

Dairy Products

Contract #: GRO32 **Contract Renewal Duration:** 4/1/2016 to 3/31/2017

MMARS #: GRO32* **Options to Renew:** through 3/31/2018

Contract Manager: Name - Betty Fernandez- Phone 617 720 3133

Email: Betty.Fernandez@state.ma.us

This contract contains: Environmentally Preferable Products (EPP) Equipment, Supplier Diversity Program and Prompt Pay Discount

UNSPSC: 50-13-17 milk and butter products, 50-20-25 Fresh Citrus Juices, 50-13-18 cheese, 50-10-23 flavored ice and ice cream.

Last change date: 12/1/2016 **Date:** 12/1/2016

Contract Summary

This statewide contract provides various selections of Dairy Products which includes the following products in various size cartons, containers, bottles, etc. and various flavors: milk, juices, yogurts, cream cheese and ice cream, etc. The Market Basket structure of this contract award allows users to purchase items from the market basket lists as well as from the Contractors' additional list of catalog items that may be requested directly from the contractors.

Dairy products not identified in the available market basket contract award list may also be purchased from the Contractors as long as the products fall under the scope/description of the Dairy Products Statewide Contract.

Benefits and Cost Savings

The statewide contract provides a market basket list of the most commonly used dairy products with available pricing. The benefits and potential cost savings are as follows:

- The identified Dairy Products have fixed pricing for the contract duration. Pricing



remains firm through March 31, 2017, which allows users to order and plan menus accordingly at a fixed price for the contract period.

- **Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to Garelick Farms and Rosev Dairy Foods who provided the most competitive pricing for dairy products.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

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

How to use the contract

User departments should do a cost comparison with the two (2) listed Contractors to determine which Contractor is providing the lowest price and the best value for the products being purchased. Once users have determined which Contractor is providing the lowest price and the best value the user department may place their order with that Contractor. The customer service numbers are listed below and the customer service hours are identified for both Contractors. For problems which are not resolved through customer service, contract users should contact the Account Manager, at the number listed below. Contract users may request a Buyer's Guide to assist in ordering directly



from the Contractors. There is no minimum order for dairy products for either Contractor.

Price & Acquisition - A market basket price sheet is available for each vendor on COMMBUYS website <https://www.commbuys.com/bs/> please refer to instructions below for how to obtain the contract information in COMMBUYS.

Pricing is identified in two columns, the Department of Corrections pricing is listed in the first column and all other users pricing is listed in the second column. These prices do not include equipment rental, which is also available, if needed. Equipment pricing should be negotiated on an individual basis and can range from no charge for equipment placed to control costs (for example the reduction of delivery frequency) to an up charge program. Contract users should refer to the “Contractor Information” listed below to obtain additional added value discounts.

All pricing WILL remain firm through March 31, 2017.

Additional Information

Delivery – All deliveries are FOB and no additional delivery charges are allowed. All orders will be processed, confirmed and delivered based on established delivery schedules. The ordering location will define delivery requirements and will establish a mutually agreed upon delivery schedule with Contractors. The Contractor(s) must make delivery of items as requested by the ordering facility. The Contractor(s) must call the facility to schedule a delivery. Any change in the specified delivery schedule requires approval by the ordering facility. The ordering location will determine delivery time and date. Locations may establish weekly, semi-weekly or daily scheduled deliveries. Locations may also schedule individual deliveries when placing the order. Any items not delivered on schedule may be canceled at no cost to the Commonwealth. If the ordering facility must purchase non-delivered items from another source, the contractor must cover any additional costs incurred by the facility for these items.

The Contractor must place dairy products in the delivery location coolers immediately upon delivery. Any spoilage due to non-compliance with this requirement will be returned at the Contractor’s expense. Delivery staff must rotate products in the delivery location’s freezer upon making a new delivery. Departments are not required to accept any product that is visibly damaged, dented, squeezed or torn. The contractor must replace any item received in unacceptable condition at no cost to the ordering facility.



Delivery Requirement for the Department of Correction – The Contractor(s) must meet all Department of Correction security requirements applicable to each facility. Requirements may include, but are not limited to: inspection and search of all delivery vehicles including driver; cab and all contents thereof; locking gas or fuel caps, all drivers must pass a CORI background check no split load deliveries where required; strict delivery time requirements and any other security requirements as deemed necessary by the department or institution. Contractors may be asked to deliver products outside the established delivery schedule to respond to emergency situation.

Vendor List and Contract Information

*Please refer to Price & Acquisition - A market basket price sheet is available for each vendor on COMMBUYS website <https://www.commbuys.com/bso/> please refer to instructions below for how to obtain the contract information in COMMBUYS. *Suppliers are involved in the following programs. Supplier Diversity Program (SDP) Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD).*

Contractor Information

Vendor Code: VC6000249774	Vendor Line 1	SDP, EPP, SDP
GARELICK FARMS, LLC	626 LYNNWAY, LYNN, MA 01905	
Account Manager	Liz Connolly	
Phone number:	800-487-8700 x 219	
Fax number:	781-599-7810	
E-mail address:	liz_connolly@deanfoods.com	
Customer Service Phone Number	800-487-8703	
Customer Service hours:	Monday-Friday 8:00am – 5:00pm Saturday 8:00am-2:00pm	
Emergency Phone Number:	800-487-8710	
Additional Contact:	James M. Walsh	
Phone number:	800-487-8700 x 649	
Fax number:	781-581-5607	
E-mail address:	jim_walsh@deanfoods.com	
Distribution Centers	Garelick Farms-Lynn, 626 Lynnway, Lynn, MA 01905 Garelick Farms-Franklin, 1199 West Central Street, Franklin, MA 02038 Garelick Farms Depot, 19 Mill Road, West Chesterfield, NH 03466	



Vendor Code: VC6000249774	Vendor Line 1	SDP, EPP, SDP
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ADDITIONAL DISCOUNTS:

Prompt Pay Discount (PPD) .25% - 10 days

Volume Purchase Discount (VPD) 2% discount offer on accounts with an average delivery of at least 200 cases qualify

Vendor Code: VC6000168462	Vendor Line 2	SDP, EPP, SDP
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ROSEV DAIRY FOODS, INC. 220 Second Street, Chelsea, MA 02150

Account Manager: Stephen Jamgochian

Phone number: 617-896-6868

Fax number: 617-884-9347

E-mail address: sjamgochian@rosevdairy.com

Customer Service Phone Number: 617-889-7444

Customer Service hours: 9:00 AM to 4:30 PM

Emergency Phone Number: 978-886-0787

Prompt Pay Discount: 1%-10 days, .75% 15 days, .50%-20 days

Strategic Sourcing Services Team Members

Stephen Burnett	Dept. of Correction
Stephen Toomey	Dept. of Correction
Christopher Gendreau	Dept. of Correction

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There are two (2) vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) prices are located with each line item identified with the Master Blanket Purchase Order.

How to place an order

Once a price has been obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use GRO32) in the description



- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter quantity of line item
- Enter the total price
- Add additional items if needed as required
- Submit for approval

RPA Release: This contract has been set up as RPA Release enabled to allow contract users who place reoccurring orders directly with the vendor to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the [RPA Release Job Aid](#) located at Job Aids for Purchasers when entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
2. In the “Items” tab Search field, type in the following to get the items: contract description (“GRO32”), and the vendor name.
3. Select the appropriate catalog line; a line has been setup for RPA Release transactions.
4. In the zero dollar line items, accurately fill in the data.
5. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
6. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the “Attachments” section.
7. The final invoice amount should match the Release Requisition total on the Summary tab.

Enter only one invoice per Release Requisition.



Where to find complete GRO32 contract information on COMMBUYS

Clicking on the vendor's PO links provided below will bring you directly to the contractors detail award information. If full statewide contract details are required please refer to GRO32 files listed under the Conversion Vendor [C145492-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

PO-14-1080-OSD01-OSD10-00000000038	Garelick Farms, LLC
PO-14-1080-OSD01-OSD10-00000000043	Rosev Dairy Foods, INC