



RI Purchase Agreement Amendment Report

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

OFFTECH INC
DBA TOSHIBA BUSINESS SOLUTIONS
LINCOLN CORP CENTER
24 ALBION RD
LINCOLN, RI 02865
United States

Amendment Date: 29-JUN-09
Original Award Date: 15-JUN-07
Buyer: L Roche
Phone #: 401-574-8118
FOB: Destination
Terms: NET 30
Vendor # 1126

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States	Change Order Number 1 Award Number 3033663 Effective Period 15-JUN-07 - 30-SEP-09	I N V O I C E	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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MPA-355 6/15/07-6/30/09 COPIER MAINTENANCE AND SUPPLIES AT PRICE PER COPY (CPM=COPIES PER MINUTE)

Description			Bid Number	Change Order Req#	
MPA-355 6/15/07-6/30/09 COPIER MAINTENANCE AND SUPPLIES AT PRICE PER COPY (CPM=COPIES PER MINUTE)					
Line #	Code	Class-Item	Quantity	Unit	Unit Price
		CHANGE TO P.O. #3033663 CHANGE EFFECTIVE PERIOD: FROM: 6/15/07 - 6/30/09 TO: 6/15/07 - 9/30/09 LINE ITEMS HAVE BEEN ADDED TO REFLECT EXTENSION. PLEASE NOTE: COPIER MAINTENANCE FOR EXISTING EQUIPMENT HAS BEEN EXTENDED UNTIL SEPTEMBER 30, 2009. FURTHER INFORMATION REGARDING CONTINUED MAINTENANCE FOR EXISTING EQUIPMENT WILL BE POSTED AT A LATER DATE. THIS DOES NOT INCLUDE EQUIPMENT COVERED BY MPA 79.			
1	939.27	MPA-355 6/15/07-6/30/09 TOSHIBA 15 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.009
1.1	939.27	MPA-355 6/15/07-9/30/09 TOSHIBA 15 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.009
2	939.27	MPA-355 6/15/07-6/30/09 TOSHIBA 16 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.0075
2.1	939.27	MPA-355 6/15/07-9/30/09 TOSHIBA 16 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.0075

STATE PURCHASING AGENT

Lorraine A. Hynes



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4	939.27	MPA-355 6/15/07-6/30/09 TOSHIBA 25 CPM COPIER MAINTENANCE AND SUPPLIES		Each .0075
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STATE PURCHASING AGENT

Louis A. DeQuattro

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.state.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements



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STATE PURCHASING AGENT

 Louis A. DeQuattro



Notice of Blanket Purchase Agreement

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

V E N D O R	1126 OFFTECH INC 6 BLACKSTONE VALLEY PL LINCOLN, RI 02865 United States
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Award Number 3033663	Effective Period: 15-JUN-07 - 30-JUN-09

S H I P T O	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST, RI MPA United States
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Date: 15-JUN-07
Buyer: L Roche
Shipping: Paid
Terms: NET 30

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

1		MPA-355 6/15/07-6/30/09 TOSHIBA 15 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.009
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3		MPA-355 6/15/07-6/30/09 TOSHIBA 20 CPM COPIER MAINTENANCE AND SUPPLIES		Each	.0075
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STATE PURCHASING AGENT

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements.

PURCHASES

**COPIER MAINTENANCE
INSTRUCTIONS FOR USERS
MPA-355**

The following is the process for establishing Blanket Releases in RIFANS for copier maintenance.

Lease/purchase of copiers remains the same. (See MPA 337 for Copiers)

State agencies must establish a Blanket Release through iProcurement for maintenance on copiers. Through Stores find the appropriate maintenance price per copy through searching using MPA-355, manufacturer of the copier and/or the copies per minute for your search criteria. Create a release using the correct copier manufacturer and copier speed and completing the number of copies used for the period (usually the estimated number of copies for one year). A purchase order will be automatically created.

Processing a Blanket Release for the approximate number of copies will encumber the cost of the maintenance and supplies for the copier chosen by manufacturer and copies per minute. Maintenance can then be paid on a monthly basis for the actual number of copies used.

PURCHASES

CONTRACT TERMS AND CONDITIONS

PURCHASES

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
CAMPAIGN FINANCE COMPLIANCE	III
EQUAL OPPORTUNITY COMPLIANCE	III
BLANKET PAYMENT	III
AUTHORIZATION AND RELEASE	III
PURCHASE AGREEMENT AWARD	III
MULTI YEAR AWARD	III

Terms and Conditions**PURCHASE ORDER STANDARD TERMS AND CONDITIONS****TERMS AND CONDITIONS FOR THIS PURCHASE ORDER****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).

EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

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.

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.

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.

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.

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.