

STATE OF NORTH CAROLINA

NC EDUCATION LOTTERY



IMPORTANT ADDENDUM

November 2, 2009

THIS BID ADDENDUM DOES NOT HAVE TO BE RETURNED:

BID NUMBER: LC-000022
ADDENDUM NUMBER: 1
PURCHASER: Michele Goff

COMMODITY: Fire Suppression System and Related Services
USING AGENCY: North Carolina Education Lottery
OPENING DATE/TIME: November 20, 2009, 4:00 pm EST

INSTRUCTIONS:

Please make the following change(s) in the bid referenced above:

A.) ADDITION OF SPECIFICATIONS AND ATTACHMENT:

SECTION 2.12 (TO PAGE 5) - E-PROCUREMENT SERVICE REQUIREMENTS

2.12 E-PROCUREMENT SERVICE REQUIREMENTS

Please note this ITB is subject to E-Procurement requirements. It is the responding Lottery Supplier's responsibility to read the following terms and conditions carefully and consider them in preparing the Bid. By submitting a Bid, Lottery Supplier acknowledges acceptance of all terms and conditions, including those related to e-procurement.

General information on the e-procurement service can be found at: http://www.ncgov.com/eprocurement/asp/section/ep_index.asp. Instructions are also provided in Exhibit 2 of this ITB.

Payment by the NCEL shall be conducted through the Statewide E-Procurement Service. The Lottery Supplier shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of the Contract.

THE SUCCESSFUL LOTTERY SUPPLIER(S) SHALL PAY A TRANSACTION FEE OF 1.75% (.0175) ON THE TOTAL DOLLAR AMOUNT (EXCLUDING SALES TAXES) OF EACH PURCHASE ORDER. The transaction fee is handled by a third party Supplier Manager. This fee applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. The transaction fee shall not be stated or included as a separate item on the invoice. The Successful Lottery Supplier will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the Successful Lottery Supplier. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the Successful Lottery Supplier's failure to perform or comply with specifications or requirements of the Contract.

The Successful Lottery Supplier, as applicable, will be invoiced monthly for the State's transaction fee by the Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Successful Lottery Supplier identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and the Successful

Lottery Supplier shall have waived its right to later dispute the accuracy and completeness of the invoice. Payment of the transaction fee by the Successful Lottery Supplier is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, the Successful Lottery Supplier may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the NCEL has not been received by the Successful Lottery Supplier. If payment of the transaction fee is not received by the State within this payment period, it shall be considered a material breach of Contract. The Supplier Manager shall provide, whenever reasonably requested by the Successful Lottery Supplier in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.

The Successful Lottery Supplier agrees at all times to maintain the confidentiality of its user name and password for the Statewide E-Procurement Services. If a Successful Lottery Supplier is a corporation, partnership or other legal entity, then the Successful Lottery Supplier may authorize its employees to use its password. The Successful Lottery Supplier shall be responsible for all activity and all charges by such employees. The Successful Lottery Supplier agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the Successful Lottery Supplier's account, the Successful Lottery Supplier shall immediately change its password and notify the Supplier Manager of the security breach by e-mail. The Successful Lottery Supplier shall cooperate with the NCEL and the Supplier Manager to mitigate and correct any security breach.

ATTACHMENT F

Please be advised NCEL uses the information on vendor link and e-procurement for potential vendors to call. Please make sure you are registered on both sites. You can register at the following locations:

(Required) For E-Procurement (the system NCEL processes purchase orders through):

<https://vendor.ncgov.com/login>

Fill in the required information under "New Vendor Registration" and click register to continue the process. Please write down your User ID and password in case you need to go back later and update your information.

(Optional) You will find a separate link for "Vendor Link/HUB Registration." (The system many state agencies use to post their bids to the Internet)

<http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Click on Vendor Registration/ HUB Verification. You will need to accept the terms in order to continue the registration process. Fill in all required fields and submit information. Be sure your email address is correct as that establishes the notification process to you when bids are posted that you would be interested in bidding on. Write your User ID and password down in case you need to update your information at a later date.

You will need Adobe Acrobat Reader on your computer in order to view our bids. If you do not have this, it can be downloaded free of charge by clicking on the Adobe Acrobat link below.

<http://www.adobe.com/products/acrobat/readstep2.html>

Our bids may be viewed at the following links:

http://www.nc-educationlottery.org/vendor_information.aspx

or

<http://www.ips.state.nc.us/ips/deptbids.asp>

Click on the North Carolina Education Lottery link. Click on the bid number to view the bid.

If you have problems registering, please call:

E-Procurement helpdesk at 1-888-211-7440 for E-Procurement assistance

or

Michele Goff at NC Education Lottery for Vendor Link Registration at the number listed below.

Michele Goff
Purchasing Administrator
NC Education Lottery
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