



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**CONTRACT USER GUIDE**  
**BUS SERVICES**  
**MASTER PRICE AGREEMENT (“MPA”) #164**  
**BID SOLICITATION # 7549333**  
**CONTRACT TERM 3/1/2015 – 2/28/2017**  
**WITH NO RENEWAL OPTIONS**

**BACKGROUND:**

One vendor submitted a bid proposal.

**WHO CAN USE THIS CONTRACT:**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**VENDOR AWARDS CONTACT INFORMATION:**

**Purchase Order # 3414986**

**Vendor Name:** First Student

Existing Accounts

Contact Name: Rosie Rios (Providence)  
Tel: 401-464-4350  
Email: [rosie.rios@firstgroup.com](mailto:rosie.rios@firstgroup.com)

Existing Accounts

Contact Name: Richard Capriolo (Providence)  
Tel: 401-943-7536  
Email: [Richard.capriolo@firstgroup.com](mailto:Richard.capriolo@firstgroup.com)

Emergency Contact

Contact Name: Bill Roche  
Tel: 401-245-1101 x 226  
Email: [bill.roche@firstgroup.com](mailto:bill.roche@firstgroup.com)



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**ALL ATTACHMENTS ARE DENOTED BY , AND APPEAR IN THE FOLLOWING ORDER:**

- CONTRACT USER GUIDE
- SAMPLE AGENCY NOTIFICATION LETTER TO VENDOR
- CHANGE ORDER TO ORIGINAL PURCHASE
- ALL PRIOR CHANGE ORDERS TO ORIGINAL PURCHASE (sequential order is most recent to #1)
- ORIGINAL PURCHASE AWARD (VENDOR AWARD)
- VENDOR AMENDMENT/S
- PRODUCT AND PRICING (IF NOT INCLUDED ON PURCHASE ORDER)
- SPECIAL INSTRUCTIONS
- TERMS AND CONDITIONS
- SUPPLEMENTAL ANALYSIS INFO – SEE MPA SEARCH RESULTS WEBPAGE
- OTHER – DESCRIPTION:

**DIVISION OF PURCHASES CONTACT:**

Name: David A. Cadoret  
Title: Chief Buyer  
Tel: 401-574-8131  
Email: [david.cadoret@purchasing.ri.gov](mailto:david.cadoret@purchasing.ri.gov)