

Contract User Guide for GRO33

GRO33: Baked Goods

UPDATED: Sept. 6, 2017

Contract #:	GRO33
MMARS MA #:	GRO33*
Initial Contract Term:	June 1, 2013 – June 30, 2014
Maximum End Date:	Four (4) – One (1) year extensions to June 30, 2018
Current Contract Term:	July 1, 2017 – June 30, 2018
Contract Manager:	Betty Fernandez, 617-720-3133, Betty.Fernandez@state.ma.us

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

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Contract Summary

This is a Statewide Contract for Baked Goods. This contract covers a variety of Baked Goods products as identified within the statewide contract and which includes and is not limited to the products listed as follows:

- Hamburger rolls, hot dog rolls, dinner rolls, sub rolls, whole wheat bread, all types of sliced bread, English muffins, donuts, etc.

Departments may request any Identified products available on the Contractor's Contract Award 2017-2018 price list

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located as an attachment in COMMBUYS <https://www.commbuys.com/bs0/advsearch/buyerAdvancedSearch.sdo>. In addition to the Contract Award an additional list of available Baked Goods Products is also available in COMMBUYS.

Baked Goods products not identified on the Contract Award and or the Additional Product list may also be purchased from the contractor as long as the products fall under the scope/description of the Baked Goods Statewide Contract.

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.

The statewide contract covers a variety of Baked Goods products from a single contractor as Orograin Bakeries Sales, Inc. The benefits and potential cost savings are as follows:

- The identified baked good products have fixed pricing for the contract duration. Pricing remains firm through 6/30/2018, which allow users to order and plan menus accordingly.
- Competitive Pricing – The Strategic Sourcing Services Team (SSST) awarded the contract to Orograin Bakeries Sales, Inc., a subsidiary of Bimbo Foods because they provided competitive pricing for baked goods.

Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for GRO33 to find related Master Blanket Purchase Order (MBPO) information.

To link directly to the MBPO for GRO33, please visit PO-14-1080-OSD01-OSD10-0000000010. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: 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;

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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.

The contract is primary statewide contract used by Executive Agencies of the Commonwealth for Baked Goods. The statewide contract will be available for use by other eligible entities as listed in the Contract User Guide section entitled “Eligible Entities”. Each Commonwealth Agency and eligible entity is responsible for executing its own purchase orders and paying its own invoices for goods acquired from the statewide contract.

PLEASE NOTE: Contractor agrees to service all Eligible Entities. For purposes of this bid, and the resulting GRO33 Contract, an Eligible Entity is defined as a Commonwealth of MA agency or entity for which the accounts payable are paid directly by the Commonwealth of MA. All other agencies or entities may contact Contractor and if Contractor has the capacity and route structure to supply product covered under the state contract GRO33, Contractor will do so on a case by case basis as agreed to between the two parties. To be considered an Eligible Entity, the entity must meet a \$75.00 minimum delivery per route system and not be subject to an existing contract or bid with Orograin Bakeries Sales, Inc. as of the Effective Date or the date such agency or entity desires service under the GRO33 Contract.

Pricing, Quote and Purchase Options

Purchase Options

Purchases made through this contract will be direct, outright purchases

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the [vendor information](#) page, where links to all the vendors MBPOs should be provided.

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.

801 CMR 21.00, *Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.*

When contacting a vendor on statewide contract, always reference GRO33 to receive contract pricing.



Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

There is firm pricing available for each item identified in the market basket list for every Commonwealth agency throughout the entire State. Pricing listed must remain firm through June 30, 2018.

Directly purchase fixed price items through COMMBUYS

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

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

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

There is one (1) vendor on this contract which has been assigned a unique Master Blanket Purchase Order (PO). Vendor 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 GRO33) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter Quantity
- Enter the total price
- Add additional items if required
- Submit for approval

- **Document items in COMMBUYS that have already been purchased**
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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

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- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery>Returns

Ordering & Delivery - All deliveries will be FOB destination. All orders will be processed, confirmed and delivered based on established delivery schedules. The ordering location will establish a mutually agreed upon delivery schedule with the Contractor. The Contractor will make delivery of items as requested by the ordering facility. Any change in the specified delivery schedule is subject to approval by the ordering facility. The Contractor may not attempt to make deliveries to any facility on official state holidays, unless requested to do so by the ordering facility. Delivery schedules will conform to location requirements. Any item not delivered during an established delivery period may be canceled at no cost to the Commonwealth. The Contractor must place baked goods in a secure location designated by the contract user immediately upon delivery. Any spoilage due to non-compliance with this requirement will be returned at the Contractor's expense. Delivery staff must remove racks with each delivery. Any product delivered that does not conform to this requirement will be returned at the Contractor's expense. All products must be delivered within 48 hours of baking with an additional 96 hours of documented shelf life upon receipt of delivery. Ordering and delivery information must be made available to contract users upon request. Contract users must be notified of any incorrect or short orders, prior to delivery. Incorrect or short orders must be corrected to the contract user's satisfaction within 24 hours.

Other Delivery Requirements - If applicable, the Contractor must meet all of the Department of Correction (DOC)/County Sherriff's Department security requirements applicable to each DOC facility and County Sherriff's Department. Requirements may include, but are not limited to: inspection and search of all delivery vehicles including the 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. The Contractor may be asked to deliver products outside the established delivery schedule to respond to emergency situations when necessary.

Additional Information/FAQs

Nutritional Standards – Nutritional Standards: Executive Order (EO) 509 is a directive signed by the Governor that requires state agencies that provide a package of services, which include foods and beverages, to clients who are dependent on the state to follow specific nutrition standards when contracting for the purchase of foods and beverages. To ensure compliance please refer to the [Executive Order 509](#) for detailed information.

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Label Specifications - Any product delivered under this contract must meet FDA label guidelines unless otherwise specified by the ordering facility. The contractor must supply an ingredient list and nutritional analysis upon request by contract users. Due to the increased incidence of food allergies, contractors may be asked to participate in developing a notification of ingredient changes program during the life of the contract.

If the Needed Product Can Not be Found

If a [product cannot be found in price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members

Stephen Burnett	Department of Correction
Christopher Gendreau	Department of Correction
Steven Toomey	Department of Correction



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (Prompt Pay Discount)
Orograin Bakeries Sales, Inc. d/b/a Bimbo Foods, Inc.	PO-14-1080-OSD01-OSD10-0000000010	<i>VC0000497994</i> <i>Vendor Line 1</i>	Edward Pinkerton or Virginia Newell	518-456-4792 x21 or 800-818-4772 x28	EPinkerton@bbumail.com VNewell@BBUmail.com	N/A

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Appendix A: Additional Requirements

Returns - Product will be inspected upon receipt of delivery. If a product fails inspection by the receiving facility, the product will be rejected and the Contractor must replace it immediately at no additional expense to the facility. Departments must not accept the delivery of any product that is visibly damaged, dented, squeezed or torn. Furthermore, the Contractor will replace any item received in damaged or unacceptable condition at no cost to the contract user.

Recalls - The Contractor will provide timely notification to all contract users that have ordered a product that has been recalled. The Contractor will issue a credit to the user's account for all recalled products.

Customer Service – The Contractor will provide customer service to all users of the contract. That service must include the following components: The Contractor's personnel answering the customer service line must be well versed on all requirements of the Statewide Contract and must be able to easily answer user's questions about pricing, product and service. If the Contractor receives a complaint about food quality, a sample of the item must be collected immediately, inspected and analyzed for quality within a reasonable time, at no additional cost to the Commonwealth. The Operational Services Division (OSD) Strategic Sourcing Services Lead (SSSL), Betty Fernandez must be contacted immediately by the Contractor's Account Manager and informed of the status of the complaint, if the complaint is not resolved to the user's full satisfaction within agreed upon time period.

Quality Assurance - The Contractor must monitor on a continuous basis, the quality of the products offered under this contract. The Contractor is required to have a self-inspection system that monitors, identifies and corrects any deficiencies that may occur in the quality of the products furnished to the Commonwealth. The OSD Strategic Sourcing Services Lead (SSSL) must be notified of any corrective actions as they are taken.

Sample products for evaluation - Sample baked good products for evaluation purposes only may be requested by eligible entities using the statewide contract. Samples MUST be provided to requesting departments at no additional cost to the Commonwealth.