

Retailer Rally Bags FY15 RFQ

Commodities: 3,000 Apple Green Two-Tone Tote Bags
Questions/Answers

Amendment 1

Inquiries/Questions must be received by: Thursday, July 31, 2014, at 11 a.m. ET
Quote Due Date: Friday, August 8, 2014, at 11 a.m. ET.
Sample Due Date: Friday, August 8, 2014, at 5 p.m. ET.
Late bids and samples will NOT be considered. Not a public bid opening.
Delivery Due Date: Week of October 6, no later than noon ET on Friday, October 10, 2014.

<http://www.sceducationlottery.com/lottery/procurement.aspx>

Question 1

Q: Is there a dock or ramp available at the required delivery location suitable for a 53 foot tractor-trailer without a lift-gate to deliver and unload?

A. No. There is not a dock or ramp available at 1333 Main Street. There also are no lift-gates available to load/unload.

Question 2

Q: If no loading dock or ramp is available to accommodate a 53 foot delivery trailer, how large and what type of vehicle can the loading area handle at the delivery location?

A. The maximum size vehicle that the building located at 1333 Main Street can handle is a 20 foot trailer/delivery truck (it **cannot** handle a 53 foot trailer). The process for making final shipment deliveries to SCEL at 1333 Main Street is as follows. Please **note this is not the process for delivering quotes and samples; only final shipments once the bid has been awarded.**

- Deliveries are made through the back gate at SCEL's back surface parking lot (loading area) which is located off of Assembly Street (between Washington Street and Lady Street) downtown Columbia, S.C.
Note: It is an employee parking facility for more than 100 vehicles; it is not a warehouse facility.
- Once at the back gate, push the call button so the Security Guard can let you in the surface lot. Delivery Trucks will be instructed to park in the loading zone at the back of the building in front of the double doors. There are no lift-gates to load/unload; however, there is a service elevator at the back entrance near the double doors. SCEL is located on the fourth floor. See Receptionist for assistance.
- If a vendor has a vehicle over 20 feet, then they must park out front of 1333 Main Street (between Washington Street and Lady Street) downtown Columbia, S.C. Those larger vehicles **must** park in the **middle of the median** and **must** have a **parking permit** when making deliveries.

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Question 3

Q: Are there any specific delivery times or days?

A. The South Carolina Education Lottery's Hours of Operation are Monday through Friday, 8:30 a.m. until 5:00p.m.

Question 4

Q: In order to meet the submission deadline, price quotes and product samples will have to be hand-delivered to SCEL. Are there any special procedures required?

A. Procedures for hand delivering samples and quotes to SCEL at 1333 Main Street in Columbia, S.C. are as follows.

Enter the building at 1333 Main Street and go to the elevators. (You may need to let the Security Guard at the desk know you are going to the Lottery if he asks.) Go to the 4th Floor. When stepping off the elevator, go to the side that has a couch and two chairs on either side. There will be a glass reception window. Let the receptionist know you are there to drop off a bid and samples for the Procurement Officer. Thank you!