



# Request for Quote

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

CREATION DATE : 29-JAN-13  
 BID NUMBER: 7459287  
 TITLE: PRINTING AND COPYING - RIC  
 BLANKET START : 01-MAR-13  
 BLANKET END : 28-FEB-15  
 BID CLOSING DATE AND TIME: 25-FEB-2013 10:15:00

BUYER: Mosca, Gary  
 PHONE #: 401-574-8124

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 RIC-PURCHASING  
 600 MOUNT PLEASANT AVENUE  
 PROVIDENCE, RI 02908  
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 RIC SPECIAL INSTRUCTIONS  
 SEE BELOW  
 SEE BELOW, RI N/A  
 US

Requisition Number: 1301252

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 2/08/13 @ 8:00 AM (EST). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	PRINTING AND COPYING PER THE ATTACHED SPECIFICATIONS - PERIOD 3/1/13 - 6/30/13 NOTICE TO VENDORS:  QUANTITIES INDICATED ARE ESTIMATES ONLY.  PLEASE PROVIDE A UNIT PRICE; PER ONE HUNDRED "C", PER ONE THOUSAND "M", OR "EACH" ON ATTACHED SPECIFICATION/PRICING SHEET.	1.00	Year		
2	PRINTING AND COPYING PER THE ATTACHED SPECIFICATIONS - PERIOD 7/1/13 - 6/30/14	1.00	Year		
3	PRINTING AND COPYING PER THE ATTACHED SPECIFICATIONS - PERIOD 7/1/14 - 2/28/15	1.00	Year		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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

# Disk Based Bidding Information

## File Format

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RFP.

## Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

## Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

## Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

## Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

**TERMS CONTINUED:**

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.

**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](http://WWW.PURCHASING.RI.GOV)

**BID ALL ITEMS**

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

END DOCUMENT