

# State of Minnesota

## MN State Lottery



### REQUEST FOR BID

Printing: Sold Out Stickers

Date Posted: January 9, 2024

- Responses must be received not later than 2pm, Central Time, Tuesday, January 23, 2024
- Late responses will not be considered

#### **Minnesota's Commitment to Diversity and Inclusion**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [the Office of Equity in Procurement home page, at www.mn.gov/admin/oep](#).

**SPECIAL NOTICE:** This is a request for bid. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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### Solicitation Attachments

- Attachment A: Responder Declarations
- Attachment B: Pricing
- Attachment C: Responder Forms
  - Veterans Preference Form (If Applicable)
- Attachment D: Additional Information (If Applicable)
- Attachment E: Sample Images

### Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing

## SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for Completing Your Response	Follow the steps below to complete your response to this Solicitation: Step 1: Read the solicitation documents and ask questions, if any Step 2: Write your response Step 3: Submit your response
Incomplete Submittals	A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

### STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions	<p>The contact person for questions is:</p> <p>Kathy Easthagen Purchasing Department purchasing@mnlottery.com</p> <p>Questions should be emailed to the contact by 1/16/24 no later than 2pm CT. Other personnel are not authorized to answer questions regarding this Solicitation.</p>
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### STEP 2 – WRITE YOUR RESPONSE

The Response Content section is in this link to [Section 4](#). Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined in this link to [Minn. Stat. § 13.37](#)).

**Review, sign, and include the Responder Declarations with your response.**

### STEP 3 –SUBMIT YOUR RESPONSE

Where to Send Your Response	<p>Submit your response to:</p> <p>Kathy Easthagen Purchasing Department purchasing@mnlottery.com</p> <p>Bids must be received not later than 2pm, Central Time, Tuesday, January 23, 2024. <b>Late responses will not be considered.</b></p> <p><b>Late responses will not be considered.</b> Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders' control. If you need assistance, please contact the MSL Purchasing Department at 651-635-8101.</p> <p>By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 5, Conditions of Offer.</p>
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## **SECTION 2 – SUMMARY OF SCOPE**

### **1. Procurement Overview and Goals.**

The MN Lottery uses a counter mat display (CSDS). The CSDS highlights current scratch games and are placed on retailer countertops across the state. When a game is sold out, the stickers requested in the solicitation will be used to cover the area on the mat that shows the sold out product. (CSDS) are printed on adhesive vinyl with a vinyl laminate or a satin UV coating for added durability.

### **2. Sample Tasks and Deliverables.**

Review Exhibit C to the Sample Contract for Specifications, Duties, and Scope of Work.

### **3. PRIOR PRINT SAMPLE.**

Prior printed samples can be viewed at the following location: Minnesota State Lottery, 2645 Long Lake Road, Roseville, MN 55113.

- Final product must meet or exceed print quality of sample provided by the Lottery. This includes sharpness/clarity, vibrancies of colors, functionality, and durability.

### SECTION 3 – BID INSTRUCTIONS AND ADDITIONAL INFORMATION

#### 1. Anticipated Contract Term.

The term of this contract is anticipated to be from January 2024 to December 2024, with the option to extend up to an additional on one (1) year in increments determined by the State.

#### 2. Estimated Amount.

The estimated total dollar value of the contract for one year is \$17,000.00 to \$24,000.00. However, this shall not be construed as either the minimum or maximum amount. It shall also be understood and accepted by the responder that any quantities shown in this solicitation are estimated quantities only and impose no obligation upon the State either minimum or maximum.

#### 3. Question and Answer Instructions.

Deadline for all questions: **Tuesday, January 16, 2024 no later than 2pm CT.**

All questions MUST be submitted **in writing** via email by the question deadline date, Email: [purchasing@mnlottery.com](mailto:purchasing@mnlottery.com) and must include Subject line: **RFB Printing: Sold Out Stickers dated 1-9-2024.**

Responses to questions will be posted by addendum on the Minnesota State Lottery (MSL) Vendors web page: <https://www.mnlottery.com/vendors/>. The MSL is not responsible for transmission failures due to a bidder submitting their question via email or MSL responding with an email notification.

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

#### 4. Dispute Resolution Procedures.

Any issue a responder has with the RFB document, which includes, but is not limited to, the terms, conditions, and specifications, must be submitted in writing to the contact person for this solicitation prior to the solicitation opening due date and time. Any issue a responder has with the Contract award must be submitted in writing to the contact person for this solicitation within five business days from the time the intent to award or the Contract award date is made public. This public notice may be made by any of the following methods: notification by letter or email, posted on the OSP website, <https://mn.gov/admin/osp/>, or electronic notification by our electronic procurement system, SWIFT. The State will respond to any protest received that follows the above procedure. For those protests that meet the above submission requirements, the appeal process is, in sequence: the contact person for this solicitation, the Office of State Procurement (OSP) Acquisitions Manager, and the OSP Director.

## SECTION 4 – RESPONSE CONTENT

Please submit the following information:

1. Specifications. Responder must offer goods that meet the specifications detailed in Exhibit C: Specifications, Duties, and Scope of Work attached to the Sample Contract.
2. Cost Detail. Review Attachment B, “Pricing,” attached to this solicitation, and complete and submit Exhibit D Price Schedule, attached to the Sample Contract.

3. Printed Substrate Sample. Required if providing a substrate to be considered for “approved equal”  
If bidding on substrate other than the one specified, please submit a printed substrate sample that includes the following:

- Printed Substrate samples should be included with bid response or within 3 calendar days of bid closing date.
- Printing does not have to be of a MN Lottery image, but any printed sample on the vendor’s bid alternate.
- Requirements:
  - Manufacturer’s specification sheet should include:
    - Brand/Name of substrates. (brand, weight, type, adhesive, laminate etc.)
    - % of post-consumer waste (PCW) recycled content, weight & brightness.
    - Labeled and identified with print production type used. (Offset, Digital, Flexo, UV, etc)
- Delivery charges are the responsibility of the bidder.
- MSL will not accept late sample delivered beyond the deadline as indicated above. Failure to provide samples may result in rejection of the Solicitation response.
- Deliver sample to the following address:

MN State Lottery 2645 Long Lake Road Roseville, MN 55113

Attn: Purchasing Dept.

**Noting:** Printing: Sold Out Stickers

Submit all requested documentation, including, but not limited to, the following documents:

1. Attachment A: Responder Declarations
2. Attachment C: Responder Forms
  - a. Veterans Preference Form (If Applicable)
3. Attachment D: Additional Information (If Applicable)
4. Attachment E: Reference Form (If Requested)

**DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).**

## **SECTION 5 – SOLICITATION TERMS**

### **1. Competition in Responding**

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

### **2. Addenda to the Solicitation**

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

### **3. Joint Ventures**

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

### **4. Withdrawing Response**

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

### **5. Rights Reserved**

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Require responders to conduct presentations, demonstrations, or submit samples;
- Award by location or item, including category, by groups of items, or all items (therefore, the responder is encouraged to offer a response for all locations or items); and
- Interview key personnel or references.

### **6. Samples and Demonstrations**

Upon request, responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

### **7. Responses are Nonpublic during Evaluation Process**

All materials submitted in response to this Solicitation will become property of the State. During the selection process, with the exception of information that becomes public after bids are due, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the selection process as defined by Minn. Stat. § 13.591. The completion of the selection process is defined as the State having completed its evaluation and has ranked the responses. The State will notify all responders in writing of the selection results.

## **8. Trade Secret Information**

8.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

8.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

8.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

8.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

## **9. Conditions of Offer**

Unless otherwise approved in writing by the State, Responder's response pertaining to the sale of goods will remain firm for 90 days, until it is accepted or rejected by the State.

## **10. Award**

Any award that may result from this solicitation will be based upon the established selection process. The State reserves the right to award this solicitation to a single responder, or to multiple responders, whichever is in the best interest of the State, providing each responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

## **11. Requirements Prior to Contract Execution**

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

## **12. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 12% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division's Helpline at 651.296.2600.

## **13. Reciprocity**

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.

## **14. DEED and DHS Preference**

In accordance with Minn. Stat. § 16C.155, eligible DEED/DHS providers will receive points equal to 6% percent of the total points available.

## **15. Preference Environmental**

The State desires to purchase environmentally responsible goods and services where practicable. When feasible and when the price of recycled materials does not exceed the price of non-recycled materials by more than 10%, the Commissioner, and State agencies when purchasing under delegated authority, must purchase recycled materials. See Minn. Stat. § 16C.0725.



## **16. Specifications**

A response will be held to strict compliance with the specifications. If a response deviates from the specifications, the deviation must be clearly noted and the State reserves the right to reject the response. All specifications are for new items unless otherwise noted in the solicitation. When brand name or manufacturer's name or numbers are stated in the specifications, they are intended to establish a standard only and are not restrictive unless the solicitation states: "No Substitute." Responses may be considered on other alternate makes, models, or brands having comparable quality, style, and performance characteristics. Any alternates included in a response are subject to State approval.

## **17. Prompt Payment Discounts Offered**

If a responder offers a discount for a payment made in less than 30 days, this discount will not be considered in the evaluation of the response. A prompt payment discount will be calculated from the date of acceptance of an undisputed invoice or upon the date a disputed invoice is resolved.

## **18. Building Construction Contractor Registration.**

Per Minn. Stat. § 326B.701, unless exempt, any person, as defined by Minn. Stat. § 181.723, subd. 1(a), who performs public or private construction services must register with the Department of Labor and Industry (DLI). Registration is required prior to receiving a contract award.

18.1 Building construction contractors, including independent contractors, subcontractors, and business entities providing public or private sector commercial or residential building construction or improvement services must be registered with DLI.

18.2 The registration requirement does not apply to workers and businesses that are already licensed, registered, or certified with the Department of Labor and Industry, nor does it apply to employees.

18.3 General or Prime Contractors will be able to verify that subcontractors are registered on the searchable Department of Labor and Industry Contractor Look-up website.

18.4 The law provides for penalties for failure to register, hiring unregistered contractors, misclassifying employees, and coercing others to form a business entity.

For additional information and to register go to [www.dli.mn.gov/register](http://www.dli.mn.gov/register) or contact the Department of Labor and Industry at 651.284.5074 or email: [dli.register@state.mn.us](mailto:dli.register@state.mn.us).

## **19. Non-Minnesota Contractors.**

Minn. Stat. § 290.9705 requires public entities to deduct and withhold eight (8) percent of cumulative calendar year payments to Non-Minnesota Contractors which exceed \$50,000. The statute allows for an exemption of this requirement under specific circumstances that are listed in the "Reason for Exemption" section of the Exemption from Surety Deposits for Non-Minnesota Contractors Form (see link below). The Contractor must file a separate application for exemption for each contract.

In order to formalize this exemption you must, prior to being sent a Contract, complete this Form available at [https://www.revenue.state.mn.us/sites/default/files/2022-03/sde\\_21.pdf](https://www.revenue.state.mn.us/sites/default/files/2022-03/sde_21.pdf), and submit to Minnesota Revenue. If approved, provide the ordering entity with a copy executed by Minnesota Revenue. The address to send the form for execution is:

Minnesota Revenue  
Mail Section 5410  
St. Paul, MN 55146-5410

## ATTACHMENT A: RESPONDER DECLARATIONS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. **Response Contents.** The information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the Responder to suspension or debarment proceedings as well as other remedies available by law
- B. **Authorized Signature.** This Declaration is signed by the appropriate person(s), with the authority to contractually bind the Responder, as required by applicable articles, bylaws, resolutions, minutes, and ordinances.
- C. **Non-Collusion Certification.**
1. The Proposal has been arrived at by the Responder independently and has been submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition; and
  2. The contents of the Response have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any other individual prior to the due date and time of this Solicitation. Any evidence of collusion among Responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.
- D. **Organizational Conflicts of Interest.** To the best of Responder's knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons,
1. a vendor is unable or potentially unable to render impartial assistance or advice to the State;
  2. the vendor's objectivity in performing the contract work is or might be otherwise impaired; or
  3. the vendor has an unfair competitive advantage.
- If after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the State's Chief Procurement Officer which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the Contractor was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. Organizational conflicts of interest terms apply to any subcontractors for this work.
- E. **Copyrighted Material Waiver.** By signing its Response, the Responder certifies that it has obtained all necessary approvals for the reproduction and distribution of the contents of its response.

**SIGNATURE PAGE TO FOLLOW**

By signing this form, Responder acknowledges and certifies compliance with all applicable requirements indicated above.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **ATTACHMENT B: PRICING**

### **1. Pricing.**

Responders must download and use Sample Contract Exhibit D Price Schedule attached to this Solicitation. The Price Schedule must be completed by the Responder and uploaded with your solicitation response. If pricing is not returned with your solicitation response, your response will be rejected. Failure to use Price Schedule may be cause for rejection.

### **2. Alterations or Erasures.**

The State reserves the right to reject a response containing an alteration or erasure of any price used to determine the lowest responsible responder unless the alteration or erasure is done in a manner that is clear and authenticated by an authorized representative of the Responder. An acceptable way to make an alteration or erasure is to cross out the price, print the correction in ink adjacent to it, and have an authorized representative of the Responder initial and date that correction.

**ATTACHMENT C: RESPONDER FORMS  
STATE OF MINNESOTA  
VETERAN-OWNED PREFERENCE FORM**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. §16C.16, subd. 6a, the Commissioner of Administration will award up to a 12% preference on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. § 16C.19(d):

- 1) The business has been certified by the Office of Equity in Procurement (OEP) as being a veteran-owned or service-disabled veteran-owned small business.
- or**
- 2) The principal place of business is in Minnesota AND the US Small Business Administration verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 13, part 128.

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Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference. For Bids, the preference applies only to the first \$2,000,000.

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### **Claim the Preference**

**By signing below I confirm that:**

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. By making this claim, I verify that:

- The business has been certified by the Office of Equity in Procurement (OEP) as being a veteran-owned or service-disabled veteran-owned small business.
- or**
- My company's principal place of business is in Minnesota **and** the US Small Business Administration verifies my company as being a veteran-owned or service-disabled veteran-owned small business.

Name of Company: _____	Date: _____
Authorized Signature: _____	Telephone: _____
Printed Name: _____	Title: _____

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**Sign and return this form with your solicitation response to claim the veteran-owned preference.**

#### ATTACHMENT D: ADDITIONAL INFORMATION

1. **Contractor's Contact Information.** Provide the contact information for the representative responsible for the management of the contract and the representative receiving purchase orders.

Vendor's Legal Name	
Address	
Contact Person (Contract)	
Email Address	
Telephone Number	

Contact Person (PO Order)	
Email Address	
Telephone Number	

2. **Prompt Pay Discount.** What prompt pay discounts do you offer? Select all that apply, if "other," specify terms in the comment section below:

- |   |   |
|---|---|
| <input type="checkbox"/> 1% in 30         | <input type="checkbox"/> 1% in 15, Net 30 |
| <input type="checkbox"/> 2% in 30         | <input type="checkbox"/> 2% in 15, Net 30 |
| <input type="checkbox"/> 3% in 30         | <input type="checkbox"/> 3% in 15, Net 30 |
| <input type="checkbox"/> 1% in 10, Net 30 | <input type="checkbox"/> 1% in 20, Net 30 |
| <input type="checkbox"/> 2% in 10, Net 30 | <input type="checkbox"/> 2% in 20, Net 30 |
| <input type="checkbox"/> 3% in 10, Net 30 | <input type="checkbox"/> 3% in 20, Net 30 |
| <input type="checkbox"/> 5% in 10, Net 30 | <input type="checkbox"/> Net 30           |
| <input type="checkbox"/> Other            | <input type="checkbox"/> None             |

Comments:

3. **Delivery Time Frame.** Responder must enter a delivery time frame after receipt of order (ARO) in the space below.

\_\_\_\_\_ Business Days

# ATTACHMENT E: SAMPLE IMAGE

For screen viewing only and does not represent final artwork, size, or scale.





# State of Minnesota Contract

MSL Purchase Order Number: \_\_\_\_\_

This Contract is between the State of Minnesota, acting through its Executive Director of Minnesota State Lottery ("State") and [Contractor] whose designated business address is [Contractor's business address] ("Contractor"). State and Contractor may be referred to jointly as "Parties."

## Recitals

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1. State issued a solicitation identified as Printing: Sold Out Stickers on 1/9/24 for the printing and delivery of stickers. ("Solicitation");
2. Contractor provided a response to the Solicitation indicating its interest in and ability to provide the goods or services requested in the Solicitation; and
3. Subsequent to an evaluation in accordance with the terms of the Solicitation, the Parties desire to enter into a contract.

Accordingly, the Parties agree as follows:

## Contract

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### 1. Term of Contract

- 1.1 Effective date. [Spell out full date (e.g., April 1, 2019)], or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2 Expiration date. [Spell out full date (e.g., March 31, 2020)], or until all obligations have been satisfactorily fulfilled, whichever occurs first. The contract may be extended for up to an additional 12 months, in increments as determined by the State, through a duly executed amendment.
- 1.3 Contract Use. This Contract is not exclusive and shall not be construed as guarantying a minimum or maximum amount of usage.

### 2. Contractor's Duties

The Contractor shall perform all duties described in this Contract to the satisfaction of the State.

### 3. Representations and Warranties

- 3.1 Under Minn. Stat. §§ 15.061 and 16C.03, subd. 3, and other applicable law the State is empowered to engage such assistance as deemed necessary.



- 3.2 Contractor warrants that it is duly qualified and shall perform its obligations under this Contract in accordance with the commercially reasonable standards of care, skill, and diligence in Contractor's industry, trade, or profession, and in accordance with the specifications set forth in this Contract, to the satisfaction of the State.
- 3.3 Contractor warrants that it possesses the legal authority to enter into this Contract and that it has taken all actions required by its procedures, by-laws, and applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Contract, or any part thereof, and to bind Contractor to its terms.

#### **4. Time**

The Contractor must comply with all the time requirements described in this Contract. In the performance of this Contract, time is of the essence.

#### **5. Compensation and Conditions of Payment**

- 5.1 Compensation. The State will pay for performance by the Contractor under this Contract in accordance with the breakdown of costs as set forth in Exhibit D which is attached and incorporated into this Contract.
- 5.2 Conditions of Payment. All duties performed by the Contractor under this Contract must be performed to the State's satisfaction and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. The Contractor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

#### **6. Authorized Representative**

- 6.1 State's Authorized Representative. The State's Authorized Representative is Paul Altobell, Retailer Materials Coordinator, 2645 Long Lake Rd. Roseville, MN 55113, 651-635-8261, paul.altobell@mnlottery.com, or his/her successor or delegate, and has the responsibility to monitor the Contractor's performance and the authority to accept the services delivered or goods received under this Contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 6.2 Contractor's Authorized Representative. The Contractor's Authorized Representative is [name, title] at the following business address and telephone number: [insert business address and telephone number], or his/her successor. If the Contractor's Authorized Representative changes at any time during this Contract, the Contractor must immediately notify the State.

#### **7. Exhibits**

The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits, or between Exhibits, the order of precedence is first the Contract, and then in the following order:

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Price and Payment Schedule

**1. State Encumbrance Verification**

*Not applicable per MSL statute 349A.10  
subd 1; subd 3*

**3. State Agency – MN State Lottery**

***With delegated authority***

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Contractor**

***The Contractor certifies that the appropriate  
person(s) have executed the Contract on behalf of  
the Contractor as required by applicable articles,  
bylaws, resolutions, or ordinances.***

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Commissioner of Administration**

***As delegated by The Office of State Procurement***

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE

## **Exhibit A: Contract Terms**

### **1. Prompt Payment and Invoicing.**

- 1.1 Prompt Payment. The State will pay the Contractor pursuant to Minn. Stat. § 16A.124, which requires payment within 30 days following receipt of an undisputed invoice, or merchandise or service, whichever is later. Terms requesting payment in less than 30 days will be changed to read “Net 30 days.”  
Notwithstanding the foregoing, the State may pay the Contractor in advance for purchases as allowed pursuant to Minn. Stat. §16A.065.

The payment for each order will only be made for goods received or services actually performed that have been accepted by the ordering entity, and meet all terms, conditions, and specifications of the Contract and the ordering document.

- 1.2 Invoicing. At a minimum the invoice must meet the requirements found on Exhibit D which provides a list of minimum invoice requirements.

### **2. Assignment, Amendments, Waiver, and Contract Complete.**

- 2.1 Assignment. The Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 2.2 Amendments. Any amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 2.3 Waiver. If the State fails to enforce any provision of this Contract, that failure does not waive the provision or its right to enforce it.
- 2.4 Contract Complete. This Contract contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

### **3. Termination.**

- 3.1 Termination for Convenience. The State or Commissioner of Administration may cancel this Contract at any time, with or without cause, upon 30 days’ written notice to the Contractor. Upon termination for convenience, the Contractor will be entitled to payment, determined on a pro rata basis, for services or goods satisfactorily performed or delivered.
- 3.2 Termination for Breach. If the Contractor fails to perform according to the contract terms and conditions, the State is authorized to immediately cancel the Contract or purchase order, or any portion of it, and may obtain replacement goods or services and charge the difference of costs to the defaulting Contractor. In the event of default, the State reserves the right to pursue any other remedy available by law. A Contractor may be removed from the vendors list, suspended or debarred from receiving a Contract for failure to comply with terms and conditions of the Contract, or for failure to pay the State for the cost incurred on the defaulted Contract.
- 3.3 Termination for Insufficient Funding. The State may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Contract. Termination

must be by written notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding. This notice will be provided within a reasonable time of the State's receiving notice.

#### **4. Force Majeure.**

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

#### **5. Indemnification.**

5.1 In the performance of this Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Contractor, Contractor's reseller, any third party that has a business relationship with the Contractor, or Contractor's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

5.2 Nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

#### **6. Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

#### **7. Contract Use by State Agencies.**

To the extent applicable, the Contract does not prohibit state agencies from using their delegated purchasing authority to procure similar goods and services from other sources.

#### **8. Warranty.**

The Contractor warrants to the ordering entity that materials and equipment furnished under the Contract will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by

abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If requested, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment used.

All installation materials and labor shall be guaranteed for a period of one (1) year following the date of final acceptance. During the first year following acceptance, the Contractor shall, upon notification by the ordering entity of any malfunctions, make necessary repairs, including labor, travel, and materials, at the Contractor's expense.

#### **9. Delivery.**

Contractor is obligated to deliver within the quoted lead times. If delivery is not made within that time frame, the State reserves the right to deem the Contractor in default.

Contractor must confirm delivery locations and requirements with the ordering entity. Prior to delivery, the Contractor is responsible for confirming in writing with the ordering entity that the delivery location will accommodate unloading the equipment. Contractor must notify the receiving entity at least 72 hours before delivery to allow for inspection and compliance. No delivery can be made on a State Holiday (as defined in Minn. Stat. § 645.44, subd. 5), on Saturday or Sunday, or after 4:00 p.m. Central Time on weekdays, without prior written approval by the receiving entity.

#### **10. Risk of Loss.**

The State is relieved of all risks of loss or damage to the goods and equipment during periods of transportation, installation by the Contractor, or while in the possession of the Contractor or its agent.

#### **11. Purchase Orders and Purchasing Cards.**

The parties agree that there is no minimum order requirements or charges to process an individual purchase order unless otherwise stated in the Contract. The Purchase Order number must appear on all documents (e.g., invoices, packing slips, etc.).

The Contractor must accept a purchasing card for order placement in addition to accepting a purchase order, without passing the processing fees for the purchasing card back to the State. The State's single purchase maximum on the Contract is \$5,000 on the purchasing card, but it may be increased with the State's and the Contractor's approval.

#### **12. Items Offered as New.**

All products, materials, supplies, replacement parts, and equipment offered and furnished must be new, of current manufacturer production, and must have been formally announced by the manufacturer as being commercially available, unless otherwise stated in this Contract.

#### **13. Product Changes During the Contract.**

All product offered should be available during the initial term of the contract. The Contractor must notify the State's Authorized Representative immediately if the manufacturer discontinues or replaces a contracted model number. A replacement model number must meet the contract specifications. The State is under no obligation to accept a replacement model. Any change to a contracted model number must be confirmed in writing by the State through a written amendment. The State reserves the right to request documentation for any requested change under this section to evaluate how the specifications of the replacement product deviates from the specifications of the replaced product.

#### **14. Product Returns.**

- 14.1 Defective or Non-conforming Product. The Customer may return any product determined by the Customer as defective or not conforming to the specifications, order, or contract, within 60 calendar days of receipt with no restocking or return shipping fee.

The Contractor should provide the Customer with a Return Merchandise Authorization number (RMA) and must arrange for a “call tag” to be issued via a “carrier” to order pick up of the defective or non-conforming product from the Customer. The “carrier” must pick up the defective or non-conforming product at the address to which the product was shipped.

14.1.1 Replacement of Defective or Non-conforming Product. The Customer may request the Contractor provide a replacement product or cancel the order. If the Customer chooses to have the defective or non-conforming product replaced, the Contractor must replace a defective or non-conforming product at no cost to the Customer.

14.1.2 Return of Defective or Non-conforming Product (without replacement). The Customer’s account must be credited within fourteen (14) calendar days of arrival of the returned product at the Contractor’s location. The amount to be credited must be the equal of the price of the product plus all freight, shipping, handling, or ancillary charges associated with shipment of the product from and return to the shipping location. If, after inspection, the Contractor determines that the product is not defective or non-conforming, the Contractor may bill the Customer for the return shipping charges.

## **15. Subcontracting and Subcontractor Payment.**

15.1 Subcontracting Allowed. A subcontractor is a person or company that has been awarded a portion of the Contract by Contractor. Only subcontractors that have been approved by the State’s Authorized Representative can be used for this Contract.

After the effective date of the Contract, the Contractor shall not, without prior written approval of the State’s Authorized Representative, subcontract for the performance of any of the Contractor’s obligations that were not already approved for subcontracting when the Contract was awarded. During this Contract, if an approved subcontractor is determined to be performing unsatisfactorily by the State’s Authorized Representative, the Contractor will receive written notification that the subcontractor can no longer be used for this Contract.

The provisions of the Contract shall apply with equal force and effect to all approved subcontractors engaged by the Contractor. Notwithstanding approval by the State, no subcontract shall serve to terminate or in any way affect the primary legal responsibility of the Contractor for timely and satisfactory performances of the obligations contemplated by the Contract.

15.2 Subcontractor Payment. Contractor must pay any subcontractor in accordance with Minn. Stat. § 16A.1245.

## **16. Data Disclosure.**

Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the Contractor consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Contractor to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

## **17. Government Data Practices.**

The Contractor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data

provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Contractor or the State.

If the Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify and consult with the State's Authorized Representative as to how the Contractor should respond to the request. The Contractor's response to the request shall comply with applicable law.

## **18. Intellectual Property Rights.**

18.1 Definitions. For the purpose of this Section, the following words and phrases have the assigned definitions:

18.1.1 "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract.

18.1.2 "Pre-Existing Intellectual Property" means intellectual property developed prior to or outside the scope of this Contract, and any derivatives of that intellectual property.

18.1.3 "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. "Works" includes Documents.

18.2 Ownership. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Contract. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

18.3 Pre-existing Intellectual Property. Each Party shall retain ownership of its respective Pre-Existing Intellectual Property. The Contractor grants the State a perpetual, irrevocable, non-exclusive, royalty free license for Contractor's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Contract.

18.4 Obligations.

18.4.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees

and subcontractors, in the performance of this Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

18.4.2 Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities.

18.4.3 Indemnification. Notwithstanding any other indemnification obligations addressed within this Contract, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## **19. Copyright.**

The Contractor shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Contract.

## **20. Assignment of Antitrust Rights.**

Upon the request of the State of Minnesota, Contractor will irrevocably assign to State any state or federal antitrust claim or cause of action that the Contractor now has or which may accrue to the Contractor in the future, in connection with any goods, services, or combination provided by Contractor under the terms of this Contract.

## **21. Contractor's Documents.**

Any licensing and maintenance agreement, or any order-specific agreement or document, including any pre-installation, linked or "click through" agreement that is allowed by, referenced within or incorporated within the Contract whenever the Contract is used for a State procurement, whether directly by the Contractor or through a Contractor's agent, subcontractor or reseller, is agreed to only to the extent the terms within any such agreement or document do not conflict with the Contract or applicable Minnesota or Federal law, and only to the extent that the terms do not modify, diminish or derogate the terms of the Contract or create an additional financial obligation to the State. Any such agreement or document must not be construed to deprive the State of its sovereign immunity, or of any legal requirements, prohibitions, protections, exclusions or limitations of liability applicable to this Contract or afforded to the State by Minnesota law. A State employee's decision to choose "accept" or an equivalent option associated with a "click-through" agreement does not constitute the State's concurrence or acceptance of terms, if such terms are in conflict with this section.



## **22. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

## **23. Publicity and Endorsement.**

23.1 Publicity. Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Contractor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

23.2 Endorsement. The Contractor must not claim that the State endorses its products or services.

## **24. Debarment by State, its Departments, Commissions, Agencies, or Political Subdivisions.**

Contractor certifies that neither it nor its principals is presently debarred or suspended by the Federal government, the State, or any of the State's departments, commissions, agencies, or political subdivisions. Contractor's certification is a material representation upon which the Contract award was based. Contractor shall provide immediate written notice to the State's Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

## **25. Contingency Fees Prohibited.**

Pursuant to Minn. Stat. § 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

## **26. Certification of Nondiscrimination (in accordance with Minn. Stat. § 16C.053).**

If the value of this Contract, including all extensions, is \$50,000 or more, Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

## **27. Non-discrimination (in accordance with Minn. Stat. § 181.59).**

The Contractor will comply with the provisions of Minn. Stat. § 181.59.

## **28. Hazardous Substances.**

To the extent that the goods to be supplied to the State by the Contractor contain or may create hazardous substances, harmful physical agents, or infectious agents, as set forth in applicable State and federal laws and regulations, the Contractor must provide the State with Material Safety Data Sheets regarding those substances. A copy must be provided upon request. Goods and containers supplied to the State must be labeled in compliance with state and federal laws, rules, and regulations.

These terms apply to goods supplied under this contract:

28.1 Products Containing Triclosan Banned. The Contractor must comply with Minn. Stat. § 145.945.

28.2 Products Containing Certain Types of Polybrominated Diphenyl Ether Banned. The Contractor must comply with Minn. Stat. § 325E.385-325E.388).

28.3 Coal Tar Sealant Use and Sale Prohibited. The Contractor must comply with Minn. Stat. § 116.202.

28.4 Products Containing Mercury. The Contractor must comply with Minn. Stat. 116.92.

### **29. Paper and Printing Requirements.**

In accordance with Minn. Stat. § 16C.073, when practicable under the scope of the Contract, the Contractor shall:

- use uncoated office paper and printing paper;
- use recycled content paper with at least 30 percent post-consumer material by weight;
- use paper which has not been dyed with colors, excluding pastel colors;
- use recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
- use reusable binding materials or staples and bind documents by methods that do not use glue;
- use soy-based inks; and
- produce reports, publications, and periodicals that are readily recyclable.

This requirement does not apply to coated paper that is made with at least 50 percent post-consumer materials.

The Contractor must print documents on both sides of paper where commonly accepted publishing practices allow.

### **30. Survival of Terms.**

The following clauses survive the expiration or cancellation of this Contract: Indemnification; State Audits; Government Data Practices; Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure. Any other Contract term that expressly states or by its nature shall survive, shall survive.

### **31. Quality.**

Printed products must be premium quality. Product received that are of inferior quality, or do not meet specifications will be returned to the Contract Vendor. The Contract Vendor is responsible for all pick-up and replacement costs.

Continued delivery of unacceptable products may result in the State purchasing the product on the open market and charge the difference in the open market price and the Contract price to the Contract Vendor.

### **32. Over and Under Runs.**

Over-runs or under runs of no more than 5% of the total quantity are acceptable without prior written authorization by the State's approval.

### **33. Brand Colors.**

All colors must match Lottery brand colors as closely as possible regardless of production process. PMS Green 382, PMS Orange 1655, PMS Yellow 109, PMS Blue 311, PMS Teal 321, PMS Purple 254, and PMS Red 185. Brand usage guide and recommended CMYK blends available upon request. Product must use eco-friendly materials and be fade resistant for up to 4 months via fade resist ink, coating, or relevant production process.

### **34. Proof Specifications.**

Awarded vendor is required to provide proofs below. Cost should be included with product unit price when quoted in Price Chart. If proof is incorrect because of Contract Vendor's error, an additional proof shall be provided to the Lottery at no additional cost to the Lottery. If an additional proof is requested by the Lottery because of alterations requested by the Lottery, the cost of the additional proof will be the responsibility of the Lottery. Pricing for the additional proof (if requested) must be provided on the price schedule. If no price is provided, then the State will assume there is no charge.

- 1 High resolution PDF Proof
- 1 Hard Contract/Epson Proof (for color matching, Offset production only)
- 1 Low resolution hard proof to check size, shape, imposition and construction. (Digital or Offset production)

- 1 Hard Digital Pre-Production Proof (Digital or Offset production)
- 1 Hard Offset Press Proof (for applicable jobs upon request, Offset production only)

### **35. Materials.**

Product must use eco-friendly materials and be fade resistant for up to 4 months via fade resist ink, coating, or relevant production process. Cost should be included with product unit price when quoted in Price Chart. Must specify processed used if award on Exhibit D: Pricing.

### **36. Art Files.**

All artwork remains the property of the Minnesota State Lottery.

Artwork to be provided to vendor upon award.

Artwork to be provided by MSL via FTP or email.

If artwork does not match the specifications within this document, awarded vendor must contact MSL for a review of the submitted file. If new artwork is required MSL will make needed changes and re-submit to the vendor. Any cost associated with art re-submission due to MSL error must be indicated on the price sheet below.

### **37. State Business Days.**

Monday through Friday excluding any state Holidays as listed below.

New Year's Day	Martin Luther King Jr. Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veterans Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	

### **38. W9.**

The Awarded Contract vendor must submit a W9 Tax Form to [purchasing@mnlottery.com](mailto:purchasing@mnlottery.com).

### **Exhibit B: Insurance Requirements**

This Contract does not have any insurance requirements.

**1. Duties.**

The Contract Vendor will work closely with MSL's Print Coordinator and assist in printing the Sold Out Stickers. The Contract Vendor is responsible for the delivery of goods according to the deadlines indicated.

**2. Print Specifications.**

Contracted Vendor must follow requirements stated below. If Contract Vendor wishes to change any part of specification, approval from MSL is required, and Amendment must be executed for duties/specifications not listed here.

- a. Size. Individual Stickers 3.75"w x 2.5"h. Backing sheet is 4"w x 8"h 3-up. Art has a common bleed so no gutters are necessary. Three 2.5" stickers in a column per 8" backer sheet.
- b. Print Process: Offset, Flexo, Latex, UV, Digital are acceptable. Must specify process used in [Attachment D: Additional Information](#)
- c. Material is required to be durable, withstand daily sanitization and cleanup of spills, easy-to-handle, and thin enough so as not to catch the edges on items that are slid over the top of the counter on a daily basis (i.e., keys, soda cans, ice bags, oil or window washing fluid, etc.). Parent sheets must have three kiss cut stickers on each backer.

**3. Inks/laminate.**

- a. Inks and Coating is 2/0 Background PMS Cool Gray 7 + a screen of K for the loon. Requesting a previous sample is advised for tint matching K.
- b. Must not fade, smear, chip, bubble or become see-through over time nor with use of cleaners or with normal exposure to sunlight.
- c. Inks/Laminate/Substrate must not shrink, bubble, discolor, peel, crack, chip or become brittle for the length of intended use (minimum of 6 weeks).

**4. Adhesive.**

- a. on back side of the Sold Out Sticker must adhere highly aggressively to the face of a vinyl matte laminated or a flood satin UV coated Counter Scratch Display Sticker (CSDS).
- b. Adhesive must not leave residue when sticker is removed
- c. Highly aggressive, removeable, residue free and chemically resistant adhesive on non-laminated side

**5. Approved Removable Adhesive Vinyl Substrates (approved combos known to work well together).**

- 036 WG White Polyprop 347/50, 3.6 - 4mil with 1mil PET classic #10092 overlam
- 85# Synaps Synthetic
- 3.6 mil White BOPP/Window Removable Adhesive/50# Paper Liner with a 2.0 mil Gloss Clear PP Laminate/Permanent Adhesive
- Aggressive, removable and residue free adhesive
- Fade resist UV or OptaFilm ink
- 1.7 mil crystal clear gloss overlam on front
- 036 WG Polyprop 347/50 with a 2 mil laminate.
- RI20076 3.2 mil vinyl with rl26003 1 mil poly overlam
- mil NTC white Flex Vinyl w/Removable Acrylic adhesive with a 1mil clear UV resistant Polyester Overlam. Perm. Adhesive Emulsion Acrylic. 80# CC Layflat Liner

**6. Finishing/Bindery.**

- Individual Stickers are 3.75"w x 2.5"h with overlaminate
- Stacked 3 up vertically kiss-cut with matrix/waste paper removed

- Backing sheet is 4" w x 8" h. 0.139 RCR (rounded corners) on each sticker
- Cut Stickers so that the backing sheet remains intact, leaving the sticker on the backing sheet ready to peel off.

**7. Delivery and Packaging Requirements:**

a. Roseville Headquarter Office, 2645 Long Lake Road, Roseville, MN 55113

b. Packaging:

- i. Cartons labeled with Job and quantity within carton.
- ii. Slip Sheet in 100s, carton packed with 2,000 sheets per box

c. Delivery truck must be dock height for shipments of 20 cases or more. NO 53 ft. semi-trailers. Max. pallet height 66". Max. pallet size 42" x 46". Max. case 50 lbs. Dock hours: 7:00 AM to 3:00 PM. Contact stores clerk before delivery @ 651-635-8158. Maximum case weight 50 lbs./case.

d. Lead Time: MSL will provide approximately 10-12 business days from receipt of print-ready art to delivery due date.

e. Dates of Delivery:

- i. April 12, 2024
- ii. August 9, 2024
- iii. December 13, 2024

**8. Vendor Substrate Information.**

Paper Manufacture Type:

☐

MN Paper:

\_\_\_\_\_ Mfg Name & Location

☐

Non-MN Paper

Specify Print Process:

Specify Vinyl Substrate:

Specify Laminate:

Specify Paper Stock:

Specify Press / Ink Information:

## Exhibit D: Pricing

### 1. Contract Pricing.

1.1 In General. Prices listed take into consideration all inherent costs of providing the requested goods and services. The Contractor agrees to pay any and all fees, including, but not limited to: duties, custom fees, permits, brokerage fees, licenses and registrations, government taxes, overhead, profit, parking permits, proper disposal of materials, insurance payments. The State will not pay any additional charges beyond the price(s) listed, unless otherwise provided for by law or expressly allowed by the Contract. Prices listed within Exhibit D are maximum prices. These maximum prices shall remain firm for the initial term of the Contract. The Price List may not include any additional terms or conditions. A unit price and a total for the quantity must be stated for each item quoted. Prices must be quoted in United States currency. Any increase to Contract pricing requires a duly executed amendment to this Contract. Contractor may provide lower pricing at its discretion without requiring a duly executed amendment to the Contract.

### 2. Price Schedule(s).

The following price schedule(s) are hereby attached and incorporated into this Exhibit D as follows:

#### 2.1 Price Schedule A

Description	Total Quantity	Unit Cost / ea	Extended Cost
Sold Out Stickers			

2.2 Price Schedule B – Proofs are as needed and upon request. Fixed pricing below is additional cost for each Sticker Version after the first set has been provided by the Contract Vendor.

Types of Proofs	Quantity	Unit Price
High Resolution PDF Proof	As Needed	
Hard Contract/Epson Proof*	As Needed	
Low Resolution Hard Proof*	As Needed	
Hard Offset Press Proof	As Needed	
Art Re-Submission	As Needed	

### 3. Prompt Payment Terms.

Contractor's payment terms are [to be completed based on response to the solicitation, (i.e., Net 30, 1% in 30 Net 31, etc.).]

### 4. Delivery. [for goods, delete if contract is for services only]

Contractor must deliver the ordered goods [to be completed based on response to the solicitation (i.e., 10 days, 6 weeks, etc.)], after receipt of order (ARO).

### 5. Transportation.

All prices must be FOB Destination, prepaid and allowed (with freight included in the price), to the ordering entity's receiving dock or warehouse, or as otherwise instructed on the purchase order by the ordering entity. In those situations in which the "deliver-to" address has no receiving dock or agents, the Contractor must be able to deliver to the person specified on the purchase order.

### 6. Taxes.

Do not add sales tax to the prices being offered. Awarded vendor must include applicable taxes upon invoicing.

## **7. Invoice Requirements.**

Contractor hereby waives the right to enforce any term which contradicts or modifies any term of the solicitation or any Contract that may result, including subsequent amendments to the Contract, or would result in an unencumbered expense if enforced against the state. Contract quote and invoice must contain, at a minimum:

- Customer name
- MSL Purchase Order number field
- Item/service description
- Item quantity
- Unit Price & Extended Cost
- Applicable Taxes