

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:

Promotional Items

B. GENERAL INFORMATION AND SCHEDULE

This ITB has been issued on Wednesday, May 3, 2017. Questions and requests for clarifications relating to this ITB must be directed to the TEL’s 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. Contact with any representative of the TEL, other than the Vice President of Legal Services for Corporate Transactions, will result in disqualification. Bids are to be delivered to the attention of Vice President of Legal Services for Corporate Transactions at the following address:

Andrew M. Morin
Tennessee Education Lottery Corporation
One Century Place
26 Century Boulevard, Suite 200
Nashville, TN 37214
Facsimile: 615-324-6537
Email: 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 **Monday, May 8, 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 **Monday, May 8, 2017** will not be accepted, reviewed, or responded to. Responses to these inquiries will be posted on the TEL’s website under “**Promotional Items ITB– Schedule, Questions and Answers**” no later than 5:00 pm C.T. on **Wednesday, May 10, 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 **Tuesday, May 16, 2017**. Bids submitted electronically will not be accepted. An authorized representative of your organization must complete and sign Exhibit A, with an original submitted with your bid. Exhibit B should be completed, signed, and 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 the EBO Minority-Owned Business Utilization Plan attached hereto 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 Plan and the written narrative should 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, in whole or in part.

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

Bidders may bid on some or all of the items described below. Please use the corresponding Bid Form when submitting a bid for a particular item.

Mouse Pad

Description: Rectangle computer mouse pad with 1/8” rubber backing. Non-fabric hard surface top. Approximate size 7.5” x 8”

Color: Provide all color options (PMS match if available)

Quantity: 5,000

Artwork: **4-color spot, 3-color spot, 2-color spot and 1-color spot imprint options.**
Total order will be 1 artwork option

*Final artwork to be provided to awarded vendor
(Please specify the preferred file-type required for artwork)*

Shipping: All mouse pads are to be packed in cartons. All boxes need to be labeled clearly with quantity. All mouse pads will be FOB delivered to the TEL at 3011 Centre Point Dr., LaVergne, TN 37086-4921.

Samples Required: Provide samples of the ACTUAL mouse pad that will be delivered to the TEL if selected as the successful bidder. Samples must be submitted with the bid. The submitted sample must show a 4-color spot print. Submitted sample(s) will not be returned. Vendor may provide recommendation for best printing technique.

Proofs Required: Successful bidder must provide a proof of the artwork for approval. Once the proof of artwork is approved, a pre-production sample must be submitted to, and approved by, the TEL before the job can commence.

In Hands Delivery Date: June 30, 2017

Notes/Additional Details: When providing a timeline, please specify lead time for each required milestone (digital proof, pre-production sample, production and delivery).

Please specify if the product will be produced domestically or internationally.



Ear Buds

- Description:** 2-3/4" x 2-3/4" x 3/4" ear buds with interchangeable covers in a green and purple hard plastic travel case. Ear buds provided include white ear piece covers and two extra sets of white ear piece covers.
- Quantity:** 10,000 total
5,000 Green and 5,000 Purple
- Artwork:** 1 (one) color spot
Total order will be 1 artwork
- Final artwork to be provided to awarded vendor***
(Please specify the preferred file-type required for artwork)
- Shipping:** All ear buds are to be packed in cartons. All boxes need to be labeled clearly with quantity. All ear buds will be FOB delivered to the TEL at 3011 Centre Point Dr., LaVergne, TN 37086-4921
- Samples Required:** Provide samples of the ACTUAL earbuds in purple cases and in green cases that will be delivered to the TEL if selected as the successful bidder. Samples must be submitted with the bid. One of the submitted samples must show a one-color spot print. Submitted sample(s) will not be returned. Vendor may provide recommendations for best printing technique.
- Proofs Required:** Successful bidder must provide a digital proof of the artwork for approval. Once the proof of artwork is approved, a pre-production sample must be submitted to, and approved by, the TEL before the job can commence.
- In Hands Delivery Date:** June 30, 2017
- Notes/Additional Details:** When providing a timeline, please specify lead time for each required milestone (digital proof, pre-production sample, production and delivery).
- Please specify if the product will be produced domestically or internationally.



Magnetic Clip

Description: Durable plastic translucent clip (3- 3/8”), heavy-duty with a textured grip and magnet on back

Color: 30,000 total
10,000 translucent purple - 10,000 translucent green - 10,000 translucent red

Artwork: (1) one color spot
Total order will be split between 2 different artworks
Artwork 1: 20,000
Artwork 2: 10,000

Final artwork to be provided to awarded vendor
(Please specify the preferred file-type required for artwork)

Shipping: All magnetic clips are to be packed in cartons. All boxes need to be labeled clearly with quantity. All magnetic clips will be FOB delivered to the TEL at 3011 Centre Point Dr., LaVergne, TN 37086-4921.

Samples Required: Provide samples of the ACTUAL translucent magnetic clip in purple, green and red that will be delivered to the TEL if selected as the successful bidder. Samples must be submitted with the bid. The submitted sample must show a one-color spot print. Submitted sample(s) will not be returned. Vendor may provide recommendations for best printing technique.

Proofs Required: Successful bidder must provide a proof of the artwork for approval. Once the proof of artwork is approved, a pre-production sample must be submitted to, and approved by, the TEL before the job can commence.

In Hands Delivery Date: By June 30, 2017

Notes/Additional Details: When providing a timeline, please specify lead time for each required milestone (digital proof, pre-production sample, production and delivery)

Please specify if the product will be produced domestically or internationally.



Luggage ID Tag

Description: 2- ½” H x 4- ¼” W Luggage Tag with Kwik-Seal technology on the back that holds the ID/business card in place.

Luggage ID Tag Color: 5,000 total
2,500 Purple (PMS 2597) and 2,500 Green (PMS355)

Artwork: 1 (one) color spot
Total order will be 1 artwork

*Final artwork to be provided to awarded vendor
(Please specify the preferred file-type required for
artwork)*

Shipping: All luggage ID tags are to be packed in cartons. All boxes need to be labeled clearly with quantity. All luggage ID tags will be FOB delivered to the TEL at 3011 Centre Point Dr., LaVergne, TN 37086-4921.

Samples Required: Provide samples of the ACTUAL luggage ID tag in purple and green that will be delivered to the TEL if selected as the successful bidder. Samples must be submitted with the bid. The submitted sample must show a one-color spot print. Submitted sample(s) will not be returned. Vendor may provide recommendations for best printing technique.

Proofs Required: Successful bidder must provide a proof of the artwork for approval. Once the proof of artwork is approved, a pre-production sample must be submitted to, and approved by, the TEL before the job can commence.

In Hands Delivery Date: By June 30, 2017

Notes/Additional Details: When providing a timeline, please specify lead time for each required milestone (digital proof, pre-production sample, production and delivery).

Please specify if the product will be produced domestically or internationally.



ALL PRODUCTS

Proofs Required: Successful bidder must provide a proof of the artwork for approval before production can begin. Once the proof of artwork is approved, a production sample must be submitted to and approved by the TEL before the job can commence.

Shipping: All boxes should be labeled with correct quantities, items, and colors. All items will be FOB delivered to the TEL at 3011 Centre Point Dr., LaVergne, TN 37086-4921.

In the event delivered product is deemed unsatisfactory by the TEL for craftsmanship, product misrepresentation, merchantability or fitness for a particular purpose, the successful bidder will be responsible for all costs to destroy non-conforming product, and to replace and produce the product in a reasonable and agreed upon delivery timeframe.

Please use the Bid Forms below when submitting bids for this ITB. Bidder will include all fees required to manufacture, deliver and setup each product. Bidders may bid on some or all of the described items. All fees and costs shall be good for one (1) year from date bids are due; however, the successful bidder will have the option to agree to the pricing for any orders placed after ninety (90) days from the date bids are due.

Categories Evaluated:

- Delivery timeframe and delivery dates
- Pricing
- Product
- Service years
- ITB compliance
- History as a vendor with the TEL

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 Promotional Items. 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 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, I guarantee and certify that all items included in this bid meet or exceed any and all of the TEL specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specifications and to complete and submit Exhibit B (EBO Form C) if not submitted with this bid.

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 C

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

RFP/ITB: **Promotional Items**

Company: _____ 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	% of Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

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

TOTAL % OF MINORITY BUSINESS PARTICIPATION: _____

Submitted by:

Authorized Representative Signature

Title

Date

MOUSE PAD - BID FORM

Please use this bid form when submitting bid for the Mouse Pad. Please fill in all of the necessary information.

Company Name: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email address: _____

Pricing for Mouse Pad (4 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up Fee	Subtotal	Tax 9.25%	Shipping	Total
5,000							

Pricing for Mouse Pad (3 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up Fee	Subtotal	Tax 9.25%	Shipping	Total
5,000							

Pricing for Mouse Pad (2 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up fee	Subtotal	Tax 9.25%	Shipping	Total
5,000							

Pricing for Mouse Pad (1 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up fee	Subtotal	Tax 9.25%	Shipping	Total
5,000							

Delivery schedule:

Digital proof: _____ business days
 Pre-Production sample: _____ business days
 Production time: _____ business days
 Shipping: _____ business days

Did you provide a sample of the mouse pad with 4 color spot imprint? _____

Maximum imprint size: _____

Preferred artwork file type: _____

Recommended printing process: _____

Available colors (PMS #'s if available)?

Is product produced domestically or internationally? _____

EAR BUDS - BID FORM

Please use this bid form when submitting bid for the Ear Buds. Please fill in all of the necessary information.

Company Name: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Pricing for Ear Buds (1 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up Fee	Subtotal	Tax 9.25%	Shipping	Total
10,000							

Delivery schedule

Digital proof: _____ business days
 Pre-Production sample: _____ business days
 Production time: _____ business days
 Shipping: _____ business days

Did you provide a sample of the ear buds with green cases and purple cases? _____

Does one sample show a 1 color spot print? _____

Maximum imprint size: _____

Preferred artwork file type: _____

Recommended printing process: _____

Is product produced domestically or internationally? _____

MAGNETIC CLIPS - BID FORM

Please use this bid form when submitting bid for the Magnetic Clips. Please fill in all of the necessary information.

Company Name: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Pricing for Magnetic clips (1 color spot/ 2 distinct artworks):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up Fee	Subtotal	Tax 9.25%	Shipping	Total
30,000							

Delivery schedule

- Digital proof: _____ business days
- Pre-Production sample: _____ business days
- Production time: _____ business days
- Shipping: _____ business days

Did you provide a sample of the magnetic clips in translucent green, purple and red? _____

Does one sample show a 1 color spot print? _____

Maximum imprint size: _____

Preferred artwork file type: _____

Recommended printing process: _____

Is product produced domestically or internationally? _____

LUGGAGE TAG - BID FORM

Please use this bid form when submitting bid for the Luggage Tags. Please fill in all of the necessary information.

Company Name: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Pricing for Luggage tags (1 color spot):

Quantity	Cost Each	Extended Cost (qty x each)	Set Up Fee	Subtotal	Tax 9.25%	Shipping	Total
5,000							

Delivery schedule

Digital proof: _____ business days
 Pre-Production sample: _____ business days
 Production time: _____ business days
 Shipping: _____ business days

Did you provide a sample of the luggage tags in purple and green? _____

Does one sample show a 1 color spot print? _____

Maximum imprint size: _____

Preferred artwork file type: _____

Recommended printing process: _____

Is product produced domestically or internationally? _____