OPERATIONAL SERVICES DIVISION

Contract User Guide

How to Use the Print, Copy & Mail Services, and Printed Promotional Products Statewide Contract

Contract #: OFF44 **Contract Duration:** 7/1/2015- 6/30/2018
MMARS #: OFF44* **Options to Renew:** Two 2-year Options
Contract Manager: Jodi Paris Anastos – 617-720-3169
jodi.parisanastos@state.ma.us
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP) Equipment
UNSPSC: 82-12-15; 82-12-17; 80-14-18-00; 82-12-15-05
Last change date: **12/19/2016**

Contract Summary

This contract covers a large variety of print, copy and mail services and also printed promotional products available from a broad selection of vendors. There are four (4) categories available:

Cat #	Category Name
1	Printing Services
2	Copying Services
3	Mailing Services
4	Printed Promotional Products

Benefits and Cost Savings

- The statewide contract includes copy, offset, pre-press and post-press production services, and mail services that cover a broad array of services for printing, copying, mailing and printed promotional products.
- No shipping/freight charges allowed on this contract.
- Use the same Contractor for Repeat Orders: If you have a repeat order (with the exact specifications as a previous order) within eighteen (18) months of previous bid, you may select the Contractor who previously fulfilled the order by submitting that quote directly to that Contractor for completion of the repeat order. Eligible Entities are required to document such purchases in their procurement file. Also, Eligible Entities are strongly

encouraged to obtain quotes periodically for repeat orders to assure themselves they are getting the best prices.

- COMMBUYS offers an easy, transparent method of purchasing; both through quoting and direct ordering.
- The contract offers easy to use cost sheets for (Category 2) basic, low volume copying and for 10 popular promotional products (Category 4). Costs for all other items must be done through a quote process.
- Categories 1 and 2 work may include a mail component in addition; all vendors are able to **add** the mailing component to the print or copying services.
- **Strictly mail jobs must only** be placed only with Category 3 vendors.
- Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract.

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 categories are on a quote basis; except Category 2 items listed in the Cost Table.

Quotes – For all categories requesting a quote should be completed in COMMBUYS, the artwork, Quote/Order Form, and any other relevant items should be attached to the order. It is recommended that ALL vendors within the category should be selected for a quote, however,

for categories 1, 2, and 3 a minimum of 5 quotes are required and for category 4 a minimum of 3 quotes is required. Awarding should also be completed via COMMBUYS, and should be transparent.

Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract, for example, by requiring that the vendor also be approved under Category 3 for jobs that contain a mail component.

1. Category 1 – Printing Services (Commercial Printers)

- **Commonwealth Print Services (CPS) and MassCor/Massachusetts Correctional Industries (MCI) should be used when applicable, although additional quotes are recommended.**
- Mail components of print jobs **may** be handled by the print vendors.
- Delivery - All pricing includes FOB delivered to ordering facility.
- It is **recommended** that ALL vendors within the category should be selected for a quote, however, only **a minimum of 5 are required**. Bidding and awarding should also be completed via COMMBUYS, and should be transparent.
- Vendors may submit quotes for work that in addition to print contains a mail component. They may not, however, place quotes on strictly mail jobs.
- **Approval of Proofs:** Eligible Entities should review and approve proofs provided by Contractors prior to start of each project, when appropriate.

2. Category 2 – Copying Services (Copy Centers)

- **Commonwealth Print Services (CPS) and MassCor/Massachusetts Correctional Industries (MCI) should be used when applicable, although additional quotes are recommended.**
- All Copy Center Contractors provide:
  - Quick copying projects requiring fast turn-around (48 hours or less)
  - Black & white or color originals requiring up to 20,000 printed copies and/or sets
  - Mail components of print jobs may be handled by the Category 2 vendors.
- Delivery - All pricing includes FOB delivered to ordering facility.
- It is **recommended** that ALL vendors within the category should be selected for a quote, however, only **a minimum of 5 are required**. Bidding and awarding should also be completed via COMMBUYS, and should be transparent.
- Vendors may submit quotes for work that in addition to print or copy services contains a mail component. They may not, however, place quotes on strictly mail jobs.

3. Category 3 – Mailing Services (Mail Service Providers)

All Mail Service Provider Contractors provide:

- Automated, customized mailing services of printed materials that will qualify for discounts by the Post Office.
- Contractors have been qualified as full-scale Mail Houses to complete mail service projects and should be considered first when you have projects requiring mail services only or mail services in conjunction with copying or printing orders.

The following are the steps for purchasing these Mail Services:

A. Project Preparation

1. Call Mail Service Provider to discuss your mailing/mail project.
2. Be prepared to discuss and provide information regarding the project:
   - **a.** Contractor will need Eligible Entity's Name & address database.
   - **b.** Request consultation re: postal regulations, determination of mail class/type.
   - **c.** Type of mail piece (letter, laser letter, postcard, self-mailer, newsletter).
   - **d.** Required time line/ schedule for mailing, including when pieces will be picked-up and/or delivered.
   - **e.** Contractor prep time requirement for processing including proof/re-proof. (Prep time may vary with each Mail Service Provider).
   - **f.** Inquire whether postal discounts are available for the mailing.

B. Request Quote(s): In COMMBUYS process as you would any bid/quote, make sure the supporting information is within an attachment. Ask for written, detailed, line item quote(s) for all charges associated with mail/production project.

C. Next Steps - Things to Remember:

1. If you are using a bulk mail account, you need to be sure that you have sufficient funds in the account to support the postage costs.
2. If you are not using a bulk mail account, you should give the Mail Service Provider a check made payable to the Postmaster where the mailing is to be mailed (i.e. Postmaster Boston, Postmaster Reading) for the total postage cost for the mailing.
3. If an Eligible Entity requests UPS be utilized for Express Next Day, Second Day Delivery, or Ground Service, the Contractor must agree to utilize the Eligible Entity's Account Number and designate the delivery as outward bound utilizing the current Statewide Contract (#OFF44) or its successor for these services.

For MMARS Users Only

Note to MMARS Users: The master agreement for OFF44 in MMARS is OFF44000000000000000. Do not use OFF44V20000000000000; this MA expired on 6/30/2016.

1. To encumber funds:
   - **A.** For service charges, encumber funds utilizing the (CT) and the related commodity line.
   - **B.** For postage charges, encumber funds utilizing the incidental purchase order (GAE) made payable to the appropriate Postmaster. (Please note: Eligible Entities that use Commercial Printers to provide mail service should reimburse Commercial Printers that provide postage as a pass-through expense for post-production services using this method of payment also.)
   - **C.** Contractors payments are processed via (PRC) through invoicing referencing the appropriate (PC) and/or (GAE) document.

4. Category 4 – Printed Promotional Products

- It is **recommended that ALL** vendors should be selected for a quote, however, only a **minimum of 3 are required**. Bidding and awarding should also be completed via COMMBUYS, and should be transparent.
- All Printed Promotional Products Contractors provide a wide range of product categories within the promotional products including grade of products, product lines, and origin of product. If your bid has requirements you must either request information or detail your needs during the quote process.
- Delivery - All pricing includes FOB delivered to ordering facility.

Vendor List and Contract Regions

There are a total of 35 vendors on the OFF44 contract. Contractors have designated the regions in which they will provide service under the statewide contract. Under no circumstance are jobs to be quoted or submitted to vendors not awarded within the particular job category. If a vendor solicits services or accepts a job outside of their awarded category they will be reviewed for immediate suspension.

Regions:

1. **West Region:** Berkshire, Franklin, Hampshire, and Hampden Counties.
2. **Central Region:** Worcester County.
3. **Northeast Region:** Middlesex, Essex Counties.
4. **Boston Region:** Norfolk, Suffolk Counties.
5. **Southeast Region:** Plymouth, Bristol, Barnstable Counties.
6. **Cape Islands:** Duke, Nantucket Counties.

Category 1 Printing Services

Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Commonwealth Print Services	X	X	X	X	X	X
D.B.S. Industries, Inc., dba Diversified Business Systems (DBS)	X	X	X	X	X	X
Deschamps Printing and Marketing Solutions, Inc.	X	X	X	X	X	X
Flagship Press	X	X	X	X	X	
Fowler Printing & Graphics	X	X	X	X	X	X
Hannaford & Dumas Commercial Printers	X	X	X	X	X	X
Lane Printing & Advertising	X	X	X	X	X	X
MassCor Industries	X	X	X	X	X	X
Millennium Printing Corporation	X	X	X	X	X	X
MMP Printing of Brookline, Inc.		X	X	X	X	
Powder Horn Press, Inc.					X	
Puritan Press, Inc.	X	X	X	X	X	X
Razargraphics	X	X	X	X	X	X
RR Donnelley	X	X	X	X	X	X
Shawmut Advertising D.B.A. Shawmut Communications Group	X	X	X	X	X	X
Standard Modern Co., Inc.	X	X	X	X	X	X
Sterling Business Products, Inc. (dba Sterling Printing)	X	X	X	X	X	X
The Journeyman Press	X	X	X	X	X	X
TigerPress	X	X	X	X	X	
Universal Wilde	X	X	X	X	X	X

Category 2 Copying Services

Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Andrew T. Johnson Co., Inc.		X	X	X	X	
Boston Business Printing			X	X	X	
Boston Mailing Company, Inc.	X	X	X	X	X	
Commonwealth Print Services	X	X	X	X	X	X
Flagship Press	X	X	X	X	X	
Fowler Printing & Graphics, Inc.	X	X	X	X	X	X
Hannaford & Dumas Commercial Printers	X	X	X	X	X	X
Jordan Enterprises Inc dba SD Visual Images	X	X	X	X		
Lane Printing & Advertising	X	X	X	X	X	X
MassCor Industries	X	X	X	X	X	X
Mass Repro Ltd dba/Sir Speedy/Milk St.		X	X	X		
McDermott Pallotta Inc		X	X	X		
MMP Printing of Brookline, Inc.		X	X	X	X	
Powder Horn Press, Inc.					X	
Puritan Press, Inc.	X	X	X	X	X	X
Sterling Business Products, Inc. (dba Sterling Printing)	X	X	X	X	X	X
TigerPress	X	X	X	X	X	

Category 3 Mailing Services

Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Boston Mailing Company	X	X	X	X	X	X
Fowler Printing & Graphics, Inc.	X	X	X	X	X	X
JLS Mailing Services, Inc	X	X	X	X	X	X
Lane Printing & Advertising	X	X	X	X	X	X
Standard Modern Co., Inc.	X	X	X	X	X	X
Statement Outsourcing, LLC	X	X	X	X	X	X
Universal Wilde, Inc.	X	X	X	X	X	X

OPERATIONAL SERVICES DIVISION

Category 4 Printed Promotional Products

Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Advertising Products Corporation	X	X	X	X	X	X
Flagship Press	X	X	X	X	X	X
Graphic Productions, Inc.	X	X	X	X	X	X
Hannaford & Dumas	X	X	X	X	X	X
Lane Printing & Advertising	X	X	X	X	X	X
MG Products LLC	X	X	X	X	X	X
Millennium Printing Corporation	X	X	X	X	X	X
My Marketing Solutions, Inc	X	X	X	X	X	X
NEPM	X	X	X	X	X	X
Oceans Promotions	X	X	X	X	X	X
Razz-m-Tazz Promotions, LLC	X	X	X	X	X	X
Sterling Business Products, Inc. (dba Sterling Printing)	X	X	X	X	X	X

Vendor Contact Information

Vendor	Contact Name	Email	Phone
Advertising Products Corporation	Inge Henderson	info@ad-products.com	877-786-6369
Andrew T. Johnson Co., Inc.	Robert Leslie	bobleslie@andrewtjohnson.com	617-742-1610
Boston Business Printing	Donna Meyer	sread@bostonbusinessprinting.com	617-482-7955
Boston Mailing Company	Margaret McLaughlin	mail@bostonmailing.com	617-261-4880
Commonwealth Print Services	Glenn Kendall	cps@state.ma.us	617-720-3340
D.B.S. Industries, Inc., dba Diversified Business Systems (DBS)	Ned Conway	ned_conway@msn.com	978-502-4300
Deschamps Printing and Marketing Solutions, Inc.	Gina Deschamps	gdeschamps@deschampsprinting.com	978-744-2152
Flagship Press	Philip McGrail	pmcgrail@flagshippress.com	978-975-6126
Fowler Printing & Graphics	Jessica Brennan	jbrennan@fowlerprinting.com	781-986-8900
Graphic Productions, Inc.	Maryanne Gabriele	graphicspro@msn.com	781-749-8828
Hannaford & Dumas Commercial Printers	Paul Mallahan	pmallahan@hannaforddumas.com	978-852-9291
JLS Mailing Services, Inc	Ron Parkinson	rparkinson@jlsms.com	508-313-1001

Vendor	Contact Name	Email	Phone
Jordan Enterprises Inc dba SD Visual Images	Robert J. Jordan	sdvi2948@aol.com	508-481-2948
Lane Printing & Advertising	Frank Lane	mail@laneprint.com	781-767-4450
Mass Repro Ltd dba/Sir Speedy/Milk St.	Matthew Lynch	matthew@sirspeedyboston.com	781-767-4450
MassCor Industries	Emily Liquori	emily.liquori@massmail.state.ma.us	508-850-1074
McDermott Pallotta Inc	John McDermott	watertown@alphagraphics.com	617-924-4091
MG Products LLC	Leanne Goddu	leanne@mgproducts.net	978-352-5042
Millennium Printing Corporation	Kevin McCoy	kmccoy@mpcprinting.com	617-719-5225
MMP Printing of Brookline, Inc.	Todd Nugent	info@fenwaycommunications.com	617-226-1900
My Marketing Solutions, Inc	Laura Harper	lharper@mymarketingsolutions.com	978-478-5254
NEPM	Youssef Fadel	info@nepm.com	413-237-4907
Oceans Promotions	Christine Miller	christine@oceanspromotions.com	508-340-2939
Powder Horn Press, Inc.	Richard Anderson	chip@powderhornpress.com	508-746-8777
Puritan Press, Inc.	Dave Cady	davec@puritancapital.com	508-847-1155
Razargraphics	Ron Zagarri	info@razargraphics.com	617-457-5606
Razz-m-Tazz Promotions, LLC	Gail Sabettini	gail@razz-m-tazz.com	978-874-0502
RR Donnelley	Susan Sheridan	susan.sheridan@rrd.com	781-320-6463
Shawmut Advertising D.B.A. Shawmut Communications Group	Stacy Peluso-Slaney	stacys@shawmutdelivers.com	617-799-6100
Standard Modern Co., Inc.	Linda Smith	accounting@standardmodern.com	508-586-4300
Statement Outsourcing, LLC	Ned Conway/ Deena Ryan	ned_conway@msn.com; dryan@statementout.com	978-502-4300
Sterling Business Products, Inc. (dba Sterling Printing)	Ricky Malarni	ricky@sterlingprinting.com	781-481-1234
The Journeyman Press	Scott Vaughan	scottv@jpress.com	978-465-8950
TigerPress	Jennifer R. Shafii	jennifer@tigerpress.com	413-575-1680
Universal Wilde, Inc.	Heather Richardson	heather.richardson@universalwilde.com	603-534-1173

Strategic Sourcing Services Team Members

Name	Department
Rocco Albano	Department of Housing & Community Development
Joe Bellofatto	Department of Revenue
Kathy Chipman	Massachusetts Lottery Commission

Name	Department
Anthony P. Delaney	Operational Services Division
Karan DiMartino	Department of Public Health
Leslie Doughty	Operational Services Division
Sheila Erimez	Department of Public Health
Ed Glora	Boston Public Schools
Glenn Kendall	Operational Services Division
Lisa Westgate	Operational Services Division

Master Blanket Purchase Orders

Master Blanket Purchase Order Number	Description
PO-15-1080-OSD01-OSD10-00000004756	Category 1- Print
PO-16-1080-OSD01-OSD10-00000004864	Category 2- Copying
PO-16-1080-OSD01-OSD10-00000004865	Category 3- Mailing
PO-16-1080-OSD01-OSD10-00000004866	Category 4- Printed Promotional Products