



# RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

NOVA RECORDS MANAGEMENT LLC  
 DBA CORNERSTONE RECORDS MANAGEMENT  
 PO BOX 79791  
 BALTIMORE, MD 21279-0791  
 United States

Amendment Date: 31-AUG-12  
 Original Award Date: 07-MAR-12  
 Buyer: J Moynihan  
 Phone #:  
 FOB: Destination  
 Terms: NET 30  
 Vendor # 36382

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	<b>I N V O I C E</b>	Change Order Number 4 Award Number <b>3269404</b> Effective Period <b>07-MAR-12 - 30-SEP-12</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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RECORDS STORAGE AND RETRIEVAL SERVICES (MPA-163)

Description			Bid Number	Change Order Req#	
RECORDS STORAGE AND RETRIEVAL SERVICES (MPA-163)					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3269404 DATED 3/7/12:  CHANGE EFFECTIVE PERIOD: FROM: 3/7/12 - 8/31/12 TO: 3/7/12 - 9/30/12  EXTEND CONTRACT TO ALLOW SUFFICIENT TIME TO EVALUATE NEW RFP.			

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes



# RI Purchase Agreement Amendment Report

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

NOVA RECORDS MANAGEMENT LLC  
DBA CORNERSTONE RECORDS MANAGEMENT  
PO BOX 79791  
BALTIMORE, MD 21279-0791  
United States

Amendment Date: 25-JUN-12  
Original Award Date: 07-MAR-12  
Buyer: J Moynihan  
Phone #:  
FOB: Destination  
Terms: NET 30  
Vendor # 36382

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 2 Award Number <b>3269404</b> Effective Period <b>07-MAR-12 - 31-JUL-12</b>	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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RECORDS STORAGE AND RETRIEVAL SERVICES (MPA-163)

Description			Bid Number	Change Order Req#	
<b>RECORDS STORAGE AND RETRIEVAL SERVICES (MPA-163)</b>					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO PO #3269404 DATED 3/7/12:  CHANGE EFFECTIVE PERIOD: FROM: 3/1/07 - 6/30/12 TO: 3/1/07 - 7/31/12  EXTEND CONTRACT TO ALLOW SUFFICIENT TIME TO EVALUATE NEW RFP.			

**STATE PURCHASING AGENT**

Lorraine A. Hynes



# Notice of Contract Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

NOVA RECORDS MANAGEMENT LLC  
DBA CORNERSTONE RECORDS MANAGEMENT  
PO BOX 79791  
BALTIMORE, MD 21279-0791  
United States

RECORDS STORAGE AND RETRIEVAL SERVICES (MPA-163)	
<b>Award Number</b> 3269404	<b>Effective Period:</b> 07-MAR-12 - 30-JUN-12

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States

<b>Date:</b> 07-MAR-12
<b>Buyer:</b> J Moynihan
<b>Shipping:</b> Paid
<b>Terms:</b> NET 30
<b>Vendor#:</b> 36382

Department	Type of Requisition	Bid Number	Requisition Number
	MPA-163	B06338	

PO #3024730 IS CANCELLED.

VENDOR NAME CHANGED:  
FROM: CAPITAL RECORD MANAGEMENT CTR.  
TO: NOVA RECORDS MANAGEMENT LLC

PO #3269404 REPLACES PO #3024730 AND IS ISSUED TO NOVA RECORDS MANAGEMENT LLC FOR THE REMAINDER OF THE CONTRACT.

3/7/12 - 6/30/12

MASTER PRICE AGREEMENT #163

RECORDS STORAGE AND RETRIEVAL SERVICES

PER ATTACHMENTS

<b>STATE PURCHASING AGENT</b>
Lorraine A. Hynes

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Delivery of goods or services as described herein shall be deemed acceptance of these requirements

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

#### **CAMPAIGN FINANCE COMPLIANCE**

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

#### **ARRA SUPPLEMENTAL TERMS AND CONDITIONS**

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)."

#### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

#### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

#### **AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

#### **PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General

Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.