



Request for Quote

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

BUYER: McGurn, Cheryl A
 PHONE #: 401-574-8130

CREATION DATE : 06-SEP-19
 BID NUMBER: 7598958
 TITLE: PAPER, SPECIALITY - (MPA # 144)
 BLANKET START : 01-NOV-19
 BLANKET END : 31-OCT-20
 BID CLOSING DATE AND TIME: 15-OCT-2019 11:00:00

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>BLANKET PERIOD IS SCHEDULED TO RUN FROM 11/1/2019 - 10/31/2020 WITH TWO (1) ONE-YEAR RENEWAL OPTIONS AT THE SOLE DISCRETION OF THE STATE OF RHODE ISLAND</p> <p>ANNUAL INCREASES WILL BE LIMITED TO THE BLANKET PERIOD</p> <p>ESTIMATED SPEND SINCE BEGINNING OF (PREVIOUS) CONTRACT IS APPROXIMATELY \$80,000. QUANTITIES ARE ESTIMATED ANNUAL USAGE.</p> <p>ANNUAL INCREASES WILL BE LIMITED TO THE LESSER OF 5% OR THE DOCUMENTED PERCENTAGE INCREASE PER LINE ITEM PASSED TO THE SUPPLIER FROM THEIR PROVIDERS.</p> <p>QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at CHERYL.MCGURN@PURCHASING.RI.GOV later than 9/26/2019 at 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Please post the solicitation number within the subject line of your e-mail. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.</p> <p>MPA-144 11/1/2019 - 10/31/2020 .030 CHIP BOARD - 8.5 X 11 - RECYCLED PKG/800</p> <p>MFG/PROD LINE: _____</p> <p>MFG/SKU: _____</p>	2.00	Package		
2	<p>MPA-144 11/1/2019 - 10/31/2020 .030 CHIP BOARD - 8.5 X 11 PKG/800</p> <p>MFG/PROD LINE: _____</p> <p>MFG/SKU: _____</p>	10.00	Package		

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3	MPA-144 11/1/2019 - 10/31/2020 .030 CHIP BOARD - 28 X 40 - RECYCLED PKG/800 MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Package		
4	MPA-144 11/1/2019 - 10/31/2020 .030 CHIP BOARD - 28 X 40 PKG/67 MFG/PROD LINE: _____ MFG/SKU: _____	10.00	Package		
5	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 2 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
6	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 2 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
7	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 2 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	150.00	Carton		

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8	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 2 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	95.00	Carton		
9	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 3 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	110.00	Carton		
10	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 3 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	13.00	Carton		
11	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 3 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	12.00	Carton		
12	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 3 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		

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Line	Description	Quantity	Unit	Unit Price	Total
13	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 4 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	15.00	Carton		
14	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 4 PART (SETS) 17# 8.5 X 14 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	7.00	Carton		
15	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 4 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	15.00	Carton		
16	MPA-144 11/1/2019 - 10/31/2020 CARBONLESS, REVERSE COLLATED, 4 PART (SETS) 17# 8.5 X 11 COLOR (VARIOUS) - NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	10.00	Carton		
17	MPA-144 11/1/2019 - 10/31/2020 CERTIFICATE BOND 25% RAGE EAST CERT BOND ONLY 20# 8.5 X 11 - WHITE COCKLE FINISH RECYCLED FRASER CTN/4M MFG/PROD LINE: _____ MFG/SKU: _____	138.00	Carton		

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Line	Description	Quantity	Unit	Unit Price	Total
18	MPA-144 11/1/2019 - 10/31/2020 CERTIFICATE BOND 25% RAGE EAST CERT BOND ONLY 20# 8.5 X 11 - WHITE COCKLE FINISH FRASER CTN/4M MFG/PROD LINE: _____ MFG/SKU: _____	128.00	Carton		
19	MPA-144 11/1/2019 - 10/31/2020 #4 OFFSET 60# 11 X 17 WHITE REGULAR RECYCLED FRASER CTN2.5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
20	MPA-144 11/1/2019 - 10/31/2020 #4 OFFSET 60# 11 X 17 WHITE REGULAR GP CTN2.5M MFG/PROD LINE: _____ MFG/SKU: _____	75.00	Carton		
21	MPA-144 11/1/2019 - 10/31/2020 #4 OFFSET 60# 8.5 X 11 WHITE REGULAR RECYCLED FRASER CTN5M MFG/PROD LINE: _____ MFG/SKU: _____	130.00	Carton		
22	MPA-144 11/1/2019 - 10/31/2020 #4 OFFSET 60# 8.5 X 11 WHITE REGULAR GP CTN5M MFG/PROD LINE: _____ MFG/SKU: _____	184.00	Carton		
23	MPA-144 11/1/2019 - 10/31/2020 #1 OFFSET 60# 11 X 17 VARIOUS VELLUM RECYCLED WAUSAU CTN2.5M MFG/PROD LINE: _____	10.00	Carton		

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Line	Description	Quantity	Unit	Unit Price	Total
	MFG/SKU: _____				
24	MPA-144 11/1/2019 - 10/31/2020 #1 OFFSET 60# 11 X 17 VARIOUS VELLUM WAUSAU CTN2.5M \ MFG/PROD LINE: _____ MFG/SKU: _____	30.00	Carton		
25	MPA-144 11/1/2019 - 10/31/2020 #1 COVER 65# 23 X 35 WHITE VELLUM RECYCLED CTN500 . MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
26	MPA-144 11/1/2019 - 10/31/2020 #1 COVER 65# 23 X 35 WHITE VELLUM FRASER CTN500 . MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
27	MPA-144 11/1/2019 - 10/31/2020 #1 COVER 65# 23 X 35 VARIOUS RECYCLED FRASER CTN500 . MFG/PROD LINE: _____ MFG/SKU: _____	5.00	Carton		
28	MPA-144 11/1/2019 - 10/31/2020 #1 COVER 65# 23 X 35 VARIOUS FRASER CTN500 . MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		

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29	MPA-144 11/1/2019 - 10/31/2020 BRISTOL 67# 8.5 X 11 WHITE LONG GRAIN RECYCLED FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	3.00	Carton		
30	MPA-144 11/1/2019 - 10/31/2020 BRISTOL 67# 8.5 X 11 WHITE LONG GRAIN FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
31	MPA-144 11/1/2019 - 10/31/2020 BRISTOL 67# 8.5 X 11 VARIOUS LG VELLUM RECYCLED FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	5.00	Carton		
32	MPA-144 11/1/2019 - 10/31/2020 BRISTOL 67# 8.5 X 11 VARIOUS LG VELLUM FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
33	MPA-144 11/1/2019 - 10/31/2020 INDEX 110# 8.5 X 11 VARIOUS - RECYCLED FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
34	MPA-144 11/1/2019 - 10/31/2020 INDEX 110# 8.5 X 11 VARIOUS - FRASER CTN/2M MFG/PROD LINE: _____	5.00	Carton		

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	MFG/SKU: _____				
35	MPA-144 11/1/2019 - 10/31/2020 2-PART (2500 SETS PER CTN) 17# 8.5 VARIOUS RECYCLED NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
36	MPA-144 11/1/2019 - 10/31/2020 2-PART (2500 SETS PER CTN) 17# 8.5 VARIOUS IMATION CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	12.00	Carton		
37	MPA-144 11/1/2019 - 10/31/2020 3-PART (1670 SETS PER CTN) 17# 8.5 X 11 VARIOUS RECYCLED NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
38	MPA-144 11/1/2019 - 10/31/2020 3-PART (1670 SETS PER CTN) 17# 8.5 X 11 VARIOUS IMATION CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	10.00	Carton		
39	MPA-144 11/1/2019 - 10/31/2020 PART (1250 SETS PER CTN) 17# 8.5 X 11 VARIOUS RECYCLED NASHUA CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	4.00	Carton		

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40	MPA-144 11/1/2019 - 10/31/2020 4-PART (1250 SETS PER CTN) 17# 8.5 X 11 VARIOUS IMATION CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
41	MPA-144 11/1/2019 - 10/31/2020 COVER STOCK (5,000/CTN) 60# 8.5 X 11 RECYCLED FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Carton		
42	MPA-144 11/1/2019 - 10/31/2020 COVER STOCK (5,000/CTN) 60# 8.5 X 11 FRASER CTN/5M MFG/PROD LINE: _____ MFG/SKU: _____	47.00	Carton		
43	MPA-144 11/1/2019 - 10/31/2020 COVER STOCK (2,000/CTN) 65# 8.5 X 11 RECYCLED FRASER CTN/2M MFG/PROD LINE: _____ MFG/SKU: _____	5.00	Carton		
44	MPA-144 11/1/2019 - 10/31/2020 COVER STOCK (2,000/CTN) 65# 8.5 X 11 FRASER REAM MFG/PROD LINE: _____ MFG/SKU: _____	2.00	Ream		

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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

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.

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).

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 1% ADMINISTRATIVE FEE

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

MULTI YEAR AWARD

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.

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

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.