

# Request for Quote

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

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

CREATION DATE : 20-APR-16  
 BID NUMBER: 7550546  
 TITLE: ENVELOPES (MPA # 49)  
 BLANKET START : 15-MAY-16  
 BLANKET END : 31-MAY-17  
 BID CLOSING DATE AND TIME: 11-MAY-2016 11:30:00

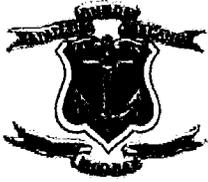
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 5/15/16 - 5/31/17 WITH (2) ONE YEAR OPTIONS TO RENEW AT THE SOLE DISCRETION OF THE STATE.  NOTE: ALL VENDORS RESPONDING TO THE WITHIN SOLICITATION, MUST COMPLETE THE ATTACHED PROMPT PAYMENT DISCOUNT "PPD" FORM AS PART OF THIS MASTER PRICE AGREEMENT SOLICITATION. MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	200.00	Thousand		
3	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____	1,000.00	Thousand		

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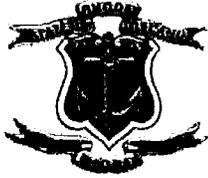
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
6	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____ CONTENT %: _____	5.00	Thousand		
9	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 #: _____	5.00	Thousand		

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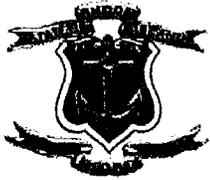
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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
	CONTENT %: _____				
11	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	5.00	Thousand		
15	MPA-49 5/1/16-5/31/17 - #75 7 1/2" X 10 1/2" 100/BOX - REGULAR PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____	10.00	Box		

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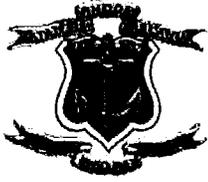
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Line	Description	Quantity	Unit	Unit Price	Total
	THE FOLLOWING ITEMS - 15 THROUGH 18 - ARE MANILA-CLASP ENVELOPES, SUB 32-NO PRINTING, PRICED PER BOX OF 100.  MANUFACTURER, BRAND AND STOCK # MUST BE PROVIDED TO BE CONSIDERED.				
16	MPA-49 5/1/16-5/31/17 - #75 7 1/2" X 10 1/2" 100/BOX - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	5.00	Box		
17	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #93 9 1/2" X 12 1/2" 100/BOX - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	5.00	Box		
19	MPA-49 5/1/16-5/31/17 - 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: _____  STOCK #: _____	200.00	Thousand		
20	MPA-49 5/1/16-5/31/17 - 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 #: _____	5.00	Thousand		

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	CONTENT %: _____				
21	MPA-49 5/1/16-5/31/17 - ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____	5.00	Thousand		
22	MPA-49 5/1/16-5/31/17 - 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 5/1/16-5/31/17 - #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	5.00	Thousand		
24	MPA-49 5/1/16-5/31/17 - #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	100.00	Thousand		
25	MPA-49 5/1/16-5/31/17 - #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	110.00	Thousand		
26	MPA-49 5/1/16-5/31/17 - #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____	5.00	Thousand		

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	STOCK #: _____ CONTENT %: _____				
27	MPA-49 5/1/16-5/31/17 - 6"X9-1/2 POLY SINGLE WINDOW ENVELOPE - WINDOW SIZE: 1-3/8"X4-1/2"; WHITE BOOKLET 24 LB, POSITION: 7/8" LEFT, 2-3/8" BOTTOM, 2-1/4", TOP, COMMERCIAL FLAP - REGULAR PAPER Line Note to Bidders: MFG/BRAND: _____ STOCK #: _____	100.00	Thousand		
28	MPA-49 5/1/16-5/31/17 - 6"X9-1/2" POLY SINGLE WINDOW ENVELOPE - WINDOW SIZE: 1-3/8"X4-1/2"; WHITE BOOKLET 24 LB, POSITION: 7/8" LEFT, 2-3/8" BOTTOM, 2-1/4" TOP, COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____ STOCK #: _____ CONTENT %: _____	5.00	Thousand		
29	MPA-49 5/1/16-5/31/17 - #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 5/1/16-5/31/17 - #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 #: _____ CONTENT %: _____	10.00	Thousand		
31	MPA-49 5/1/16-5/31/17 - #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.75"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP	600.00	Thousand		

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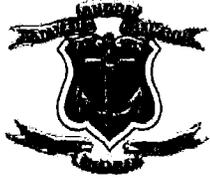
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Line	Description	Quantity	Unit	Unit Price	Total
	Line Note to Bidders: MFG/BRAND: _____ STOCK #: _____				
32	MPA-49 5/1/16-5/31/17 - #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.75"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____ STOCK #: _____ CONTENT %: _____	10.00	Thousand		
33	MPA-49 5/1/16-5/31/17 - 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 #: _____	5.00	Thousand		
34	MPA-49 5/1/16-5/31/17 - 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 %: _____	5.00	Thousand		
35	MPA-49 5/1/16-5/31/17 - 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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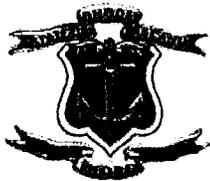
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36	MPA-49 5/1/16-5/31/17 - 9" X 12" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# - RECYCLED PAPER Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____  CONTENT %: _____	5.00	Thousand		
37	MPA-49 5/1/16-5/31/17 - 10" X 13" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____	6.00	Thousand		
38	MPA-49 5/1/16-5/31/17 - 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 5/1/16-5/31/17 - BROWN KRAFT 1ST CLASS REGULAR MAILERS, CATALOG STYLE, 24# WITHOUT CLASP Line Note to Bidders: MFG/BRAND: _____  STOCK #: _____	35.00	Thousand		
40	MPA-49 5/1/16-5/31/17 - 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 5/1/16-5/31/17 - BROWN KRAFT 1ST CLASS REGULAR MAILERS CATALOG STYLE, 24# WITHOUT CLASP Line Note to Bidders: MFG/BRAND: _____	20.00	Thousand		

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	STOCK #: _____				
42	MPA-49 5/1/16-5/31/17 - 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 5/1/16-5/31/17 - 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 5/1/16-5/31/17 - 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		
45	MPA-49 5/1/16-5/31/17 - 6"X9-1/2" OPEN SIDE SEAM (NOT DIAGONAL) 24 LB WHITE BOOKLET, POLY DOUBLE WINDOW; TOP WINDOW 1"X3-3/8, 3/4" FROM LEFT, 4-1/4" FROM BOTTOM; BOTTOM WINDOW: 1-1/4"X3-3/4", 1/2" FROM LEFT, 2-1/2" FROM BOTTOM; 1" THROUGH; 1-7/8" FLAP, REGULAR PAPER	800.00	Thousand		
46	MPA-49 5/1/16-5/31/17 - 6"X9-1/2" OPEN SIDE SEAM (NOT DIAGONAL) 24 LB WHITE BOOKLET, POLY DOUBLE WINDOW; TOP WINDOW 1"X3-3/8, 3/4" FROM LEFT, 4-1/4" FROM BOTTOM; BOTTOM WINDOW: 1-1/4"X3-3/4", 1/2" FROM LEFT, 2-1/2" FROM BOTTOM; 1" THROUGH; 1-7/8" FLAP, RECYCLED PAPER	10.00	Thousand		

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

## ATTACHMENT # 1

ALL BIDS SHOULD BE IN WHOLE UNITS. FOR EXAMPLE, ITEMS # 1 SHOULD BE BID AT 100 THOUSAND NOT 10,000 THOUSAND. THE LAST TWO (2) ZEROS INDICATE DECIMALS.

ANNUAL INCREASES WILL BE LIMITED TO THE LESSER OF 3% OR THE DOCUMENTED PERCENTAGE INCREASE PER LINE ITEM PASSES 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 AN 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 REQUESTED DATE. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF A BID AWARD.

**Prompt Payment Discount Form**  
**(Invoice discounts for receiving fast payments)**

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

**Bidder Name:** \_\_\_\_\_

**RFQ/RFP Bid Solicitation Number:** \_\_\_\_\_

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	<b>10 Days</b>
%	<b>15 Days</b>
%	<b>20 Days</b>
%	<b>25 Days</b>
<b>By checking this box, we certify that we will not offer any Prompt Payment Discounts</b>	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

<b>We will sign up for ACH payment.</b> (please circle response)	Yes	No
<b>We will utilize the State's Supplier Portal to electronically submit invoices.</b> (please circle response)	Yes	No

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All procurements requiring PPD shall include the following language:**

**Prompt Payment Discounts (“PPD”)**

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

**Prompt Payment Discount Form**

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.

**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island  
Department of Administration

Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908