



Request for Quote

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3/21/12
MMG*

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

BUYER: McGurn, Cheryl A
PHONE #: N/A

CREATION DATE : 21-MAR-12
BID NUMBER: 7449469,2
TITLE: PERSONNEL SERVICES - TEMPORARY (MPA # 157)

BLANKET START : 01-APR-12
BLANKET END : 31-MAR-13
BID CLOSING DATE AND TIME: 10-APR-2012 10:30:00

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MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
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Requisition Number:
Note to Bidders: BUYER - CHERYL MCGURN
401-574-8130

BIDDERS ARE REQUESTED TO FURNISH HOURLY RATES FOR THE FOLLOWING JOB TITLES
(SPECIFICATIONS ARE ATTACHED)

QUANTITY TOTALS GIVEN ARE ESTIMATED HOURLY USAGE DURING THE PERIOD 1/1/2011 - 2/15/2012

BLANKET REQUIREMENTS 4/1/2012 - 3/31/2013 AT THE STATE'S OPTION TO RENEW FOR ONE
ADDITIONAL YEAR

MASTER PRICE AGREEMENT #157

ESTIMATED TOTAL SPEND OF CONTRACT FOR THE PERIOD OF 1/2011 - 2/2012 IS \$1,464,000 00

AMMENDMENT DESCRIPTION:

ADDENDUM NUMBER 2 EXTENDS THE OPENING DATE AND TIME:

FROM: 3/27/2012 @ 10:30 AM

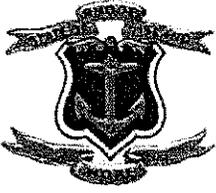
TO: 4/10/2012 @ 10:30 AM

TO ALLOW FOR ADDITIONAL JOB TITLES TO BE ADDED JOB TITLE SPECIFICATIONS WILL BE ADDED AND FORTHCOMING

Amendment Description: ADDENDUM NUMBER TWO

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. TELLER	3,289.00	Hour		
2	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP CLERK	25.00	Hour		
3	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP CLERK TYPIST	4,862.00	Hour		
4	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP SENIOR CLERK	25 00	Hour		
5	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP SENIOR CLERK TYPIST	25 00	Hour		
6	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP SENIOR CLERK STENOGRAPHER	500.00	Hour		
7	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP PRINCIPAL CLERK	25.00	Hour		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed The signed Certification Cover Form must be attached to the front of the offer



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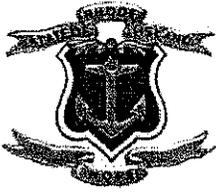
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8	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP PRINCIPAL CLERK TYPIST	25.00	Hour		
9	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP PRINCIPAL CLERK STENOGRAPHER	25.00	Hour		
10	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP CLERK SECRETARY	68,634.00	Hour		
11	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP DATA ENTRY OPERATOR	25.00	Hour		
12	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP WORD PROCESSING TYPIST	2,265.00	Hour		
13	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. RECONCILIATION CLERK	75.00	Hour		
14	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP FISCAL CLERK	420.00	Hour		
15	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL	1,365.00	Hour		

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Line	Description	Quantity	Unit	Unit Price	Total
	SVCS -TEMP LABORER				
16	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. TELEPHONE OPERATOR	595.00	Hour		
17	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. PARALEGAL AIDE	4,075.00	Hour		
18	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. LEGAL ASSISTANT	493.00	Hour		
19	MPA-157 4/1/2012 - 3/31/2013 PERSONNEL SVCS -TEMP. INFORMATION SERVICES TECHNICIAN I	20,012.00	Hour		

Delivery: _____

Terms of Payment: _____

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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

MPA BID AWARD (STATEWIDE APPLICABILITY)

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).

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES

BID ALL ITEMS

BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.