

How to Use the Foodservice Supplies and Equipment, Institutional Commercial Grade Large and Small Statewide Contract

Contract #: GRO35	Contract Duration: 02/29/2016-02/28/2018
MMARS #: GRO35*	Options to Renew: 2x 2 year options through 2/28/2022
Contract Manager:	Katherine Morse - 617-720-3153 Katherine.Morse@State.MA.US
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Contractors and Environmentally Preferable Products (EPP)	
UNSPSC:	48-10-19, 23-18-15
Last Change Date:	12/6/2016

Contract Summary

This contract covers various types of foodservice supplies (paper products) and foodservice equipment (institutional commercial grade, large and small), as identified below:

Foodservice Supplies

Category I Conventional Products includes various sizes of hot and cold cups, plates, trays, napkins, straws, utensils (tableware), trash/pan liners, and other foodservice supplies such as gloves, lids, hairnets, etc. Napkins must meet the federal standards for post-consumer recycled content.

Category II Biodegradable/Compostable Bio-based Products includes a full line of various sizes of hot and cold cups, plates, trays, napkins, and utensils (tableware). All of these products represent a high quality sustainable alternative to conventional disposable foodservice products. They are all 100% biodegradable and made from renewable resources (such as resins and fibers derived from plants) and they are proven to be compatible with most municipal and/or industrial composting programs. Most products must have a listed third party certification, clearly marking that they are compostable, bio based content, and do not contain per fluorinated grease barrier compounds. Additional Specifications and Requirements are located on the [COMMBUYS](#) website.



Foodservice Equipment, Institutional Commercial Grade, Large & Small

Large Equipment includes but is not limited to ovens, grills, fryolators, and milk cooler equipment. Additional maintenance and repairs of large foodservice equipment falls within the scope of this contract.

Small Equipment includes but is not limited to mixers, toasters, and microwaves. Additional maintenance and repairs of small foodservice equipment falls within the scope of this contract.

Benefits and Cost Savings

Competitive Pricing: The Strategic Sourcing Services Team (SSST) has awarded the contract to those Contractors who provided the most competitive pricing and/or mark ups for the manufacturers being offered.

Selection of EPP Products: The contract provides Paper Products, Biodegradable/Compostable Bio-based Products and a broad range of energy efficient Foodservice Equipment; all of which represent environmentally preferable products.

Prompt Pay Discount: Is available by all Contractors.

Volume Purchase Discount: Available from some Contractors. Please reference Contractors attached "Rate Sheet" on [COMMBUYS](#) for details.

Dock Delivery Discount: Available from some Contractors. Please reference Contractors attached "Rate Sheet" on [COMMBUYS](#) for details.

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.

Pricing and Buying Details: All contract pricing/markups listed MUST remain firm through February 28, 2018 for all Contractors. A market basket price list for each awarded Contractor is available on [COMMBUYS](#) under each vendor's assigned PO as an attachment. Eligible Entities should do a cost comparison with Contractors to determine which Contractor offers the best value pricing for that product.

Quotes: For orders up to \$10,000 Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes. Although not required, OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors.

For orders over \$10,000 Eligible Entities are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the services being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Additional Information

Delivery: Delivery must be made at no extra cost to the Commonwealth with all deliveries being FOB destination. All orders will be processed, confirmed and delivered based on agreed upon delivery schedule with the Eligible Entity and the Contractor. All orders **must** be delivered within 5 business days of receipt of a purchase order number (PO#), unless the ordering Eligible Entity agrees otherwise or a special order is involved. If an item is out of stock, the Contractor **must** make every effort to supply the ordered item within the original delivery timeframe. If such arrangements cannot be made, the Contractor **must** make every effort to have the item delivered as soon as possible. Late deliveries or deliveries that cannot be made within the above guidelines may be canceled at no cost to the Commonwealth.

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 situations.

“Will Call”: “Will Call” orders are orders that are to be picked up by the Eligible Entity 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. The Contractor(s) may be asked to provide emergency delivery and may charge a compensation rate for such deliveries.

Returns: Product will be inspected upon receipt of delivery by the Contract User. If a product fails inspection by the receiving facility delivery of the product will not be accepted and the Contractor(s) must replace it immediately at no additional expense to the facility.

Customer Service: Contractor(s) will provide customer service to all users of the contract. That service must include the following components: All Contractor personnel answering the customer service line are well versed on all requirements of the Statewide Contract and able to easily answer user’s questions about pricing, product and service. If a Contractor receives a complaint about 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.

Quality Assurance: It is important for Contract Users to know that Contractor(s) must monitor on a continuous basis, the quality of the products offered under this contract. Contractor(s) must 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.

Sample Products for Evaluation: For evaluation purposes only, Eligible Entities may request from Contractor(s) samples of available contract products or published products on COMMBUYS.

Fuel Surcharge Provisions: Contractor(s) are NOT allowed to charge any additional fuel surcharges on any order received from Eligible Entities.

Additional Information - Specific to Foodservice Equipment

Prevailing Wages: All or part of the service(s) available under this contract may require the payment of prevailing wages pursuant to G.L. c. 149, Sections 26 through 27D (construction); Section 27F (trucks, vehicles and other equipment performing public works functions (non-construction); Section 27G (moving office furniture) and 27H (state cleaning contracts). The awarding authority (Eligible Entity) has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols at the time of the engagement of the Contractor for specific services. In addition, Eligible Entities must agree to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website at www.mass.gov/dols or by calling the DLS



Prevailing Wage Program at (617) 626-6953.

Repair/Maintenance Services: Repair and maintenance services are an important component of the contract and Contractors must be able to provide access to repair and maintenance services, through their billing department only, for repairs to equipment they have sold or to other equipment that the requesting Eligible Entity currently has in house. Any Contractor(s) providing repair or maintenance service may not add any additional fees for processing payments to subcontractors providing repair services.

Facility Site Visit Requests: Contractors will be required to go to a facility upon request by any Eligible Entity to access, evaluate and determine the needs of the Eligible Entity as it relates to any Foodservice Equipment installation, maintenance and or repairs, etc.

Appliance Disposal Services: In Massachusetts there is a Waste Ban on white goods, which includes large appliances. Waste Bans restrict the disposal of certain materials from disposal facilities (see [MassDEP's Waste Ban Regulations Webpage](#) for more information). Contractors that offer removal services for appliances should offer the services at no additional cost to the buyer.

Ozone Depleting Substances: Contractors who offer disposal services for refrigerators or other equipment containing ozone depleting refrigerants must dispose of these items in compliance with the Environmental Protection Agency (EPA) Refrigeration Recycling Regulation Section 608 of the Clean Air Act, [regulations \(40 CFR Part 82, Subpart F\)](#). <http://www3.epa.gov/ozone/title6/608/608fact.html>

Vendor List

The available Contractors are listed below. Please refer to each vendor's COMMBUYS PO for award information. Award information for each vendor is available under the Agency and Vendor attachment sections of COMMBUYS.

Foodservice Supplies

Contract/Blanket PO#	Vendor Name	Contract Manager	MMARS Vendor Code	MMARS Vendor Line
<i>By clicking on the vendors PO number this should bring you directly to their COMMBUYS page</i>		<i>Name, Phone, Email</i>		
PO-16-1080-OSD01-OSD10-00000006933 M/WBE Certified	Adonai Spring Water Inc. Prompt Pay Discount: 5% 10 days, 4% 15 days, 3% 20 days, 2% 30 days	Gloria Olatunji 844-273-7672 gloolat@aol.com	VC0000819810	9
PO-16-1080-OSD01-OSD10-00000006936	Eastern Bag & Paper	Linda Johnson	VC6000200009	2



<u>Contract/Blanket PO#</u>	<u>Vendor Name</u>	<u>Contract Manager</u>	<u>MMARS Vendor Code</u>	<u>MMARS Vendor Line</u>
<i>By clicking on the vendors PO number this should bring you directly to their COMMBUYS page</i>		<i>Name, Phone, Email</i>		
	(dba) EBP Supply Solutions Prompt Pay Discount: 1% 10 days	203-233-4732 ljohnson@ebpsupply.com		
PO-16-1080-OSD01-OSD10-00000006937	Mansfield Paper Co. Prompt Pay Discount: 1% 10 days	Scott Parent 413-781-2000 rsp@mansfieldpaper.com	VC6000156687	7
PO-16-1080-OSD01-OSD10-00000006938 WBE Certified	Milhench, Inc. Prompt Pay Discount: 1% 10 days, 1% 15 days	Heike Milhench 508-995-8331 heike@milhench.com	VC0000188776	8

Foodservice Equipment

<u>Contract/Blanket PO#</u>	<u>Vendor Name</u>	<u>Contract Manager</u>	<u>MMARS Vendor Code</u>	<u>MMARS Vendor Line</u>
<i>By clicking on the vendors PO number this should bring you directly to their COMMBUYS page</i>		<i>Name, Phone, Email</i>		
PO-16-1080-OSD01-OSD10-00000006932	Boston Showcase Prompt Pay Discount: ½% 20 days	Mike Demersky 617-965-1100 miked@bostonshowcase.com	VC6000155303	1
PO-16-1080-OSD01-OSD10-00000006939	Eastern Bakers Supply Prompt Pay Discount: ½% 10 days	Leah Zacchini 617-523-2682 wjmorrissey@easternbakers.com	VC6000156544	3
PO-16-1080-OSD01-OSD10-00000006935 WBE Certified	Harbour Food Service Equipment Prompt Pay Discount: 1% 10 days, ½% 15 days	Ken Goldstein 617-884-3900 X310 KGOLDSTEIN@HARBOURFOOD.COM	VC6000186795	4
PO-16-1080-OSD01-OSD10-00000006934	Janco Sales and Service Inc. Prompt Pay Discount: ½% 10 days	Edward Janini 508-230-2443 janco.sales@hotmail.com	VC6000188028	5
PO-16-1080-OSD01-OSD10-00000006940 WBE Certified	Kittredge Equipment Company Prompt Pay Discount: 1% 10 days	Colin Woodfall 413-304-4100 cwoodfall@kittredgeequipment.com	VC6000159419	6

Strategic Sourcing Services Team Members

<u>Name</u>	<u>Department</u>
Stephen Burnett	Department of Correction



Name	Department
Christopher Gendreau	Department of Correction
Steven Toomey	Department of Correction
Betty Fernandez Strategic Sourcing Services Lead	Operational Services Division
Julia Wolfe	Operational Services Division

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero dollar line item catalog in COMMBUYS for Foodservice Equipment. For Foodservice Supplies Vendor(s) prices are located with each line item identified with the Master Blanket Purchase Order.

There are four vendors on this contract that provide Foodservice Supplies and five vendors on this contract that provide Foodservice Equipment. Each vendor has been assigned a unique Master Blanket Purchase Order (PO).

If you cannot find the specific item needed, a line item has been set up with a general description for each vendor that can be used to place an order, located at the beginning of each vendor catalog.

How to Place an Order

SOLICITING QUOTES

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for [“How to Create a Solicitation Enabled Bid using a Release Requisition”](#) for guidance.

P.O. FOR ONE-TIME SERVICES/PRODUCT PURCHASE

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

- Initiate a new requisition
- Search for an item (Use GRO35) in the description field
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total quantity
- Enter the total price
- Add additional items as required
- Submit for approval

Further direction is available in the [“How to Create a Release Requisition and Purchase Order”](#) Job Aid.