



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 : 14-AUG-09
 BID NUMBER: 7323012
 TITLE: ENVELOPES (MPA # 49)
 BLANKET START : 01-NOV-09
 BLANKET END : 31-OCT-10
 BID CLOSING DATE AND TIME: 15-OCT-2009 11:15:00

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 11/1/09 - 10/31/10 MASTER PRICE AGREEMENT #49 ALL ENVELOPES (ITEMS 1 THROUGH 14), 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. DESTINATION _____ 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. _____ MPA-49 11/1/09-10/31/10 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	200.00	Thousand		
2	MPA-49 11/1/09-10/31/10 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ _____ CONTENT, %: _____	5.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
3	MPA-49 11/1/09-10/31/10 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	172.00	Thousand		
4	MPA-49 11/1/09-10/31/10 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
	CONTENT, %: _____				
5	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	1,932.00	Thousand		
6	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
	CONTENT, %: _____				
7	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:	4,000.00	Thousand		

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8	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: CONTENT, %: _____	5.00	Thousand		
9	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: CONTENT, %: _____	5.00	Thousand		
10	MPA-49 11/1/09-10/31/10 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: CONTENT, %: _____	5.00	Thousand		
11	MPA-49 11/1/09-10/31/10 #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: CONTENT, %: _____	5.00	Thousand		
12	MPA-49 11/1/09-10/31/10 #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL	5.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____				
	CONTENT, %: _____				
13	MPA-49 11/1/09-10/31/10 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	28.00	Thousand		
14	MPA-49 11/1/09-10/31/10 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
	CONTENT, %: _____				
	THE FOLLOWING ITEMS 15 THROUGH 18 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.				
15	MPA-49 11/1/09-10/31/10 #75 7 1/2" X 10 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #: _____	10.00	Box		
16	MPA-49 11/1/09-10/31/10 #75 7 1/2" X 10 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:	5.00	Box		

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Line	Description	Quantity	Unit	Unit Price	Total
	CONTENT, %: _____				
17	MPA-49 11/1/09-10/31/10 #93 9 1/2" X 12 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #: _____	5.00	Box		
18	MPA-49 11/1/09-10/31/10 #93 9 1/2" X 12 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Box		
19	MPA-49 11/1/09-10/31/10 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	172.00	Thousand		
20	MPA-49 11/1/09-10/31/10 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Thousand		
21	MPA-49 11/1/09-10/31/10 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
22	MPA-49 11/1/09-10/31/10 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB. REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____ ITEMS 23-26 ARE COLORED ENVELOPES (RECYCLED PAPER ONLY)	5.00	Thousand		
23	MPA-49 11/1/09-10/31/10 #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Thousand		
24	MPA-49 11/1/09-10/31/10 #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Thousand		
25	MPA-49 11/1/09-10/31/10 #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
26	MPA-49 11/1/09-10/31/10 #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____ FOR THE FOLLOWING ITEMS (27-44) SAMPLES MAY BE OBTAINED BY CALLING: TOM PILOZZI AT (401) 462-1403	5.00	Thousand		
27	MPA-49 11/1/09-10/31/10 #10 MIDDLE WINDOW, WHITE 24# REGULAR ENVELOPE WINDOW SIZE (1.25" X 4.5), DIAGONAL SEAM, COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	570.00	Thousand		
28	MPA-49 11/1/09-10/31/10 #10 MIDDLE WINDOW, WHITE 24# REGULAR ENVELOPE WINDOW SIZE (1.25" X 4.5), DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	Thousand		
29	MPA-49 11/1/09-10/31/10 #10 DOUBLE WINDOW WHITE 24 LB. REGULAR ENVELOPE BOTTOM WINDOW SIZE (1.125" X 3.50"), 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE. TOP WINDOW SIZE (3/4" X 3 1/2"), 2 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP	1,500.00	Thousand		

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Line	Description	Quantity	Unit	Unit Price	Total
	MFG./BRAND - STOCK #: _____				
30	MPA-49 11/1/09-10/31/10 #10 DOUBLE WINDOW WHITE 24# REGULAR ENVELOPE BOTTOM WINDOW (1.125" X 3.50"), 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE. TOP WINDOW SIZE (3/4" X 3 1/2"), 2 1/2" FROM BOTTOM, 3/4" FROM LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	10.00	Thousand		
31	MPA-49 11/1/09-10/31/10 #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.25"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP MFG./BRAND - STOCK #: _____	100.00	Thousand		
32	MAP-49 11/1/09-10/31/10 #9 RIGHT SIDE WINDOW 24# WHITE REGULAR ENVELOPE. WINDOW SIZE (1" X 3.25"), 1/2" FROM BOTTOM, 1" FROM RIGHT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	10.00	Thousand		
33	MPA-49 11/1/09-10/31/10 4 1/2" X 7 1/2" WINDOW REGULAR ENVELOPE, 24# WHITE. WINDOW SIZE, (1" X 3 3/4"), 3/4" FROM BOTTOM, 7/8" FROM THE LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP MFG./BRAND - STOCK #:	240.00	Thousand		

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34	MPA-49 11/1/09-10/31/10 4 1/2" X 7 1/2" WINDOW REGULAR ENVELOPE, 24# WHITE. WINDOW SIZE, (1" X 3 3/4"), 3/4" FROM BOTTOM, 7/8" FROM THE LEFT SIDE, DIAGONAL SEAM, COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	25.00	Thousand		
35	MPA-49 11/1/09-10/31/10 9" X 12" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# MFG./BRAND - STOCK #: _____	20.00	Thousand		
36	MPA-49 11/1/09-10/31/10 9" X 12" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
37	MPA-49 11/1/09-10/31/10 10" X 13" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# MFG./BRAND - STOCK #: _____	14.00	Thousand		
38	MPA-49 11/1/09-10/31/10 10" X 13" BROWN KRAFT CATALOG REGULAR ENVELOPE WITHOUT CLASP, 24# - RECYCLED PAPER MFG./BRAND - STOCK #:	5.00	Thousand		

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39	MPA-49 11/1/09-10/31/10 BROWN KRAFT 1ST CLASS REGULAR MAILERS, CATALOG STYLE, 24# WITHOUT CLASP MFG./BRAND - STOCK #: _____	35.00	Thousand		
40	MPA-49 11/1/09-10/31/10 BROWN KRAFT 1ST CLASS REGULAR MAILERS, CATALOG STYLE, 24# WITHOUT CLASP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
	CONTENT, %: _____				
41	MPA-49 11/1/09-10/31/10 BROWN KRAFT 1ST CLASS REGULAR MAILERS CATALOG STYLE, 24# WITHOUT CLASP MFG./BRAND - STOCK #: _____	20.00	Thousand		
42	MPA-49 11/1/09-10/31/10 BROWN KRAFT 1ST CLASS REGULAR MAILERS CATALOG STYLE, 24# WITHOUT CLASP - RECYCLED PAPER MFG./BRAND - STOCK #: _____	5.00	Thousand		
	CONTENT, %: _____				
43	MPA-49 11/1/09-10/31/10 3 7/8" X 8" BROWN KRAFT REGULAR 24# WINDOW ENVELOPE. WINDOW SIZE, (1 1/8" X 3'), 1/2" FROM THE BOTTOM, 7/8" FROM THE	100.00	Thousand		

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	LEFT SIDE MFG./BRAND - STOCK #: _____				
44	MPA-49 11/1/09-10/31/10 3 7/8" X 8" BROWN KRAFT REGULAR 24# WINDOW ENVELOPE. WINDOW SIZE, (1 1/8" X 3"), 1/2" FROM THE BOTTOM, 7/8" FROM THE LEFT SIDE - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	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.

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.