



S.C. Education Lottery
Finance Department
Attn: SCEL Procurement
1333 Main Street, Suite 400
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, 5/18/2015**

Inquiries/Questions must be received by: **Tuesday, 5/26/2015, at 11:00 a.m. ET**

All Answers will be posted on SCEL's website by: Wednesday, 5/27/2015

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

Quotation and Samples must be received by: **Tuesday, 6/02/2015, at 3 p.m. ET**

Late bids and 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): **FY15 Promo 3 RFQ**

Commodities: **5,002 Stainless Thumbprint Tumblers; 7,504 Collapsible Can Coolers; 3,603 Cotton Twill Visors; and 5,002 Cotton Twill Baseball Caps**

Inquiries/Questions must be received by: Tuesday, May 26, 2015, at 11 a.m. ET

Bid/Samples Due: Tuesday, June 2, 2015, at 3 p.m. ET. Late bids/samples will NOT be considered.

Award Issued: Friday, June 5, 2015.

Delivery Due Date(s):

Items One and Two: 5,002 Stainless Thumbprint Tumblers and 7,504 Collapsible Can Coolers are requested for **full delivery** in this fiscal year, by Tuesday, **June 30, 2015**. Partial Deliveries are NOT requested for the Tumblers and Collapsible Can Coolers.

Items Three and Four: 3,603 Cotton Twill Visors; and 5,002 Cotton Twill Baseball Caps: A minimum of **40% of the order for the Visors and Baseball Caps** are as follows:

First Delivery Due Date of the Week of October 12, no later than noon ET on Friday, **October 16, 2015**. The remaining **60% of the order for the Visors and Baseball Caps** are as follows: **Second and Final Delivery Due Date** of the Week of December 7, no later than noon on Friday, **December 11, 2015**. Additional shipments are NOT requested. One shipment of the entire amount ordered for the Visors and Baseball Caps are also acceptable by the first due date the Week of October 12.

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:

New Clause for Part IIA

IRAN DIVESTMENT ACT OF 2014

On January 5, 2015, the Budget and Control Board, pursuant to S.C. Code Ann. 11-57-310(A)(1), published a list of persons engaged in investment activities in Iran. The list is available at the following URL:

[http://procurement.sc.gov/PS/PS-iran-divestment.phtm\(.\)](http://procurement.sc.gov/PS/PS-iran-divestment.phtm(.))

Section 11-57-310(B) declares that any person identified on the Iran Divestment Act List is ineligible to contract with the State. Section 11-57-310(C) provides "Any contract entered into with a person that is ineligible to contract with the State shall be void ab initio." Section 11-57-330(A) provides:

A state agency or entity shall require a person that attempts to contract with the State, including a contract renewal or assumption, to certify, at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to Section 11-57-310. A state agency shall include certification information in the procurement record.

Section 11-57-330(B) prohibits any State contractor from utilizing any subcontractor identified on the Iran Divestment Act List. You may read the entire act at the following URL:

[http://www.scstatehouse.gov/code/t11c057.php\(.\)](http://www.scstatehouse.gov/code/t11c057.php(.))

The new clause below creates the bidder's certification he/she is not on the list. It is part of instructions to offerors, and must be added to Section IIA in all solicitations. The clause reads:

IRAN DIVESTMENT ACT - CERTIFICATION (JAN 2015): (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: [http://procurement.sc.gov/PS/PS-iran-divestment.phtm\(.\)](http://procurement.sc.gov/PS/PS-iran-divestment.phtm(.)) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

The contractor is required to execute the following certification prior to award:

**CERTIFICATION FOR
IRAN DIVESTMENT ACT OF 2014**
(S.C. Code Ann. §§ 11-57-10, et seq.)

The Iran Divestment Act List is a list published by the South Carolina Budget and Control Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PSIPS-iran-divestment.phtm>(.) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you.

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor identified below, and, as of the date of my signature, the vendor identified below is not on the current Iran Divestment Act List. I further certify that I will notify the Procurement Officer immediately if, at any time before award of a contract, the vendor identified below is added to the Iran Divestment Act List.

<i>Vendor Name (Printed)</i>	<i>Taxpayer Identification No.</i>
<i>By (Authorized Signature)</i>	<i>State Vendor No.</i>
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

**SOUTH CAROLINA PROCUREMENT PREFERENCES
CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**

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)] [02-2B111-1]

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). [02-2B114-1]

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

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. [02-2B112-1]

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 & Title _____

Date _____

**SOUTH CAROLINA EDUCATION LOTTERY
SOLICITATION NUMBER: FY15 Promo 3 RFQ**

Purpose and Scope of Work:

Special Conditions

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

2. **Shipment Information:**

Bid/Sample Delivery: Columbia Office Address

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

Pre-Production Proof & Final Samples Delivery: Columbia Office Address

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

Final Production Delivery: Blythewood Address

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

Please Note: *Warehouse staff is only available to accept deliveries every other week. **The preferred pallet sizes are 4'W x 4'L x 4'H, 40" x 48" or 30" x 40"**. Please ensure delivery will be on one of these pallet sizes. The height limit for shipments is **48 inches including the height of the pallet**. 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.*

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.

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.

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:** SCEL requests samples from each bidder's current inventory for the purpose of inspecting design and quality. Please include requested samples with your bid to allow SCEL to view the items' quality. Vendors who do not provide the requested samples will be found unresponsive. All samples must be labeled with the bidder's contact information.

6. **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.

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

8. **Pre-Production Proof:** Actual pre-production proof approval required PRIOR to order being processed for production. Please send proof to Columbia address. 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.

9. **Final Samples:** As the Blythewood Warehouse is located approximately 16 miles from the Columbia Office, ALL Final Samples of the requested items must be delivered to the Columbia Office around the same time the first 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.

10. **Overruns/Underruns:** 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.”

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 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)] [07-7B236-1]

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: FY15 Promo 3 RFQ

SPECIFICATIONS AND BIDDING SCHEDULE

Please quote the following four (4) promotional items:

1. Description: 5,002 STAINLESS THUMBPRINT TUMBLERS – 16 OZ. [2,501 Green Tumblers w/ Black SCEL logo imprint and 2,501 Blue Tumblers w/ White SCEL logo imprint] Features stainless steel outer wall with plastic liner and accents, double wall insulation, plastic lid with slide lock to prevent spills and no slip bottom. Not microwave or dishwasher safe.

Item <http://swedausa.com/main/default/ProductsDetail.aspx?id=509> (Item #: TM001) or similar product as deemed acceptable by SCEL. Sample of a Stainless Thumbprint Tumbler must be must be provided with quote. Only one actual sample is requested; however, either a virtual sample or an actual sample of each specified color should be included with actual sample. Sample is due no later than Tuesday, June 2, 2015, at 3 p.m. ET. Samples should include the vendor's information and where sample is produced. All samples should include a logo, but it does NOT have to be an SCEL logo.

Quantity: 5,002 Stainless Thumbprint Tumblers. 2,501 Green w/ Black SCEL logo imprint (one location) and 2,501 Blue w/ White SCEL logo imprint (one location).

Size: Holds 16 ounces; 7-7/8"H x 2-3/4" Diam.

Material: Exterior: Stainless steel outer wall;

Liner and Accents: Plastic, double wall insulation;

Lid: Plastic with slide lock; and

Bottom: No slip.

Color: 2,501 Green Stainless Thumbprint Tumblers w/ Black SCEL logo imprint (one location) and 2,501 Blue Stainless Thumbprint Tumblers w/ White SCEL logo imprint (one location) (one color imprint included in price)

Imprint: 1-color imprint of SCEL logo on the Stainless Thumbprint Tumbler above the accent thumbprints. Green Tumblers: Black logo; Blue Tumblers: White logo. **Imprint Method**

Standard: Screen Printing. **Allowed imprint area:** Top 3/4"H x 2"W.

Artwork: SCEL will provide final artwork to the winning Vendor in one of the following Adobe file formats based on the Vendor's request: PDF, Illustrator, InDesign, Photoshop, or EPS Vector format.

Packaging: Stainless Thumbprint Tumblers individually boxed; 25 tumbler boxes per carton; 200 cartons (5,000 tumblers) to the Blythewood warehouse address; 2 Final Samples (one of

each color) to the Columbia Office address. 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.

Shipping Method: Drop ship to 1 location (Blythewood) & 2 Final Samples (one of each color) to Columbia Office address. (See Page 17, "SCEL Shipping Information.")

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Two (2) Actual pre-production proofs of Stainless Thumbprint Tumblers with SCEL logo on an actual Green Thumbprint Tumbler w/ Black SCEL logo imprint (one location) and an actual Blue Thumbprint Tumbler w/ White SCEL logo imprint (one location) must be reviewed and approved before production can begin.

5,002 Stainless Thumbprint Tumblers [2,501 Green Tumblers w/ Black SCEL logo imprint and 2,501 Blue Tumblers w/ White SCEL logo imprint]

Production Price: \$ _____
1st Imprint Setup/Plate Charge: \$ _____
Set-up/Other Charge: \$ _____
Pre-Production Proof(s) Charge: \$ _____
Subtotal: \$ _____
Shipping: \$ _____
Production 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.

NOTE: Partial deliveries are not requested for this item. This item and Can Coolers are requested for full delivery in this fiscal year, by Tuesday, June 30, 2015. Delivery of the Visors and Baseball Caps are requested in the next fiscal year.

2. Description: 7,504 ONE COLOR BEST VALUE COLLAPSIBLE CAN COOLERS (Koozies). [1,876 Lime Green PMS 367C w/ White SCEL logo; 1,876 Neon Blue PMS 306C w/ White SCEL logo; 1,876 Raspberry PMS 234C w/ White SCEL logo; and 1,876 Teal PMS 322C w/ White SCEL logo.] One Color Best Value Collapsible Can Coolers fit most 12 oz. cans and bottles and feature logos on both sides.

Item <http://www.totallykoozies.com/store/best-value-collapsible-can-cooler.html> (TCC-115) or similar product as deemed acceptable by SCEL. Sample of a One Color Best Value Collapsible Can Cooler must be must be provided with quote. Only one actual sample is requested; however, either a virtual sample or an actual sample of each specified color should be included with actual sample. Sample is due no later than Tuesday, June 2, 2015, at 3 p.m. ET. Samples should include the vendor's information. All samples should include a logo, but it does NOT have to be an SCEL logo.

Quantity: 7,504 ONE COLOR BEST VALUE COLLAPSIBLE CAN COOLERS. [1,876 Lime Green PMS 367C w/ White SCEL logo; 1,876 Neon Blue PMS 306C w/ White SCEL

logo; 1,876 Raspberry PMS 234C w/ White SCEL logo; and 1,876 Teal PMS 322C w/ White SCEL logo.]

Size: 5 1/8"H x 4"W; Fits 12 oz. Cans and Bottles

Material: 4mm Polyurethane Foam

Color: 1,876 **Lime Green PMS 367C** w / White SCEL logo;
1,876 **Neon Blue PMS 306C** w/ White SCEL logo;
1,876 **Raspberry PMS 234C** w/ White SCEL logo; and
1,876 **Teal PMS 322C** w/ White SCEL logo.

Imprint: 1-color (white) imprint of SCEL logo on Both Sides of the Collapsible Can Cooler.
1,876 Lime Green PMS 367C w / **White SCEL logo**;
1,876 Neon Blue PMS 306C w/ **White SCEL logo**;
1,876 Raspberry PMS 234C w/ **White SCEL logo**; and
1,876 Teal PMS 322C w/ **White SCEL logo**

Allowed imprint area: 2 3/4" H x 3 1/4" W on Both Sides of the Collapsible Can Cooler

Artwork: SCEL will provide final artwork to the winning Vendor in one of the following Adobe file formats based on the Vendor's request: PDF, Illustrator, InDesign, Photoshop, or EPS Vector format.

Suggested Packaging: 250 Collapsible Can Coolers per box; 30 boxes (7,500) to Blythewood warehouse address; 4 Final Samples (one of each color) to the Columbia Office address. 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.

Shipping Method: Drop ship to 1 location (Blythewood) & 4 Final Samples (one of each color) to Columbia Office address. (See Page 17, "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 *in one of the colors chosen* on actual One Color Best Value Collapsible Can Cooler must be reviewed and approved before production can begin.

7,504 ONE COLOR BEST VALUE COLLAPSIBLE CAN COOLERS. [1,876 Lime Green PMS 367C w/ White SCEL logo; 1,876 Neon Blue PMS 306C w/ White SCEL logo; 1,876 Raspberry PMS 234C w/ White SCEL logo; and 1,876 Teal PMS 322C w/ White SCEL logo.]

Production Price: \$ _____
1st Imprint Setup/Plate Charge: \$ _____
Set-up/ Other Charge: \$ _____
Pre-Production Proof(s) Charge: \$ _____
Subtotal: \$ _____
Shipping: \$ _____
Production 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.

NOTE: Partial deliveries are not requested for this item. This item and Tumblers are requested for full delivery in this fiscal year, by Tuesday, June 30, 2015. Delivery of the Visors and Baseball Caps are requested in the next fiscal year.

3. Description: 3,603 COTTON TWILL VISORS. [1,201 Navy cotton twill visors w/ White SCEL logo; 1,201 Khaki cotton twill visors w/ Navy SCEL logo; and 1,201 Kelly Green cotton twill visors w/ White SCEL logo.] Features pre-curved visor; hook/loop tape closure; and one size fits most.

Item [http://www.promoheadwear.com (Style: PCTV-100)] or similar product as deemed acceptable by SCEL. Sample of a Cotton Twill Visor must be provided with quote. Only one actual sample is requested; however, either a virtual sample or an actual sample of each specified color should be included with actual sample. Sample is due no later than Tuesday, June 2, 2015, at 3 p.m. ET. Samples should include the vendor's information. All samples should include a logo, but it does NOT have to be an SCEL logo.

Quantity: 3,603 Cotton Twill Visors. [1,201 Navy Cotton Twill Visors w/ White SCEL logo; 1,201 Khaki Cotton Twill Visors w/ Navy SCEL logo; and 1,201 Kelly Green Cotton Twill Visors w/ White SCEL logo.]

Size: 2 1/4" Crown

Material: **Visor:** Cotton Twill, pre-curved
Closure: Hook/Loop Tape

Colors: 1,201 Navy cotton twill visors w/ White SCEL logo;
1,201 **Khaki** cotton twill visors w/ Navy SCEL logo; and
1,201 **Kelly Green** cotton twill visors w/ White SCEL logo.

Imprint: 1,201 Navy cotton twill visors w/ **White SCEL logo**;
1,201 Khaki cotton twill visors w/ **Navy SCEL logo**; and
1,201 Kelly Green cotton twill visors w/ **White SCEL logo**.
SCEL logo embroidered on front of visor. Embroidered logo at or below 6,000 stitches.

Artwork: SCEL will provide final artwork to the winning Vendor in one of the following Adobe file formats based on the Vendor's request: PDF, Illustrator, InDesign, Photoshop, or EPS Vector format. SCEL will provide digitalized logo artwork in ".dst" format to be read by embroidery machinery if requested by winning Vendor.

Suggested Packaging: **24-48** Cotton Twill Visors per box; 75-150 boxes to the Blythewood warehouse address; 3 Final Samples (one of each color) to the Columbia Office address. 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.

Shipping Method: Drop ship to 1 location (Blythewood) & 3 Final Samples (one of each color) to Columbia Office address. (See Page 17, "SCEL Shipping Information.")

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Three (3) Actual pre-production proofs (one of each color) with SCEL logo on actual visor must be reviewed and approved before production can begin.

3,603 COTTON TWILL VISORS. [1,201 Navy cotton twill visors w/ White SCEL logo; 1,201 Khaki cotton twill visors w/ Navy SCEL logo; and 1,201 Kelly Green cotton twill visors w/ White SCEL logo.]

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Other Charge: \$ _____

Pre-Production Proof(s) Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production 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.

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 30 boxes of 48/box or 60 boxes of 24/box (1,440 Cotton Twill Visors)] by the First Delivery Due Date of the Week of October 12, no later than noon ET on Friday, October 16, 2015; AND 2) The second and final shipment must be completed within an additional eight (8) weeks or by the Week of December 7, no later than noon on Friday, December 11, 2015. Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the first due date.

4. Description: 5,002 COTTON TWILL BASEBALL CAPS. [2,501 Green (similar to PMS 361, Kelly Green) Caps with Blue (PMS 286) and White logo and 2,501 Blue (similar to PMS 286, Royal Blue) Caps with Green (PMS 361) and White logo.] 100% Cotton Twill Baseball Caps with pre-curved bill, 6-panels, and a Velcro closure. Two (2) color imprint of SCEL logo embroidered on front of caps. Embroidered logo at or below 6,000 stitches.

Item 100% Cotton Twill Baseball Caps or similar product as deemed acceptable by SCEL. Sample of a Cotton Twill Baseball Cap must be must be provided with quote. Only one actual sample is requested; however, either a virtual sample or an actual sample of each specified color should be included with actual sample. Sample is due no later than Tuesday, June 2, 2015, at 3 p.m. ET. Samples should include the vendor's information. All samples should include a logo, but it does NOT have to be an SCEL logo.

Quantity: 5,002 Cotton Twill Baseball Caps. [2,501 Green (similar to PMS 361, Kelly Green) Caps with Blue (PMS 286) and White logo and 2,501 Blue (similar to PMS 286, Royal Blue) Caps with Green (PMS 361) and White logo]

Material: 100% Cotton Twill Baseball Cap with pre-curved bill, 6 panels, and a Velcro (hook and loop) closure.

Color: 5,002 Cotton Twill Baseball Caps. [2,501 Green (similar to PMS 361, Kelly Green) Caps with Blue (PMS 286) and White logo and 2,501 Blue (similar to PMS 286, Royal Blue) Caps with Green (PMS 361) and White logo]

Imprint: two-color imprint with South Carolina Education Lottery logo embroidered on front of cap. Embroidered logos are at or below 6,000 stitches.

Blue (similar to PMS 286, Royal Blue) Caps with Green (PMS 361) and White logo

Green (similar to PMS 361, Kelly Green) Caps with Blue (PMS 286) and White logo

Artwork: SCEL will provide final artwork to the winning Vendor in one of the following Adobe file formats based on the Vendor’s request: PDF, Illustrator, InDesign, Photoshop, or EPS Vector format. SCEL will provide digitalized logo artwork in “.dst” format to be read by embroidery machinery if requested by winning Vendor.

Suggested Packaging: 25 caps per box; 200 boxes to the Blythewood warehouse address; 2 Final Samples (one of each color) to the Columbia Office address. 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.

Shipping Method: Drop ship to 1 Blythewood location & 2 Final Samples (one of each color) to Columbia Office address. (See Page 17, “SCEL Shipping Information.”)

Proofs: Actual Proof of product sample must be submitted and approved by SCEL before the job is awarded. Two (2) Actual pre-production proofs (one of each color) with SCEL logo on actual Cotton Twill Baseball Cap must be reviewed and approved before production can begin.

5,002 COTTON TWILL BASEBALL CAPS. [2,501 Green (similar to PMS 361, Kelly Green) Caps with Blue (PMS 286) and White logo and 2,501 Blue (similar to PMS 286, Royal Blue) Caps with Green (PMS 361) and White logo.]

Production Price: \$ _____

1st Imprint Setup/Plate Charge: \$ _____

Set-up/Other Charge: \$ _____

Pre-Production Proof(s) Charge: \$ _____

Subtotal: \$ _____

Shipping: \$ _____

Production 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.

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 80 boxes of 25 Cotton Twill Baseball Caps (2,000 Cotton Twill Baseball Caps] by the First Delivery Due Date of the Week of October 12, no later than noon ET on Friday, October 16, 2015; AND 2) The second and final shipment must be completed within an additional eight (8) weeks or by the Week of December 7, no later than noon on Friday, December 11, 2015. Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the first due date.

SCBO Advertised Date: Monday, May 18, 2015

Inquiries/Questions must be received by: Tuesday, May 26, 2015, at 11 a.m. ET

Bid/Samples of All Four Items Due: Tuesday, June 2, 2015, at 3 p.m. ET. Late bids/samples will NOT be considered.

Award Issued: Friday, June 5, 2015.

**Tumblers and Can Coolers Delivery Due Date: Week of June 29, no later than noon ET on Tuesday, June 30, 2015. The Fiscal Year for the State of South Carolina ends on June 30th.
Visors and Baseball Caps First Delivery Due Date: Week of October 12, no later than noon ET on Friday, October 16, 2015.**

Second and Final Delivery Due Date for Visors and Baseball Caps: Week of December 7, no later than noon on Friday, December 11, 2015. Additional shipments are NOT requested. One shipment of the entire amount ordered by the first delivery date is also acceptable.

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__

***** 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; and 2) a total price for all four items without tax. *****

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

Total Bid Price for Item 1: 5,002 Stainless Thumbprint Tumblers – 16 oz.: \$ _____

Total Bid Price for Item 2: 7,504 One Color Best Value Collapsible Can Coolers: \$ _____

Total Bid Price for Item 3: 3,603 Cotton Twill Visors: \$ _____

Total Bid Price for Item 4: 5,002 Cotton Twill Baseball Caps \$ _____

Total Price for all 4 items without Tax: \$ _____

ACKNOWLEDGMENT OF AMENDMENTS:

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

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

SCEL SHIPPING INFORMATION

Bid/Sample Delivery: Columbia Office Address

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

Pre-Production Proofs & Final Samples Delivery: Columbia Office Address

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

Final Production Delivery: Blythewood Address

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

Packaging: **Stainless Thumbprint Tumblers** individually boxed; 25 tumbler boxes per carton; 200 cartons (5,000 tumblers) to Blythewood warehouse address; 2 Final Samples (one of each color) to Columbia Office address.

250 Collapsible Can Coolers per box; 30 boxes (7,500) to Blythewood warehouse address; 4 Final Samples (one of each color) to the Columbia Office address.

24-48 Cotton Twill Visors per box; 75-150 boxes to the Blythewood warehouse address; 3 Final Samples (one of each color) to the Columbia Office address.

25 Cotton Twill Baseball Caps per box; 200 boxes (5,000 caps) to the Blythewood warehouse address; 2 Final Samples (one of each color) to the Columbia Office address.

NOTE: Partial deliveries are not requested for the Thumbprint Tumblers or Can Coolers. Full delivery is requested for the Tumblers and Can Coolers in this fiscal year, by Tuesday, June 30, 2015. Delivery of the Visors and Baseball Caps are requested in the next fiscal year.

NOTE: Partial deliveries will be accepted for the Visors and Baseball Caps, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order by the First Delivery Due Date of the Week of October 12, no later than noon ET on Friday, October 16, 2015; AND 2) The second and final shipment must be completed within an additional eight (8) weeks or by the Week of December 7, no later than noon on Friday, December 11, 2015. Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the first due date.

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" x 48" or 30" x 40".** Please ensure delivery will be on one of these pallet sizes. The height limit for shipments is **48 inches including the height of the pallet.** 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.

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.

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: Is a vendor required to bid on all four items in the RFQ? 1) 5,002 Stainless Thumbprint Tumblers – 16 oz.; 2) 7,504 One Color Best Value Collapsible Can Coolers; 3) 3,603 Cotton Twill Visors; and 4) 5,002 Cotton Twill Caps.

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

Question 4

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

A: Yes, samples of the (four) items are requested with each vendor’s quotes. 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) Stainless Thumbprint Tumbler – 16 oz.; 2) One Color Best Value Collapsible Can Cooler; 3) Cotton Twill Visor; and 4) Cotton Twill Cap. **In cases where the vendor does not receive an actual sample in the color requested in the RFQ or where multiple colors are requested, only one actual sample needs to be returned with the quote as long as the vendor provides virtual samples in the colors requested.** The sample items should have logos but NOT necessarily SCEL logos.

Question 5

Q: Are pre-production proofs also requested?

A: Yes, prior to production of any item, the winning vendor is requested to produce an actual pre-production proof with the SCEL art on the actual item. Receiving the actual pre-production proof will ensure SCEL staff the opportunity to view the quality of the art and the item. In cases where different colored logos are requested, an actual pre-production proof of each logo color is requested.

Question 6

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 approximate same time the main delivery is made to Blythewood. Receiving the Final Samples in Columbia allows Procurement Staff the opportunity to approve the items and place in inventory. More importantly for vendors, receiving Final Samples expedites paying the invoice.

Question 7

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 RFQ: 08/18/2014 (Ordered: September 9, 2014)	Quantity Ordered	Unit Cost	Total Cost
HUNTER GREEN 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. 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. Packaging: 36 travel mugs per box; 70 boxes to the Blythewood warehouse; 2 Final Samples to the Columbia Office.	2,522	2.574	6,491.63

Reverse Auction Documents:

<http://webprod.cio.sc.gov/SCSolicitationWeb/solicitationAttachment.do?solicitnumber=5400007706>

Item Name	Item Description Reverse Auction: 04/30/2014 (Ordered: July 14, 2014)	Quantity Ordered	Unit Cost	Total Cost
Clear Double Wall Insul. Tumblers 16 oz.	Tritan 16 oz. clear double wall insulated tumblers with clear thumb-slide lids with SCEL embroidered patch logo <u>asi 73871 – item #rt16</u> (sage #67367 ppai #255687 asi #73871 upic: nextpro) or similar product as deemed acceptable by SCEL. Unbreakable, lifetime guarantee, top rack dishwasher safe, FDA and Prop 65 compliant, BPA free. Clear spill-resistant thumb-slide lid assembled on each tumbler. Two Color (Blue: PMS 286; and	1,536	8.04	12,349.44

	Green: PMS 361 with white) Embroidered Patch Imprint of South Carolina Education Lottery logo inserted between double walls of Tumbler. Embroidered logos are at or below 6,000 stitches. 3 1/8"W x 7"H.			
Camouflage Caps with SCEL Logo	100% cotton with a structured, pre-curved bill, 6 panels, and a Velcro (hook and loop) closure, adjustable to fit most. Camouflage pattern on caps must be similar to the Mossy Oak "Break Up" camouflage pattern or a similar camouflage pattern as deemed acceptable by SCEL. All caps must be embroidered with a 1-color (white) South Carolina Education Lottery logo on front of cap. Embroidered logos are at or below 6,000 stitches. Suggested Packaging: 25 caps per box; 100 boxes.	2,500	\$4.87	12,175.00

Item Name	Item Description RFQ: 10/03/2013 (Ordered: October 29, 2013)	Quantity Ordered	Unit Cost	Total Cost
FY14 Promo 1 RFQ	1) Rubberized Sunglasses (#36108): recycled plastic with UV 400 protection. 2) Camouflage Collapsible Pocket Coolies/Koozies: Mossy Oak "Break UP" camo pattern. 3) Blue Collapsible Pocket Coolies/Koozies: similar to PMS 286 or royal blue. 4) Green Collapsible Pocket Coolies/Koozies: similar to PMS 361 or kelly green. 5) Black Beanie Caps: 100% acrylic knit. Item Asi/61125 #1075.	5,100 Sunglasses 5,000 Camo Koozies 5,000 Blue Koozies 5,000 Green Koozies 2,880 Beanie Caps	0.624560 0.326308 0.314770 0.303670 2.6337708	\$3,189.85 1,631.54 1,573.85 1,518.35 7,585.26

Reverse Auction:

Item Name	Item Description Reverse Auction: 12/08/2011 (Ordered: February 2, 2012)	Quantity Ordered	Unit Cost	Total Cost
Visor, White	100% Cotton twill white visor with double layer cotton twill sweatband. Pro-stitching on pre-curved visor. Includes adjustable self-material strap with Velcro closure. 2-color imprint (blue and green) with the SCEL logo embroidered on front of visor. Embroidered logo at or below 6,000 stitches. Imprint area is 4"W x 1 3/8"H. ASI 61125, Item 1051E.	2,500	\$1.33	\$3,325.00

Question 8

Q: Will partial deliveries be accepted for this solicitation?

A: For this solicitation, the answer has two parts as there are two delivery schedules:

1) Partial deliveries are **not** requested for the Thumbprint Tumblers or Can Coolers. Full delivery is requested for the Tumblers and Can Coolers in this fiscal year, by Tuesday, June 30, 2015. Delivery of the Visors and Baseball Caps are requested in the next fiscal year.

2) Yes, due to the amount of time it takes to embroider the visors and baseball caps, partial deliveries will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order by the First Delivery Due Date of the Week of October 12, no later than noon ET on Friday, October 16, 2015; AND 2) The second and final shipment must be completed within an additional eight (8) weeks or by the Week of December 7, no later than noon on Friday, December 11, 2015. Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the first due date.

Question 9

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 and samples are due on Tuesday, June 2, 2015, at 3 p.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 on Friday, June 5, 2015.

Question 10

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

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

Question 11

Q: What pages should be returned with the quote?

A: Vendors must include pages 1, 3, 4 and 5 to provide the necessary vendor information, to certify the Iran Divestment Act, and to request any vendor preferences. Vendors also need to provide the pricing information for each of the individual four items found on pages 10, 11, 13, and 14. The total pricing information for all four items found on page 16 must also be returned with the Acknowledgement of any Amendments at the bottom of the page.

Question 12

Q: Must I fill in the Certification For Iran Divestment Act Of 2014 Form?

A: Yes, every vendor must return IDA Form certifying that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. Vendors who do not return the IDA Form when requested to will be found non responsible.

Question 13

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>

“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.”