

## How to Use the VEH95 Sodium Chloride (Road Salt) Statewide Contract

<b>Contract #:</b> VEH95	<b>Contract Duration:</b>	9/01/2016 – 8/31/2017
<b>MMARS #:</b> VEH95*	<b>Options to Renew:</b>	Annually through 8/31/2019
<b>Contract Manager:</b>	Stephen Lyons – 617-720-3373 <a href="mailto:steve.lyons@state.ma.us">steve.lyons@state.ma.us</a>	
<b>This contract contains:</b>	Supplier Diversity Program and Prompt Pay Discount	
<b>UNSPSC:</b>	46-16-15-06	
<b>Last change date:</b>	<b>September 1<sup>st</sup>, 2016</b>	

### Contract Summary

This contract is for the supply and delivery of **Sodium Chloride (Road Salt)** to Commonwealth Departments, Cities, Towns, Co-Ops, and other Eligible Entities. The intended use of the Sodium Chloride is as a deicer/anti-icer. In order to participate in this contract all Eligible Entities (defined below) are required to complete an annual Memorandum of Understanding (MOU) and Estimated Usage Form. Contact the contract manager each spring/summer to request this form. It is a requirement that an Eligible Entity complete the MOU and Estimated Usage Form each year regardless of whether they purchased off VEH95 the previous year. Without completion of the MOU and Estimated Usage form an Eligible Entity cannot be guaranteed participation in VEH95.

Eligible Entities that are approved to participate in this contract can find their vendor based on the MassDOT Area they are located in (see Appendix A). To find your MassDOT Area access the “VEH95 Find My Area and Award Information” excel sheet on COMMBUYS. All purchases off this contract are the responsibility of the buying entity.

### VEH95a – Pre-Treated Road Salt

Beginning September 1<sup>st</sup>, 2016, VEH95 will include pre-treated road salt as **VEH95a**. All current vendors have been permitted to sell pre-treated road salt in their awarded MassDOT Areas (see Appendix B).

All entities should distinguish pre-treated road salt orders as **VEH95a**.



## Who Can Use This Contract?

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

**Eligible Entities:**

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

## Benefits and Cost Savings

- Competitive pricing through aggregation of volumes
- Assurance of qualified and capable vendors
- Early order incentive discounts
- Prompt payment discounts
- Maximum delivery times
- Emergency pick up protocol

## 2016-2017 Amendments for Pre-Treated Road Salt (VEH95a)

In a response to growing interest OSD has amended VEH95 to include language that allows the current vendors to sell pre-treated road salt as VEH95a. To review the complete RFR and amendment language please view any vendor MBPO page on COMMBUYS and download the latest RFR document.

Instructions on how to search for the contract in COMMBUYS are on page 5 of this guide, and direct links to each vendor's MBPO page are on page 6.



## Pricing and Purchase Options

**Acquisition Method:** Purchases from this contract will be outright purchases. Eligible users of this contract are responsible for ordering, procuring, and paying for any materials purchased under this contract. The Commonwealth will not be responsible for materials ordered by any other purchaser, Municipality, Authority, City, Town, etc.

**Pricing and Buying Details:** This contract was awarded by MassDOT Areas (see Appendix A). Each area was awarded to a single qualified vendor at a fixed price per ton for the current term. Per ton pricing includes freight or transportation rates. All delivered material will be F.O.B. DESTINATION to participation locations.

**Locate Your MassDOT Area:** To locate your MassDOT Area use the “VEH95 Find My Area” Excel spreadsheet found on COMMBUYS (see “How to Obtain Important Contract Information on COMMBUYS” on page 5).

**Invoice and Payment Specifications:** Contractors may submit an invoice for the total delivered quantity of a Purchase Order or for a partial delivery of a Purchase Order.

**Invoices:** Contractors must present the buying entity with an invoice within ten (10) business days after the final delivery of the quantity on the Purchase Order. The invoice amount must reflect the Purchase Order amount and be accepted by the buying entity.

**Standard Payment Terms:** Standard payment terms of this contract are net 45 days from the date of receipt of an invoice.

**Prompt Payment Discounts (PPD):** Contractors have offered Prompt Payment Discounts (PPD) (see “Prompt Payment Discounts (PPD)” on page 4). PPD offer an incentive for the buying entity to make payments quickly, but do not require the buying entity to make payments sooner than the standard payment terms.

**Signature:** The signature of a representative from the buying entity that is receiving the delivery of material is required for payment. Payment will not be made to the Contractor for material delivered on a delivery ticket that does not have the signature of a representative from the buying entity.



## Additional Information

Rock Salt Sodium Chloride (Road Salt) is the material of choice for this contract. Solar salt will only be used at the discretion of the Commonwealth, the discretion of the Strategic Sourcing Services Team (SSST), or in the event that there is a severe shortage of Rock Salt Sodium Chloride (Road Salt) material.

**Delivery Notifications:** The Contractor must notify the buying entity sufficiently in advance with the start time of delivery, number of trucks, and anticipated tonnage. The last load must be identified to allow for the buying entity to schedule receiving operations. If the Contractor fails to notify sufficiently in advance the delivery may be rejected by the buying entity.

**Purchase Order/Delivery Compliance:** UNDER NO CIRCUMSTANCES MAY A VENDOR'S DELIVERED QUANTITIES EXCEED THE TOTAL QUANTITIES SHOWN ON A PURCHASE ORDER. The Contractor will be responsible for any overage shipped that is more than the amount on the Payment Voucher. The Contractor will not be paid for any overage shipped that is more than the amount on the Payment Voucher.

**Routine Deliveries:** Routine deliveries to locations will only be accepted Monday through Friday, excluding Local and State Holidays. Delivery hours are to be made between 6:00 AM and 4:30 PM on weekdays unless prior arrangements have been made with the buying entity. Delivery hours for Eligible Entities will vary and must be identified prior to deliveries being made. Contractors must leave delivery slips for each delivery in a location identified by the buying entity.

UNDER NO CIRCUMSTANCES MAY ANY MATERIAL UNDER THIS CONTRACT BE DELIVERED UNLESS TRUCKS ARE PROPERLY COVERED TO PROTECT THE MATERIAL, PREVENT SPILLAGE, AND MEET ALL ENVIRONMENTAL REQUIREMENTS.

When Sodium Chloride is shipped by truck directly from the mine, mill, or Contractor's storage area, the Contractor must furnish the buying entity with a clear, legible, and numbered delivery slip for each load bearing the following information for determining the pay quantity:

- Material
- Contractor's Name
- Date of Delivery
- Depot or Destination
- Gross Vehicle Weight (GVW), Tare and Net Weight
- Vehicle Registration Number
- Purchase Order/Requisition Number
- Truck Number
- Stockpile Location
- **SIGNATURE OF CONTRACTOR'S ASSIGNED LICENSED WEIGH MASTER**

The delivery slip must be mechanically printed from a scale equipped with an automated printing system. Hand written delivery slips are not acceptable.



## How to Obtain Important 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 “Contract & Bid Search” or the magnifying glass if you are logged in
- Select a search for Document Type: “Contracts/Blankets”
- Type “VEH95” in the search field for “Contract/Blanket Description”
- Click on “Find It”

The results will list each MBPO page for the 4 awarded VEH95 vendors. Each vendor MBPO page houses important contract information, such as:

- VEH95 RFR
- VEH95 Awarded Pricing
- VEH95 MOU and Estimated Usage Form
- Map of MassDOT Highway Areas
- Vendor Emergency Pick Up Policy
- Vendor Early Order Discount
- VEH95 “Find My Area” (lists each town/city with corresponding MassDOT Area)
- VEH95 Contract User Guide

To access these documents without logging in you may follow the search instructions above OR click on the vendor MBPO links in the “Awarded Vendors Contact Information” section on page 6 of this guide.

## How to Place an Order in COMMBUYS:

To place an order through COMMBUYS a Purchase Order (called a “Release Requisition” in COMMBUYS) must be made. Instructions for “How to Create a Release Requisition and Purchase Order” can be found on a Job Aid in the COMMBUYS section of the OSD website, or by clicking: [How to Create a Release Requisition and Purchasing Order](#).

## How to Place an RPA Release Order in COMMBUYS

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document, or review the RPA Release Job Aid here: [How to Create an RPA Release Requisition](#).



## Awarded Vendors Contact Information

Vendor	Contact Person	Contact Information	MBPO Number
Cargill, Incorporated-Deicing Technology	Jean Davis	Phone 440-716-4733	<a href="#">PO-15-1080-OSD01-OSD10-00000002541</a>
		Fax 440-716-0763	
		Email <a href="mailto:Jean.Davis@cargill.com">Jean.Davis@cargill.com</a>	
Eastern Salt Company, Inc.	Karen Girard	Phone 978-251-8553	<a href="#">PO-15-1080-OSD03-OSD03-00000002537</a>
		Email <a href="mailto:kgirard@easternsalt.com">kgirard@easternsalt.com</a>	
Granite State Minerals, Inc.	Janet Harrington	Office 603-436-8505	<a href="#">PO-15-1080-OSD03-OSD03-00000002536</a>
		Cell 603-818-2688	
		Fax 603-436-2458	
		Email <a href="mailto:jharrington@gmsalt.com">jharrington@gmsalt.com</a>	
Morton Salt, Inc.	Customer Service	Phone 1-855-665-4540	<a href="#">PO-15-1080-OSD03-OSD03-00000002535</a>
		Fax 630-861-2735	
		Email <a href="mailto:BUYROADSALT@mortonsalt.com">BUYROADSALT@mortonsalt.com</a>	

## Vendor Estimated Average Delivery Times

Vendor	Estimated Delivery Time
Cargill, Incorporated-Deicing Technology	3-to-5 Business Days
Eastern Salt Company, Inc.	2-to-3 Business Days
Granite State Minerals, Inc.	2-to-3 Business Days
Morton Salt, Inc.	3-to-10 Business Days

*\*Estimated delivery times only. Delivery times may change due to weather, supply, emergency, or other reason.*

## Prompt Payment Discounts (PPD)

Vendor	PPD Opportunities	% Discount Applied
Cargill, Incorporated-Deicing Technology	Payment issued within <b>30</b> days	.125%
Eastern Salt Company, Inc.	Payment issued within <b>10</b> days	1%
Granite State Minerals, Inc.	Payment issued within <b>10</b> days	3%
	Payment issued within <b>15</b> days	2%
	Payment issued within <b>20</b> days	1.5%
	Payment issued within <b>30</b> days	1%
Morton Salt, Inc.	Payment issued within <b>20</b> Days	1%

## Strategic Sourcing Services Team Members

- Kathleen Reilly, [kathy.reilly@state.ma.us](mailto:kathy.reilly@state.ma.us), OSD
- Stephen Lyons, [steve.lyons@state.ma.us](mailto:steve.lyons@state.ma.us), OSD
- Jerry Lighthouse, [jlighthouse@advanced-purchasing.com](mailto:jlighthouse@advanced-purchasing.com), Advanced Purchasing Technologies
- Scott Wilson, [scott.wilson@state.ma.us](mailto:scott.wilson@state.ma.us), MassDOT
- Silvio Petraglia, [silvio.petraglia@state.ma.us](mailto:silvio.petraglia@state.ma.us), MassDOT
- Bassam Salfity, [bassam.salfity@dot.state.ma.us](mailto:bassam.salfity@dot.state.ma.us), MassDOT



## Appendix A

### VEH95 Road Salt Awarded Pricing (effective 9/1/2016 – 8/31/2017)

MassDOT Area	Awarded Bidder	\$/Per Ton
<b>MassDOT Areas 1A &amp; 1B</b>	Morton Salt	\$72.27
<b>MassDOT Areas 1C &amp; 1D</b>	Morton Salt	\$72.06
<b>MassDOT Area 2A</b>	Eastern Salt	\$76.36
<b>MassDOT Area 2B</b>	Cargill	\$77.18
<b>MassDOT Area 2C</b>	Cargill	\$77.04
<b>MassDOT Areas 3A &amp; 3B</b>	Eastern Salt	\$65.81
<b>MassDOT Area 3C</b>	Granite State Minerals	\$65.96
<b>MassDOT Area 4A</b>	Eastern Salt Company	\$61.74
<b>MassDOT Area 4B</b>	Eastern Salt Company	\$62.61
<b>MassDOT Area 4C</b>	Granite State Minerals	\$63.05
<b>MassDOT Area 5A</b>	Morton Salt	\$68.91
<b>MassDOT Area 5B</b>	Morton Salt	\$68.12
<b>MassDOT Area 5C</b>	Morton Salt	\$68.64
<b>MassDOT Area 5D</b>	Morton Salt	\$75.80
<b>MassDOT Area 5E</b>	Morton Salt	\$219.38
<b>MassDOT Area 6 (All)</b>	Eastern Salt Company	\$66.31
<b>DCR Locations</b>	Eastern Salt Company	\$66.08



## Appendix B

### VEH95a Pre-Treated Road Salt Pricing (effective 9/1/2016 – 8/31/2017)

MassDOT Area	Awarded Bidder	\$/Per Ton
<b>MassDOT Areas 1A &amp; 1B</b>	Morton Salt	\$90.27
<b>MassDOT Areas 1C &amp; 1D</b>	Morton Salt	\$90.06
<b>MassDOT Area 2A</b>	Eastern Salt	\$96.36
<b>MassDOT Area 2B</b>	Cargill	\$88.21
<b>MassDOT Area 2C</b>	Cargill	\$88.45
<b>MassDOT Areas 3A &amp; 3B</b>	Eastern Salt	\$85.81
<b>MassDOT Area 3C</b>	Granite State Minerals	\$85.96
<b>MassDOT Area 4A</b>	Eastern Salt Company	\$81.74
<b>MassDOT Area 4B</b>	Eastern Salt Company	\$82.61
<b>MassDOT Area 4C</b>	Granite State Minerals	\$83.05
<b>MassDOT Area 5A</b>	Morton Salt	\$86.91
<b>MassDOT Area 5B</b>	Morton Salt	\$86.12
<b>MassDOT Area 5C</b>	Morton Salt	\$86.64
<b>MassDOT Area 5D</b>	Morton Salt	\$93.80
<b>MassDOT Area 5E</b>	Morton Salt	\$237.38
<b>MassDOT Area 6 (All)</b>	Eastern Salt Company	\$86.31
<b>DCR Locations</b>	Eastern Salt Company	\$86.08