



S.C. Education Lottery  
Finance Department  
Attn: SCEL Procurement  
1333 Main St., 4<sup>th</sup> Floor  
Columbia, SC 29201  
Phone (803) 737-2002/ Fax (803) 737-0047/Email: Procurement@sclot.com

**REQUEST FOR QUOTATION** (This is not an order)

Date Posted: **Thursday, 10/30/2014**

Inquiries/Questions must be received by: **Thursday, 11/06/2014, at 11:00 a.m. ET**

**All Answers will be posted on SCEL's website by: Friday, 11/07/2014**

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

Quotation/Samples must be received by: **Friday, 11/14/2014, at 4 p.m. ET**

**Late bids/quotes/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): **Pencils FY15 RFQ**

Commodities: **1,002,240 Sharpened Hex-shaped, Small "Golf" Style Pencils (501,120 in PMS 286 blue; 501,120 in PMS 361 green). Pencil lead must be bonded. No rainforest wood to be used.**

**Inquiries/Questions must be received by: Thursday, November 6, 2014, at 11 a.m. ET**

**Quote/Sample Due Date: Friday, November 14, 2014, at 4 p.m. ET.**

**Late bids/samples will NOT be considered.**

**Award Issued: Monday, November 17, 2014.**

**First Delivery Due Date: Week of Feb. 23, no later than noon ET on Friday, Feb. 27, 2015.**

**Second and Final Delivery Due Date: Week of Mar. 9, no later than noon on Friday, Mar. 13, 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:

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

[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

PREFERENCES - **A NOTICE TO VENDORS** (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - **RESIDENT VENDOR PREFERENCE** (SEP 2009): To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

**Please check the appropriate box below.**

**South Carolina (In-State) Resident Vendor**

**In-State Office Address (If different from vendor mailing address on page 1)**

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**Non-Resident Vendor**

**SOUTH CAROLINA PROCUREMENT PREFERENCES (CONTINUED)**  
**CLAUSES & PROVISIONS TO IMPLEMENT 2009 Act No. 72**  
[Clause numbers have not yet been assigned.]

**New Clauses for Part IIB**

PREFERENCES - **SC/US END-PRODUCT** (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

**Please check the appropriate box below if it applies.**

**South Carolina End- Product**

**U.S. End- Product**

**CERTIFICATION AND AUTHORIZATION**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I agree, if this quotation is accepted within 60 days from date of closing, to furnish any and all items/services at the price quoted.

Authorized Signature\_\_\_\_\_

Print or Type Name and Title\_\_\_\_\_

**SOUTH CAROLINA EDUCATION LOTTERY  
SOLICITATION NUMBER: Pencils FY15 RFQ**

**Purpose and Scope of Work:**

**Special Conditions**

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

2. **Shipping for Requested Samples Below to :**

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

- **Delivery for bid/quote/sample** when sending in golf pencil samples in each PMS color requested [1 blue (PMS 286) and 1 green (PMS 361)]. Each sample should be clearly marked with the name of the Vendor. **The samples submitted with bids must have imprints but NOT necessarily SCEL imprints.** Total of two (2) samples requested;
- **Delivery for Actual Pre-Production Proof** (2 Total Pre-Production Proof Samples to include: 1 Blue Proof Sample in PMS 286 blue and 1 Green Proof Sample in PMS 361 green). **Substitutions in colors will NOT be accepted.** SCEL artwork **must** also be on the actual pre-production proofs; **and**
- **10 Final Samples** (Includes 5 Final Blue Samples in PMS 286 blue and 5 Final Green Samples in PMS 361 green). **Substitutions in colors will NOT be accepted.** SCEL artwork **must** also be on the final samples.

**Delivery for Final Production for Drop shipment of 348 Cartons to:**

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

**Packaging**

**Total of 348 cartons** (174 cartons of blue pencils; 174 cartons of green pencils)

**Blue Pencils:** 174 cartons of blue (PMS 286) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.

**Green Pencils:** 174 cartons of green (PMS 361) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.

Please Note: *Warehouse staff is only available to accept deliveries every other week.* The preferred pallet sizes are: 4'W x 4'L x 4'H; 40"x48"; or 30"x40". Please ensure delivery will be on one of the above sized pallets. With few exceptions, items should be boxed as specified and delivered on pallets. For inventory purposes, boxes should contain the same number of items and should be labeled with their contents.

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](mailto:Accounts.Payable@sclot.com) or send to the address on page one (1) of this RFQ.

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

*In order to ensure all vendors receive the same information, vendors may not call the Lottery to ask questions. Questions are only accepted in writing and a written amendment will be posted on the SCEL Procurement Webpage. When vendors send in their quotes, each vendor needs to acknowledge he or she has read any posted amendments.*

5. **Sample Request:** SCEL requests **2 samples to be sent in with bid/quotes**. Two samples in each PMS color requested [**1 blue (PMS 286) and 1 green (PMS 361)**]. **The samples submitted with bids must have imprints but NOT necessarily SCEL imprints.** Each sample should be clearly marked with the name of the Vendor.

**Actual Pre-Production Proof** with a total of 2 Pre-Production Proof Samples to include **1 Blue Proof Sample** in PMS 286 blue and **1 Green Proof Sample** in PMS 361 green); and **10 Final Samples** to include **5 Final Blue Samples** in PMS 286 blue and **5 Final Green Samples** in PMS 361 green.

Any bid received without the samples requested above will be found unresponsive. All samples **must** be labeled with the bidder's name. **Substitutions** in colors for the actual pre-production proofs and final samples will **NOT** be **accepted**. SCEL artwork **must** also be on the actual pre-production proof and final samples.

6. **Pre-Production Proof:** An actual pre-production proof is required prior to the order being processed for production. The **Actual Pre-Production Proof must include** a total of 2 Pre-Production Proof Samples: **1 Blue Proof Sample in PMS 286 blue** and **1 Green Proof Sample in PMS 361 green**. If there will be a charge for the press time necessary to produce the pre-production proof, please specify the charge in the bidding schedule.

7. **Artwork:** SCEL will provide final artwork to the winning bidder in one of the following Adobe file formats based on the vendor's request: PDF, Illustrator, InDesign, Photoshop or EPS Vector. SCEL artwork **must** also be on the actual pre-production proof and final samples.

**8. Setup, Die, Proof and Delivery Charges:** In preparing a bid for return to the South Carolina Education Lottery, SCEL requests that each vendor provide the following price information: 1) a price of production without tax; 2) any other charges, such as a set-up charge, a die charge, or a pre-production proof charge; 3) shipping/delivery charges; and 4) total charges without taxes.

**9. Overruns/Underruns:** *Overruns or underruns will be based on the quantity ordered and shall not exceed 2.5%. SCEL will only pay for overruns up to 2.5%.*

**10. Performance Time Frame:** Requested delivery time is listed in the specifications and bidding schedule.

**11. New Clause for Part VIIB**

**SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009):** If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a non-qualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

**12. 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: Pencils FY15 RFQ**

**SPECIFICATIONS AND BIDDING SCHEDULE**

**Project: Pencils FY15 RFQ**

**(Sharpened, Hex-shaped, Small “Golf” Style Pencils without Erasers. Pencil lead must be bonded. No rainforest wood to be used.)**

**Please quote the following and send a golf pencil sample in each PMS color requested [blue (PMS 286) and green (PMS 361)] when sending in bid/quote. Each sample should be clearly marked with the name of the Vendor. Total of two (2) samples requested:**

**Description:** Sharpened, Hex-shaped, Small “Golf” Style Pencils without Erasers. **Pencil lead must be bonded. No rainforest wood to be used.**

**Quantity:** 1,002,240 Sharpened, Hex-shaped, Small “Golf” Style Pencils without Erasers (501,120 in PMS 286 blue; 501,120 in PMS 361 green). **Pencil lead must be bonded. No rainforest wood to be used.**

**Colors:** 501,120 in blue (PMS 286); 501,120 in green (PMS 361).  
Please note: **Substitutions** in colors will **NOT** be accepted.

**Imprint:** White Imprint: **SCEDUCATIONLOTTERY.COM**

**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.

**Packaging:** Total of 348 cartons (174 cartons of blue pencils; 174 cartons of green pencils)  
**Blue Pencils:** 174 cartons of blue (PMS 286) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.  
**Green Pencils:** 174 cartons of green (PMS 361) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.

**Shipping Method:** Drop ship 348 Cartons to 1 location (See Page 9) & 5 Final Samples of Each Color (Total of 10 Final Samples) to Columbia Office (See Page 9)

**Proof:** Actual Product Sample of each color (Two Product Samples: one PMS 286 blue; one PMS 361 green) must be clearly marked with the vendor’s name and submitted with the quote. Actual Product Samples must be approved by SCEL **before the job is awarded**. Actual Pre-production Proofs of each color with white imprint on an actual Sharpened, Hex-shaped, Small “Golf” Style Pencil without Eraser must be reviewed and approved before production can begin. Two sample pencils must contain bonded lead and no rainforest wood is to be used in either sample.

**Inquiries/Questions must be received by: Thursday, November 6, 2014, at 11 a.m. ET**  
**Quote/Sample Due Date: Friday, November 14, 2014, at 4 p.m. ET.**  
**Late bids/samples will NOT be considered.**  
**Award Issued: Monday, November 17, 2014.**  
**First Delivery Due Date: Week of Feb. 23, no later than noon ET on Friday, Feb. 27, 2015.**  
**Second and Final Delivery Due Date: Week of Mar. 9, no later than noon on Friday, Mar. 13, 2015.**

The State of South Carolina provides for a 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\_\_

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

Delivery Days ARO (After Receipt of Order) \_\_\_\_\_ days

**Overruns/Underruns:** Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more.

**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 (70 cartons of each color or 139 cartons of one color) and MUST be delivered the Week of February 23, no later than noon on Friday, February 27, 2015, AND 2) The second and final shipment MUST be completed and delivered the Week of March 9, no later than noon on Friday, March 13, 2015.**

**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: |
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Should you have additional questions, please send them in writing to:  
[Procurement@scot.com](mailto:Procurement@scot.com)

Questions will be answered and posted on the SCEL Procurement webpage:  
<http://www.sceducationlottery.com/lottery/procurement.aspx>



## SCEL SHIPPING INFORMATION

### **Shipping for Requested Samples Below to:**

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

- **Delivery for bid/quote/sample** when sending in golf pencil samples in each PMS color requested [**1 blue (PMS 286) and 1 green (PMS 361)**]. Each sample should be clearly marked with the name of the Vendor. **The samples submitted with bids must have imprints but NOT necessarily SCEL imprints. Total of two (2) samples requested;**
- **Delivery for Actual Pre-Production Proof** (2 Total Pre-Production Proof Samples to include: **1 Blue Proof Sample in PMS 286 blue and 1 Green Proof Sample in PMS 361 green**). Substitutions in colors will **NOT** be accepted. SCEL artwork must also be on the actual pre-production proofs; and
- **10 Final Samples** (Includes **5 Final Blue Samples** in PMS 286 blue and **5 Final Green Samples** in PMS 361 green). Substitutions in colors will **NOT** be accepted. SCEL artwork must also be on the final samples.

### **Delivery for Final Production for Drop shipment of 348 Cartons to:**

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

### **Packaging**

**Total of 348 cartons** (174 cartons of blue pencils; 174 cartons of green pencils)

**Blue Pencils:** 174 cartons of blue (PMS 286) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.

**Green Pencils:** 174 cartons of green (PMS 361) pencils; bundled in 144 pencils per box; @ 20 boxes (2,880 pencils) per carton.

**NOTE: Partial deliveries for final production shipment will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order (70 cartons of each color or 139 cartons of one color) and MUST be delivered the Week of February 23, no later than noon on Friday, February 27, 2015, AND 2) The second and final shipment MUST be completed and delivered the Week of March 9, no later than noon on Friday, March 13, 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 the above sized pallets. With few exceptions, items should be boxed as specified and delivered on pallets. For inventory purposes, boxes should contain the same number of items and should be labeled with their contents.

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>**

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## 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](http://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: Are samples of the items required with each bid or quote?**

**A:** Yes, samples of the two colors of pencils in the correct PMS colors (PMS 286 blue and PMS 361 green) are requested with each vendor’s quote. Each sample should be clearly labeled with the vendor’s information. The items must have imprints but **NOT** necessarily SCEL imprints. Each sample pencil must also contain bonded lead and no rainforest wood is to be used in either pencil sample.

### Question 4

**Q: Are Pre-production Samples also requested?**

**A:** Yes, prior to production of any item, the winning vendor must produce an actual sample of each PMS color (PMS 286 blue and PMS 361 green) with the SCEL art on the actual item. **Substitutions** in colors will **NOT** be **accepted**. Receiving actual samples will ensure SCEL staff the opportunity to view the quality of the art and the item. Each pre-production sample must also contain bonded lead and no rainforest wood is to be used in either pencil sample.

### Question 5

**Q: Why are “Final Samples” also requested?**

**A:** The Blythewood warehouse is approximately 16 miles from the Columbia Office, SCEL requests Final Samples at the time the delivery is made to Blythewood. Receiving the final samples allows the items to be approved by the end-user(s) at the Main Street Office and expedites paying the invoice. All final samples of pencils and all final production orders must

also contain bonded lead and no rainforest wood is to be used in any pencil. **Substitutions in colors will NOT be accepted.**

#### **Question 6**

**Q: When will the RFQ be awarded?**

**A: Procurement Staff anticipates the award will be posted on the SCEL Procurement Webpage on or before **Monday, November 17, 2014.****

#### **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 small golf pencils without erasers in the past. SCEL's SCBO procurements since February 2011 are listed on the SCEL Procurement webpage: <http://www.sceducationlottery.com/lottery/procurement.aspx>.**

The most recent procurement was advertised in the January 13, 2014 edition of SCBO. The solicitation was for 1,002,240 golf pencils. The winning quote was received from Atlas Pen & Pencil, LLC for \$29,162.40 including shipping, but without taxes. The delivery time was received on time ARO as requested.

#### **Question 8**

**Q: The solicitation states partial shipments will be allowed. How many shipments are allowed?**

**NOTE: Partial deliveries for final production shipment will be accepted, as long as: 1) The first shipment must consist of a minimum of forty percent (40%) of the order (70 cartons of each color or 139 cartons of one color) and MUST be delivered the Week of February 23, no later than noon on Friday, February 27, 2015, AND 2) The second and final shipment MUST be completed and delivered the Week of March 9, no later than noon on Friday, March 13, 2015.**

**A: Yes, SCEL is aware that the solicitation delivery due date is during the Chinese New Year. For that reason, vendors may include partial shipments within strict limits in their quotes. The first shipment must: 1) Meet the delivery due date the: **Week of February 23, no later than noon on Friday, February 27, 2015**; and 2) Consist of a minimum of forty percent (40%) of the order (70 cartons of each color or 139 cartons of one color). The second and final shipment must be completed and delivered the **Week of March 9, no later than noon on Friday, March 13, 2015.****

#### **Question 9**

**Q: How do I ask a question?**

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

*In order to ensure all vendors receive the same information, vendors may not call the Lottery to ask questions. Questions are only accepted in writing and a written amendment will be posted on the SCEL Procurement Webpage in advance of when bids are due. When vendors send in their quotes, each vendor needs to acknowledge he or she has read any posted amendments.*

Should you need to confirm receipt of your questions or your bid with the Senior Procurement Specialist with the Finance Department, please call 803-737-2002, during regular business hours, 8:30 a.m. to 5 p.m. Eastern Time, Monday through Friday. SCEL is closed on certain state holidays. For the list of holidays see:  
<http://www.sceducationlottery.com/lottery/contact/centers.asp>.

**Question 10**

**Q: What pages should be returned with the quote?**

**A: Vendors must include pages 1, 2, and 3 to provide the necessary vendor information and to request any preferences. Vendors also need to provide the pricing information on page 8 and to acknowledge any Amendments posted or simply print out this page.**

The State of South Carolina provides for a 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\_\_

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

Delivery Days ARO (After Receipt of Order) \_\_\_\_\_ days

**Overruns/Underruns:** Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more.

**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 (70 cartons of each color or 139 cartons of one color) and MUST be delivered the Week of February 23, no later than noon on Friday, February 27, 2015, AND 2) The second and final shipment MUST be completed and delivered the Week of March 9, no later than noon on Friday, March 13, 2015.**

**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: |
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Should you have additional questions, please send them in writing to:  
[Procurement@scslot.com](mailto:Procurement@scslot.com)

Questions will be answered and posted on the SCEL Procurement webpage:  
<http://www.sceducationlottery.com/lottery/procurement.aspx>

## Question 11

**Q: What is the process for a vendor to submit a bid between \$10,000 and \$50,000 and above? Also, how does the South Carolina Education Lottery conduct its bid process?**

**A: The process for solicitations above \$10,000 up to \$50,000 is as follows:**

**First Week:** In order to encourage the most competition, the South Carolina Procurement Code requires solicitations with a value between \$10,000.01 up to and including \$50,000 to be advertised for a week on the South Carolina Business Opportunities (SCBO) website. The SCBO advertisement will link interested vendors to the Education Lottery's Procurement Webpage to view the actual solicitation. During the first week, vendors may turn in questions **in writing** to the address specified. ([Procurement@sclot.com](mailto:Procurement@sclot.com)) The solicitation will provide the date and time by which questions are due.

*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.*

**After Questions are Due:** Procurement Staff will post the questions with answers in the form of an Amendment to the solicitation usually on the next business day on the SCEL Procurement webpage.

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

Vendors will not receive individual replies. Rather all questions will be answered in an amendment document and posted on the Procurement Webpage ensuring all vendors have access to the same information.

**Second Week:** Vendors have a week after the Questions and Answers Amendment is posted to send in their bids. Occasionally, the first group of questions will lead to more questions. If a second or third amendment is needed, the due date for the bid may need to be postponed to ensure vendors have the opportunity to view the amendments prior to finalizing their bids.

**Acknowledging Amendments:** Vendors will need to acknowledge they had the opportunity to read any amendments posted when sending their quote. There is a table on the Specifications and Bidding Schedule in the solicitation and a table on each amendment posted for vendors to acknowledge amendments.

**Requesting Preferences:** Pages 2 and 3 of the solicitation provide the opportunity for a vendor to request any preference to which the vendor is qualified. Requesting a preference(s) does not affect the bid price the vendor has offered and will be paid. Instead, preferences are tabulated via a Materials Management bid sheet on which the preference percentage is calculated. The preference percentage requested is applied to the bid price for evaluation purposes. The winning vendor will be the vendor who has the lowest evaluated price after preferences are applied. On the SCEL Procurement Webpage, please also see the following: Vendor Preferences.

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

Additionally, the State Procurement Office maintains a Frequently Asked Questions webpage 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](http://procurement.sc.gov/webfiles/MMO_PREFS/Main/FAQ_Preferences.htm))

**Quotes are Due:** The time will come for quotes to be received. **NO LATE QUOTES WILL BE ACCEPTED.** Quotes may be emailed, faxed, sent by mail, or hand delivered, but must be received by the time specified. Procurement Staff tabulates the quotes and applies any preferences requested. Time is needed to examine sample quality (if samples were requested with bids) and ensure each bid is complete.

For example, if a vendor certifies an item is an SC End Product, but the sample of the item clearly states the product was “Made in China” then Staff will ask the vendor to fill in a Validation/Certification Form to clarify the finished items **will be made, manufactured, or grown** in South Carolina.

**Award Posted:** The solicitation will provide a date and time by which Staff anticipates the award will be posted on the SCEL Procurement webpage, normally three or four days after quotes are due. If Staff finds more time is needed before posting the award, notice will be given on the SCEL Procurement webpage postponing the award and providing a new award date. Only the winning vendor will be contacted by the Education Lottery. Other vendors will need to read the award on the SCEL Procurement Webpage.

**The second part of the question deals with how SCEL conducts procurements.** SCEL’s procurements are conducted under the South Carolina Consolidated Procurement Code. SCEL is certified to handle procurements up to \$50,000. Any procurement with a value above \$50,000 is managed by the State Procurement Office.

The Procurement Code specifies three levels of procurement purchasing under the \$50,000 threshold:

SECTION 11-35-1550. Small purchase procedures; when competitive bidding required.

(1) Authority. The following small purchase procedures may be utilized only in conducting procurements for governmental bodies that are up to fifty thousand dollars in actual or potential value. **A governmental body may conduct its own procurement up to fifty thousand dollars in actual or potential value**, and a governmental body that has received procurement certification pursuant to Section 11-35-1210 to handle the type and estimated value of the procurement may conduct the procurement under its own authority in accordance with this code. Procurement requirements must not be artificially divided by governmental bodies so as to constitute a small purchase pursuant to this section.

(2) Competition and Price Reasonableness.

(a) **Purchases not in excess of two thousand five hundred dollars.** Except as provided in item (d), small purchases not exceeding two thousand five hundred dollars may be accomplished without securing competitive quotations if the prices are considered

reasonable. The purchasing office must annotate the purchase requisition: "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

(b) **Purchases over two thousand five hundred dollars to ten thousand dollars.** Except as provided in item (d), solicitation of written quotes from a minimum of three qualified sources of supply must be made and documentation of the quotes attached to the purchase requisition for a small purchase over two thousand five hundred dollars but not in excess of ten thousand dollars. The award must be made to the lowest responsive and responsible sources.

(c) **Purchases over ten thousand dollars up to fifty thousand dollars.** Written solicitation of written quotes, bids, or proposals must be made for a small purchase over ten thousand dollars but not in excess of fifty thousand dollars. The procurement must be advertised at least once in the South Carolina Business Opportunities publication or through a means of central electronic advertising as approved by the designated board office. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.

(d) For public institutions of higher learning in this State excluding technical colleges, small purchase amounts to which the provisions of item (a) apply are those purchases not exceeding ten thousand dollars, and for these purchases item (b) does not apply. In addition, purchasing cards of the institution for these purchases also may be used by officials or employees of the institution as the governing board approves.

(3) **All competitive procurements above ten thousand dollars must be advertised at least once in the South Carolina Business Opportunities publication** or through a means of central electronic advertising as approved by the designated board office. Governmental bodies may charge vendors the cost incurred for copying and mailing bid or proposal documents requested in response to a procurement.

(4) The Division of Aeronautics of the Department of Commerce may act as its own purchasing agency for all procurements of maintenance services for aircraft and these procurements may be conducted pursuant to subsection (2)(b).

(5) For a technical college authorized by the State Board for Technical and Comprehensive Education, small purchase amounts to which the provisions of subsection (2)(a) apply are those purchases up to an amount not to exceed ten thousand dollars. If authority is approved, a technical college may use purchasing cards for these purchases up to the amount approved by the State Board for Technical and Comprehensive Education.

The South Carolina Code of Laws and Code of Regulations are available on the S.C. Legislature website: [www.SCStatehouse.gov](http://www.SCStatehouse.gov).

Once a vendor has bid on a solicitation, the vendor is added to the Preferred Vendor List and may be sent solicitations with a value up to \$10,000 directly. Normally three to eight vendors are contacted. For procurements above \$10,000, vendors are responsible for checking the twice weekly (Monday and Thursday) South Carolina Business Opportunities (SCBO) advertisements for jobs of interest to the specific vendor. The process is more formal above the \$10,000 level.

This question alluded to a vendor registering with the South Carolina Education Lottery. There is no registration process with the South Carolina Education Lottery. Vendors are not asked if they are registered in the State of South Carolina for procurements with a value up to \$50,000 by this agency.



For procurements managed by the State Procurement Office above \$50,000, vendors will be required to register on South Carolina Enterprise Information System or SCEIS. Vendor registration may take up to three (3) business days to be created or updated. If a vendor finds a solicitation through SCBO the vendor thinks they may be interested in, it would be wise to go ahead and register long before the bid is due.

The Procurement Services Website (<http://procurement.sc.gov/PS/PS-index.phtm>) provides information for vendors:

The New Vendor link is: <http://procurement.sc.gov/PS/vendor/PS-vendor-new.phtm>

The SCEIS link is: <http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>

The SCBO link is: <http://procurement.sc.gov/PS/general/scbo/PS-scbo-index.phtm>

The only question asked by SCEL for a procurement with a value under \$50,000 is if your company is a South Carolina company certified with the Governor's Office of Small and Minority Business Assistance (OSMBA). There is a place to indicate the certification on the SPECIFICATIONS AND BIDDING SCHEDULE.

**“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.”**

**SCEducationLottery.com**