

Arkansas Lottery Commission  
124 W. Capitol, Suite 1400  
Little Rock, AR 72201

**REQUEST FOR QUOTATION**

Description: Sticker printing  
Buyer: Bishop Woosley  
Telephone: 501-683-1890  
Fax: 501-683-3839

Bid Number: ALC – 2010P-01  
Bid Opening Date: March 4, 2010  
Bid Opening Time: 11.00 A.M. **CDT/CST**

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**INSTRUCTIONS: THE VENDOR MUST PROVIDE THE INFORMATION BELOW. BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. FAXED BIDS WILL BE ACCEPTED. Fax bid to: 501-683-3839**

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Company Name Federal Tax ID **OR** Social Security No.

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Address Telephone Number

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City/State/Zip Fax Number

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Name E-Mail Address

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Signature Date

**DELIVERY NOTICE:** We strongly recommend that you not send bid documents by priority or certified United State Postal Service (USPS) mail. The Arkansas Lottery Commission cannot be responsible for delivery by the USPS. The Post Office does NOT deliver mail directly to our offices. Only UPS, FedEx, or similar delivery service will deliver to our offices if the street address is used. They will not deliver to a PO Box. We regret any inconvenience this may cause.

**BID OPENING LOCATION:**

Arkansas Lottery Commission  
124 W. Capitol, Suite 1400  
Little Rock, AR 72201

In accordance with the Arkansas Procurement Law and Regulations, it is the responsibility of vendors to submit bids at the place and on or before the date and time set in the bid solicitation documents. Bid documents received at the Offices of the Arkansas Lottery Commission after the date and time designated for bid opening are considered late bids and shall not be considered. Bid documents that are to be returned may be opened to verify which bid the submission is for.

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**MINORITY BUSINESS POLICY:** Minority participation is encouraged in this and all other procurements by state agencies. “Minority” is defined by Arkansas Code Annotated § 1-2-503 as “black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander”. The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned business as subcontractors “may explain the circumstances preventing minority inclusion”.

Check minority type: African American\_\_\_\_\_ Hispanic American\_\_\_\_\_ American Indian\_\_\_\_\_  
Native American\_\_\_\_\_ Asian\_\_\_\_\_ Pacific Islander\_\_\_\_\_

Arkansas Economic Development Commission certification #:\_\_\_\_\_

**CURRENCY:** All bids and proposals pricing and cost must be listed in United States dollars and cents.

**LANGUAGE:** Bids and proposals will only be accepted in the English language.

**ADDENDUMS:** Bidders are cautioned to ensure they have received or obtained and responded to any and all amendments to the bid prior to submission.

**ALTERATION OF ORIGINAL RFQ/RFP DOCUMENTS:** The original written or electronic language of the RFQ/RFP shall not be changed or altered except by approved written addendum issued by the Office of State Procurement. This does not eliminate an offeror from taking exception(s) to these documents, but does clarify that the offeror cannot change the original documents written or electronic language. If the offeror wishes to make exception(s) to any of the original language, it must be submitted by the offeror in separate written or electronic language in a manner that clearly explains the exception(s). If the offerors contract submittal is discovered to contain alterations/changes to the original written or electronic documents, the offerors response may be declared as non responsible and the response shall not be considered.

The Arkansas Lottery Commission objects to and shall not consider any additional terms or conditions submitted by a vendor, including any appearing in documents attached as part of a vendor’s response to this RFP. In signing and submitting its proposal, a vendor agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a RFP, shall be grounds for rejecting a proposal.

**SCOPE:** The ALC is seeking a printer to print a Mega Millions sticker with the following specifications:

- The sticker, a copy of which is attached, is 4.625 inches
- The sticker should be printed on white gloss paper and be able to hold ink from a marker
- Quantity – 100,000 copies
- Flexo printed roll labels – rolls of 1,000
- Customer will supply print ready art
- Printed four color process with bleed
- The ALC prefers that the sticker be printed using recycled paper, if possible. A preference of ten percent (10%) will be given for vendors that submit quotes which include the use of recycled paper.
- Soybean oil ink must be used and the brand name of the ink must be listed by the vendor
- Receipt of the finished product does not constitute acceptance
- FOB inside delivery
- Delivery will be expected within one (1) week of the award of the contract

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**AWARDING INSTRUCTIONS:** The bid will be awarded to the lowest compliant bidder after the opening of the bids on March 4, 2010. The winning bidder and those who are not chosen will be notified of the ALC decision that day

**QUANTITY: 100,000 stickers**

If you have questions, please do not hesitate to contact either of the individuals below:

Ivan Hudson  
ALC Diversity Business Enterprise Manager  
501-683-2009

Bishop Woosley  
ALC Attorney  
501-683-1890