

Commonwealth of Virginia



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Invitation for Unsealed Bids

Title: KENO Chalkboard A-Frame Signs

Due Date: March 4, 2020

Contact Information:

Matthew Sullivan
Strategic Sourcing Specialist
msullivan@valottery.com, 804-692-7642

Invitation for Bids (IFB) #: 04498MS

IFB Issue Date:..... February 19, 2020

Contract Term: Spot Purchase

Bid Due Date and Time: March 4, 2020; 3:00PM

The Virginia Lottery does not discriminate against faith-based organizations or against a Bidder because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment. The Virginia Lottery encourages firms to provide for the participation of small businesses and businesses owned by minorities and women through partnerships, joint ventures and subcontracting opportunities.

Complete Legal Name of Bidder's Firm: _____

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I. **PURPOSE:**

The purpose of this Invitation for Bid is to solicit firm, fixed price bids from qualified firms to provide KENO Chalkboard A-Frame signs.

II. **BACKGROUND:**

The Virginia Lottery utilizes KENO Chalkboard A-Frame signs at retail locations for advertising and marketing.

III. **PRODUCT AND/OR SERVICE REQUIREMENTS:**

Bidder shall provide KENO Chalkboard A-Frame signs to the Lottery with the specifications listed herein:

Product Description:

1. Overall sign dimensions shall be: 42”H X 20” W
2. Sign framing shall be constructed with hardwood encasing double sided black chalkboard.
3. The top portion of both sides shall be customized with the “KENO” logo and a message that says, “Play It Here”.
4. Chalkboard writing surface shall be easy to write on and clean off.
5. Sign shall fold flat for storage purposes.
6. Assembly of sign shall be accomplished manually without the use of tools. Bidder shall provide detailed assembly instructions in each box.

Visual representation provided below for clarity:



Artwork:

1. Artwork will be provided by the Lottery upon award. File format will be available in several industry standard types to include layered .pdf.

Ownership of Printing Materials:

All artwork, camera-ready copy, negatives, dies, photos and similar materials used to produce a printing job shall become the property of the Virginia Lottery. All such items and materials shall be delivered to the Lottery in usable condition after completion of the work, and prior to the submission of the invoice for payment.

Quantities:

The Lottery will be placing a one-time order of two hundred (200) signs to be delivered no later than April 13, 2020 to various locations in various quantities throughout the state of Virginia.

Pre-Production Sample

A pre-production sample is required for approval by the Lottery prior to proceeding with initial quantity production. The sample shall meet the specifications as detailed in this solicitation and be **an exact and true representative sample of the actual finished product**. This sample shall be provided upon request by the Contract Officer and shall be at no cost to the Lottery. Send sample to:

Virginia Lottery
Attn: Matt Sullivan, 22nd Fl., Procurement
600 East Main Street
Richmond, VA 23219

Delivery / Shipping:

1. All shipments shall be F.O.B. Destination
2. All shipping charges shall be borne by the bidder and included in the "each price" of the sign.
3. Delivery of the signs to the specified locations shall be completed within the time frame agreed to in the final Contract.

Signs shall be delivered to the following locations in the stated quantities:

| <u>Location / Contact:</u> | <u>Quantity:</u> |
|---|-------------------------|
| Virginia Lottery NOVA CSC 14550 Potomac Mills Road Woodbridge, VA 22192 703-494-1501 | 55 |
| Virginia Lottery Shenandoah Valley CSC 1790-26 East Market Street Harrisonburg, VA 22801 Attn: Shannon Nichollson 540-433-7979 | 25 |
| Virginia Lottery Hampton Roads CSC 2306 W. Mercury Blvd. Hampton, VA 23666 Attn: Margaret Mayo 757-825-7800 | 40 |
| Virginia Lottery 1524 S. Main Street Farmville, VA 23901 Attn: Jerry Thompson 434-392-7294 | 15 |
| Virginia Lottery Roanoke Valley CSC 1287 Towne Square Blvd. Roanoke, VA 24012 Attn: John Beisley 540-561-7011 | 15 |
| Virginia Lottery Southwestern Virginia CSC 408 E. Main Street Abingdon, VA 24210 Attn: Robert Cole 276-676-5540 | 9 |
| Virginia Lottery Prize Zone West 1620 E. Parham Rd. Richmond, VA 23228 | 40 |

Attn: Chris Collins
804-692-7950

John Miutz / Lottery HQ
Virginia Lottery
600 E. Main Street
Richmond, VA 23219

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PACKAGING:

Signs, hardware, parts list, and assembly instructions shall be packed as one (1) unit in each carton. All cartons shall be sealed with brown kraft, nylon reinforced, gummed, paper tape. All cartons shall be palletized and shrink wrapped with labels affixed on the outside specifying the item description, quantity, and Contract number.

IV. **SPECIAL TERMS AND CONDITIONS:**

A. **AWARD:**

An award will be made on a “**Grand Total**” basis to the lowest responsive and responsible Bidder. Unit prices and extended price must be shown. In case of arithmetic errors, the unit price will govern. **Delivery date shall be a factor in making the award.** The Virginia Lottery reserves the right to conduct any test it may deem advisable and to make all evaluations when determining award. The Lottery also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed, in the Lottery’s best interest.

B. **AUDIT:**

Bidder shall retain all books, records, and other documents relative to any resulting Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Virginia Lottery, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

C. **DELIVERY DATE:**

The Lottery requires a pre-production sample following Contract award. State your earliest firm delivery in number of calendar days from the date of Contract award that this sample can be provided:

| | |
|-------|----------------------|
| Date: | <input type="text"/> |
|-------|----------------------|

The Lottery will order signs for production in one bulk order. State your earliest firm number of calendar days in which all 200 signs shall be completed from the date of pre-production approval:

| | |
|-----------------|--|
| Qty. of 200: | |
|-----------------|--|

D. EXTRA CHARGES NOT ALLOWED:

The bid price shall be for the complete order as specified, ready for the Virginia Lottery’s use; extra charges will not be allowed.

E. MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:

Where it is practicable for any portion of the Contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the Contract Officer, the Department of Minority Business Enterprise (www.DMBE.virginia.gov) and/or the Virginia Minority Supplier Development Council (www.vmsdc.org). When such business has been subcontracted to these firms, and upon completion of the Contract, the Contractor agrees to furnish the Virginia Lottery the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

F. OPERATIONAL COMPONENTS:

Unless otherwise requested. Stated curb sign prices shall include all assembly hardware and documentation for all components, and any other items necessary for full operation at the Virginia Lottery site.

G. PRIME CONTRACTOR RESPONSIBILITIES:

The Contractor shall be responsible for completely supervising and directing the work under any resulting Contract and all subcontractors that it may utilize, using its best skill and attention. Subcontractors who perform work under any resulting Contract shall be responsible to the prime Contractor. The Contractor agrees that it is as fully responsible for the acts and omissions of its subcontractors and of persons employed by them as it is for the acts and omissions of its own employees.

H. SUBCONTRACTS:

No portion of the work shall be subcontracted without the prior written consent of the Virginia Lottery. In the event the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Virginia Lottery the name(s), qualifications and experience of its proposed subcontractor(s). The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the Contract.

I. IDENTIFICATION AND DELIVERY OF BID:

The cover page of this solicitation will indicate whether bids will be accepted as sealed or unsealed. If this solicitation indicates “sealed” bids will be received for this procurement, all bids received must be enclosed in an envelope or

package and identified as follows:

Name of Bidder

Due Date and Time

Bidder's complete address

IFB No.

IFB Title

J. **IF BID IS MAILED:**

Bidder must mail bid to the Virginia Lottery, Attention: 22nd Floor Purchasing Office, 600 East Main Street, Richmond, Virginia 23219.

If a bid is not identified as outlined above the Bidder takes the risk that the bid may be inadvertently opened and the information compromised, which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope.

K. **IF BID IS HAND DELIVERED (INCLUDING COURIER):**

Bid must be delivered to 600 East Main Street, Richmond, Virginia 23219. Due to increased building security, Bid will not be accepted unless delivered to the Security Guard Station located on the Main Street entrance of the Lottery Headquarters, Main Street Center (address above). However, the Security Guard is not responsible for identifying the date and time a bid is received; only a Virginia Lottery employee can make that determination. The Security Guard will contact an appropriate Lottery employee for bid receipt; this process could take 30 minutes or more – Bidders should not wait to submit bids at the last minute.

Late bids will not be accepted.

Note: The Lottery does not conduct public openings.

L. **INDEMNIFICATION:**

Contractor agrees to indemnify and hold harmless the Commonwealth, the Lottery, their officers, directors, agents and employees (collectively, "Commonwealth's Indemnified Parties") from and against any and all losses, damages, claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, assessments, fines, penalties (whether criminal or civil), judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against any of Commonwealth's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from: (i) any intentional or willful conduct or negligence of any employee, agent, or subcontractor of the Contractor, (ii) any act or omission of any employee, agent, or subcontractor of the Contractor, (iii) breach of any representation, warranty or covenant of the Contractor contained herein, (iv) any defect in the Contractor-provided products or services, or (v) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Contractor-provided products or

services. Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. For state agencies, the applicable laws include §§ 2.2-510 and 2.2-514 of the Code of Virginia. In all cases involving the Commonwealth or state agencies, the selection and approval of counsel and approval of any settlement shall be satisfactory to the Commonwealth.

In the event that a Claim is commenced against any of Commonwealth's Indemnified Parties alleging that use of the Contractor-provided products or services, including any components thereof, or that the Contractor's performance or delivery of any product or service under this Contract infringes any third party's intellectual property rights and the Contractor is of the opinion that the allegations in such Claim in whole or in part are not covered by this indemnification provision, Contractor shall immediately notify the Lottery in writing, via certified mail, specifying to what extent the Contractor believes it is obligated to defend and indemnify under the terms and conditions of this Contract. The Contractor shall in such event protect the interests of the Commonwealth's Indemnified Parties and secure a continuance to permit the Lottery to appear and defend their interests in cooperation with the Contractor as is appropriate, including any jurisdictional defenses the Lottery may have.

In the event of a Claim pursuant to any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Contractor-provided Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or Contractor's performance, and in addition to all other obligations of the Contractor in this Section, the Contractor shall at its expense, either (a) procure for all Authorized Users the right to continue use of such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof; or (b) replace or modify such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof, with non-infringing Deliverables, Products, Software, Services, Solution or Solution Component(s), Application and Licensed Services, as applicable, satisfactory to the Lottery. And in addition, the Contractor shall provide any the Lottery with a comparable temporary replacement products and/or services or reimburse the Lottery for the reasonable costs incurred by the Lottery in obtaining an alternative product or service, in the event the Lottery cannot use the affected Deliverable, Product, Software, Services, Solution or Solution Component(s), Application and Licensed Services, as applicable, or any component thereof. If the Contractor cannot accomplish any of the foregoing within a reasonable time and at commercially reasonable rates, then the Contractor shall accept the return of the infringing Deliverables, Products, Software, Services, Solution, Solution Component, Application and Licensed Services, as applicable, or any component thereof, along with any other components rendered unusable by the Lottery as a result of the infringing component, and refund the price paid to the Contractor for such components.

M. **PRE-AWARD CONFERENCE:**

The Lottery will have the option to request a conference call, prior to award, with the apparent low Bidder to ensure the Bidder clearly understands all requirements of the solicitation. The Bidder shall include in the conference call the individual(s) who will be fulfilling the Contractual requirements.

V. **GENERAL TERMS AND CONDITIONS:**

A. **ANTI-DISCRIMINATION:**

By submitting their bid, Bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the Virginia Lottery.

In every contract over \$10,000 the provisions in 1. and 2. below apply:

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each

subcontractor or vendor.

B. **ADDENDA:**

Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. Each Bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided within the Pricing Schedule or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents.

C. **ANNOUNCEMENT OF AWARD:**

Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, Lottery will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov).

D. **ANTITRUST:**

By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

E. **APPLICABLE LAWS AND COURTS:**

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations including Virginia Lottery Law § 58.1-4000 et seq. and the Virginia Lottery Purchasing Manual.

F. **ASSIGNMENT OF CONTRACT:**

A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Lottery.

G. **AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that the Lottery shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

H. **BID PRICE CURRENCY:**

Unless stated otherwise in the solicitation, Bidders shall state bid/offer prices in US dollars.

I. **CHANGES TO THE CONTRACT:**

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the

Contract. An increase or decrease in the price of the Contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Lottery may order changes within the general scope of the Contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Lottery a credit for any savings. Said compensation shall be determined by one of the following methods:

By mutual agreement between the parties in writing; or

By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Lottery's right to audit the Contractor's records and/or to determine the correct number of units independently; or

By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Lottery with all vouchers and records of expenses incurred and savings realized. The Lottery shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Lottery within thirty (30) days from the date of receipt of the written order from the Lottery. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Lottery's Purchasing Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Lottery or with the performance of the contract generally.

J. CLARIFICATION OF TERMS:

If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidder should contact the buyer whose name appears on the face of the solicitation no later than five

working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

K. **DEBARMENT STATUS:**

By submitting their bid, Bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

L. **DEFAULT:**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Lottery, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Lottery may have.

M. **DRUG-FREE WORKPLACE:**

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

N. **ETHICS IN PUBLIC CONTRACTING:**

By submitting their bid, Bidders certify that their bid are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or

greater value was exchanged.

O. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

By entering into a written contract with the Lottery, the Contractor certifies that they so not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

P. **INFORMATION SECURITY REVIEW:**

Should the Contractor's obligations involve creating, collecting, or storing Lottery information which is deemed sensitive by the Virginia State Lottery Department, said Contractor shall participate in an annual information security review conducted by the Virginia Lottery Information Security Administrator to ensure that information protection policies and practices of the Contractor are sufficient for the Lottery information being created, collected and/or stored.

Q. **INSURANCE:**

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Bidder further certifies that the Contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required for Most Contracts:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.

R. **MANDATORY USE OF LOTTERY DOCUMENT:**

Failure to submit a bid on this official Invitation for Bids document shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Lottery reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Lottery may, in its sole discretion, request that the Bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

S. **NONDISCRIMINATION OF CONTRACTOR:**

A Bidder or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Bidder employs ex-offenders unless the Lottery, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

T. **PAYMENT:**

1. To Prime Contractor:

- a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the Lottery contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not

affect offers of discounts for payment in less than 30 days, however.

- c) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Lottery shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within 30 days of notification. The provisions of this section do not relieve the Lottery of its prompt payment obligations with respect to those charges which are not in dispute.

2. To Subcontractors:

- a) A Contractor awarded a contract under this solicitation is hereby obligated:
 - i. To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Lottery for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - ii. To notify the Lottery and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b) The Contractor is obligated to pay the subcontractor(s)

interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Lottery, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Lottery.

3. The Lottery encourages contractors and subcontractors to accept electronic and credit card payments.

U. **PERSONNEL SECURITY CLEARANCES:**

Section 58.1-4008 of the *Code of Virginia* (Virginia Lottery Law) requires that all Board members, officers and employees of any vendor of lottery online or instant ticket goods or services working directly on a contract with the Virginia Lottery for such goods or services shall be subject to a criminal background search to be conducted by the chief security officer of the Virginia Lottery. Additionally, Lottery Regulation 5-20-410 extends this to include any parent or Subsidiary Corporation of the vendor, and any shareholder of 5% or more of the vendor, its parent or Subsidiary Corporation.

No person who has been convicted of a felony, bookmaking or other form of illegal gambling, or of a crime involving moral turpitude, shall be employed on Contracts with vendors described in this section.

No Board member, officer, or employee of a vendor to the Virginia Lottery of online or instant ticket goods or services working directly on a Contract for such goods or services, or any person residing in the same household of such Board member, officer or employee, shall purchase a lottery ticket or share, or receive a prize paid on a ticket purchased by or transferred to such person.

V. **PRECEDENCE OF TERMS:**

The following General Terms and Conditions, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

W. **QUALIFICATION OF BIDDER:**

The Lottery may make such reasonable investigations as deemed proper

and necessary to determine the ability of the Bidder to perform the services/furnish the goods and the Bidder shall furnish to the Lottery all such information and data for this purpose as may be requested. The Lottery reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The Lottery further reserves the right to reject any bid if the evidence submitted by, or investigations of, such Bidder fails to satisfy the Lottery that such Bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

X. **TAXES:**

Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

Y. **TESTING AND INSPECTION:**

The Lottery reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

Z. **TRANSPORTATION AND PACKAGING:**

By submitting their bid, all Bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

AA. **USE OF BRAND NAMES:**

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Lottery to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the Bidder clearly indicates in its bid that the product offered is an

equivalent product, such bid will be considered to offer the brand name product referenced in the solicitation.

VI. **METHOD OF PAYMENT AND INVOICING:**

Invoices for goods provided shall be submitted to the address and contact listed below. All invoices shall be Net 30 and indicate Contract number, date goods provided and a brief description of the goods provided. Failure to provide the above information will result in the invoice being returned to the Contractor. The Lottery will not be liable for any resulting delays in payment as a result thereof. The Lottery reserves the right to make payment via a Corporate Purchasing Card

Virginia Lottery
Attention: Accounts Payable
600 East Main Street
Richmond, VA 23219

Invoice must contain the following information:

- Virginia Lottery's contract number;
- description of the goods and services;
- date goods and services were provided;
- invoice total;
- Contractor's Federal Identification Number or Federal Employer's Number.

If this information is not contained in the invoice, the invoice may be returned to the Contractor.

VII. **PRICING SCHEDULE:**

The Bidder agrees to furnish the goods as specified herein, and in compliance with the terms and conditions of this request at the following firm, fixed price. In case of errors in the extension of prices, the unit price shall prevail. All shipping costs shall be borne by the Bidder and included in the "each" price.

| DESCRIPTION | QTY | UNIT | UNIT PRICE | EXTENDED PRICE |
|-------------------------------|-----|------|------------|----------------|
| KENO Chalkboard A-Frame Signs | 200 | Each | \$ _____ | \$ _____ |
| GRAND TOTAL | | | | \$ _____ |

VIII. **ADDENDA:**

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bid:

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

IX. **SIGNATURE AND BIDDER PROFILE SHEET:**

All bids must be signed below in order to be considered.

All prices shall be F.O.B. to the delivery address(s) as specified herein. Freight, delivery costs, and incidental charges shall be included in the bid price(s).

In compliance with this Invitation for Bid #IFB 04498MS and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

| | |
|--|-------------------------|
| Complete Legal Name of Firm | |
| | |
| Address | |
| | |
| Remit To Address | |
| | |
| Authorized Signature | Date |
| | |
| Print Name | |
| | |
| Title | FIN # |
| | |
| Email | Telephone |
| | |
| Bidder Profile: Bidder shall indicate whether they are <i>certified</i> with the Virginia Department of Minority Business Enterprises as a (check all that apply) | |
| <input type="checkbox"/> Small Business <input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> Woman-Owned Business | |
| Certification Number: | Expiration Date: |
| Definitions and information on how to become certified may be obtained at www.dmbv.virginia.gov | |

| | |
|---|--------------|
| Contact person regarding this Bid | |
| Check here to use above contact <input type="checkbox"/> or provide name below: | |
| Name: | |
| Email | Phone |
| | |

X. **BIDDERS CHECKLIST:**

The intent of the checklist is to assist the Bidder in providing a responsive bid. It may not include all the requirements necessary to submit a responsive bid. It is the responsibility of the Bidder to read the entire solicitation.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Bidder has clear understanding of goods/services requested |
| <input type="checkbox"/> | Bidder understands and agrees to all Special and General Terms & Conditions |
| <input type="checkbox"/> | Any tables/boxes within the Special Terms and Conditions must be completed by the Bidder (Bidder must write in these tables/boxes). |
| <input type="checkbox"/> | Bidder understands when Bid is due |
| <input type="checkbox"/> | Bidder understands where to mail or deliver bid |
| <input type="checkbox"/> | Bidder understands that once a bid is opened it is a binding document |
| <input type="checkbox"/> | Bidder signed and provided all information requested on IFB Signature Page |
| <input type="checkbox"/> | Bidder understands that contact with the Contract Specialist is encouraged if any questions arise prior to submitting a bid |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |