Request for Quote

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

CREATION DATE : 14-MAR-13
BID NUMBER: 7461329
TITLE: ENVELOPES (MPA # 49)

BLANKET START : 01-MAY-13
BLANKET END : 30-APR-14
BID CLOSING DATE AND TIME:05-APR-2013 11:15:00

BUYER: Cowell Jr, John A
PHONE #: 401-574-8114

BILL TO
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

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Requistion Number:

Line	Description	Quantity	Unit	Unit Price	Total
	ALL BIDS SHOULD BE IN WHOLE UNITS. FOR EXAMPLE, ITEM #1 SHOULD BE BID AT 100 THOUSAND NOT 10,000 THOUSAND. THE LAST TWO (2) ZEROS INDICATE DECIMALS. BLANKET REQUIREMENTS: 5/1/13 - 4.30.14 WITH TWO (1) YEAR RENEWAL OPTIONS AT THE SOLE DISCRETIONS OF THE STATE. ANNUAL INCREASES WILL BE LIMITED TO THE LESSER OF 3% OR THE DOCUMENTED PERCENTAGE INCREASE PER LINE ITEM PASSED TO THE SUPPLIER FROM THEIR PROVIDER(S). ALL ENVELOPES (ITEM 1 THROUGH 14), MUST BE 24#, WHITE WOVE, PRESS READY - NO PRINTING. THEY MUST BE PRICED PER THOUSAND AND MUST HAVE THE MANUFACTURER'S NAME, BRAND AND STOCK NUMBER PROVIDED TO BE CONSIDERED FOR A AWARD. WHEN BIDDING ON RECYCLED ITEMS, PLEASE PROVIDE: RECYCLED PAPER CONTENT AND THE PERCENTAGES OF PRE AND POST CONSUMER RECYCLED CONTENT. ALL ORDERS ARE F.O.B. DESTINATION. IF SAMPLES ARE REQUESTED, THEY MUST BE PROVIDED WITHIN TEN (10) WORKING DAYS OF THE REQUEST DATE. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF A BID AWARD.				
1	MPA-49 5/1/13 - 4/30/14 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	100.00	Thousand		
2	MPA-49 5/1/13 - 4/30/14 - #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____	200.00	Thousand		

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	STOCK #:_____ CONTENT %:_____				
3	MPA-49 5/1/13 - 4/30/14 - #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	400.00	Thousand		
4	MPA-49 5/1/13 - 4/30/14 - #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
5	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	1,000.00	Thousand		
6	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	100.00	Thousand		
7	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	5,200.00	Thousand		
8	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	5.00	Thousand		

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	CONTENT %:_____				
9	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	5.00	Thousand		
10	MPA-49 5/1/13 - 4/30/14 - #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
11	MPA-49 5/1/13 - 4/30/14 - #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	5.00	Thousand		
12	MPA-49 5/1/13 - 4/30/14 - #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
13	MPA-49 5/1/13 - 4/30/14 - #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	40.00	Thousand		
14	MPA-49 5/1/13 - 4/30/14 - #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL	5.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____ THE FOLLOWING ITEMS 115 THROUGH 18 ARE MANILA-CLASP ENVELOPS, SUB 32-NO PRINTING, PRICED PER BOX OF 100. MANUFACTURER, BRAND AND STOCK # MUST BE PROVIDED TO BE CONSIDERED.				
15	MPA-49 5/1/13 - 4/30/14 - #75 7 1/2" X 10 1/2" 100/BOX - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	10.00	Box		
16	MPA-49 5/1/13 - 4/30/14 - #75 7 1/2" X 10 1/2" 100/B0X - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Box		
17	MPA-49 5/1/13 - 4/30/14 - #93 9 1/2" X 12 1/2" 100/BOX - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	5.00	Box		
18	MPA-49 5/1/13 - 4/30/14 - #93 9 1/2" X 12 1/2" 100/B0X - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Box		
19	MPA-49 5/1/13 - 4/30/14 - CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____	200.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	STOCK #:_____				
20	MPA-49 5/1/13 - 4/30/14 - CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
21	MPA-49 5/1/13 - 4/30/14 - CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	200.00	Thousand		
22	MPA-49 5/1/13 - 4/30/14 - CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB. REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
23	MPA-49 5/1/13 - 4/30/14 - #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
24	MPA-49 5/1/13 - 4/30/14 - #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	100.00	Thousand		
25	MPA-49 5/1/13 - 4/30/14 - #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____	110.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	STOCK #:_____ CONTENT %:_____				
26	MPA-49 5/1/13 - 4/30/14 - #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
27	MPA-49 5/1/13 - 4/30/14 - #10 MIDDLE WINDOW, WHITE 24# REGULAR ENVELOPE WINDOW SIZE (1.25" X 4.5), DIAGONAL SEAM, COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	570.00	Thousand		
28	MPA-49 5/1/13 - 4/30/14 - #10 MIDDLE WINDOW, WHITE 24# REGULAR ENVELOPE WINDOW SIZE (1.25" X 4.5), DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
29	MPA-49 5/1/13-4/30/14-#10 DBLE WINDOW WHITE 24# REG ENVELOPE BOTTOM WINDOW SIZE(1.125" X 3.50"), 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE. TOP WINDOW SIZE(3/4" X 3 1/2"), 2 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE, DIAG SEAM, COMMERCIAL FLAP Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	4,000.00	Thousand		
30	MPA-49 5/1/13-4/30/14-#10 DBLE WINDOW WHITE 24# REG ENVELOPE BOTTOM WINDOW (1.125" X 3.50"), 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE TOP WINDOW SIZE (3/4" X 3 1/2"), 2 1/2" FROM BOTTOM, 3/4" FROM LEFT, DIAG SEAM, COMMERCIAL FLAP - RECYCLED Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	10.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	CONTENT %:_____				
31	MPA-49 5/1/13 - 4/30/14 - #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.25"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	600.00	Thousand		
32	MPA-49 5/1/13 - 4/30/14 - #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.25"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	10.00	Thousand		
33	MPA-49 5/1/13 - 4/30/14 - 4 1/2" X 7 1/2" WINDOW REGULAR ENVELOPE, 24# WHITE. WINDOW SIZE, (1" X 3 3/4"), 3/4" FROM BOTTOM, 7/8" FROM THE LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	300.00	Thousand		
34	MPA-49 5/1/13 - 4/30/14 - 4 1/2" X 7 1/2" WINDOW REGULAR ENVELOPE, 24# WHITE. WINDOW SIZE, (1" X 3 3/4"), 3/4" FROM BOTTOM, 7/8" FROM THE LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	25.00	Thousand		
35	MPA-49 5/1/13 - 4/30/14 - 9" X 12" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	70.00	Thousand		

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36	MPA-49 5/1/13 - 4/30/14 - 9" X 12" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
37	MPA-49 5/1/13 - 4/30/14 - 10" X 13" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	6.00	Thousand		
38	MPA-49 5/1/13 - 4/30/14 - 10" X 13" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
39	MPA-49 5/1/13 - 4/30/14 - BROWN KRAFT 1ST CLASS REGULAR MAILERS, CATALOG STYLE, 24# WITHOUT CLASP Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	35.00	Thousand		
40	MPA-49 5/1/13 - 4/30/14 - BROWN KRAFT 1ST CLASS REGULAR MAILERS, CATALOG STYLE, 24# WITHOUT CLASP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
41	MPA-49 5/1/13 - 4/30/14 - BROWN KRAFT 1ST CLASS REGULAR MAILERS CATALOG STYLE, 24# WITHOUT CLASP Line Note to Bidders: MFG/BRAND:_____	20.00	Thousand		

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42	MPA-49 5/1/13 - 4/30/14 - BROWN KRAFT 1ST CLASS REGULAR MAILERS CATALOG STYLE, 24# WITHOUT CLASP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	5.00	Thousand		
43	MPA-49 5/1/13 - 4/30/14 - 3 7/8" X 8" BROWN KRAFT REGULAR 24# WINDOW ENVELOPE. WINDOW SIZE, (1 1/8" X 3"), 1/2" FROM THE BOTTOM, 7/8" FROM THE LEFT SIDE Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____	100.00	Thousand		
44	MPA-49 5/1/13 - 4/30/14 - 3 7/8" X 8" BROWN KRAFT REGULAR 24# WINDOW ENVELOPE. WINDOW SIZE, (1 1/8" X 3"), 1/2" FROM THE BOTTOM, 7/8" FROM THE LEFT SIDE - RECYCLED PAPER Line Note to Bidders: MFG/BRAND:_____ STOCK #:_____ CONTENT %:_____	10.00	Thousand		

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

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

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).

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.

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 ordering 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.

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.