



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
ENVELOPES
MASTER PRICE AGREEMENT (“MPA”) # 49
BID SOLICITATION #7550546
CONTRACT TERM 8/1/2016 – 6/30/2017
WITH TWO 1-YEAR OPTIONS TO RENEW
AT THE SOLE DISCRETION OF THE STATE**

BACKGROUND:

[MPA #49](#) provides categories of envelopes in accordance with bid solicitation #7550546. The respective request for quotes included forty-six line items for possible award. Purchase Awards were issued to three vendors. Each vendor purchase award should be reviewed for the specific categories awarded and related pricing.

Recycled products were solicited and require recycled content and percentages of pre and post-consumer recycled content. Recycled items are available under this MPA.

The initial award covers an 11-month period as it expires on the fiscal year end date 6/30/17; there are two options to renew for the next two fiscal years.

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).

STATE AGENCIES ARE REQUIRED TO: Utilize the least expensive product offered whenever possible.

WORK ORDER CAPS and T&C ITEMS: The Division of Purchases has not established any ordering caps.

VENDOR AWARDS CONTACT INFORMATION (continued on page 2):

Purchase Order # 3476920

Vendor Name: BAY STATE ENVELOPE

New Accounts

Contact Name: David Luongo
Tel: (800) 462-6220
Email: d.luongo@baystateenvelope.com



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Purchase Order # 3476921

Vendor Name: MERIDIAN PRINTING INC

New Accounts

Contact Name: James Wilson
Tel: (401) 885-4882
Email: jwilson@meridianprinting.com

Purchase Order # 3476919

Vendor Name: TCC DISTRIBUTORS, INC

New Accounts

Contact Name: Kookie Mody
Tel: (651) 631-0075
Email: kookie@tccdis.com

DIVISION OF PURCHASES CONTACT:

Name: John A. Cowell, Jr.
Title: Buyer II
Tel: (401) 574-8114
Email: John.Cowell@purchasing.ri.gov