



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: **Wednesday, 6/10/2015**

Inquiries/Questions must be received by: **Monday, 6/22/2015, at 11:00 a.m. ET**

All Answers will be posted on SCEL's website by: Tuesday, 6/23/2015

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

Quotation and Samples must be received by: **Tuesday, 6/30/2015, 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): **T-Shirts FY16 RFQ**

Commodities: **11,016 Short-sleeved, Crewneck T-Shirts**

Inquiries/Questions must be received by: Monday, June 22, 2015, at 11 a.m. ET

Bid/Samples Due: Tuesday, June 30, 2015, at 3 p.m. ET. Late bids/samples will NOT be considered.

Award Issued: Tuesday, July 7, 2015.

Delivery Due Date(s):

Possible First Delivery Due Date for Size XL T-Shirts: Week of July 13, no later than noon ET on Friday, July 17, 2015.

Second and Final Delivery Due Date for balance of order: Week of August 17, no later than noon ET on Friday, August 21, 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:

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 Procurement 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

Please review the following requirements explained below before checking either of the boxes above.

SCEL's Procurement Office has determined that bidders **must** provide the following documentation that establishes the bidder's qualifications for **SC/US END-PRODUCT** preferences sought for SCEL's T-Shirt FY16 RFQ. **A bidder's failure to provide this information promptly is grounds to deny the preference.** The information requested in the following paragraph is necessary for **each of the items** for which a bidder is requesting a preference. To qualify for the SCEPP or USEPP, a bidder must demonstrate compliance with Section 11-35-1524 of the South Carolina Procurement Code of Laws which may be found in its entirety on the link below. In particular, see Section 11-35-1524 (B) (1) (2) (3) and (5). A substantial portion of the price of the end product must be derived from this process as applicable to the final cost.

<http://www.scstatehouse.gov/code/t11c035.php>

Requested Documentation by SCEL's Procurement Office

1. **Bidder's Raw Unit Cost per Item** (i.e. documentation of the unit cost for each item the bidder must pay the manufacturer)
2. **Unit Cost for Finishing the Item to Complete the Product** (i.e. documentation of the unit cost for finishing the item that the bidder must pay to the manufacturer located in South Carolina or the United States that is performing the screen-printing and/or embroidery process, etc.)
3. **Where will the raw product be processed into the finished product to complete the product?** Please include name of the manufacturer and the city, state, and country in which the manufacturer is located. For example, if the final step in the finishing process for the screen-printing/or embroidery process will be completed by Sweda USA, include the city, state, and country this will occur (Sweda USA in La Puente, California, United States).
4. Bidders may include any **shipping cost** associated with the SC/US END-PRODUCT preference sought if any portion of the shipping is performed in South Carolina or the United States.

The requested documentation must be submitted to the SCEL Procurement Office no later than Tuesday, June 30, 2015, at 3 P.M. EST with the requested Bids/Samples. Failure to do so, will result in a denial of the preference sought. SCEL will **not** disclose these cost components to any third party.

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: T-Shirt FY16 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:**

Delivery for Bid and T-Shirt Samples to (See **Sample Specifications** on **page 11**):

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

Delivery for Actual Pre-Production Proofs (3, one of each color) [**HANES**: 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; **OR GILDAN**: 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026)] & **Final Samples** (3, one of each color requested) to:

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

Delivery for Final Production to (192 Boxes):

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: T-SHIRTS FY16 RFQ**

SPECIFICATIONS AND BIDDING SCHEDULE

**Project: T-Shirts FY16 RFQ
(Screen Printed with SCEL Logo on Front Left Chest)**

Please quote the following:

Quantity: 11,016 Short-sleeved, Crewneck, 100% Preshrunk Cotton, 6.0 oz. T-Shirts [HANES: 3,672 Daffodil Yellow T-Shirts; 3,672 Sand T-Shirts; and 3,672 Aquatic Blue T-Shirts; OR GILDAN: 3,672 Vegas Gold (019) T-Shirts; 3,672 Sand (038) T-Shirts; and 3,672 Sapphire (026) T-Shirts] screen printed with 2-color SCEL logo on front left chest.

Material: Short-sleeved, Crewneck, 100% Preshrunk Cotton HANES Tagless® 6 oz. T-shirt (Style #H5250); GILDAN 2000 Ultra Cotton® Classic Fit Adult T-Shirt; or a similar brand/weight/material as deemed acceptable by SCEL.

Shirt Colors: Three (3) different colors: HANES: 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; OR GILDAN: 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026). Vendor to screen print all T-Shirts with 2-color SCEL logo on front left chest.

Sizes & Quantity per Size by Color: (Hanes color/Gildan color)

Daffodil Yellow/Vegas Gold: Size L (936); Size XL (1,800); Size 2XL (936) = 3,672

Sand/Sand: Size L (936); Size XL (1,800); Size 2XL (936) = 3,672

Aquatic Blue/Sapphire: Size L (936); Size XL (1,800); Size 2XL (936) = 3,672

Total No. T-Shirts: Size L 2,808; Size XL 5,400; Size 2XL 2,808 = 11,016

Imprint Colors: Two (2) spot colors of the SCEL Logo [PMS 286 (blue) and PMS 361 (green)] screen printed on front left chest of all T-Shirts.

Print Method: Screen print in one (1) location: Front left chest. NOTE: Screen Printing is only print method requested. **Front Left Chest:** 2 spot colors of the SCEL Logo [PMS 286 (blue) and PMS 361 (green)].

Packaging: **Total Quantity of Shirts: 11,016;**
Total Number of HANES Boxes: 192
Total Number of GILDAN Boxes: 153

Bundles: 12 shirts of same color and size folded together;
6 folded bundles (72 shirts) of Sizes L and XL per box;
3 folded bundles (36 shirts) of HANES Size 2XL per box; or
6 folded bundles (72 shirts) of GILDAN Sizes 2XL per box.
Size L will have 13 boxes per color for 39 Boxes;

Size XL will have 25 boxes per color for 75 Boxes;
HANES Size 2XL will have 26 boxes per color for 78 Boxes. $39 + 75 + 78 = 192$ Boxes;
GILDAN Size 2XL will have 13 boxes per color for 39 Boxes. $39 + 75 + 39 = 153$ Boxes.

Size L: [HANES: 1) Daffodil Yellow: 936; 2) Sand: 936; and 3) Aquatic Blue: 936]
 [GILDAN: 1) Vegas Gold: 936; 2) Sand: 936; and 3) Sapphire: 936]
2,808 Size L Shirts @ 72 shirts/box; Number of boxes: 39

Size XL: [HANES: 1) Daffodil Yellow: 1,800; 2) Sand: 1,800; and 3) Aquatic Blue: 1,800]
 [GILDAN: 1) Vegas Gold: 936; 2) Sand: 936; and 3) Sapphire: 936]
5,400 Size XL Shirts @ 72 shirts/box; Number of boxes: 75

Size 2XL: [HANES: 1) Daffodil Yellow: 936; 2) Sand: 936; and 3) Aquatic Blue: 936]
 [GILDAN: 1) Vegas Gold: 936; 2) Sand: 936; and 3) Sapphire: 936]
HANES: 2,808 Size 2XL Shirts @ 36 shirts/box; Number of boxes: 78
GILDAN: 2,808 Size 2XL Shirts @ 72 shirts/box; Number of boxes: 39
11,016 Shirts Total; Total Number of HANES boxes: 192
Total Number of GILDAN boxes: 153

Samples: For Short-sleeved, Crewneck, 100% Preshrunk Cotton **HANES** Tagless® 6 oz. T-shirt (Style #H5250); or **GILDAN** 2000 Ultra Cotton® Classic Fit Adult T-Shirt; or a similar brand/weight/material as deemed acceptable by SCEL: One (1) actual sample in one (1) of the three (3) colors requested [**HANES**: 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; OR **GILDAN**: 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026)] of a **Short-Sleeved, Crewneck, 100% Preshrunk Cotton 6 oz. T-shirt** and two (2) virtual samples of the other two colors requested must be provided by every Vendor with quote. If the actual sample is not in one of the three (3) colors requested, please provide three (3) virtual samples of the colors requested. The actual sample should include a logo as an example of the vendor’s print quality, but the logo does NOT have to be an SCEL logo. Each sample (actual and virtual) should be labeled with the vendor’s information.

For Other T-Shirts of a similar brand/weight/material: T-Shirts must be deemed acceptable by SCEL. Please provide three (3) actual samples, one of each size requested (Sizes L, XL, and 2XL). If the actual samples are not in the other brand’s closest version of three (3) requested [**HANES**: 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; OR **GILDAN**: 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026)], please provide virtual samples of the colors the Vendor is proposing as close to the requested colors.

If actual sample is not in a specified color, a virtual sample should be included with the actual sample (or virtual samples if more than one color is solicited) in the requested color(s) or in the case of a different brand. The colors the Vendor is proposing must be a close match to SCEL’s requested colors.

At least one actual sample should include a logo as an example of the vendor’s print quality, but the logo does NOT have to be an SCEL logo. Each sample (actual and virtual) should be labeled with the vendor’s information. **Vendors**

who do not provide an actual sample (1) with a virtual sample in each color requested (3) 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 proofs (i.e. SCEL logo art screen printed on an actual T-Shirt) approval required prior to order being processed for production at the Columbia Office address. Please provide three (3) pre-production proofs, one in each color requested to allow Procurement Staff to inspect the quality of the art and ensure the color of the shirts.

Please Note: Pre-Production 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, three (3) Final Samples of the T-Shirt (one sample of each color requested) must be delivered to the Columbia Office around the same time the final shipment is being made to Blythewood. Receiving the Final Samples allows Procurement Staff to: 1) inspect the product; 2) accept the shipment; and 3) approve the invoice.

Date Posted: Wednesday, June 10, 2015

Inquiries/Questions must be received by: Monday, June 22, 2015, at 11 a.m. ET

Bid/Shirt Samples Due: Tuesday, June 30, 2015, at 3 p.m. ET. Late bids and/or samples will NOT be considered.

Award Issued: Tuesday, July 7, 2015

Possible First Delivery Due Date for Size XL T-Shirts: Week of July 13, no later than noon ET on Friday, July 17, 2015.

Second and Final Delivery Due Date for balance of order: Week of August 17, no later than noon ET on Friday, August 21, 2015.

NOTE: Partial deliveries will be accepted, as long as: 1) The possible first shipment consists of a minimum of 1008 (14 boxes) of Size XL T-Shirts in any combination of requested colors; AND 2) The second and final shipment must be completed within five (5) weeks (Week of August 17, no later than noon ET on Friday, August 21, 2015). Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the Week of August 17, no later than noon ET on Friday, August 21, 2015.

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: _____; OSMBA Certified: Y__N__
 Email Address: _____; Phone: _____

***** 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. *****

Production Price: \$ _____
Set-up/Proof/Other Charge: \$ _____
Subtotal: \$ _____
Shipping: \$ _____
Quote Total: \$ _____

Size XL Delivery Days ARO (After Receipt of Order) _____ days
Balance of Order 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 Bid and T-Shirt Samples to (See **Sample Specifications** on **page 10**):

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

Delivery for Actual Pre-Production Proofs (3, one of each color) [**HANES**: 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; OR **GILDAN**: 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026)] & Final Samples (3, one of each color requested) to:

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

Delivery for Final Production to (192 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 be accepted, as long as: 1) The possible first shipment consists of a minimum of 1008 (14 boxes) of Size XL T-Shirts in any combination of requested colors; AND 2) The second and final shipment must be completed within five (5) weeks (Week of August 17, no later than noon ET on Friday, August 21, 2015). Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the Week of August 17, no later than noon ET on Friday, August 21, 2015.

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 these pallet sizes. With few exceptions, items should be boxed as specified and delivered on pallets. 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. For T-Shirts, all boxes of a specific size and color should contain the same number of shirts. **Please label all boxes, including any boxes that are short because stock was used to produce pre-production proofs or final samples.**

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 and color 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 quote?

A: As background: SCEL once received delivery of 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 answer depends on what type of shirt the Vendor will be using. If the Vendor is proposing the **Short-sleeved, Crewneck, 100% Preshrunk Cotton HANES Tagless® 6 oz. T-shirt (Style #H5250); or GILDAN 2000 Ultra Cotton® Classic Fit Adult T-Shirt**, only one actual sample is requested with the quote in addition to virtual samples of each color requested. If the actual sample is in one of the requested colors [**HANES:** 1) Daffodil Yellow; 2) Sand; and 3) Aquatic Blue; OR **GILDAN:** 1) Vegas Gold (019); 2) Sand (038); and Sapphire (026)], only two virtual samples are needed; if the actual sample is NOT in one of the requested colors, please provide three virtual samples, one of each color the Vendor is proposing to provide.

Other T-Shirts of a similar brand/weight/material must be deemed acceptable by SCEL. Please provide three (3) actual samples, one of each size requested (Sizes L, XL, and 2XL) for any brand or style besides Short-sleeved, Crewneck, 100% Preshrunk Cotton Hanes TAGLESS® 6 oz. T-shirt (Style #H5250); or GILDAN 2000 Ultra Cotton® Classic Fit Adult T-Shirt. If the actual samples are not in the other brand's version closest to the three (3) colors requested, please provide virtual samples of the colors the Vendor is proposing as close to the requested colors. Each sample should be labeled with the Vendor's information and be included with the quote. The quote and the T-Shirt sample(s) are due by **Tuesday, June 30, 2015, at 3 p.m. ET.**

The solicitation requests the actual 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: Are three (3) pre-production proofs requested?

A: Yes, three (3) pre-production proofs are requested, one in each color specified. SCEL's art on the actual shirt in each color specified is requested. Receiving the actual pre-production proofs 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 requested and allowed to use SCEL stock to produce the pre-production proof(s) and final sample(s).** As a result of using SCEL stock, please mark each box with the number of shirts contained. Each box of each color that is shorted by the number of shirts used for the pre-production proof(s) and the final samples(s) should be marked.

Please Note: Pre-Production Proof and Final Sample shirts may come from SCEL stock.

Question 5

Q: Why are three (3) 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 in each color requested allows the t-shirts to be approved and placed in inventory. More importantly for vendors, receiving final samples expedites paying the invoice.

Question 6

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 current solicitation, the only art requested is for the SCEL Logo on the front left chest. No art should appear on the shirt backs. *Draft art appears at the end of the solicitation.*

Question 7

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

A: The most recent T-Shirt solicitation was issued on **November 24, 2014, for 2,484 Lucky For Life T-Shirts.** The sizes requested were 720 Size L; 1,008 Size XL; and 756 Size 2XL for a total of 2,484 white t-shirts. The award statement may be found on the following page. These t-shirts had the 2-spot color SCEL Logo screen printed on the front left chest and the "Lucky for Life" logo screen printed on the back center with four-color process. Note: The amounts requested are different from the current solicitation. The current solicitation only requests screen printing in ONE (1) location, the front left chest; this solicitation does NOT request shirt back art.

SCEL Award Statement
 "Lucky for Life" T-Shirts FY15 RFQ

Total Quantity:	2,484
Size Large:	720
Size XL:	1,008
Size 2XL:	756

VENDOR	DELIVERY	PRODUCTION PRICE	PREFERENCES APPLIED: Do NOT Apply (Production Price & Shipping Cost under \$10,000.00)	SHIPPING	TOTAL PRICE WITHOUT TAX
SP Designs & MFG, Inc.	As Requested: Week of January 5, no later than January 9, 2015	\$7,178.76	N/A	Included in Production Price Total	\$7,178.76

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

Question 8

Q: Will partial deliveries be accepted for this solicitation?

A: Yes. SCEL is critically low on **Size XL T-Shirts**; therefore, partial deliveries will be accepted, as long as: 1) **The possible first shipment consists of a minimum of 1008 (14 boxes) of Size XL T-Shirts in any combination of requested colors** for delivery the week of July 13, not later than noon on Friday, July 17, 2015; AND 2) The second and final shipment must be completed within five (5) weeks (Week of August 17, no later than noon ET on Friday, August 21, 2015). Additional shipments are NOT requested. One shipment of the entire amount ordered is also acceptable by the Week of August 17, no later than noon ET on Friday, August 21, 2015.

Question 9

Q: What pages should be returned with the quote?

A: Vendors must include pages **1, 3, 4, 5 and 6** to provide the necessary vendor information, to certify the Iran Divestment Act, and to request any vendor preferences. To establish the bidder's qualifications for **SC/US END-PRODUCT** preferences sought, Vendors must submit the requested documentation listed on page **5**. Vendors also need to provide the pricing information on page **13** with the Acknowledgement of any Amendments at the bottom of the page.

Question 10

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, July 7, 2015**. 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 11

Q: Must I fill in the Certification for the Iran Divestment Act of 2014 Form?

A: Yes, every vendor must return the IDA Form certifying that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. In January 2015, federal and state law added the requirement that all procurements with a value above \$1,000 be in compliance with the Iran

Divestment Act (Code of Laws of South Carolina, 1976, §§ 11-57-10 et seq.). **Vendors who do not return the IDA Form when requested to will be found nonresponsible.**

Question 12

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 quotes are due. Vendors do not receive personal replies to questions. 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 13

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

Please review the following requirements explained below when requesting a SC/US END-PRODUCT preference on page 5.

SCEL's Procurement Office has determined that bidders **must** provide the documentation on page 5 that establishes the bidder's qualifications for **SC/US END-PRODUCT** preferences sought for SCEL's T-Shirt FY16 RFQ. **A bidder's failure to provide this information promptly is grounds to deny the preference.** The information requested on page 5 is necessary for **each of the items** for which a bidder is requesting a preference. To qualify for the SCEPP or USEPP, a bidder must demonstrate compliance with Section 11-35-1524 of the South Carolina Procurement Code of Laws which may be found in its entirety on the link below. In particular, see Section 11-35-1524 (B)(1)(2)(3) and (5). A substantial portion of the price of the end product must be derived from this process as applicable to the final cost.

<http://www.scstatehouse.gov/code/t11c035.php>

Requested Documentation by SCEL's Procurement Office

- 1. Bidder's Raw Unit Cost per Item** (i.e. documentation of the unit cost for each item the bidder must pay the manufacturer)
- 2. Unit Cost for Finishing the Item to Complete the Product** (i.e. documentation of the unit cost for finishing the item that the bidder must pay to the manufacturer located in South Carolina or the United States that is performing the screen-printing and/or embroidery process, etc.)
- 3. Where will the raw product be processed into the finished product to complete the product?**
Please include name of the manufacturer and the city, state, and country in which the manufacturer is

located. For example, if the final step in the finishing process for the screen-printing/or embroidery process will be completed by Sweda USA, Vendors must include the city, state, and country this will occur (Sweda USA in La Puente, California, United States).

4. Bidders may include any **shipping cost** associated with the SC/US END-PRODUCT preference sought if any portion of the shipping is performed in South Carolina or the United States.

The requested documentation must be submitted to the SCEL Procurement Office no later than Tuesday, June 30, 2015, at 3 P.M. EST with the requested Bids/Samples. Failure to do so, will result in a denial of the preference sought. SCEL will **not** disclose these cost components to any third party.

The Materials Management Office maintains a Frequently Asked Questions on Preferences from the Vendor's Point of View. 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.”

