

BID SOLICITATION



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

BID NUMBER: B03803
TITLE: ENVELOPES
BID OPENING DATE AND TIME:
06/03/2004 2:00 PM

BUYER: JOHN COWELL
 PHONE #: (401) 222 - 2142 ext. 114
 BLANKET PERIOD: 7/1/04 - 1/31/06

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TREASURY
GT ADMINISTRATIVE OFFICE
40 FOUNTAIN ST, 7TH FLOOR
PROVIDENCE RI 02903

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TREASURY
GT COMPUTER CENTER
1670 HARTFORD AVE
JOHNSTON RI 02919

Requisition Number(s): R67A028666

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET PERIOD: 7/1/04 - 1/31/06</p> <p>BIDDING</p> <p>(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.</p> <p>(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.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(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.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(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.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	<p>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.</p> <p>THE SAMPLE IS AVAILABLE TO BE PICKED UP AT THE DIVISION OF PURCHASES, ONE CAPITOL HILL, 2ND FLOOR, PROVIDENCE, RI, BETWEEN 8:30 AM AND 3:30 PM WEEKDAYS (EXCLUDING RHODE ISLAND STATE HOLIDAYS), OR UPON MAILING OR FAXING A WRITTEN REQUEST INCLUDING A FEDERAL EXPRESS PREPAID AUTHORIZATION NUMBER TO COMMUNICATIONS COORDINATOR (FAX# 401-222-6387). THE BID NUMBER MUST BE CLEARLY REFERENCED.</p> <p>310-67 DOUBLE WINDOW LASER ENVELOPES</p>	1000.00	M		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>SPECIFICATIONS:</p> <p>NON-STANDARD #10 WINDOW ENVELOPES SIZE: 9 1/2" X 4 1/8"</p> <p>DOUBLE WINDOW: TOP WINDOW SIZE AND PLACEMENT 7/8" X 4" 3/8" FROM LEFT, 2 7/16" FROM BOTTOM</p> <p>BOTTOM WINDOW SIZE AND PLACEMENT: 1" X 4" 7/8" FROM LEFT, 7/8" FROM BOTTOM</p> <p>COLOR: WHITE SECURITY WINDOW: BLACK OR BLUE TINT DIAGONAL CUT COMMERCIAL FLAP</p> <p>PAPER: 24 LB.</p> <p>ALL MUST BE INSIDE DELIVERY TO: COMPUTER CENTER 1670 HARTFORD AVENUE JOHNSTON, RI 02919 ATTN: JANET HEROUX (401)222-2268</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>SHIPMENTS TO BE MADE IN FIVE (5) DELIVERIES AS FOLLOWS: DUE TO LACK OF SPACE AT THE MAILROOM</p> <p>1ST DELIVERY - JULY 1, 2004 - 300M 200M - TO COMPUTER CENTER - 1670 HARTFORD AVENUE, JOHNSTON, RI 02919</p> <p>100M - TO GENERAL TREASURER'S OFFICE, 40 FOUNTAIN STREET, 7TH FL, PROVIDENCE, RI 02903</p> <p>***THERE IS NOT A LOADING DOCK AT 40 FOUNTAIN STREET SO THE ENVELOPES NEED TO BE HAND TRUCKED TO THE 7TH FLOOR VIA THE ELEVATOR***</p> <p>ALL OTHER SHIPMENTS TO BE INSIDE DELIVERY TO: COMPUTER CENTER, 1670 HARTFORD AVENUE, JOHNSTON, RI 02919 AS FOLLOWS:</p> <p>2ND DELIVERY - SEPTEMBER 1, 2004 - 200M</p> <p>3RD DELIVERY - DECEMBER 1, 2004 - 200M</p> <p>4TH DELIVERY - MARCH 1, 2005 - 200M</p> <p>5TH DELIVERY - JUNE 1, 2005 - 100M</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>VENDOR MUST PROVIDE ENVELOPES TO THE EXACT SPECIFICATIONS OTHERWISE THE ENVELOPES MUST BE REPLACED AND THE OLD STOCK MUST BE REMOVED AND DESTROYED AT THE VENDOR'S EXPENSE.</p> <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p>				
				TOTAL:	_____

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(04/2004)

STATE OF RHODE ISLAND ENVELOPES

1000M LASER CHECK & DD ENVELOPES

5 SHIPMENTS: 300M, 200M, 200M, 200M, 100M

NON-STANDARD #10 DOUBLE WINDOW ENVELOPES

SIZE: 9 1/2" X 4 1/8"

DOUBLE WINDOW:

**TOP WINDOW SIZE: 7/8" X 4"
3/8" FROM LEFT, 2-7/16" FROM BOTTOM**

**BOTTOM WINDOW: 1" X 4"
7/8" FROM LEFT, 7/8" FROM BOTTOM**

COLOR: WHITE

SECURITY WINDOW: BLACK OR BLUE TINT

DIAGONAL CUT COMMERCIAL FLAP

PAPER: 24 LB

INSIDE DELIVERY REQUIRED

**DELIVERY: COMPUTER CENTER
 1670 HARTFORD AVENUE
 JOHNSTON, RI 02919
 ATTN: JANET HEROUX
 (401)222-2268**

****DUE TO A LACK OF SPACE AT THE COMPUTER CENTER – THE ORDER WILL NEED TO BE MADE IN FIVE SHIPMENTS AS SPECIFIED ON THE REQUISITION.**

