



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 Department of Administration  
 DIVISION OF PURCHASES  
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**MPA CONTRACT USER GUIDE**  
**MASTER PRICE AGREEMENT (“MPA”) #105**  
**GENERAL OFFICE SUPPLIES, SCHOOL SUPPLIES, PAPER,**  
**PROMOTIONAL ITEMS AND TONER CARTRIDGES**  
**CONTRACT TERM 07/01/2016 through 06/30/2019**  
**with two (2) one-year renewal terms at the sole option of the State.**

**BACKGROUND:**

The State has awarded the following Schedules to W.B. Mason Co. Inc:

Schedule A1	General Office Supplies Core List
Schedule A2	General Office Supplies Core List -Substitute
Schedule B1	Toner Contract List
Schedule C1	Paper Contract List (by Ream)
Schedule C2	Paper Contract List (by Carton)
Schedule C3	Paper Contract List (by Pallet & Truckload)
Schedule D1	School Supplies Core List
Schedule D2	School Supplies Core List - Substitute
Schedule E1	Non-Core Item List
Schedule G1	Rebates and Discounts

**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).

**EXCLUSIONS:**

It should be noted that this MPA specifically **excludes** the following items:

Computers and Related Equipment except small computer supplies (e.g., CD-Rs, monitor wipes, mouse pad)
Copiers, Copier Toner & Fax Copiers
Projectors
Software
Specialty Paper
Office Furniture

## RECYCLED OFFICE PAPER PRODUCTS:

The State has a mandate of with respect to office paper products, ***“at least fifty percent (50%) of the expenditure for office paper products purchased by the state of Rhode Island, its agencies and departments, shall be recycled paper products”***. This MPA has recycled paper product options and requests all Agencies to order recycled paper product options first. Other paper options are available however please consider the recycled options whenever possible.

## ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP):

The State and Vendor have coordinated to have recycled content in as many product offerings as possible. The items will have a symbol located on the product’s profile to draw attention to its recycled attributes when ordering.

## AGENCY REQUIREMENT TO USE CORE LIST:

Agencies should use the core list when placing orders. Any order for items not on the core list should be submitted for prior written approval of the Purchasing Agent via email to [Cheryl.Mcgurn@purchasing.ri.gov](mailto:Cheryl.Mcgurn@purchasing.ri.gov) and must include item description and item number.

## FUTURE MPA AWARDS:

Award determinations were not successfully reached on the following schedules and in turn, the Division of Purchases will be posting supplemental solicitations:

Schedule B2	Substitute for Toner Contract List-Generic
Schedule B3	Substitute for Toner Contract List- Remanufactured
Schedule F1	Promotional Items Core List

The MPA and User Guide will be updated once successful determinations are made on the supplemental solicitations.

## CONTACTS:

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### DIVISION OF PURCHASES:

#### First point of contact

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#### Second point of contact

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