

MN State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
purchasing@mnlottery.com

## REQUEST FOR BID (RFB) ADDENDUM

Addendum No.: 1

Date of Addendum:

RFB Number: 30983

Agency: MN State Lottery

Due Date, Time: 12/7/21, 2:00 PM

Revised Date: 11/23/21 Time: 2:00 PM

Buyer: Kolby Sabrina

### **SCOPE OF ADDENDUM – Q & A**

Question 1: In section 3.2, page 14 of the sample contract, it shows the size for Version #3 as “n/a”.

Answer 1: All version sizes should be 4” x 6.5”. Please refer to revised Exhibit C: Pricing attached to complete and attach with bid response.

This addendum shall become part of the RFB and **MUST** be returned with the RFB.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE:

### Exhibit C: Specifications, Duties, and Scope of Work

1. **Scope of Work.** MN State Lottery (MSL) utilize Tower Topper Cards as part of promotional advertisement. They are customized to fit ticket dispenser displays at retailer locations and will be order periodically based on MSL’s promotional schedule.
2. **Duties.** The Contracted Vendor will work closely with MSL’s Print Coordinator and assist in printing Tower Topper Cards. The Contracted Vendor is also responsible with delivery of goods according to deadlines.
3. **Print Specifications.** Tower Topper Cards are designed specific to its shape, size, or cut. Refer to section 3.2 [Tower Topper Cards Version](#) below for details. Contracted Vendor must follow requirements stated below. If Contract Vendor wishes to change any part of specification, approval from MSL is required, an Amendment must be executed for duties/specifications not listed here.

#### 3.1 General Requirements.

- Paper Stock: 24C2S
- Inks and Coating: 4/4, product should use materials that are eco-friendly and fade resistant (up to 4 months)
- Sides: 2 sided
- Print Process: Offset over 1000, digital under 500. Must specify process used in [Exhibit D: Pricing](#).
- Quantities specified for each version is only an estimate. Actual quantity is subject to change and will follow the quantity table on section [3.3 Quantity table](#) below.

#### 3.2 Tower Topper Cards Versions.

Version #	Size	Finish/Bindery
1	4" x 6.5"	Rectangle
2	4" x 6.5"	Rectangle, Four .25 rounded corners
3	<u>4" x 6.5"</u>	Die cut, a special shape requiring custom die for each print job

#### 3.3 Quantity Table. This is the estimated of quantities MSL will print for each order.

Version #	Quantities/Order	Estimated Number of Orders	Estimated Total Qty per Contract
1 – <u>Rectangle</u>	6,500-7,500	8	60,000
2 – <u>Rectangle, rounded corners</u>	6,500-7,500	8	60,000
3 - <u>Die cut</u>	6,500-7,500	4	30,000

4. **Packaging Specifications.** Contract Vendor may work directly with Print Coordinator or delegated authority to confirm accurate packaging instructions at the time of order.

- *Packing specifications subject to change based on quantity ordered.*
- Cartons should be labeled with 1) Job Name, 2) ROS Warehouse, and 3) Qty.
- Shrink-wrapped packs boxed separately.