



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

CONTRACT USER GUIDE
WINDOW AND GLASS REPAIR
MASTER PRICE AGREEMENT (“MPA”) #499
BID SOLICITATION #7548753
CONTRACT TERM 7/1/2014 – 9/30/2017
WITH NO RENEWAL OPTIONS

BACKGROUND:

Master Price Agreement 499 is new to the Division of Purchases MPA Portfolio. Bid solicitation #7548573 requested quotes for a comprehensive listing of two hundred sixty-six line items for window and glass repair and installation.

CONTRACT SUMMARY:

A matrix of the line items and vendor award pricing is attached to this guide for agency use. There are no renewal options allowed under this MPA.

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).

WORK ORDER CAPS:

There is a \$20,000.00 cap per project. Projects more than \$20,000.00 and up to \$30,000 are subject to prior written approval by the Division of Purchases. Projects expected to exceed \$30,000, and projects above \$20,000 lacking Purchases written approval, must be bid in accordance with Purchases Business Processes.

STATE AGENCY REQUIREMENTS:

- I. For projects over \$10,000 and up to \$20,000:
 - Vendor Quote
 - Agency Tentative Award Letter to Vendor.
 - Agency receipt of all required documentation per Tentative Award Letter: Executed Contract, Certificates of Insurance, and MBE Plan.
- II. For projects over \$20,000.00 and up to \$30,000:
 - Prior written approval from Division of Purchases is required.
Agency Instruction to request approval: Email Buyer Mosca at “gary.mosca@purchasing.ri.gov”, reference MPA 499 in the subject line, attach the Vendor Quote inclusive of the Scope of Work to the email.



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- Vendor Quote
- Written Approval issued by Purchases
- Agency Tentative Award Letter to Vendor.
- Agency receipt of all required documentation per Tentative Award Letter: Executed Contract, Certificates of Insurance, and MBE Plan.

AGENCY NOTIFICATION LETTER TO VENDOR:

A Sample Agency Notification Letter to Vendor is attached to the User Guide. The Notification Letter should be printed on the User Agency's Letterhead.

VENDOR AWARDS CONTACT INFORMATION:

Purchase Order: 3394183
Vendor Name: Krystal Glass & Door Inc.
New Accounts and Emergency Contact
Contact Name: Jim Seaver
Tel: 401-231-1600
Email: Jseaver415@gmail.com

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

- CONTRACT USER GUIDE
- 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: Tentative Award Letter (template) for user agency use.

DIVISION OF PURCHASES CONTACT:

Name: Gary P. Mosca
Title: Senior Buyer
Tel: 401-574-8124
Email: gary.mosca@purchasing.ri.gov