

Find Feature, Bookmarks, and Converting PDF to Word Instructions Sheet

To skip this instruction go to page 2.

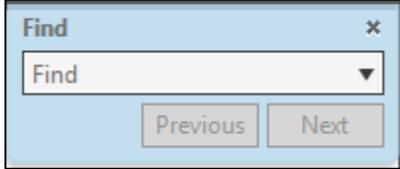
Using Find to search for Key Words in the document:

1] On the browser, press the **Ctrl** and **F** on your keyboard at the same time to use the **Find Feature**



Internet Explorer:

The **Find Feature** will appear in the top-right corner of the page

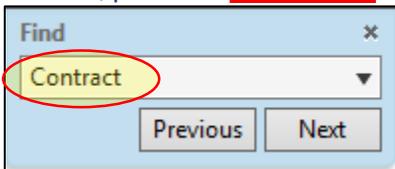


Firefox:

The **Find Feature** will appear in the bottom-left corner of the page



2] Type a word you want to search for in the **Find Box**. Then, press the **ENTER Key**



You can use the **Previous** and **Next** or **Up** and **Down** buttons to keep searching for the same word through the document.

3] The Find Feature will highlight the word you searched as you press ENTER or use the Previous, Next, Up, or Down buttons

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 Department of Administration
 DIVISION OF PURCHASES
 One Capitol Hill
 Providence, RI 02908-5855
 Tel: (401) 574-8100
 Fax: (401) 574-8387
 Website: www.purchasing.ri.gov

CONTRACT USER GUIDE
 ELECTRICAL/ELECTRONIC MAINTENANCE AND REPAIR
 MASTER PRICE AGREEMENT ("MPA") #41
 BID SOLICITATION #7549649
 CONTRACT TERM 9/1/2015 - 8/31/2016
 THERE ARE NO RENEWAL OPTIONS AVAILABLE FOR THIS MPA

Work specifications:
 Contractor will provide electrical service, including labor and equipment, for all State agencies, facilities buildings owned or occupied by the State of Rhode Island including but not limited to all State Educational Facilities as needed. Service will include all testing, scheduled maintenance, emergency repairs and other work necessary on the State's electrical primary and secondary distribution systems not to exceed 600V for low to medium voltage or any systems in excess of 600V for high voltage.

Who can use this contract:
 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).

Agency information:

- The prices/rates provided in this MPA represent the maximum price/rate that may be charged by Vendors. The unit pricing includes regular time, overtime, holiday, emergency hours and minimum hours charged per emergency call.
- All labor billed as person hours, or as part of equipment operation hours, shall be compensated at Rhode Island prevailing wage rates.
- No engagements for multiple sites shall be negotiated; each site requires a separate quotation and engagement.
- No Vendor shall provide services or begin work unless and until a purchase order has been issued for the respective project and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.
- Agencies should be familiar with the requirements including maintaining vendor "time-in/time-out" logs and verifying billable hours against the logs.
- State agencies are required to comply with the following procedures and spending limits of purchase as described in the four categories in the table below:

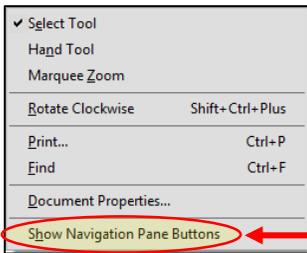
Instruction to use bookmarks while viewing online:

Internet Explorer:

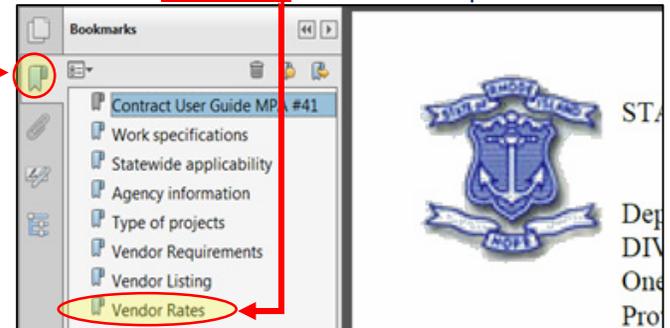
1. Single right-click your mouse



2. A dropdown menu will appear, click on "**Show Navigation Pane Buttons**"



3. Click on the **Bookmark Icon** to view the listing of bookmarks.
 4. Click on a **Bookmark** to view the respective information.

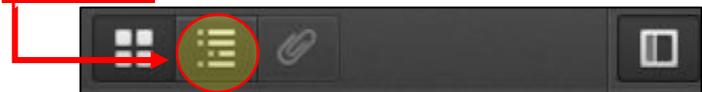


Firefox:

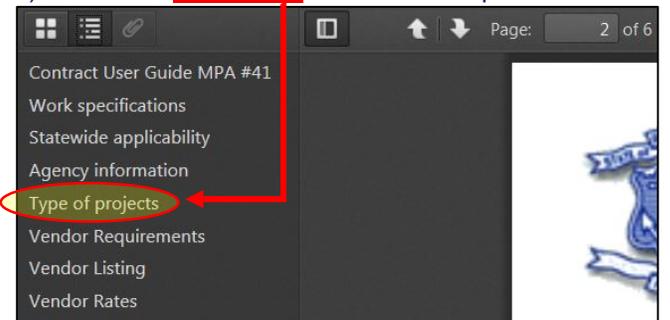
1) On the top-left corner, click on the **Toggle Sidebar Icon**



2) The Sidebar will expand, Click on the **Show Document Outline Icon**



3) Click on a **Bookmark** to view the respective information.



Converting a PDF Document to Microsoft Word Document:

1] While viewing the PDF on the Browser, Save the PDF to your Desktop, then open the PDF document in Adobe Acrobat

2] Click on **File**, then **Save As Other...**, then **Microsoft Word**, then **Word Document**

