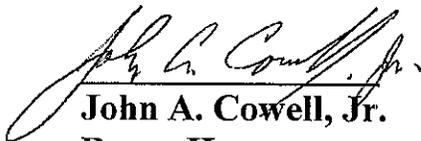


**MPA # 101  
COMPUTER PAPER**

**This Master Price Agreement will not be extended past the expiration date of July 31, 2008.**

- **There has been little and steadily declining usage within this agreement.**
- **The items that were purchased within this agreement may be obtained through MPA # 105, Office Supplies.**

**If you have questions related to the expiring MPA, please contact your agencies WB Mason liaison who should locate the item being requested within MPA # 105.**

  
**John A. Cowell, Jr.**  
**Buyer II**

**July 24, 2008**



# Notice of Blanket Purchase Agreement

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

<b>V E N D O R</b>	983 WB MASON CO INC 99 BALD HILL RD CRANSTON, RI 02920 United States
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COMPUTER PAPER (MPA #101)	
<b>Award Number</b> 3043426	<b>Effective Period:</b> 01-AUG-07 - 31-JUL-08

<b>S H I P T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States
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<b>Date:</b> 28-AUG-07 <b>Buyer:</b> J Cowell Jr <b>Shipping:</b> Paid <b>Terms:</b> NET 30	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States
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Department		Type of Requisition	Bid Number	Requisition Number
			7014732	
Line	Item	Item Description	Unit	Unit Price

		BLANKET REQUIREMENTS: 8/1/07 - 7/31/08  MASTER PRICE AGREEMENT #101  SPECIFICATIONS  QUANTITIES - QUANTITIES LISTED ARE APPROXIMATE AND BASED ON PRIOR YEAR USAGE.  PAPER - ALL PAPER WILL BE 100% SULFITE BOND UNLESS OTHERWISE SPECIFIED.  PAPER:    1 PART - 15# 1 PART - 18# 1 PART - 20# 2 PART - PART #1 - 15# PART #2 - 12# 3 PART - 12# 4 PART - 12# 5 PART - 12# 6 PART - 12#  4. DELIVERIES -  A. ORDERING IN ACCORDANCE WITH MPA "AUTHORIZATION AND RELEASE". B. NO MINIMUM SHIPMENTS C. ALL SHIPMENTS MUST BE QUOTED F.O.B. DESTINATION - "INSIDE DELIVERY". D. DELIVERY SHOULD BE WITHIN THREE DAYS OF REQUEST OF THE AGENCY, EXCEPT WHERE NOTED BY VENDOR.		
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<b>STATE PURCHASING AGENT</b>



# Notice of Blanket Purchase Agreement

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<b>I N V O I C E</b>
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MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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Department		Type of Requisition	Bid Number	Requisition Number
			7014732	
Line	Item	Item Description	Unit	Unit Price

		SUPPLIER CONTACT: GLENN MARK TELEPHONE: 1-800-242-5892 EXT. 1735 9 1/2 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL PARTS WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/2" GREEN BAR		
1		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 1 PART 15# BOND, CASE COUNT - 3000  BRAND: TOPS  STOCK #: 5506  CS. CT. 3,500	Carton	56.47
2		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 2 PART, CARBONLESS, CASE COUNT - 1550  BRAND: MASON  STOCK #: 15703  CS. CT. 1650  NOTE:  ITEMS 3.0 AND 4.0 ARE CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL PARTS WHITE MUNICIPALITY FORMS CRIMPS IN BOTH MARGINS BLANK 1/2" MARGINAL PERFS (2).	Carton	33.1
3		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 2 PART, CARBONLESS, CASE COUNT - 1550	Carton	33.1

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Department		Type of Requisition	Bid Number	Requisition Number
			7014732	
Line	Item	Item Description	Unit	Unit Price

		BRAND: MASON STOCK #: 15703 CS. CT. 1650		
4		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 3 PART, CARBONLESS, CASE COUNT - 1050  BRAND: UNIVERSAL STOCK #: 15704 CS. CT. 1100	Carton	41.09
5		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 1 PART 20# BOND - 1/2" KEEN EDGE PERFS., CASE COUNT - 2200  BRAND: MASON STOCK #: 15807 CS. CT. 2300	Carton	16.83
6		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 2 PART 1/2" PERFS., CASE COUNT - 1550  BRAND: MASON STOCK #: 15703 CS. CT. 1650	Carton	33.1

<b>STATE PURCHASING AGENT</b>



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Department		Type of Requisition	Bid Number	Requisition Number	
			7014732		
Line	Item	Item Description		Unit	Unit Price

7		MPA-101 8/1/07-7/31/08 9 1/2 X 11 - 3 PART 1/2" PERFS., CASE COUNT - 1050  BRAND: UNIVERSAL  STOCK #: 15704  CS. CT. 1100	Carton	41.09
8		MPA-101 8/1/07-7/31/08 11 3/4 X 8 1/2 - 2 PART, CARBONLESS, CASE COUNT - 1800  BRAND: TOPS  STOCK #: 5547  CS. CT. 1650  14 7/8 X 8 1/2 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/2" GREEN BAR.	Carton	80.76
9		MPA-101 8/1/07-7/31/08 14 7/8 X 8 1/2 - 2 PART, CARBONLESS, CASE COUNT - 1800  BRAND: UNIVERSAL  STOCK #: 15783  CS. CT. 1800	Carton	60.37

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Department		Type of Requisition	Bid Number	Requisition Number
			7014732	
Line	Item	Item Description	Unit	Unit Price

		ITEM 10.0 IS 14 7/8 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS BLANK - NO PERFS.		
10		MPA-101 8/1/07-7/31/08 14 7/8 X 11 - 1 PART 20# BOND, CASE COUNT - 2400  BRAND: MASON  STOCK #: 15865  CS. CT. 2400  14 7/8 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/2" GREEN BAR.	Carton	28.51
11		MPA-101 8/1/07-7/31/08 14 7/8 X 11 - 1 PART 15# BOND, CASE COUNT - 3000  BRAND: MASON  STOCK #: 15850  CS. CT. 3000	Carton	32.63
12		MPA-101 8/1/07-7/31/08 14 7/8 X 11 - 1 PART 18# BOND, CASE COUNT - 2600  BRAND: MASON  STOCK #: 15851  CS. CT. 2600	Carton	29.8

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Department		Type of Requisition	Bid Number	Requisition Number
			7014732	
Line	Item	Item Description		Unit Price

13		MPA-101 8/1/07-7/31/08 14 7/8 X 11 - 1 PART 20# BOND, CASE COUNT - 2400  BRAND: MASON  STOCK #: 15852  CS. CT. 2400	Carton	28.51
14		MPA-101 8/1/07-7/31/08 14 7/8 X 11 - 3 PART, CARBONLESS, CASE COUNT - 1050 BRAND: UNIVERSAL  STOCK #: 15754  CS. CT. 1100  RECYCLED PAPER IS 30% POST CONSUMER WASTE (PCW)  NO MINIMUM QUANTITIES  ALL PRICES QUOTED ARE F.O.B. DESTINATION (INSIDE DELIVERY)  DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.	Carton	64.38

<b>STATE PURCHASING AGENT</b>

# CONTRACT TERMS AND CONDITIONS

**Contract Terms and Conditions**

**Table of Contents**

Terms and Conditions.....III  
PURCHASE ORDER STANDARD TERMS AND CONDITIONS .....III  
TERMS AND CONDITIONS FOR THIS PURCHASE ORDER .....III  
BLANKET PAYMENT .....III  
EQUAL OPPORTUNITY COMPLIANCE .....III  
PURCHASE AGREEMENT AWARD .....III  
PARTIAL PAYMENTS .....III  
AUTHORIZATION AND RELEASE .....III  
FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END .....III  
CAMPAIGN FINANCE COMPLIANCE .....IV  
TERMS AND CONDITIONS OF PRICING AGREEMENT .....IV

## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

#### **BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

#### **EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

#### **PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

#### **PARTIAL PAYMENTS**

PARTIAL OR PROGRESS PAYMENTS MAY BE MADE. PAYMENT WILL BE AUTHORIZED UPON RECEIPT AND ACCEPTANCE BY THE AGENCY OF THE PORTION OF THE CONTRACT OR PURCHASE ORDER COMPLETED BY THE VENDOR. PAYMENT UPON THE RENDERING OF A PROPERLY SUBMITTED INVOICE.

#### **AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

#### **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.

#### **CAMPAIGN FINANCE COMPLIANCE**

EVERY PERSON OR BUSINESS ENTITY PROVIDING GOODS OR SERVICES AT A COST OF \$5000 CUMULATED VALUE IS REQUIRED TO FILE AN AFFIDAVIT REGARDING POLITICAL CAMPAIGN CONTRIBUTIONS WITH THE RI STATE BOARD OF ELECTIONS EVEN IF NO REPORTABLE CAMPAIGN CONTRIBUTIONS HAVE BEEN MADE. (RI GENERAL LAW 17-27) FORMS OBTAINED AT BOARD OF ELECTIONS, CAMPAIGN FINANCE DIVISION, 50 BRANCH AVENUE PROVIDENCE 02904 (401-222-2056).

#### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS** - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

#### **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If

this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.