

REQUESTS FOR PROPOSALS

DPA# 23-LOTT-001

Pick-3 and Pick-4 Draw Machine Replacement

Bid Reference Number: DPA# 23-LOTT-001

RFP Issue Date: July 25, 2022

Questions Due: August 1, 2022 by 3:00 PM Eastern

Proposals Due: August 8, 2022 by 5:00 PM Eastern

State of New Jersey

Department of the Treasury

Division of State Lottery

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

The State of New Jersey, Department of the Treasury, Division of State Lottery (“Division of Lottery”) is currently soliciting proposals with the intent to replace the current ball machines used for the Pick-3, Pick-4, and Fireball draw games.

The Division of Lottery conducts these drawing from its headquarters in Lawrenceville, NJ. The current Pick-3, Pick-4, and Fireball (single ball machine) machines in the studio and the backup Pick-4 and Fireball machines are all at the end of their useful life cycle.

The purpose of this RFP is to have a vendor custom build 3 replacement machines for the studio and an additional 2 replacement machines that will serve as emergency backups in the event the studio machines fail during our regular pre-draw tests.

1.2 MINIMUM QUALIFICATIONS: SCREENING CRITERIA

The bidder must have extensive experience building these types of machines. These machines support games that generate approximately \$700 million annually in sales. A record of accomplishment of producing reliable, industry trusted machines is essential.

Bidders should provide a summary of the manufacturer’s experience and presence in the lottery industry with their bid.

1.3 KEY EVENTS

1.3.1 Electronic Question and Answer Period

New Jersey Lottery will electronically accept questions and inquiries from all potential bidders via email at lacey.francis@treas.nj.gov.

- The Bid Reference Number should be clearly referenced in the subject line.
- Questions regarding the Standard Terms & Conditions and exceptions to mandatory requirements should contain requested changes.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet.

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1.3.2 **Deadline for Submission of Proposals**

In order to be considered for award, the proposal must be received by the Department of the Treasury on or before the due date and time as indicated on the cover sheet.

ANY PROPOSAL NOT RECEIVED BY THE DATE AND TIME INDICATED ON THE COVER SHEET WILL BE REJECTED.

Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to Department of the Treasury.

1.3.3 **Bidder Responsibility**

The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to the RFP. It is the sole responsibility of the bidder to be knowledgeable as to all of the requirements of this RFP. No special consideration will be given after proposals are received because of a bidder's failure to be knowledgeable as to such requirements.

1.3.4 **Cost Liability**

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a proposal in response to this RFP.

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2.0 SCOPE OF WORK

The manufacturer/bidder shall produce.

2.1 SPECIFIC REQUIREMENTS

2.1.1 Three (3) multipick ball machines and two (2) single pick ball machines to support our [Pick-3](#), [Pick-4](#), and Fireball games rules. These machines must stylistically match the JerseyCash5 and Pick-6 machines (pictured below) currently in our studio. This should include two (2) machines that draw 4 balls (Pick-4), two (2) machines that draw 1 ball (Fireball), and one (1) machine that draws 3 balls (Pick-3). The second Pick-4 machine will serve as an emergency backup for both Pick-3 and Pick-4 machines in the studio. The second Fireball machine will serve as a backup to the fireball machine in the studio.

These machines must be independent machines affixed to castors in the event pre-draw testing identifies a problem and we need to replace the machine for a backup. The machines must be set-up in the current format in the studio (from left to right, Pick-3 – Fireball – Pick-4). The total width of the machines after they are set up in the studio must not exceed 86". The selected balls must be the same height as the displays for the current JerseyCash5 and Pick-6 machines.



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- 2.1.2 Eight (8) ball sets for Pick-3, six (6) ball sets for Pick-4, and seven (7) ball sets for Fireball. Each ball sets should be for the (0-9) number range. The Pick-3 and Pick-4 sets must be white balls with black numbering. The Fireball sets must be red balls with white lettering. This must be the same font and style as the current balls for these games. Each of the 21 sets should include small print, unique security codes that allows the Lottery to ensure the sets are never co-mingled.
- 2.1.3 Cabling needed to connect the new Pick-3, Pick-4, and Fireball machines must also be included and integrate into the Lottery's existing studio control panel.
- 2.1.4 Signage/graphics for the front of the machines using NJ Lottery logos and slogan (TBD) must be provided.

2.2 MAINTENANCE AND SERVICE

The manufacturer/bidder should be prepared to provide semi-annual servicing and inspections of these machines onsite at the Lottery's headquarters in Lawrenceville, NJ. The bidder must also be able to be onsite within 6 hours of receiving a service call for the machines in the event there is a breakdown.

2.3 PAYMENT

Payment will be released upon deliver, set-up, and successful testing of the machines.

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3.0 PROPOSAL PREPARATION AND SUBMISSION

3.1 PROPOSAL PREPARATION – GENERAL

- 3.1.1 In order to be considered, a proposal must arrive at the Department of the Treasury in accordance with the instructions on the RFP cover page. Bidders are cautioned to allow adequate delivery time to ensure time delivery of proposals. Late proposals shall be ineligible for consideration.
- 3.1.2 The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's cover page, in preparing and submitting its proposal.
- 3.1.3 All proposals must be typed or written in ink and signed by the bidder. Electronic signatures are not acceptable.

3.2 PRICING

On the attached "Agency Request for Proposal" form (PB-120), the bidder must provide hourly consulting rates. The total dollar amount for this bid **must not exceed \$125,000.00**.

By submitting a proposal, the bidder certifies that the price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

3.3 PROPOSAL SUBMISSION

The bidder must submit the original signed "Agency Request for Proposal" form (PB-120) along with all other required documents to the address provided below.

3.3.1 Delivery Address for Proposals

State of New Jersey
Division of Lottery – Fiscal Resources
Attn: Lacey Francis
1333 Brunswick Ave Circle
Trenton, NJ 08646

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3.3.2 Emailed Proposal Submission

The bidder may email the signed "Agency Request for Proposal" form (PB-120) along with other documents to lacey.francis@treas.nj.gov on or before the bid due date listed on the RFP cover sheet.

It is the **bidder's responsibility** to confirm Department of the Treasury's receipt of emailed proposals.

The bidder must also mail and/or deliver the documents containing the original signatures to the address listed above.

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4.0 CONTRACT AWARD

3.3 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

- 3.3.1 State of New Jersey Standard Terms and Conditions
- 3.3.2 Ownership Disclosure Form
- 3.3.3 Disclosure of Investigations and Other Actions Involving Bidder
- 3.3.4 Disclosure of Investment Activities in Iran Form
- 3.3.5 Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions
- 3.3.6 Chapter 271 Vendor Certification and Political Disclosure Form
- 3.3.7 MacBride Principals Form
- 3.3.8 Proof of Business Registration
- 3.3.9 Certificate of Insurance / ACORD – must contain limits outlined within State of New Jersey Standard Terms and Conditions
- 3.3.10 Source Disclosure Form
- 3.3.11 Affirmative Action Compliance

The “Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transaction” form is attached for the bidder’s reference. This form can be found at <https://www.nj.gov/treasury/purchase/forms.shtml> under the heading “Vendor DPA and Waiver Forms”. While on this website, bidders can click on the form name listed on the checklist to access the form.

Hard copies of the state required forms are attached to the RFP.

The “Organ and Tissue Donation Statute” memorandum has been included for informational purposes.