

Contract User Guide for OFF36

OFF36: Office Supplies, Recycled Paper and Envelopes

UPDATED: 1/16/18

Contract #:	OFF36
MMARS MA #:	OFF36*
Initial Contract Term:	1/1/2014 – 12/31/2017
Maximum End Date:	12/31/2018
Current Contract Term:	1/1/2018 – 12/31/2018
Contract Manager:	Jodi Paris Anastos, Phone: 617-720-3169, jodi.parisanastos@state.ma.us
This Contract Contains:	Environmentally Preferable Products (EPP), Supplier Diversity Office (SDO) Contractors
UNSPSC Codes:	44-12-00; 44-12-15; 14-11-18 (office supplies, recycled envelopes, recycled paper)

*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 Office Supplies, Recycled Paper and Envelopes statewide contract includes office supplies, recycled paper and envelopes consisting of the following three categories and the respective awarded vendors in each: 1. Office Supplies a. W.B. Mason 2. Recycled Paper a. Lindenmeyr Munroe b. Veritiv

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f/k/a xpedx 3. Recycled Plain and Printed Envelopes a. Bay State Envelope Most of the paper and envelope products contain a minimum of 30% post-consumer recycled content which complies with the federal and state requirements. In addition, many of the office supplies are environmentally preferable and will be designated as such in the vendor catalogs. See the Environmentally Preferable Products (EPP) section below for additional information. For the most up to date, accurate and complete listing of contractors and related pricing information please visit www.commbuys.com.

Contract Categories

This contract includes 3 categories of Office Supplies, Recycled Paper and Envelope as listed below.

- Category 1: Office Supplies
- Category 2: Recycled Paper
- Category 3: Recycled Plain and Printed Envelopes

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 Strategic Sourcing Team (SSST) decided to have a market basket list of items which represents 976 items that have been determined to represent the largest amount of spend under the previous contract. Therefore, the SSST asked for the deepest discount on these items. Since this market basket represents the best value, please purchase these items first whenever possible. The non-market list represents other categories and the discount off that particular category.

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 OFF36 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for OFF36 visit Master Blanket Purchase Order PO-17-1080-OSD03-SRC3-8925. To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for OFF36 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for OFF36 and can be accessed directly by visiting [list the Master MBPO hyperlink here, for example, Master Blanket Purchase Order. <https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=C166513-vCurrent&releaseNbr=0&parentUrl=contract>
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in the Office Supplies, Recycled Paper and Envelope and information on this contract may be found at

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<https://www.combuys.com/bs0/external/purchaseorder/poSummary.sdo?docId=C166513-vCurrent&releaseNbr=0&parentUrl=contract>

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

Eligible Entities

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

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent;
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Purchase Options: Purchases made through this contract will be direct, outright purchases. All Vendor cost files are posted on the COMMBUYS. Also, please see below "Summary of Where to Obtain Important Contract Information" to locate other related contract files. To ensure that you are being offered statewide contract pricing, the user should identify and reference the contract number OFF36 when placing an order. Referencing the statewide contract is important even when repeat orders are being placed. Contract users should review all invoices received from the vendor(s) to ensure that the invoice pricing agrees with the vendor(s) cost sheet found in COMMBUYS and if there are discrepancies the user should contract the vendor(s) for resolution. If a resolution cannot be reached, the user should contact the Strategic Sourcing Services Lead at Jodi.ParisAnastos@state.ma.us, explaining the issue. Product Substitutions for Discontinued Items Orders must be filled as submitted unless the item has been discontinued by the manufacturer and is not available for shipment. If that is the case, the Eligible Entity's approval of any proposed substitute product is required prior to shipping the order. The replacement item must be of equal or better quality at an equal or lower price. If the substitute item is less expensive, that must be reflected on the invoice. If samples are available and

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requested by the Eligible Entity the vendor should provide the item at no additional charge. If the vendor must charge a fee for the sample the price must be negotiated between the vendor and Eligible Entity.

Pricing Options

- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by referring to the MBPO for each vendor on the page 15 (vendor information).

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 OFF36 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

To obtain in depth contract information please go to the COMMBUYS website (www.commbuys.com), click on "Contract and Bid" Search, select the radio button for Contracts/Blankets, and type OFF36 into the Contract/Blanket Description field. Then click "Find It." C166513-vcurrent is the record containing the vendor-specific attachments that were imported from Comm-PASS.

This Master Blanket Purchase Order also contains:

- Contract User Guide – the latest version of this document
- Request for Response (RFR) – the original bid document containing complete service specifications

Some vendors have a Punch-out and an additional MBPO for a zero dollar line item for those special or miscellaneous orders that are not able to be processed through a Punch-out catalog. There are also vendors who only have a line item catalog. Refer to each vendor's specific Contract User Guide that was adapted just for their contract.

Below you will find some examples for the various categories on this contract. If you need additional assistance please contact the COMMBUYS help desk at (617) 720-3197.

NOTE: Prior to requesting quotes or issuing orders, contract users should always check COMMBUYS to see whether the vendor is currently in "Active" status. Vendors may be suspended for several reasons, including

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failure to comply with their contract obligations. New orders may not be issued to vendors whose status is "Inactive," who have been suspended from new business or dropped from the contract How to use this contract in COMMBUYS:

How to place an order

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

1. Initiate a new requisition
2. Search for an item (Use OFF36) in the description
3. Select the vendor you will be placing an order with
4. Select the appropriate catalog line
5. Enter quantity
6. Enter the total price
7. Add additional items if required
8. Submit for approval

P.O. for Ongoing Services

If the price is estimated for ongoing supplies (ex: one large annual encumbrance or PO and then monthly payments/draws etc.), then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services." Further direction is available in the ["How to Complete a Partial Receipt in COMMBUYS" Job Aid](#).

- **Select items from a Punch-out catalog and purchase through COMMBUYS**

Punch-out catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The Punch-out or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [] and choose the G2B Punch-out option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

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

- **The Quick Reference Guide (QRG) section and choose the QRG – Buyer Punch-out Ordering job aid**



➤ The **COMMBUYS Purchase Orders** section and choose the **How to Purchase from a G2B Punch-out** job aid.

- **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.

- **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.

- **Punch-out Master Blanket Purchase Orders:**

Punch-out are COMMBUYS connections developed with specific sellers that allow buyers to ‘Punch-out’ to a seller’s online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of Punch-out is covered in more detail in the Job Aid “Purchase from a Vendor Online Punch-out G2B Catalog” on Job Aids for Purchasers.

- Please see below for the list of OFF36 Vendors who currently have Punch-out Catalogs:

1. WB Mason
2. Veritiv f/k/a Xpedx

- **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:

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

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Obtaining Quotes

Contract users should always reference OFF36 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Additional Services

Product Returns

- Vendors must resolve all requests to return non-custom items in original condition within 5 business days. Items will be picked up and credited by the vendors within five business days at no cost to the Eligible Entity. No restocking fees will be charged.
- Unapproved substitutions are not allowed under this Contract and if delivered in error must be replaced with the requested items or approved substitutes within 2 business days. No restocking fees will be charged.
- All vendors are responsible for insuring that item(s) received that do not meet the written guarantees and/or warranties published by the manufacturer are replaced within 30 days of notification by the department whom purchased the item. Returning of the defective item will be done so at the expense of the supplier.

Instructions for MMARS Users

OFF36* MMARS users must reference the MA number (OFF36*) in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

This contract provides Commonwealth buyers an extensive office supply catalog that contains hundreds of items made with environmentally preferable products (EPPs). EPPs include products and services that:

- Contain recycled materials
- Conserve energy or water
- Minimize waste
- Are less toxic and hazardous
- Reduce the generation, release, or disposal of toxic substances
- Protect open space
- Otherwise lessen the impact of such products or services on public health and the environment.

The EPP program has set minimum standards for vendors to identify EPPs in this contract and encourages buyers to consider purchasing these products. Vendors are required to mark products with an environmental symbol, and have a description of the environmental attribute (e.g. post-consumer recycled content, 3rd party certifications, reduced toxic substances, or using less energy/water). Note: Executive Department Agencies are required to comply with Executive Order 515: Establishing an Environmental Policy by procuring EPP's whenever such products and services are readily available, perform to satisfactory standards, and represent

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best value to the Commonwealth. For more information on the EPP's listed in this contract, please view the Recycled and Environmentally Preferable Products and Services Guide.

Contract Exclusions and Related Statewide Contracts

The following items are allowed only in limited quantities from Category 1 – Office Supplies: copy paper and unprinted envelopes. Limited quantities are defined as 5 or less cases. Copy Paper and unprinted envelopes should be purchased from Categories 2 and 3.

The purchase of the following items are not allowed under this contract as there are more appropriate statewide contracts that must be used as listed below:

- Office furniture (e.g. desks, chairs, tables, mobile or cube furniture): use OFF38
- Printer, copier and fax toner cartridges or bottles (name brand or remanufactured): use ITC66
- Janitorial cleaning and related supplies: use FAC85
- Printers, including desktop printers: use ITC47 category 6
- Paper goods (i.e. paper plates, plastic ware etc.): use GRO35
- Food: use GRO30 (Prime Grocers) GRO32 (Dairy Products) GRO33 (Baked Goods); GRO34 (Bottled Water)
- Art and Instructional School Supplies: use OFF35
- Appliances: use FAC94 (MRO)

Awarded vendors are authorized to only provide those items and/or quantities of products that are covered by this contract. It was discovered that agencies were misusing the OFF38 contract, so processes have been instituted to capture this information early and to rectify it immediately. If you are unsure, e-mail the Strategic Sourcing Services Lead at Jodi.ParisAnastos@state.ma.us.

Shipping/Delivery>Returns

Delivery must be made at no extra cost to Eligible Entities with all deliveries being F.O.B. destination. F.O.B. destination shall mean inside delivery to the location specified by the Eligible Entity. The vendor shall be responsible for all delivery and unloading of product at no additional cost. All orders will be processed, confirmed and delivered based on established delivery schedules. Should the vendor use an independent business to satisfy delivery requests, it is understood that said vendor accepts responsibility for ensuring the delivery company will coordinate with the contract user on delivery manner. The vendor is also responsible for all violations and penalties if the delivery company is not performing to the terms of this contract. Late deliveries or deliveries that cannot be made within the above guidelines may be canceled at no cost to the Eligible Entity. Hours for all deliveries shall be performed during regular working hours, usually 9:00 AM to 5:00 PM EST/EDT Monday through Friday. Delivery at other times is permissible only with the written approval of the Eligible Entity.



Hours All deliveries shall be performed during regular working hours, usually 9:00 AM to 5:00 PM EST/EDT Monday through Friday. Delivery at other times is permissible only with the written approval of the Eligible Entity. NOTE: it has been discovered that vendors are not able to access certain buildings, particularly the McCormack Building at One Ashburton Place, Boston, without prior notification to the loading dock. Therefore, any agency that places an order for One Ashburton Place, Boston must notify the loading dock immediately at: <http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-officebldgs/mccormack-bldg/mccormack-loading-dockcontractor-access.html>

Time Allowed for Delivery after Order Placement

Category 1

All deliveries must be made within one business day of the order placement, or per a delivery schedule mutually agreed upon by the Eligible Entity and the vendor. The only exception would be delivery to the islands in which case 3 business days will be acceptable. In the event a vendor cannot deliver within the required time frame indicated above, the vendor must notify the Eligible Entity and work out a mutually acceptable schedule. If the vendor does not contact the Eligible Entity, or if the vendor & Eligible Entity cannot agree on a mutually agreed upon schedule, then you must contact the contract manager by e-mail, because a penalty of \$100.00 per day/per violation may be imposed.

Category 2

All deliveries must be made within two business days of the order placement for stock items and within three business days for non-stock items, or per a delivery schedule mutually agreed upon by the Eligible Entity and the vendor, except as provided below for rolled stock. All deliveries of white, standard rolled stock must be within three business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the vendor. Deliveries of specialty rolled stock and/or colors must be within fifteen business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the vendor. In the event a vendor cannot deliver within the time frames allowed for this category, the vendor must notify the Eligible Entity and work out a mutually acceptable schedule. If the vendor does not contact the Eligible Entity, or if the vendor & Eligible Entity cannot agree on a mutually agreed upon schedule, then you must contact the contract manager by e-mail, because a penalty of \$100.00 per day/per violation may be imposed.

Category 3

All deliveries must be made within two business days for plain stock envelopes and seven to ten business days for printed stock envelopes or per a delivery schedule mutually agreed upon by the Eligible Entity and the vendor. For non-stock plain or printed envelopes delivery must be made in accordance with a delivery



schedule mutually agreed upon by the Eligible Entity and the vendor. In the event a vendor cannot deliver within the time frames allowed for this category, the vendor must notify the Eligible Entity and work out a mutually acceptable schedule. If the vendor does not contact the Eligible Entity, or if the vendor & Eligible Entity cannot agree on a mutually agreed upon schedule, then you must contact the contract manager by e-mail, because a penalty of \$100.00 per day/per violation may be imposed.

Additional Information/FAQs

Backordering – Category 1 Vendors must automatically deliver all backordered items not in stock at the time of request as soon as the items become available. If a vendor cannot deliver the backordered item(s) within two business days of the original date of order or in a time frame mutually agreed upon by the Eligible Entity and the vendor, then the vendor may deliver an equal or better quality item at the same price or lower, of the backordered item within two business days. The Eligible Entity's approval of the backorder replacement item is required prior to shipment of the item. No additional fees or service charges will be allowed for delivery of supplies on backorder.

Orders Fill Rate – Category 1 Only Vendors must maintain a complete order fill rate of 98% for next day delivery during the term of the contract. In the event that a vendor cannot maintain the fill rate, the vendor must notify the Eligible Entity and work out a mutually acceptable replacement for the items that are not filled. If the vendor does not contact the Eligible Entity, or if the vendor & Eligible Entity cannot agree on a mutually acceptable resolution, then you must contact the contract manager by e-mail, because a penalty of up to \$100.00 per violation may be imposed.

Backordering – Categories 2 and 3 Vendors must deliver backordered items in a time frame mutually agreed upon by the Eligible Entity and the vendor. No fees or service charges will be allowed for delivery of supplies on backorder.

Minimum Order Quantities – Category 3 only the minimum order for printed envelopes will be 1 carton.

Billing

Billing must be done at a minimum per order, unless consolidated billing is requested. All vendors will provide electronic invoices to the Eligible Entities upon request. Vendors may be required to provide consolidated billing, upon request of the Eligible Entity. All invoices must have a separate line item identifying the account and any line item detail requested by the Eligible Entity for each order and delivery. Prompt pay discounts will be based on the receipt date of the consolidated invoice.



Complaints

It is important that the contract manager is made aware of all unresolved issues with any of the vendors. Ongoing issues can be addressed by the contract manager if you send an e-mail describing the problem and include any backup information that pertains to the problem.

Examples of problems may include, but are not limited to:

- Timeliness of deliveries
- Sufficient inventory (e.g. fill rates)
- Vendor is selling items that are excluded from this contract
- Quality of customer service

More Additional Information

Below are some additional contract provisions with which Eligible Entities should be familiar in order to use the contract to full advantage. The Request for Response (RFR) is located under the C166513-vCurrent record in COMMBUYS and includes all related contract provisions; the RFR should be referenced to ensure that the Vendor(s) are in compliance.

Products Excluded (see list above)

Frequently Purchased Items on the Contract

Office Supplies
Recycled Paper
Recycled Plain and Printed Envelopes

Geographical Service Area

All Regions/Counties are Serviced by vendors on OFF35=6

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Warranties

Refer to documentation in product literature

Please refer to Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. 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

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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

- **Volume Discounts:** discount is negotiated or provided to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

Category 1 Discounts

- Prompt Pay Discount (PPD) - 30 days 5%
- Prompt Pay Discount (PPD) - 20 days 5%
- Prompt Pay Discount (PPD) - 15 days 5%
- Prompt Pay Discount (PPD) - 10 days 5%
- Volume Purchase Discount (VPD)
- \$2000-\$3499 1%
- \$3500+ 1%
- Dock Delivery Discount (DDD) 5%

Eligible Entities are encouraged to plan for larger orders rather than more frequent small orders whenever this is practical. Making larger and less frequent orders is also more energy-efficient and can cut down on packaging required.

Available Discount Information for Categories 2 & 3 Recycled Paper and Envelopes

Price files for each vendor(s) in Categories 2 and 3 are available on the COMMBUYS (www.commbuys.com). If an item is not on the price file, contact the vendor(s) to obtain quotes.

Category 2 - Recycle Paper

Lindenmeyr Prompt Pay Discount (PPD) - 30 days - 1%
Volume Purchase Discount (VPD) \$5000+ - 0.5%
Dock Delivery Discount (DDD) - 2%

Munroe Veritive
(f/k/a Xpedx -) Prompt Pay Discount (PPD) - 30 days - 1%

Category 3- Envelopes

Bay State Envelope - Prompt Pay Discount (PPD) - 30 days - 1%
Bay State Envelope - Prompt Pay Discount (PPD) - 15 days -1%
Bay State Envelope - Prompt Pay Discount (PPD) - 10 days - 1%
Bay State Envelope - Prompt Pay Discount (PPD) - 20 days - 1%
Bay State Envelope - Volume Purchase Discount (VPD): \$5000+ - 1%
Bay State Envelope - Dock Delivery Discount (DDD) – 4%

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If the Needed Product Can Not be Found

If a product cannot be found in vendor's catalog or punchout page, 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. The vendor will review with the Contract Manager.

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

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend beyond the contract end date as noted on page one of this Contract User Guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

In addition, make sure to include language instructing buyers to make clear that all associated documents reference the statewide contract by its number]

Strategic Sourcing Team Members

Keris Akins	Department of Revenue
Ian Bain	Department of Public Health
David Collins	Department of Mental Health
Karen E. Glass	Department of Developmental Services
Glenn Kendall	Operational Services Division
Jessica Hardy	Military Division
Jodi Paris Anastos	Operational Services Division
Barbara Picardi	Department of Revenue
Mariange Roberts	Department of Corrections
Mark Rousseau	Executive Office of Labor & Workforce Development
Julia Wolfe	Operational Services Division

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	Minimum Order	List any other important items
Bay State Envelope	PO-17-1080-OSD03-SRC3-8925	No	VC6000174 838 1	David Luongo	(508) 337-8900	d.luongo@baystateenv elope.com	3	All	Yes	N/A	
Lindenmeyr Munroe	PO-17-1080-OSD03-SRC3-00000008219	No	VC6000214 119 2	Timothy Goldberg	(800) 237-2737	tgoldberg@lindenmeyr .com	2	All	Yes	N/A	
VERITIV formerly XPEDX	PO-16-1080-OSD03-SRC01-00000005726 ; PO-16-1080-OSD03-SRC01-00000005105	Yes	VC6000216 107 6	Robert Horne	(978) 988-8561	robert.horne@veritivc orp.com	2, 3	All	Yes	N/A	Punchout
WB Mason	PO-16-1080-OSD03-SRC01-00000005136 ; PO-15-1080-OSD01-OSD10-00000001975	Yes	VC6000160 898 4	Patricia Vacca	(508) 436-1850	Pat.vacca@wbmason.c om	1	All	Yes	N/A	Punchout

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

** <https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=C166513-vCurrent&releaseNbr=0&parentUrl=contract> Price files may be found in the individual vendor's MBPO.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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