

**CONTRACT USER GUIDE  
LAMPS, BALLASTS, AND RELATED ELECTRIC SUPPLIES  
MASTER PRICE AGREEMENT ("MPA") #347  
BID SOLICITATION # 7549902  
CONTRACT TERM 11/1/2015 – 10/31/2018  
WITH 1 RENEWAL OPTION(S) FOR 1-YEAR TERM(S) AT THE SOLE OPTION OF  
THE STATE**

**BACKGROUND:**

Two vendors submitted proposals for this solicitation. Both vendors have been awarded purchase orders.

**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:**

- Solicit two written quotes from MPA Awarded Vendors for Each Purchase over \$1,000.
- Threshold for purchases on this MPA is \$10,000. Written approval from the Division of Purchases for any purchase anticipated to exceed \$10,000.00 is required.

**WORK ORDER CAPS and T&C ITEMS:**

Purchases under \$1,000 do not require agencies to obtain multiple quotes. Graybar has agreed to give the State a 1% discount if payment is issued within 25 days.

**STATE AGENCY SPECIAL INSTRUCTION:**

Attached are price lists of items vendor has agreed to hold pricing for 3 years. Attached are the percent discount off manufacturer's list price submitted by the vendors.

**VENDOR AWARDS CONTACT INFORMATION:**

**Purchase Order # 3441993**

**Vendor Name:** Graybar

New/Existing Accounts

Contact Name: Paul Lepre  
Tel: Office 401-709-4755 Cell 401-528-7298  
Email: paul.lepre@graybar.com

New/Existing Accounts

Contact Name: Bruce Olszewski  
Tel: Office 401-709-4764 Cell 508-439-1209  
Email: bruce.olszewski@graybar.com



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)

Inside Customer Service Representative

Contact Name: Scott Greaves  
Tel: Office 401-709-4758  
Email: [scott.greaves@graybar.com](mailto:scott.greaves@graybar.com)

**Purchase Order # 3441978**

**Vendor Name:** Northeast Electrical Distributors

New/Existing Accounts

Contact Name: Greg Paris  
Tel: Office 401-946-3760 Cell 401-486-7663  
Email: [greg.paris@needco.com](mailto:greg.paris@needco.com)

New/Existing Accounts

Contact Name: Robert Bentley (retiring 2/2/16)  
Tel: 401-946-3760  
Email: [Robert.bentley@needco.com](mailto:Robert.bentley@needco.com)

**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)