

## ***TENNESSEE EDUCATION LOTTERY CORPORATION***

### **Invitation to Bid**

#### **A. PURPOSE**

The Tennessee Education Lottery Corporation (“**TEL**”) is soliciting bids for the following services and/or products:

**OFFICE PRODUCTS, PAPER SUPPLIES and RELATED SERVICES**

#### **B. GENERAL INFORMATION AND SCHEDULE**

*This ITB has been issued on Monday, April 24, 2017.* Questions and requests for clarifications relating to this ITB must be directed to the Vice President of Legal Services for Corporate Transactions. The Vice President of Legal Services for Corporate Transactions is to be the **sole** point of contact at the TEL in connection with this ITB for potential contractors or vendors, effective with the date of release of this ITB and until a contractor or vendor is selected to provide the above referenced goods and services. Contact with any representative of the TEL, other than the Vice President of Legal Services for Corporate Transactions, will result in disqualification.

The Vice President of Legal Services for Corporate Transactions can be reached at:

Tennessee Education Lottery Corporation  
One Century Plaza  
26 Century Boulevard, Suite 200  
Nashville, TN 37214  
Telephone: (615) 324-6668  
Email: [procurement@tnlottery.com](mailto:procurement@tnlottery.com)

Written questions and request for clarifications must be received by the Vice President of Legal Services for Corporate Transactions by 3:00 pm C.T. on **Thursday, April 27, 2017**. Written questions may be submitted by email, facsimile, metered mail, or hand delivery. Questions and requests for clarification received after 3:00 pm C.T. on **Thursday, April 27, 2017** will not be accepted, reviewed, or responded to. Responses to these inquiries will be posted on the TEL’s website under “**Office Products, Paper Supplies and Related Services ITB Schedule, Question and Answers**” no later than 5:00 pm C.T. on **Monday, May 1, 2017**. The TEL reserves the right to change any dates contained in this ITB. Any changes to this ITB or its schedule will be posted to the TEL’s website.

Delivery of four (4) copies, one of which must be an original, of the responses to this ITB are due no later than **3:00 p.m. C.T. on Friday, May 5, 2017**. An authorized representative or employee of your organization must complete and sign both Exhibit A and Exhibit B, with an original of each submitted with your bid.

### **C. EQUAL OPPORTUNITY**

The TEL prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the TEL.

The TEL will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the TEL provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the TEL.

### **D. MINORITY PARTICIPATION**

It is an overall objective of the TEL to encourage involvement by minority contractors and suppliers in business activities generated by the TEL, while assuring that such activities will be conducted in accordance with all applicable laws. Furthermore, in accordance with the Tennessee Education Lottery Implementation Law, it is the declared policy and intent of the TEL to strive to maximize participation of minority owned businesses to achieve a minimum participation of fifteen percent (15%) through all business contracting opportunities.

Firms interested in doing business with the TEL are required to complete EBO Form B Minority-Owned Business Utilization Plan attached here to as Exhibit B, and to submit the plan along with a short narrative describing its commitment to assist the TEL in striving to maximize participation of minority-owned businesses. The completed EBO Form B and the written narrative must be submitted with the bid response.

### **E. NON-EXCLUSIVE RIGHTS**

The TEL does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by the TEL during the period covered by any contract resulting from this ITB.

### **F. ACCEPTANCE**

The TEL reserves the right to accept or to reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve the TEL's best interests. The TEL further reserves the right not to award this bid.

### **G. COSTS OF PROPOSALS**

The TEL is not responsible or liable for any of the costs incurred by any contractor in preparing and/or submitting a proposal pursuant to this ITB.

## H. SPECIFICATIONS AND REQUIREMENTS

The TEL is soliciting Office Products, Paper Supplies and Related Services for its headquarters and three (3) district offices. ***Bidders may bid separately on either the Office Products or the Paper Supply.*** Bidders must complete the Exhibits C and D by filling in the price of each listed item. Completed Exhibits C and D must be submitted with the bid.

The locations of the headquarters and the district offices are:

(Headquarters)

One Century Plaza  
26 Century Boulevard, Suite 200  
Nashville, TN 37214

Hamilton Village Shopping Center  
2020 Gunbarrel Road, Suite 106  
Chattanooga, TN 37421

Cedar Spring Shopping Center  
9298 Kingston Pike  
Knoxville, TN 37922

Chiles Plaza  
7424 U.S. Hwy. 64, Suite 104  
Memphis, TN 38133

The term of agreement is anticipated to be from July 1, 2017, until June 30, 2019, with an evergreen clause that may be exercised by the TEL in its sole discretion.

## **OFFICE PRODUCTS**

### **Product Categories Required:**

Office Products (excluding paper, laser, inkjet and fax toner and drum cartridges).  
Desktop Office Machines (excluding copiers, faxes, computer hardware and software).  
Office essentials (see Exhibit C)

### **Delivery Requirements:**

No Order Minimums. Next day delivery on orders placed before 4:00 pm central time for scheduled items listed in Exhibit C. TEL and Successful Bidder must agree to delivery timeframe for non-scheduled items. Inside Delivery to TEL Headquarters Receptionist and District Office Locations. There should be no delivery charges charged to the TEL.

### **Fill-Rate:**

Scheduled Items in Exhibit C must be filled 100% next day.

Non-Scheduled Items – as agreed within the terms of the contract. Your bid should include information

of the fill rate for scheduled and non-scheduled items.

**Returns:**

Merchandise returned within 30 days of purchase in “resalable” condition incurs no restocking charges. Returns shall be processed within twenty-four (24) hours of receipt.

Return requests capacity:

- Call In
- Faxed In
- Entered On-line

**Reporting:**

Usage and/or billing reports by ordering department.

E-Procurement Solutions requested, but not required. Bidders with E-Procurement Solutions are to provide detailed documentation of available services.

Bidders must summarize its efforts to incorporate Supplier Diversity in meeting the requirements of this ITB.

**General Office Supply  
Specifications and  
Requirements:**

**Recurring Items**

Product list and specifications are included in Exhibit C. Items listed are ordered daily and shall be contracted.

Bidders shall provide the product brand, part number, unit of measure and price for the items listed in Exhibit C.

Usage for the items listed in Exhibit C is estimated to be an average of two thousand dollars (\$2,000.00) per month. Past usage is not indicative of future usage. Successful Bidder will not pass onto the TEL any additional cost, fees, or other amounts in the event estimated monthly usage is not met.

Pricing for the specified items listed in Exhibit C will be guaranteed not to increase for the initial term of the agreement and any extensions, unless

otherwise agreed to for extensions, if any, by the TEL.

For the purpose of non-specified general office supply items not listed in Exhibit C to be ordered, bidders will present TEL with an agreed upon deviated discount percent from listed Catalog Pricing guaranteed for the term of agreement, plus any extensions.

**Catalogues:**

Successful Bidder will furnish TEL with twenty-five (25) Office Supply Catalogs for ordering non-specified general office supplies at no cost to TEL. Such catalog may also be made available via the Vendor's Website.

**PAPER SUPPLY**

**Product Categories Required:**

Paper supplies in the size and quantities listed in Exhibit D.

**Delivery Requirements:**

No Order Minimums. Next day delivery on orders placed before 4:00 pm central time for items listed in Exhibit D. Inside delivery to TEL Headquarters and district office locations. There should be no delivery charges charged to the TEL.

**Fill-Rate:**

Scheduled Items in Exhibit D must be filled 100% next day.

**Paper Supply Other Specifications and Requirements:**

Product list and specifications are included in Exhibit D. Items listed are ordered daily and shall be contracted.

Bidders shall provide the product brand, part number, unit of measure and price for the items listed in Exhibit D.

Usage for the items listed in Exhibit D is estimated to be an average of seven hundred dollars (\$700.00) per month. Past usage is not indicative of future usage. Successful Bidder will not pass onto the TEL any additional cost, fees, or other amounts in the event estimated monthly usage is not met.

Pricing for the specified items listed in Exhibit D will be guaranteed for the first year of the agreement and may be re-negotiated annually thereafter.

Please use the Bid Form that follows Exhibits C and D when submitting bids for this ITB. Completed Exhibits C and/or D must be returned with your bid, along with the completed and signed Exhibits A and B.

**Categories Evaluated:**

Pricing  
Fill Rate  
Delivery Capability  
Return Requirements  
Product Availability  
Reporting Capability  
ITB Compliance  
References

**EXHIBIT A**

***TENNESSEE EDUCATION LOTTERY CORPORATION***

***BID***

We propose to furnish and deliver any and all of the deliverables and services named in the Invitation to Bid (“***ITB***”) for Office Products, Paper Supplies and Related Services. The terms offered herein shall apply for the period of time stated in the ITB.

We further agree to strictly abide by all of the terms and conditions contained in the ITB and the Tennessee Education Lottery Implementation Law, as amended from time to time. Any exceptions are noted in writing and included with our bid response.

It is understood and agreed that we have read the Tennessee Education Lottery Corporation’s (“***TEL’s***”) specifications shown or referenced in the ITB and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all of the TEL specifications, including a completed Exhibit B (EBO Form B). We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specifications.

***BID SIGNATURE AND CERTIFICATION***

(Authorized representative must sign and return with bid)

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences and civil damage awards. I understand and agree to abide by all conditions of the ITB and certify that I am authorized to sign this bid for the responding contractor or vendor.

Date: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**NOTE: PLEASE ENSURE THAT ALL REQUIRED SIGNATURE BLOCKS ARE COMPLETED. FAILURE TO SIGN THIS FORM AND INCLUDE IT WITH YOUR BID WILL RESULT IN REJECTION OF YOUR BID.**

**EXHIBIT B**

**TENNESSEE EDUCATION LOTTERY CORPORATION  
EQUAL BUSINESS OPPORTUNITY PROGRAM**

**EBO FORM B**

**MINORITY-OWNED BUSINESS UTILIZATION PLAN  
(TO BE SUBMITTED WITH THE PROPOSAL)**

**RFP/ITB:**                      **Office Products, Paper Supply and Related Services**

\_\_\_\_\_, (firm) does certify that on the above noted procurement opportunity, the following minority-owned businesses may be utilized as subcontractors, joint-venturers, suppliers, or provide professional services:

Name	Description of Work	Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

*(If additional space is needed this form may be duplicated)*

Are you a minority-owned business? Yes/No                      \_\_\_\_\_  
If yes, what is the percentage of ownership?                      \_\_\_\_\_

TOTAL COMMITMENT VALUE: \_\_\_\_\_  
TOTAL % OF MINORITY BUSINESS PARTICIPATION: \_\_\_\_\_

*The successful bidder/proposer is required to finalize and resubmit this form prior to execution of a contract. At that time, the above underlined word “may” will be changed to “will”. Joint Venture Agreements, partnering agreements and all pertinent information must be presented upon request by the TEL. This information will be incorporated into the contract and will become a contractual obligation of the successful bidder/proposer. The finalized EBO Form B shall not be changed or altered after contract execution without approval from the TEL. The company is required to provide written notice describing the reasons for the change to the TEL to obtain approval of any changes to this form.*

Submitted by:

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**EXHIBIT C**  
**TEL Office Products Recurring Items**

Unit	Brand	Item #	Description	Price
			AIR, COMPRESSED 2PK	
			AT-A-GLANCE QUICKNOTES	
			AT-A-GLANCE SK240011 DESK PAD	
			BATTERY, AA, ALKALINE 24PK	
			BATTERY, AAA, ALKALINE 12PK	
			BINDER, 1" BLACK, ROUND RING	
			BINDER, 2" BLACK ROUND RING	
			BINDER, 3" BLACK, ROUND RING	
			BINDER, 4" BLACK, DURABLE SLANT	
			BINDER, 5" BLACK, DURABLE SLANT	
			BINDER, 1" WHITE VIEW, ROUND RING	
			BINDER, 2" WHITE VIEW, ROUND RING	
			BINDER, 3" WHITE VIEW, ROUND RING	
			BINDER, 4" WHITE VIEW, DUR SLANT	
			BINDER, 5" WHITE VIEW, DUR SLANT	
			BOX, STORAGE, 12x15x10, (10x15x24) 12/CT	
			CARDS, TEXTURED HALF FOLD 5-1/2x8-1/2 30/BX	
			CLEANER, DESK, 25/CANISTER	
			CLEANER, GLASS - 32OZ	
			CLIP, BINDER, LARGE, DOZEN	
			CLIP, BINDER, MEDIUM, DOZEN	
			CLIP, BINDER, MINI, DOZEN	
			CLIP, BINDER, SMALL, DOZEN	
			CLIP, PAPER #1, 100/BX	
			CLIP, PAPER #1, VINYL COATED, 1000/PK	
			CLIP, PAPER, GIANT, 100/BX	
			CLIP, PAPER, JUMBO, VINYL COATED, 500/PK	
			CORRECTION TAPE	
			CUPS, 12oz. 100/CT	
			200200 DAT DATA CARTRIDGES	
			DESK & OFFICE SPRAY	
	Brands such as Maxell, Sony or 3M required		DISKS, 16X DVD-R MEDIA	
			DISKS, CDR, (52X) 48X, 700MB, 50/SPINDLE	
			DISKS, CD-R 700MB, 80MIN, 100/PK	
			DISKS, DVD-RM 120MIN,4.7GB,100PK	
			DIVIDERS, INDEX, 5-TAB, WHITE	
			DIVIDERS, INDEX, 5-TAB, 5ST/PK	
			ENVELOPE, CLASP, 10x13, 100/BX	

		ENVELOPE, CLASP, 12x15-1/2, 100/BX	
		ENVELOPE, INTER-DEPT, 10x13, 100/BX	
		ENVELOPE, POLYOLEFIN MAILER 12X15.5, 100/BX	
		FLAGS, POST-IT TAPE, RED, 50/DISP 2/PK	
		CLASS FLDR LTR 2DIV LIGHT BLUE	
		CARDS, TEXTURED HALF FOLD 5-1/2x8-1/2 30/BX	
		FOLDER, HANGING, LEGAL,1/3, 25/BX	
		FOLDER, HANGING, LETTER, 1/3, 25/BX	
		FOLDER, MANILA, LEGAL, 1/3, 100/BX	
		FOLDER, MANILA, LETTER, 1/3, 100/BX	
		FOLDER, TOP TAB FILE FOLDER	
		GLUE STICK , .26-OZ, TO .32-OZ	
		HIGHLIGHTER, 4 COLOR SET	
		HIGHLIGHTER, BLUE	
		HIGHLIGHTER, GREEN	
		HIGHLIGHTER, PINK	
		HIGHLIGHTER, YELLOW	
		JEWEL CASE, SLIM CD, CLEAR, 25/PK	
	Avery 5163 Compatible	LABELS, 2x4 WHITE 1000PK	
	Avery 5260 Compatible	LABELS, 1x2-5/8, 750/PK	
	Avery 5660 Compatible	LABELS, 1x2.62", CLEAR 1500/PK	
	Avery 5662 Compatible	LABELS, 1-1/3x4-1/8 CLEAR 700/BX	
		LEAD, PENCIL, 5MM, 30/TUBE	
		LETTER OPENER, BLACK	
		LYSOL DISINFECTANT WIPES	
		MARKER, BLACK, FINE	
		PAD, JR. LEGAL, DOZEN	
		PAD, LEGAL, CANARY, 8-1/2x11-3/4, DOZEN	
		PAD, LEGAL, WHITE, 8-1/2x11-3/4, DOZEN	
		PAD, SCRATCH, 4X6, 100 SHEETS/PD, DOZEN	
		PAD, STENO	
		PAD, STICKY NOTE, 3x3 POP UP YELLOW	
		PAD, STICKY NOTE, 3x5	
		PEN, BALLPOINT, BLACK, MED, DOZEN	
		PEN, BALLPOINT, BLUE, MED, DOZEN	
	BIC	PEN, BIC CRISTAL STICK BALLPOINT	
	SANFORD	PEN, UNIBALL VISION, BLACK, EXACT	
	SANFORD	PEN, UNIBALL VISION, BLUE, EXACT	
	SANFORD	PEN, UNIBALL VISION, GREEN, FINE	
	SANFORD	PEN, UNIBALL VISION, PURPLE, FINE	

	SANFORD		PEN, SANFORD VISION ELITE GEL PEN	
	SANFORD		PEN, SANFORD VISION ELITE GEL PEN	
	SANFORD		PEN, SANFORD VISION FINE ROLLERBALL	
			PENCIL, #2 LEAD	
			PENCIL, MECHANICAL, .5MM	
			PUSH PINS, CLEAR, 100/BX	
			ROLL, ADDING MACHINE, 2-1/4x150, 12/PK	
			RUBBER BAND, #116, .25LB	
			RULER, WOOD, 12"	
			SCISSORS, CAST-STEEL, 8" BLACK	
			STAPLE REMOVER, BLACK	
			STAPLER, FULL-STRIP, BLACK	
			STAPLER, HALF STRIP, FLAT CLINCH	
			STAPLES, STANDARD, 5000/BX	
			TABS, HANGING FILE FOLDER, 2" CLEAR, 25/PK	
			TAPE DISPENSER, BLACK	
			TAPE, INVISIBLE, 3/4"	
	Brother		TAPE, LABEL BROTHER "TZ" 1/2", BLK ON WHT	
	Brother		TAPE, LABEL BROTHER "M" 1/2", BLK ON WHT	
			TAPE, GENERAL PURPOSE PACKING	
			TAPE, DOUBLE SIDED TAPE WITH DISPENSER	
			TISSUE, BATHROOM 2-PLY	
			TOWELS, KITCHEN 2 PLY	
			BANKERS BOX FILE STORAGE BOX	

**EXHIBIT D**

**TEL Paper Supplies**

Unit	Brand	Item #	Description	Price
			PAPER, COPY, 8-1/2x11, 500 SHEETS/RM; 10 RM/CT	
			PAPER, COPY, 8-1/2x14, 500 SHEETS/RM; 10 RM/CT	

**BID FORM**

**Office Products, paper Supplies and Related Services**

Please use this bid form when submitting bid for the Office Products, Paper Supplies and Related Services. Please fill in all of the necessary information. Pricing information should be supplied in the space provided in Exhibits C and D.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Years in Service: \_\_\_\_\_

Did you complete Exhibit C and include it with your bid? \_\_\_\_\_

Did you complete Exhibit D and include it with your bid? \_\_\_\_\_

**References:**

1. Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

3. Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_