p><b><u>Amendment 3</u></b></p>	<p>Solicitation Number:</p> <p>Date Issued:</p> <p>Procurement Officer:</p> <p>Phone:</p> <p>E-Mail Address:</p>	<p><b>All Wallet Cards FY19 RFQ</b></p> <p><b>Friday, March 8, 2019</b></p> <p><b>ViVi Simons</b></p> <p><b>803-737-2037</b></p> <p><b><a href="mailto:POS@SCLot.com">POS@SCLot.com</a></b></p>
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DESCRIPTION: Request for Quotes to Solicit **Five (5) Types of Wallet Cards (300,000 cards each; 1,500,000 cards)**

USING GOVERNMENTAL UNIT: South Carolina Education Lottery (SCEL)

*The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting a Paper Offer or Modification" provision.*

SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING EMAIL ADDRESS: **POS@SCLot.com**

SUBMIT OFFER BY (Opening Date/Time): **Friday, 03/08/19, at 2 p.m. local time** (See "Deadline For Submission Of Offer" provision.)

QUESTIONS MUST BE RECEIVED BY: ~~Thursday, 02/28/19, at 11 a.m. local time~~ (See "Questions From Offerors" provision.)

NUMBER OF COPIES TO BE SUBMITTED: One (1) copy submitted electronically to **[POS@SCLot.com](mailto:POS@SCLot.com)**.

<p>CONFERENCE TYPE: <b>Not Applicable</b></p> <p>DATE &amp; TIME:</p> <p>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions.)</p>	<p>LOCATION: <b>Not Applicable</b></p>
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<p>AWARD &amp; AMENDMENTS</p>	<p>Award will be posted on <b>Friday, 03/15/19</b>. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <b><a href="http://www.sceducationlottery.com/lottery/procurement.aspx">http://www.sceducationlottery.com/lottery/procurement.aspx</a></b></p>
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of **sixty (60)** calendar days after the Opening Date. (See "Signing Your Offer" provision.)

<p>NAME OF OFFEROR</p> <p>(full legal name of business submitting the offer)</p>	<p>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</p>
<p>AUTHORIZED SIGNATURE</p> <p>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</p>	<p>DATE SIGNED</p>
<p>TITLE</p> <p>(business title of person signing above)</p>	<p>STATE VENDOR NO.</p> <p>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</p>
<p>PRINTED NAME</p> <p>(printed name of person signing above)</p>	<p>STATE OF INCORPORATION</p> <p>(If you are a corporation, identify the state of incorporation.)</p>

<p>OFFEROR'S TYPE OF ENTITY: (Check one) <span style="float: right;">(See "Signing Your Offer" provision.)</span></p>		
<p><input type="checkbox"/> Sole Proprietorship</p>	<p><input type="checkbox"/> Partnership</p>	<p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> Corporate entity (not tax-exempt)</p>	<p><input type="checkbox"/> Corporation (tax-exempt)</p>	<p><input type="checkbox"/> Government entity (federal, state, or local)</p>

**PAGE TWO**

**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause.)
	_____ Area Code - Number - Extension                      Facsimile
	_____ E-mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment & Interest" clause.)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses.)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address <b>(check only one)</b>	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS**  
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision.)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause.)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**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 <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)]

## Amendment 2

Solicitation Number: **All Wallet Cards FY19 RFQ**

**AMENDMENTS TO SOLICITATION (MODIFIED):** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

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

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

### Vendor Questions and Answers Issued Wednesday, March 6, 2019

**SCHEDULE OF KEY EVENTS.** All dates are subject to change.

1. Request for Quotes Issued:	Wednesday, February 20, 2019
2. Deadline for Offerors to submit <b>Written</b> Questions to <a href="mailto:POS@SCLot.com">POS@SCLot.com</a> . Note: Oral questions are NOT binding. See information on Asking Questions in Section IX. ATTACHMENTS TO SOLICITATION, A. Asking Questions.	<del>Thursday, February 28, 2019, by 11 a.m. local time</del>
3. SCCL's Written Responses to Questions will be issued as an Amendment at: <a href="http://www.sceducationlottery.com/lottery/procurement.aspx">http://www.sceducationlottery.com/lottery/procurement.aspx</a> . <i>If no questions are received, an amendment will be issued to that effect. Vendors should wait until the amendment is issued and should acknowledge the amendment before turning in their bids.</i>	Friday, March 1, 2019
4. Submission of Bids Due:	Friday, March 8, 2019, at 2 p.m. local time
5. Award Posting Date: Award posted at: <a href="http://www.sceducationlottery.com/lottery/procurement.aspx">http://www.sceducationlottery.com/lottery/procurement.aspx</a> .	Friday, March 15, 2019
6. Delivery of all items at the Blythewood Warehouse:	Week of April 29 no later than 11 a.m. local time on Friday, May 3, 2019.

This solicitation is governed by Section 11-35-1550 – Bid procedures on procurements up to fifty thousand dollars – of the South Carolina Consolidated Procurement Code.

#### Question 1

**Q:** According to the lists under "Color:", 3 of the 5 lots print 6/6 (cmyk + pms 286 + pms 361), Lucky for Life prints 11/11 and Mega Millions prints 10/10??? That doesn't sound right, and it also doesn't seem to match the "draft art" that is attached.

**A: Thank you for your question. When the solicitation was posted, the list of PMS colors used for the various game logos was included. SCEL's Graphic Specialist determined the Lottery PMS blue and green will still be used for the SCEL logo on all wallet cards, but the remaining game logos may be printed with four-color process as long as the color matches closely to the stated PSM color. Therefore, outside of the SCEL logo, exact PMS colors do not have to be used for the game logos.**

**Question 2**

**Q: Also, what do you mean by "Actual pre-production proof"?**

**A: As a result of the number of wallet cards being produced, Marketing Staff would like to see a pre-production proof on the actual substrate of each of the five cards being purchased.**

**Question 3**

**Q: I am new to this bidding process so please guide me through this. I would like to bid on: All Wallet Cards FY19.**

**A: SCEL's Procurement Staff strives to make our solicitations as competitive as possible. The following information is for new vendors: SCEL's Marketing and Product Development Department conducts primarily two types of procurements: POS and PROMO item purchases.**

**Point of Sale (POS) Items:**

**Point Of Sale or printed items are for the most part below the \$50,000 certification SCEL holds. So, SCEL's procurements will be advertised on the South Carolina Business Opportunities website (SCBO): <https://scbo.sc.gov/online-edition>.**

**The actual procurements above \$10,000 are listed on SCEL's Procurement webpage: <http://www.sceducationlottery.com/lottery/procurement.aspx>**

**The Education Lottery's old procurements, POS and PROMO, are still listed on the webpage.**

**SCEL's POS procurements do not require a State Vendor Number.**

**South Carolina Small and Minority Business Certification:**

**In accordance with State Statute and Regulation, both POS and PROMO solicitations will ask vendors if they are certified by the Division of Small and Minority Business Contracting and Certification as a Minority Business Enterprise. If a vendor is certified in South Carolina, please fill in the correct box(es).**

**Promotional (PROMO) Items:**

**Promotional Items are solicited as an Invitation to Bid once or twice a year in very large quantities with an anticipated value above \$50,000. The promo item solicitation is overseen by the Office of State Procurement. Normally, vendors must bid on all items in the solicitation and only one vendor is awarded.**

The majority of state agencies use the S.C. Enterprise Information System (SCEIS) in conjunction with the Controller General's Office to format the solicitation and award. While, the Lottery does not use the SCEIS system, we strongly encourage vendors who wish to do business with state agencies to register with the State Fiscal Accountability Authority (SFAA) at the following link:

<https://procurement.sc.gov/vendor/registration>

Once a vendor is registered, solicitations that fit the criteria the vendor sets will be sent to the vendor. These procurements may be viewed through SCBO and SFAA Procurement Services' webpage: <https://procurement.sc.gov/vendor/contract-ops>. In order for a vendor to be awarded one of SCEL's large promotional item solicitations, the vendor will have to be registered and have a State Vendor Number at the time of award.

As far as providing a quote for the current All Wallet Card FY19 solicitation, potential Offerors need to read the solicitation carefully and follow the instructions. All information highlighted in yellow is to make pertinent information easy for Offerors to identify. Page 7 of the solicitation provides the important dates. Page 17 includes ADDITIONAL INFORMATION FOR OFFERORS TO SUBMIT (SCEL), which provides a list of pages to be returned. Pages 27 and 28 provide Section VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL. Page 30 provides information on how to ask questions and Page 31 provides a solicitation timeline for vendors new to the solicitation process.

**NOTE QUESTIONS 4 THROUGH 8 WERE RECEIVED AFTER THE TIME FOR ASKING QUESTIONS HAD PASSED. NONE OF THE QUESTIONS RECEIVED LATE REFERENCED INFORMATION NOT COVERED IN THE SOLICITATION. QUOTES ARE DUE ON FRIDAY, 03/08/19, AT 2 P.M. LOCAL TIME.**

#### Question 4

**Q:** from the pic we can see that "CLAIM CENTER " card is also scored. it seems this one is only half of the size of the other cards. so we confused, we only see the image of 1 side of the "CLAIM CEBTER" card, is there a different image on the other side?

**A:** Vendors need to read the solicitation carefully. On Page 27, under QUANTITY and SIZE, is clearly stated that the Claims Center wallet card is NOT folded and the finished size for the Claim Center Wallet Cards: 2" x 3.5". Under FINISHING is clearly stated that the Claims Center wallet card is neither scored nor folded. The Claims Center wallet card is simply a two-sided card.

#### Question 5

**Q:** you need the samples 2 times, 1. electronic pre-production sample. 2 final production sample. what do you mean electronic pre-production sample? is it just artwork proofneeded to be sent to you by e-mail? we know 20\*5 final ones need to be snet to the Columbia address. -----I know you need actual pre-pro. sample.

**A:** Because of the need for Vendors to closely match the PMS colors, Marketing Staff wishes to be able to examine an ACTUAL pre-production proof on the actual 100 lb. gloss cover substrate for each of the five (5) wallet cards. See Questions 1 and 2 above. The reason post-production samples are needed is the warehouse is located 16 miles outside of Columbia; therefore, Staff cannot approve receipt of the wallet cards until of the finished product is viewed and approved.

**Question 6**

**Q:** "scored and folded": the 100lb=150GSM paper is not very thick, so when scored, almost no mark on the paper, so it can be folded by the machine directly. do you mean " kiss cut" or "tooth line" ? from the pics we can't see it clearly. are you sure the paper is 100lb? please advise.

**A:** As stated on Page 27, under MATERIAL, the substrate is to be White 100 lb. GLOSS COVER stock. Cover stock is heavier than text paper. The cover stock is then scored so the paper may be folded cleanly and neatly for the four (4) wallet cards that are folded.

**Question 7**

**Q:** "50 wallet card in rubber band", the rubber band will leave mark on the blue paper. can you accept that? maybe we put 2 extra ones on the top and bottom.

**A:** As stated on Page 27, under PACKAGING:

**Packaging:** Bundles in groups of 50 wallet card in rubber bands; 75 bundles (3,750 wallet cards) per box; 80 boxes of each type of wallet card to Blythewood address; 400 total boxes (80 boxes x 5 types = 400 boxes) to Blythewood. 20 Final Samples of each type of card to Columbia address; total of 100 post-production Final Samples. For inventory purposes each box should only contain one type of wallet card, with the same number of wallet cards per box.

**Question 8**

**Q:** Do we have to send in our quote in the manner it was broken down in the bid document?

- Production Unit Price
- Production Price
- Setup and other Charge
- Shipping

Can we just quote our Unit Prices, which include all the above and then the grand total for the entire order? Then we can enter N/A for the other sections. Please advise.

**A:** It is up to each individual vendor to determine how they wish to calculate the prices for their quote. Three (3) pieces of information must be provided: 1) There must a unit price for each type of the five (5) different types of wallet cards; 2) There must be total for each of the five (5) different types of wallet cards; and 3) There must be a total price provided for all wallet cards.

The solicitation requires that each Quote have a Unit Price, as stated on Page 15: UNIT PRICES REQUIRED (JAN 2006): Unit price to be shown for each item. [02-2B170-1]. On Page 19: UNIT PRICE GOVERNS (JAN 2006): In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1] The lesson in the

**last clause is that if the vendor makes a mistake in math, unit price prevails over extended or total price.**

**END OF AMENDMENT 3.**