

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 Thursday, November 9, 2017. Questions and requests for clarifications relating to this ITB must be directed to the TEL’s Contract Compliance Coordinator. The Contract Compliance Coordinators 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 Contract Compliance Coordinator, will result in disqualification. Bids are to be sent to the attention of Contract Compliance Coordinator at the following address:

Rhonda E. Frost
Tennessee Education Lottery Corporation
1 Century Place
26 Century Boulevard, Suite 200
Nashville, TN 37214
Facsimile: 615-324-6669
Email: procurement@tnlottery.com

Written questions and request for clarifications must be received by the Contract Compliance Coordinator by 3:00 pm C.T. on **Tuesday, November 14, 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 **Tuesday, November 14, 2017** will not be accepted, reviewed, or responded to. Responses to these inquiries will be posted on the TEL’s website under “**Promotional Items, Schedule, Questions and Answers**” no later than **5:00 pm C.T. on Thursday, November 16, 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, November 28, 2017**. 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

Pop-Socket

Description: Collapsible phone grip and stand. Attaches to most mobile/cellular phones, cases, and tablets and is repositionable. Lays flat on phone when in pocket and can "pop" open to be used as a grip, stand, or headset management system.

Color: White

Quantity: 5,000, 7,500 or 10,000

Artwork: Either one (1) color imprint on top or three (3) color imprint on top

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

Samples Required: Provide samples of the ACTUAL Pop-Socket that will be delivered to the TEL if selected as the successful bidder. The submitted sample must show a three-color imprint on a white base. Submitted sample(s) will not be returned. Vendor may provide recommendations for best printing technique.



Fold Away Fan

Description: Durable fabric hand held fan, with a plastic handle and twist frame that folds up for compact storage.

Color: Green and Purple (Half the order will be solid green; half the order will be solid purple)

Quantity: 5,000 or 7,500

Artwork: One (1) color one (1) side imprint

Image example provided is for illustrative purpose only

Final artwork to be provided to successful bidder

(Please specify the preferred file type required for artwork)

Samples Required: Provide a sample of the ACTUAL fold away fan in green and purple that will be delivered to the TEL if selected as the successful bidder. The submitted sample must show a one (1) color print job. Submitted sample(s) will not be returned. Vendor may provide recommendation for best printing technique.



Visor

Description: Low profile Chino Twill visor. 100% brushed cotton fabric one size fits all with adjustable fabric strap and pre-curved bill.

Colors: Solid purple and solid white - provide fabric swatches or include PMS number of all available visor colors

Quantities: 7,500 (3,750 purple and 3,750 white)

Artwork: One (1) color (**to be determined**) embroidered logo on front; 5,000-7,000 stitch count; and same one (1) color embroidered stitching on back strap; 1,000-1,250 stitch count.

Stitching between letters to be on back of visor, and not visible from front. No connection of letters.

**Image example provided is for illustrative purposes only
Final artwork to be provided to successful bidder
(Please specify the preferred file type required for artwork)**

Artwork Size: 2.5" W x 1" H minimum – *front logo*
1³/₄" W x 1/4" H minimum – *strap stitching*

Samples Required: Provide a sample of the ACTUAL visor that complies with the above description. One of the submitted samples must show a one (1) color embroidered logo. Submitted samples will not be returned.



All Items

Shipping: All boxes should be labeled with correct quantity, color, and name of the item. All items will be FOB delivered to the TEL at 3011 Centre Point Drive, LaVergne, TN 37086-4921.

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

In Hands Delivery Date: **March 30, 2018**

Notes/Additional Details: When providing a timeline, please specify all required milestones (digital proof, pre-production sample, production start date and delivery).

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

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 replace and to 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. All fees and costs shall be good for ninety (90) days from date bids are due.

Categories Evaluated:

- Delivery deadline
- Pricing
- Product
- Service years
- ITB compliance
- History as a vendor w/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 Dated November 8, 2017**

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

BID FORM – PopSocket

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

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email address: _____

Number of Years in Service: _____

Pricing for PopSocket – 1 color

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
5,000							

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
7,500							

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
10,000							

Pricing for PopSocket – 3 color

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
5,000							

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
7,500							

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
10,000							

Can you meet the in hands date of March 30, 2018 in hands date? _____

Did you provide a sample of the actual white Pop Socket? _____

Does the sample show a minimum of a 3 color imprint? _____

Preferred artwork file type: _____

Maximum imprint area: _____

Minimum imprint area: _____

Preferred/best printing technique: _____

Product produced domestically or internationally? _____

Delivery Timeline of each milestone:

KEY DATES

Digital Proof: _____

Pre-Production Sample _____

Production _____

Shipping _____

BID FORM – Fold Away Fan

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

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email address: _____

Number of Years in Service: _____

Pricing for Fold Away Fan

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
5,000							

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
7,500							

Can you meet the in hands date of March 30, 2018 in hands date? _____

Did you provide a sample of the actual green and purple fold away fans? _____

Does the sample show a minimum of a 1 color imprint? _____

Preferred artwork file type: _____

Preferred/best printing technique: _____

Maximum imprint area: _____

Minimum imprint area: _____

Product produced domestically or internationally? _____

Delivery Timeline of each milestone:

KEY DATES-Fold Away Fan

Digital Proof: _____

Pre-Production Sample _____

Production _____

Shipping _____

BID FORM – Visor

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

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email address: _____

Number of Years in Service: _____

Pricing for Visor

Quantity	Each price	Extended Price (each x qty)	Set up fee	Shipping	Subtotal	Tax	Total
7,500							

Can you meet the in hands date of March 30, 2018 in hands date? _____

Did you provide a sample of the actual visor? _____

Did you provide fabric swatches in purple and white? _____

If no, please provide PMS colors _____

Does the sample show a minimum of a 1 color embroidery? _____

Preferred artwork file type: _____

Preferred/best printing technique: _____

Maximum artwork size (front): _____

Maximum artwork size (back strap): _____

Product produced domestically or internationally? _____

Delivery Timeline of each milestone:

KEY DATES Visor

Digital Proof: _____

Pre-Production Sample _____

Production _____

Shipping _____