DATE: August 2, 2018

ADDENDUM NO: 1

PROJECT NUMBER: 054-17/18

PROJECT TITLE: INVITATION TO BID - Holiday Booklets and Caddy Counter Display Holders

BID SUBMISSIONS DUE: August 21, 2018

PURPOSE: Inserts missing attachments A-D

The ITB was posted without Attachments A-D, which was a part of the solicitation posted on July 31, 2018. The purpose of the Addendum 1 is to replace the mandatory attachments.

This addendum will become part of your Bid. Please sign and complete this form and return with your Bid. Do not return this document separately or prior to the submission of your Bid. Failure to acknowledge receipt of this addendum may be cause for rejection of your Bid in its entirety.

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 24.109(2)(a), F.S., SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

PURSUANT TO SECTIONS 287.042(2)(c) AND 120.57(3), F.S., AS MODIFIED BY SECTION 24.109, F.S., AND SECTION 2.13 OF THE SOLICITATION, FAILURE TO FILE A FORMAL WRITTEN PROTEST ACCOMPANIED BY THE REQUIRED PROTEST BOND WITH THE AGENCY CLERK WITHIN 72 HOURS OF ELECTRONIC POSTING OF THIS NOTICE ON THE DEPARTMENT OF MANAGEMENT SERVICES' VENDOR BID SYSTEM WILL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Kara Godwin
Purchasing Specialist

Vendor's Representative Authorized Signature (Manual)

Vendor's Representative Authorized Name and Title (Typed)

Company
Holiday Scratch-Offs Caddy Guidelines 2018

**KEY GUIDE**

- Fold Line
- Cut Line
- Die Line
- Adhesive Tape
- Permanent Glue

**Dimensions**

- 25.2" w
- 22.4" h

**Panel Sizes**

- 10" x 12" PANEL
- 6.6" x 5" PANEL
- 2.7" x 2" PANEL
- 9.8" x 2" PANEL
- 9.8" x 5.25" PANEL

**Glue Placement**

- 3" x 3" PERMANENT GLUE (place on instruction)
## District Office Locations

<table>
<thead>
<tr>
<th>DELIVERY ADDRESS</th>
<th>DELIVERY ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lottery Headquarters</strong>&lt;br&gt;Attention: Joe Mosley&lt;br&gt;250 Marriott Drive&lt;br&gt;Tallahassee, Florida 32301&lt;br&gt;(850) 487-7708</td>
<td><strong>Florida Lottery: District 06</strong>&lt;br&gt;Attention: Marvin Campbell&lt;br&gt;380 South State Road 434, Suite 1028&lt;br&gt;Altamonte Springs, Florida 32714&lt;br&gt;(407) 788-2202</td>
</tr>
<tr>
<td><strong>Florida Lottery: District 01</strong>&lt;br&gt;Attention: Joanne Dabreau&lt;br&gt;250 Marriott Drive&lt;br&gt;Tallahassee, Florida 32301&lt;br&gt;(850) 487-7799</td>
<td><strong>Florida Lottery: District 09</strong>&lt;br&gt;Attention: Edna Torres&lt;br&gt;1911 N. US Highway 301 Suite 170&lt;br&gt;Tampa, Florida 33619-2661&lt;br&gt;(813) 744-6134</td>
</tr>
<tr>
<td><strong>Florida Lottery: District 03</strong>&lt;br&gt;Attention: Tina Rinehart&lt;br&gt;6601 N. Davis Highway Suite 54-56&lt;br&gt;Pensacola, Florida 32504-6211&lt;br&gt;(850) 484-5020</td>
<td><strong>Florida Lottery: District 10</strong>&lt;br&gt;Attention: Joann Cootware&lt;br&gt;11760 Metro Parkway&lt;br&gt;Fort Myers, Florida 33966&lt;br&gt;(239) 278-7111</td>
</tr>
<tr>
<td><strong>Florida Lottery: District 04</strong>&lt;br&gt;Attention: Clyde Courson&lt;br&gt;Baymeadow Junction&lt;br&gt;8206 Philips Highway, Unit 36&lt;br&gt;Jacksonville, Florida 32256&lt;br&gt;(904) 448-4760</td>
<td><strong>Florida Lottery: District 11</strong>&lt;br&gt;Attention: Grace Guzman&lt;br&gt;6965 Vista Parkway, Unit 1&lt;br&gt;West Palm Beach, Florida 33411&lt;br&gt;(561) 640-6190</td>
</tr>
<tr>
<td><strong>Florida Lottery: District 05</strong>&lt;br&gt;Attention: Conrad Snyder&lt;br&gt;3926 SW Archer Road&lt;br&gt;Gainesville, Florida 32608-2342&lt;br&gt;(352) 334-3880</td>
<td><strong>Florida Lottery: District 13</strong>&lt;br&gt;Attention: Nelsa Rojas&lt;br&gt;Miami Lakes Business Park West&lt;br&gt;14621 Oak Lane&lt;br&gt;Miami Lakes, Florida 33016&lt;br&gt;(305) 364-3080</td>
</tr>
</tbody>
</table>

**Florida Lottery Invitation to Bid # 054-17/18**

**Holiday Booklets and Caddy Counter Display Holders**
ATTACHMENT C  
BID PRICE SHEET  

HOLIDAY BOOKLETS AND CADDY COUNTER DISPLAY HOLDERS

INSTRUCTIONS: Vendors are required to provide a unit cost for each item and quantity below (A.1 – A.4 and B.1 – B.4). The unit costs entered by Vendor are firm fixed costs and must include all work to be provided by Vendor pursuant to the prospective Agreement (e.g., artwork, set up, printing, shipping, delivery, packaging fees). Shipping will not be billed separately.

Unit costs provided in the table below shall not increase as quantities for a particular item increase. I.e., Unit cost for item A.4 must be equal to or less than the unit cost for item A.3.; unit cost for item B.3. must be equal to or less than the unit cost for item B.2; etc. See Sections 2.20 and 3.10 for more information concerning this attachment.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
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<tbody>
<tr>
<td>A. Booklets</td>
<td>1. 0 to 250,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>2. 250,001 to 500,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>3. 500,001 to 750,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4. 750,001 and up</td>
<td>$</td>
</tr>
<tr>
<td>Average Unit Cost for Booklets</td>
<td>(A.1. + A.2. + A.3. + A.4) ÷ 4</td>
<td>$</td>
</tr>
<tr>
<td>B. Caddies</td>
<td>1. 0 to 5,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>2. 5,001 to 10,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>3. 10,001 to 15,000</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4. 15,001 and up</td>
<td>$</td>
</tr>
<tr>
<td>Average Unit Cost for Caddies</td>
<td>(B.1. + B.2. + B.3. + B.4.) ÷ 4</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Average Unit Cost  
(Average Unit Cost for Booklets x .75 + Average Unit Cost for Caddies x .25, rounded to the nearest hundredth)  

$
## VENDOR INFORMATION

<table>
<thead>
<tr>
<th>Signature of Authorized Representative</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Print Name</th>
<th>Email Address</th>
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<table>
<thead>
<tr>
<th>Company Name</th>
<th>FEID Number</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State and Zip code</th>
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<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Fax Number</th>
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</tbody>
</table>
ATTACHMENT D - REFERENCES

In accordance with Section 3.08, References, each Vendor must provide at least two (2) client references. In order for a Vendor’s Bid to be considered responsive, the below client information must be completed, included in the Bid submission, and verified by the Lottery. The Lottery will complete this verification process for subsections a – e listed below.

1. CLIENT NAME:

POINT OF CONTACT NAME: __________________________________________

MAILING ADDRESS: ________________________________________________

CITY: __________________________ STATE: __________ ZIP: __________

TELEPHONE NUMBER: ( ) __________________________________________

EMAIL ADDRESS: ________________________________________________

**THIS SECTION IS FOR LOTTERY USE ONLY**

a. Are services and/or commodities completed and delivered on time by this Vendor?

   Yes  No

b. How would you rate the services and/or commodities provided by this Vendor?

   Satisfactory  Unsatisfactory

c. How would you rate the ease and efficiency of working with this Vendor?

   Satisfactory  Unsatisfactory

d. Did the vendor provide the services and/or commodities within budget without a change order to increase the contract?

   Yes  No

e. How would you rate the Vendor’s overall performance?

   Satisfactory  Unsatisfactory

ADDITIONAL COMMENTS: ____________________________________________

________________________________________

________________________________________

Page 1 of 2
Revised 07/29/15
ATTACHMENT D - REFERENCES

2. CLIENT NAME: 

POINT OF CONTACT NAME: 

MAILING ADDRESS: 

CITY: STATE: ZIP: 

TELEPHONE NUMBER: ( ) 

EMAIL ADDRESS: 

THIS SECTION IS FOR LOTTERY USE ONLY

VERIFIED UNVERIFIED

a. Are services and/or commodities completed and delivered on time by this Vendor?
   Yes No 

b. How would you rate the services and/or commodities provided by this Vendor?
   Satisfactory Unsatisfactory 

c. How would you rate the ease and efficiency of working with this Vendor?
   Satisfactory Unsatisfactory 

d. Did the vendor provide the services and/or commodities within budget without a change order to increase the contract?
   Yes No 

e. How would you rate the Vendor’s overall performance?
   Satisfactory Unsatisfactory 

ADDITIONAL COMMENTS: 