



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**CONTRACT USER GUIDE**  
**MPA TITLE**  
**MASTER PRICE AGREEMENT (“MPA”) # 162**  
**BID SOLICITATION # APPLIANCES, HOUSEHOLD INCLUDING TELEVISIONS,**  
**DVDS & VCRS**  
**CONTRACT TERM 2/1/2015 – 1/31/2016**  
**WITH 1 RENEWAL OPTION FOR 1 SIX-MONTH TERM**  
**AT THE SOLE OPTION OF THE STATE**

**CONTRACT SUMMARY:**

This will be a new award with the option for one (1) six-month extension option allowed.

**WHO CAN USE THIS CONTRACT:**

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).

**WORK ORDER CAPS and T&C ITEMS:**

There are no Work Order Caps in place covering this MPA.

**STATE AGENCY SPECIAL INSTRUCTION:**

Agencies For Line #32 - See Notice of Purchase Agreements posted to the MPA Website for HOW TO ORDER INSTRUCTION, that is in addition to the item information that the agency can view in the RIFANS Store. This information is reported on the Vendor’s Notice of Purchase Agreement, and the item information is viewable in the RIFANS Store, however the Buyer has provided Ordering Instruction that the agency must view in the actual Vendor Notice of Purchase Agreement.

**AGENCIES SHOULD BE AWARE OF THE FOLLOWING CONDITIONS;  
CONTAINED IN THE ORIGINAL SOLICITATION:**

Both vendors may have been awarded products offered on the same Line Item Number. Therefore, please compare pricing offered by both of our suppliers as well as their latest catalog offerings prior to placing your order to insure that the equipment requested will meet your needs as well as space requirements.



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**AGENCY NOTIFICATION LETTER TO VENDOR:**

A Sample Agency Notification Letter to Vendor is attached to the User Guide. The Notification Letter should be printed on the User Agency's Letterhead.

**VENDOR AWARDS CONTACT INFORMATION:**

**Purchase Order # 3412266**

**Vendor Name:** BUSINESS SERVICES SOLUTIONS

New Accounts

Contact Name: TERRY LINN BRUNNING  
Tel: (619) 366-1794  
Email: [terry@BusinessServicesSolutions.org](mailto:terry@BusinessServicesSolutions.org)

**Purchase Order # 3412268**

**Vendor Name:** BROADWAY APPLIANCE, INC.

New Accounts

Contact Name: JOSEPH E. RENDINE, Jr.  
Tel: (401) 949-7800  
Email: [joe@jsappliance.com](mailto:joe@jsappliance.com)

**ALL ATTACHMENTS ARE DENOTED BY ☒, AND APPEAR IN THE FOLLOWING ORDER:**

- CONTRACT USER GUIDE
- SAMPLE AGENCY NOTIFICATION LETTER TO VENDOR
- CHANGE ORDER TO ORIGINAL PURCHASE
- ALL PRIOR CHANGE ORDERS TO ORIGINAL PURCHASE (sequential order is most recent to #1)
- ORIGINAL PURCHASE AWARD (VENDOR AWARD)
- VENDOR AMENDMENT/S
- PRODUCT AND PRICING (IF NOT INCLUDED ON PURCHASE ORDER)
- SPECIAL INSTRUCTIONS
- TERMS AND CONDITIONS
- SUPPLEMENTAL ANALYSIS INFO – SEE MPA SEARCH RESULTS WEBPAGE
- OTHER – DESCRIPTION:

**DIVISION OF PURCHASES CONTACT:**

Name: **J. Anthony Cowell, Jr.**  
Title: **Buyer II**  
Tel: **(401) 574-8114**  
Email: **[John.Cowell@purchasing.ri.gov](mailto:John.Cowell@purchasing.ri.gov)**



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