



# Request for Quote

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

BUYER: Cowell Jr, John A  
 PHONE #: 401-574-8114

CREATION DATE : 06-JUL-07  
 BID NUMBER: 7013713  
 TITLE: ENVELOPES (MPA # 49)  
 BLANKET START : 01-AUG-07  
 BLANKET END : 31-JUL-08  
 BID CLOSING DATE AND TIME: 27-JUL-2007 11:15:00

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 8/1/07 - 7/31/08 MASTER PRICE AGREEMENT #49 ALL ENVELOPES (ITEMS 1 THROUGH 16), MUST BE 24#, WHITE WOVE, PRESS READY - NO PRINTING. THEY MUST BE PRICED PER M AND MUST HAVE MANUFACTURER'S NAME, BRAND AND STOCK # TO BE PROVIDED TO BE CONSIDERED FOR AWARD. WHEN BIDDING ON RECYCLED ITEMS, PLEASE PROVIDE: *** RECYCLED PAPER CONTENT *** AND *** PERCENTAGES *** ALL ORDERS ARE F.O.B. MPA-49 8/1/07-7/31/08 #6 3/4 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	40.00	Thousand		
2	MPA-49 8/1/07-7/31/08 #6 3/4 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	10.00	Thousand		
3	MPA-49 8/1/07-7/31/08 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	452.00	Thousand		

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4	MPA-49 8/1/07-7/31/08 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  _____  CONTENT, %: _____	10.00	Thousand		
5	MPA-49 8/1/07-7/31/08 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____  CONTENT, %: _____	57.00	Thousand		
6	MPA-49 8/1/07-7/31/08 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  _____  CONTENT, %: _____	5.00	Thousand		
7	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____  CONTENT, %: _____	2,021.00	Thousand		
8	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  _____  CONTENT, %: _____	20.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	CONTENT, %: _____				
9	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____	6,262.00	Thousand		
10	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	100.00	Thousand		
11	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____	536.00	Thousand		
12	MPA-49 8/1/07-7/31/08 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	10.00	Thousand		
13	MPA-49 8/1/07-7/31/08 #11 WHITE WOVE, 24#	122.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____				
14	MPA-49 8/1/07-7/31/08 #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  _____	10.00	Thousand		
	CONTENT, %: _____				
15	MPA-49 8/1/07-7/31/08 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  _____	67.00	Thousand		
16	MPA-49 8/1/07-7/31/08 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  _____	7.00	Thousand		
	CONTENT, %: _____				
	THE FOLLOWING ITEMS, 17 THROUGH 30, ARE MANILA-CLASP ENVELOPES, SUB 32 - NO PRINTING. PRICE PER BOX OF 100. MANUFACTURER, BRAND, AND STOCK # MUST BE PROVIDED TO BE CONSIDERED FOR AWARD.				
17	MPA-49 8/1/07-7/31/08 #63 6 1/2" X 9 1/2" 100/BOX - RECYCLED PAPER	24.00	Box		

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Line	Description	Quantity	Unit	Unit Price	Total
	MFG./BRAND - STOCK #: _____				
18	MPA-49 8/1/07-7/31/08 #63 6 1/2" X 9 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: _____  CONTENT, %: _____	5.00	Box		
19	MPA-49 8/1/07-7/31/08 #75 7 1/2" X 10 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #: _____	14.00	Box		
20	MPA-49 8/1/07-7/31/08 #75 7 1/2" X 10 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: _____  CONTENT, %: _____	5.00	Box		
21	MPA-49 8/1/07-7/31/08 #93 9 1/2" X 12 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #: _____	50.00	Box		
22	MPA-49 8/1/07-7/31/08 #93 9 1/2" X 12 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: _____  CONTENT, %: _____	10.00	Box		

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Line	Description	Quantity	Unit	Unit Price	Total
23	MPA-49 8/1/07-7/31/08 #95 10" X 12" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:  _____	10.00	Box		
24	MPA-49 8/1/07-7/31/08 #95 10" X 12" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:  _____	5.00	Box		
	CONTENT, %: _____				
25	MPA-49 8/1/07-7/31/08 #98 10" X 15" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:  _____	30.00	Box		
26	MPA-49 8/1/07-7/31/08 #98 10" X 15" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:  _____	5.00	Box		
	CONTENT, %: _____				
27	MPA-49 8/1/07-7/31/08 #105 11 1/2" X 14 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:  _____	10.00	Box		

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Line	Description	Quantity	Unit	Unit Price	Total
28	MPA-49 8/1/07-7/31/08 #105 11 1/2" X 14 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	5.00	Box		
29	MPA-49 8/1/07-7/31/08 #110 12" X 15 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	100.00	Box		
30	MPA-49 8/1/07-7/31/08 #110 12" X 15 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	10.00	Box		
31	MPA-49 8/1/07-7/31/08 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	75.00	Thousand		
32	MPA-49 8/1/07-7/31/08 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:  CONTENT, %: _____	25.00	Thousand		
33	MPA-49 8/1/07-7/31/08 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED	40.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____				
34	MPA-49 8/1/07-7/31/08 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____  CONTENT, %: _____  ITEMS #35 - 42 ARE COLORED ENVELOPES	10.00	Thousand		
35	MPA-49 8/1/07-7/31/08 #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	40.00	Thousand		
36	MPA-49 8/1/07-7/31/08 #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____  CONTENT, %: _____	214.00	Thousand		
37	MPA-49 8/1/07-7/31/08 #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	281.00	Thousand		
38	MPA-49 8/1/07-7/31/08 #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER	20.00	Thousand		

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	MFG./BRAND - STOCK #: _____  CONTENT, %: _____				
39	MPA-49 8/1/07-7/31/08 #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	80.00	Thousand		
40	MPA-49 8/1/07-7/31/08 #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	20.00	Thousand		
41	MPA-49 8/1/07-7/31/08 #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	13.00	Thousand		
42	MPA-49 8/1/07-7/31/08 #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	10.00	Thousand		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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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).

#### **QUARTERLY REPORTS**

**REPORTS** - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

#### **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.**

#### **CLOTHING SAMPLES**

**IF SAMPLES ARE REQUESTED, THEY MUST BE PROVIDED WITHIN TEN (10) WORKING DAYS**

OF REQUEST DATE. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF BID.

**BID ALL ITEMS**

BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.

**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](http://WWW.PURCHASING.RI.GOV)

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.