

## How to Use the OFF40 Statewide Contract: Audio, Video, Multimedia Presentation Equipment and Services

<b>Contract #:</b> OFF40	<b>Contract Duration:</b> 09/18/2015 to 10/31/2018
<b>MMARS #:</b> OFF40*	<b>Options to Renew:</b> One 2-year renewal
<b>Contract Manager:</b> Jeanne Pestana – <a href="mailto:jeanne.pestana@state.ma.us">jeanne.pestana@state.ma.us</a> - (617) 720-3105	
<b>This contract contains:</b> Environmentally Preferable Products (EPP)	
<b>UNSPSC:</b> See Appendix A	
<b>Last change date:</b> 06/07/2017	

### Contract Summary

OFF40 offers audiovisual equipment in the following categories:

#### Category 1: Audio Equipment

Audio Mixers, Speaker Systems, Stereo Receivers / Equalizers, Compact Disc Players, AM/FM Radio, Public Address Systems (including Portable), Microphones, Amplifiers, Audio Recorder/Players, Duplicators

#### Category 2: Video Equipment

Equipment for Videoconferencing, Studio Production, Video Recording, Digital Video Disc Players, Laser Disc Players, Televisions (CRT, Plasma, LCD), Television Monitors/ Monitor Receivers, TV Combo Units (VCR, DVD, BD), Camcorders, Digital Video Recorders, High Definition Cameras (NON-Security Related), Digital Video Editing Systems, Teleprompters, Duplicators, Tripods

#### Category 3: Presentation Equipment

Video Projection Screens including Rear Projection, Motorized, Tripod, Portable & Wall, Video Plasma Displays, LCD Panels; Visual Presentation Boards, Projectors: LCD, DLP (Digital Light Processing), Overhead, Slide, Film, Film Strip

#### Category 4: Photographic Equipment

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Cameras: Film, Digital Imaging, Studio, Document; Stand Alone Printers for Digital Camera Printing only, 35mm, SLR, small, medium & large format; Film Holders; Slide Printers; Lens Accessories; Film/Digital Post Processing

**Category 5:** Peripherals, Supplies, Accessories

Products in this category will include those used in relation with the above Product Categories 1-4 - Audio Visual Tables, Carts, Projector Mounting Systems, Podiums, Lecterns, Stands, Equipment Cases, Headphones, Rack mounting Equipment, Test Equipment, Batteries, Chargers, AV Cables, Connectors, Adapters, Patch Panels, Multimedia Consoles, Switchers, Camera Accessories: Various Lenses, Tripods, Fluid Heads; Camera Support Equipment; related Software (OEM and Authoring); Video and photo storage (blank tapes, storage cards/discs)

## Who Can Use This Contract?

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

**Eligible Entities:**

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 and Purchase Options

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

**Obtaining Quotes:** Commonwealth Agencies are required to obtain quotes from multiple Statewide Contractors prior to issuing a Purchase Order for goods. This will be done by issuing Closed Bids in COMMBUYS to awarded Contractors. Contractors will be required to use COMMBUYS to submit quotes in response to said Closed Bids. Purchase orders under this contract will be based on awarded Quotes.

**Quotes including construction services:** Where the construction services are less than \$10,000: Select a contractor based on sound business practices/best value.

For construction services valued from \$10,000-\$50,000: Must receive two written responses; award to lowest responsible bidder. Eligible Entities must solicit quotes from at least three (3) contractors. The



minimum requirement is that Eligible Entities contact the three contractors for quotes; you are not required to receive responses from all three contacted contractors.

**Quotes not including construction services:**

Award based on best value

**Prevailing Wages:** All or part of the services available under this contract may require the payment of prevailing wages. Prevailing wage may apply to services purchased under this contract, such as installation or movement of equipment.

The buyer must request a prevailing wage schedule at the time of the engagement of the contractor for specific services from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols)

## Additional Information

**Shipping, Delivery and Acceptance:** Delivery must be F.O.B. Destination, freight prepaid, with all product costs (including all delivery expenses) included with Contractor's response to Purchasing Entity's request for quote. F.O.B. destination shall mean inside delivery to the ordering entity's requested destination. Freight charges, if any, must be identified at the time of the quote response. Freight charges identified after the quote is accepted will not be paid. Freight charges must be no more than the actual freight charge paid by the Contractor.

The Contractor must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Partial shipments may be made only with the express written permission of the Purchasing Entity.

All Bidders must agree to deliver items within five to fourteen calendar days of receipt of an order if the item ordered is an in-stock product. If the product is out-of-stock or a customized order, the delivery date must be mutually agreed upon with the Purchasing Entity. If the Vendor finds that any order cannot be delivered at the agreed upon delivery date, the Vendor must notify the Purchasing Entity of the projected delivery date at time of order or within twenty-four (24) hours of receipt of an order.

**Product returns:** A Purchasing Entity is allowed a period of 30 calendar days after the receipt of an order to make any returns. The 30 day return policy is a requirement unless the Vendor at time of order clearly states in writing to the Purchasing Entity that an item is not returnable. All items being returned by Purchasing Entity must be in their original packaging and in saleable condition.

## Products Excluded

Leasing is not available on this contract. Leases may be procured through ITC49 IT Asset Leasing. TELP-eligible leases may be procured through PRF54. Please see the Contract User Guides for these statewide contracts in order to understand how they may be used with this statewide contract.



## Vendor List and Contract Information

All vendors on this contract have been awarded statewide.

Company Name	Contact	Categories	Master Blanket PO
Access A/V, LLC	Kevin Long (603) 224-2300	1,2,3,5	<a href="#">PO-16-1080-OSD03-SRC01-00000007170</a>
Adtech Systems, LLC	David Gormley (978) 261-1077	1,2,3,5	<a href="#">PO-16-1080-OSD03-SRC01-00000006570</a>
Audio Visual Innovations, Inc.	Dan Hofferty (866) 296-0418 x16801	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005805</a>
Carousel Industries	Charles McCann (401) 667-5400	1,2,3,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005801</a>
CCS Presentation Systems	Cheryl Gamst (978) 256-2001 x255	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005799</a>
CDW Government, LLC	Demi Utley (312) 547-2993	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005809</a>
DGI Technologies	Steven Walls (978) 495-3754	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005793</a>
HB Communications	Matt Rose (203) 747-7092	1,2,3,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005808</a>
HUB Technical Services	Joseph Lovetere (508) 238-9887	2,3,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005810</a>
Ockers	John Houser (508) 586-4642	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005802</a>
Pro AV Systems	Kimberly A Bishop (978) 692-5111 x8729	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005803</a>
Red Thread	Wayne Orio (617) 439-4900 x5679	1,2,3,5	<a href="#">PO-16-1080-OSD03-SRC01-00000007328</a>
RnB Enterprises	Susan Boutote (800) 998-8865	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005797</a>
Shanahan Sound & Electronics	Catherine Shanahan (978) 453-1556	1,2,3,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005798</a>
SIGNET Electronic Systems	Daniel J. Chauvin (781) 871-5888	1,2,3,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005804</a>
Troxell Communications	Paul Champion (800) 352-7912 x1203	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005806</a>
Valley Communications Systems	Mike Tremble (413) 592-4136	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005800</a>
W.B. Hunt dba Hunt's Photo & Video	Roger Treadwell (781) 462-2343	1,2,3,4,5	<a href="#">PO-15-1080-OSD01-OSD10-00000005796</a>



## Strategic Sourcing Services Team Members

Name	Department
Anthony Delaney	Operational Services Division
Tim Kennedy	Operational Services Division

## Where to Find Contract Information on COMMBUYS

To obtain in depth contract information please go to the COMMBUYS website ([www.COMMBUYS.com](http://www.COMMBUYS.com)), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type "OFF40" into the Brief Description field, then select "Statewide Contract" from the Type Code pull-down menu. Then click "Find It." In the search results, click on the MBPO to access:

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

Click on an individual vendor's MBPO to access:

- **Vendor Price Sheet** – price sheets list product lines, discounts, services, warranties, and catalog links for product reference.

## How to use this contract in COMMBUYS

This contract has been set up in COMMBUYS to give buyers maximum flexibility in how they choose to place their orders. Each vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor product and price discount sheets are located in the attachments tab on each MBPO.

Each vendor has, at minimum, a catalog line for each contract category awarded. These will be zero-dollar line items, for which you must enter the total price, calculated from list pricing minus the discount as stated on the Price Sheet. If using these lines, you must attach a purchase order detailing the items and pricing.

In addition, some vendors will have comprehensive line item catalogs (to be added and updated throughout the term of the contract). Those specific product line items will have associated contract pricing, with the discount already built in.

How to place an order: Once a product and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item or item category in the Item Description field in the Advanced Search box on the Items tab. Enter "OFF40" in the Contract Description field
3. Select the vendor you will be placing an order with



4. Select the appropriate catalog line
5. If using a zero-dollar line (such as a general category line), enter the total price with discount factored in (reference Price Sheet on vendor MBPO Attachments tab for discounts). Otherwise you may choose specific product line items with associated contract pricing.
6. Attach the vendor quote and/or a detailed order summary
7. Submit for approval

## Appendix A: United Nations Standard Uniform Product and Services Codes used in OFF40

For more information on the UNSPSC Codes please see [www.unspsc.org](http://www.unspsc.org)

### OFF40:

45-11-00-00-0000	Audio and visual presentation and composing equipment
45-12-00-00-0000	Photographic or filming or video equipment
45-13-00-00-0000	Photographic and recording media
45-14-00-00-0000	Photographic filmmaking supplies
72-15-16-04-0000	Telephone and telephone equipment installation service
72-15-16-05-0000	Voice and data and video wiring service.
80-10-16-04-0000	Project administration or planning
86-10-18-00-0000	In service training and manpower development