

Bottled Water, Emergency Bottled Water, Water Filtration, Reverse Osmosis, Coffee Services available Services and Supplies

Contract #: GRO34	Contract Renewal Duration: 8/1/16 to 7/31/18
MMARS #: GRO34*	Options to Renew: through 7/31/20
Contract Manager:	Name - Betty Fernandez- Phone 617 720 3133 Email: Betty.Fernandez@state.ma.us
UNSPSC:	50-20-23-01 water, 50-20-00 beverages, 50-20-17 coffee, 14-11-00 paper products,
Last change date: 5/22/2017	Date: 5/22/2017

Contract Summary

This contract covers Bottled Water, Emergency Bottled Water, Water Filtration Reverse Osmosis, Coffee Services with available Services and Supplies (i.e. paper cuts, hot and cold).

This contract provides various types of water components, coffee services and Related Supplies as follows:

- Bottled water 5-gal bottled water, 1 gal, 24-oz. purified or spring water
- Emergency Bottled water, 16/9-oz., 1-gal., 24-oz., 5-gal bottles, tankers (potable and non-potable)
- Water Filtration Systems and Coolers – Hot/cold floor models, cook/cold floor models, cook/cold countertop model and under the sink filtration
- Reverse Osmosis – Hot/Cold Floor Model and countertop model, Cold/Cool floor model and countertop model. (Please note the water waste factor for this system is 3-gals.
- Coffee Services – Commercial Coffee various blends and size packs
- Related Supplies – Paper cups cone shape and flat bottom, hot paper cups, etc.



Departments may request any or all commodity or services as specified with the identified contractors.

Benefits and Cost Savings

The statewide contract covers a broad selection of Bottled Water, Emergency Bottled Water and Water Services (Water Filtration and Reverse Osmosis) from four (4) water contractors. The benefits and potential cost savings are as follows:

- Bottled Water - Contract users using Bottled Water pay **NO** cooler rental fees for standard coolers or bottle deposits under this contract.
- Water Filtration Services – pricing for coolers will include everything which will specifically include filters, membranes, and any other materials required to properly service the system as well as all labor for scheduled maintenance and all other service calls and repairs.
- Reverse Osmosis - There is no cost to the Commonwealth and/or eligible entities for the installation of Reverse Osmosis (RO) water system, the only cost users are required to pay is the monthly service fee.

Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing for bottled water, coffee services, water filtration services and reverse osmosis services.

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.

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.

Pricing and Purchase Options

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

How to use the contract

To ensure compliance and the best pricing available by the contractor’s eligible entities should review and maintain a copy for reference the “Performance and Specification Requirements” and the “Cost Comparison” sheets in COMMBUYS <https://www.commbuys.com/bs0/login.sdo> as a “File” Attachment for each contractor. The “Performance and Specification Requirements” provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract.

Price & Acquisition - There is firm pricing available for each item identified within the market basket list for every Commonwealth agency throughout the entire State. Pricing listed must remain firm through July 31, 2018.

All pricing WILL remain firm through July 31, 2018.

Eligible entities are strongly encouraged to review commodity line item pricing to determine which contractor provides the best and lowest pricing for the commodity or services available under this contract.



Additional Information

Environmental Considerations for Compliance with EO 484 and EO 515

Executive Order 484, Leading by Example (April, 2007) and Executive Order 515, Establishing and Environmental Purchasing Policy (October, 2009), both require agencies to make every effort to reduce water use and increase water use efficiency to the maximum extent possible. In an effort to assist agencies in complying with these orders, this contract includes a selection of products and/or options that will allow agencies to eliminate the bottled water method in many areas. Below are just some reasons why agencies should consider a bottle-less approach:

According to recent reports, switching to bottle-less cooler system can save you from 30% to 70% in monthly water costs versus bottled water delivery from month one via a rental program. Eliminating messy and cumbersome water bottles also saves time lost to refilling or changing bottles, especially in larger offices. Constantly changing water bottles exposes the water coolers to bacteria and germs, making traditional water coolers a rather unsanitary option. The systems are closed, eliminating constant exposure to the environment, people's hands on the bottle neck, etc., with each bottle change. In addition any chance of an employee hurting their back while trying to lift one of the heavy water bottles is eliminated with these systems. Each awarded vendor on this contract offers one or more types of bottle-less coolers and the price varies with the cooler type. General system options include:

- **Water Filtration Services** – These systems supply single water cooler dispensers from NSF Certified filtration systems and are installed into the building's existing potable water supply and if required, sanitary drainage system, by Massachusetts licensed plumbers.
- **Reverse Osmosis with Related Services and Supplies** – These systems are provided by vendors whose RO water systems supply multiple water cooler dispensers from single Central Head Units. A Head Unit contains the reverse osmosis membranes and performs the reverse osmosis filtration. (Water waste for these systems is estimated to be 3 gallons per each gallon of water provided).
- If circumstances within an agency prohibit the use of bottle-less systems, purchasers should know that the plastic bottles used under the new contract are free of Bisphenol A (BPA - a chemical linked to numerous diseases and developmental problems). In addition, the bottles are picked up by the vendor, cleaned and reused numerous times to help reduce waste.



Price & Acquisition - Pricing information may be obtained under the “Forms & Terms” tab as well as the “Vendor” tab for all water components. All prices listed **MUST** remain firm through 7/31/18 for all listed contractors.

Delivery – Delivery must be made at no extra cost to the Commonwealth with all deliveries being FOB destination. Delivery **MUST** be made between six (6) to twelve (12) hours after request by user department. Where this is an event driven **emergency** procurement, all deliveries **MUST** be made within timeframe mentioned or any other timeframe agreed upon by user department. All orders will be processed, confirmed and delivered based on established delivery times and schedules. The ordering location will establish a mutually agreed upon delivery schedule with the contractor(s). The contractor(s) 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. Delivery schedules will conform to location requirements. Stock items will be delivered within specified hours of order receipt, unless the ordering department requests a specific delivery schedule. Any item not delivered during an established delivery period may be canceled at no cost to the Commonwealth. Any additional costs incurred by the Commonwealth, as a result of the contractor’s failure to deliver is the responsibility of the contractor(s). Any product delivered that does not conform to this requirement will be returned at the contractor’s expense.

“Will Call Orders” are orders that are to be picked up by the contract user within 24 hours of request and the contractor(s) will provide for “will call” orders if immediate delivery is necessary and the contract user is willing to pick up the order.

Delivery Requirements 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.

Returns – Contract users may not accept the delivery of any product that is expired or visibly damaged. 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(s) must replace it immediately at no additional expense to the facility.



Cleaning Water Coolers: The Contractor must provide no cost service for all water coolers supplied to the Commonwealth. The Contractor must clean and sanitize the water chamber up to and including the water spigot every two (2) months or immediately upon request of the user department. A record of cleaning must be attached to each water cooler unit serviced. The Contractor must supply conversion kits free of charge to state agencies who own coolers that are not compatible with the Contractor’s bottle style.

Cancellation of Service – A Department that wishes to cancel a contractor(s) service MUST give that contractor a 60 days’ notice. The contractor and department will mutually agree upon a date of termination of the service and for the removal of the equipment supplied by the contractor and empty bottles. If a 60 day notice is not given the contractor may charge the Department a maximum amount not to be greater than one (1) month of cooler charges.

Vendor List and Contract Information

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

Contractor Information

Vendor Code/Line VC0000734815–Line: 3	(SDP, EPP, PPD)
Contractor: Atlas Water Systems, Division of Quench USA, Inc. 301 2 nd Avenue, Waltham, MA 02451	Account Manager: Michael Nosek Email: mnosek@atlaswater.com Phone: 781-373-4700x3341 Fax number: 781-547-4048
Website: www.atlaswater.com Customer Service: 781-373-4700 X386 Emergency phone: 781-373-4700	Prompt Pay Discount: 2% - 10, 15 days, 1%-20 days

Awarded Categories: Water Filtration, Reverse Osmosis System, Coffee Services and Ice/Water Dispensing System



Vendor Code/Line: VC0000184345 Line 2		(SDP, EPP, PPD)	
Contractor: DS Services of America, Inc. D/B/A Belmont Springs 36 Country Club Lane, Belmont, MA 02478		Account Manager: Jennifer Eason E-mail: jeason@water.com Phone number: 770 329 4280 Fax number: 678 460-3665	
Website: www.water.com Customer Service: 866 307 6092 Emergency phone: 770 329 4280		Prompt Pay Discount: 2%- 30 days	

Awarded Categories: Bottled Water, Emergency Bottled Water, Coffee Services, Water Filtration Services, Reverse Osmosis, Related Paper Products

Vendor Code/Line: VC6000264710 Line 1		(SDP, EPP, PPD, DDD)	
Contractor: Nestles Waters North America/Poland Springs/Ready ReFresh 105 Pennsylvania Ave., Framingham, MA 01701		Account Manager: William Gray E-mail: william.gray@waters.Nestle.com Cell Phone: 978 479 0003 Fax: 508 977 8756	
Website: www.nestle-watersna.com/index Customer Service: 800-759-9254 Emergency phone: 978 479 0003 E-mail: william.gray@waters.Nestle.com		Prompt Pay Discount: 1%-10 days Dock Delivery Discount: 2% discount offer	

Awarded Categories: Bottled Water, Emergency Bottled Water (including tankers potable and non-potable), Coffee Services, Water Filtration Services, Reverse Osmosis, Related Paper Products

Vendor Code/Line: VC6000160898–Line 4		(SDP, EPP, PPD, DDD, VPD)	
Contractor: W.B. Mason Co., Inc. Address: 59 Centre St., Brockton, MA 02303		Account Manager: Gregg Manning E-mail: gregg.manning@wbmason.com Phone number: (800) 242-5892, x8273 Fax number: (800) 738-3272	
Website address: www.wbmason.com Emergency phone: (508) 846-1490 Customer Service hours: 7:30 AM through 6:00 PM Eastern Time, Monday through		Prompt Pay Discount: 5% 10, 15, 20, 30 days Dock Delivery Discount Offer: 2.5% offer Volume Purchase Discount Offer: 2% offer – on orders for items in categories And coffee services in which total product Cost exceeds \$100.00	

Awarded Categories: Bottled Water, Water Filtration, Coffee Services & Related Paper Products



Strategic Sourcing Services Team Members

Sara Urato	Operational Services Davison
Tina Urato	Mass. Emergency Management Agency
Julia Wolfe	Operational Services Division

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.

There are four (4) vendors on this contract that provide Water Services/Coffee Services, etc. as listed above, 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 (PO).

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 GRO34) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Submit for approval

To access each vendor's contract information in **COMMBUYS** please click on the PO link provided below for each vendor.

<u>Contract/Blankets</u>	<u>Vendor Name</u>
PO-14-1080-OSD01-OSD10-00000001769	Atlas Watersystems, Div., of Quench USA, Inc
PO-14-1080-OSD01-OSD10-00000001768	DS Services of America Inc. (Belmont Spring)
PO-14-1080-OSD01-OSD10-00000001767	Nestle Waters North America (Poland Spring/Ready ReFresh)
PO-14-1080-OSD01-OSD10-00000001766	W.B. Mason