



FAC102 Contract User Guide

FAC102: Athletic Supplies and P.E. Equipment

UPDATED: 9/22/2017

Contract #:	FAC102
MMARS MA #:	FAC102*
Initial Contract Term:	7/24/2017 – 7/21/2019
Maximum End Date:	<i>varies, please see Contract Renewal Options</i>
Contract Manager:	Stephen Lyons, 617-720-3373, steve.lyons@state.ma.us
This Contract Contains:	Prompt Pay Discount, Supplier Diversity Program
UNSPSC Codes:	46-22-00
Notes:	<i>Contract adopted from the U.S. Communities and National IPA cooperatives</i>

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Categories](#)
- [Who Can Use This Contract](#)
- [Contract Renewal Options](#)
- [Cooperative Contract Information](#)
- [Benefits and Cost Savings](#)
- [Pricing, Quoting, and Purchasing Options](#)
- [How to Purchase From the Contract in COMMBUYS](#)
- [Find Contract Documents](#)
- [Vendor Information](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

Statewide Contract FAC102 for Athletic Supplies and Physical Education Equipment is awarded to furnish, supply, and deliver athletic supplies, physical education equipment, weight room equipment, and other related products/services.

FAC102 is awarded to two vendors: **Gopher Sport** and **Samson Equipment**. Each vendor's contract has been adopted from a national cooperative contract as a Massachusetts Statewide Contract. Gopher Sport has been awarded to provide catalog sales and Samson Equipment has been awarded to provide weight room equipment.



FAC102 Contract User Guide

Contract Categories

Catalog Sales

Vendor: **Gopher Sport**

Summary: Physical education equipment, athletic supplies, fitness equipment, recreation products, and other related products.

Weight Room Equipment

Vendor: **Samson Equipment**

Summary: Weight training equipment and related products/services.

Who Can Use This Contract

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M

Contract Renewal Options

Catalog Sales – Gopher Sport

3 year initial term expires September 30, 2019.

Two options are available to renew for 2-years each (max renewal length of 4 additional years).

Weight Room Equipment – Samson Equipment

3 year initial term expires September 30, 2019.

Two options are available to renew for 1-year each (max renewal length of 2 additional years).

Cooperative Contract Information

Gopher Sport

The Catalog Sales category is adopted from the U.S. Communities cooperative contract with Gopher Sport which was led by Harford County Public Schools, Maryland. To find additional information about this contract please visit the contract page via the U.S. Communities website here: <https://www.uscommunities.org/suppliers/gopher/>.

Samson Equipment

The Weight Room Equipment category is adopted from the National IPA cooperative contract with Samson Equipment which was led by the Region 4 Education Service Center. To find additional information about this contract please visit the contract page via the National IPA website here: <http://www.nationalipa.org/Vendors/Pages/SamsonEquipment.aspx>.



FAC102 Contract User Guide

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Catalog Sales – Gopher Sport

- “Unconditional 100% Satisfaction Guarantee”
- Volume Price Discounts:
 - 1% additional discount for purchase orders between \$10,000 – \$25,000
 - 2% additional discount for purchase orders between \$25,001 – \$50,000
 - 3% additional discount for purchase orders over \$50,001
- Free shipping for parcel items (*some exclusions apply*)
- “Fast or Free” Shipping ensures all **in-stock** items will arrive in 4 days or less or the Shipping and Processing is free.
- **Prompt Pay Discounts:**
 - 1.5% for payments made within 10 days
 - 1.25% for payments made within 15 days
 - 1% for payments made within 20 days
 - 0.75% for payments made within 30 days

Weight Room Equipment – Samson Equipment

- Volume Price Discounts:
 - 10% discount for purchase orders between \$0.00 - \$12,499
 - 12.5% discount for purchase orders between \$12,500 - \$24,999
 - 15% discount for purchase orders between \$25,000 - \$37,999
 - 17.5% discount for purchase orders between \$37,500 - \$49,999
 - 20% discount for purchase orders over \$50,000
- Shipping and Setup Options
 - Dock-to-Dock Shipping (*Samson shops freight rates competitively prior to quote*)
 - Lift-Gate Service (*for certain pieces of equipment; for customers without loading dock*)
 - Supervised Setup (*Samson supervises setup and customer provides physical labor; most popular service as it dramatically reduces cost of total project*)
 - Full Setup and Turn Key Service
- Lifetime Warranty on steel materials/workmanship (*when used as intended*)
- 8 Year Warranty on bearings and all other moveable parts (*when used as designed and intended*)
- 2% **Prompt Pay Discount** for payments made within 10 days
- High quality steel tubing, sealed ball bearings, durable upholstery, and stainless steel parts.



FAC102 Contract User Guide

Pricing, Quoting, and Purchasing Options

Purchase Options

Purchases made through this contract will be direct, outright purchases.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number HLS05 when contacting the vendor for quotes or placing an order.

Pricing Options

Ceiling/Not-to-Exceed: Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated. Customers may contact each vendor to get quotes.

Delivery

Orders may be subject to a delivery fee.

Obtaining Quotes

Contract users should always reference **FAC102** when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Obtaining Quotes Including Construction Services

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity’s procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Products Not Listed

If a product is not listed the buyer may contact the OSD Contract Manager to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

This contract does not have language for payments that exceed contract duration. Buyers should not commit to any order that cannot be completed and paid for by 9/30/2019.



FAC102 Contract User Guide

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B [Procurement Assistance from the Office of the Inspector General](#) is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

How to Purchase From the Contract in COMMBUYS

Solicit quotes and select and purchase quoted item in COMMBUYS

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

Buyers will manually input Purchase Order information into the line item description and may attach quote information in PDF format.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference **FAC102** to receive contract pricing.



FAC102 Contract User Guide

Find Contract Documents

To find contract documents visit COMMBUYS.com and search for “**FAC102**” to find related Master Blanket Purchase Order (MBPO) information. To link directly to the FAC102 vendor MBPO pages, visit the following public links below:

Vendor Information

Gopher Sport

Customer Contact: Gopher Sport Customer Service
Email: bids@gophersport.com
Phone: 1-800-533-0446
COMMBUYS MBPO*: [MBPO-17-1080-OSD03-SRC3-9401](#)
Prompt Pay Discounts: 1.5% in 10 days; 1.25% in 15 days; 1% in 20 days; 0.75% in 30 days
MMARS Vendor Code: VC0000290655
MMARS Vendor Line: 2

Samson Equipment

Customer Contact: Scott Schroeder
Email: scott@samsonequipment.com
Phone: 1-800-4-SAMSON ext. 202 (1-800-472-6766 ext. 202)
COMMBUYS MBPO*: [MBPO-17-1080-OSD03-SRC3-9085](#)
Prompt Pay Discounts: 2% in 10 days
MMARS Vendor Code: VC0000856425
MMARS Vendor Line: 1

**Note that COMMBUYS is the official system of record for vendor contact information.*

Prompt Pay Discount (PPD)

A PPD is a discount given to the buyer if payment is made within a certain time period. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth’s Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.