

Contract User Guide for GRO36

GRO36: Dairy Products

UPDATED: September 8, 2022

Contract #:	GRO36
MMARS MA #:	GRO36*
Current Contract Term:	April 1, 2020 – March 31, 2023
Maximum End Date:	March 31, 2023
Initial Contract Term:	April 1, 2018 – March 31, 2019
Contract Manager:	Marge MacEvitt, 617-720-3121, Marge.macevitt@mass.gov
This Contract Contains:	Dairy Products
UNSPSC Codes:	Environmentally Preferable Products (EPP) Equipment, Supplier Diversity Program and Prompt Pay Discount
Notes:	50 13 00 Dairy Products & Eggs

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for various selections of Dairy Products which includes the following products in various size cartons, containers, bottles, etc. and various flavors: milk, juices, yogurts, cream cheese and ice cream, etc. The Market Basket structure of this contract allows users to purchase items from the market basket lists as well as from the Contractors' additional list of catalog items as long as the products fall within the scope/description of this Dairy Products Statewide Contract.

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 statewide contract provides a market basket list of the most commonly used dairy products with pricing. The benefits and potential cost savings are as follows:

- The identified Dairy Products have fixed pricing for the contract duration, with and without Equipment.
- Pricing remains firm through March 31, 2021 which allows users to order and plan menus accordingly at a fixed price for the contract period.
- Competitive Pricing – The Strategic Sourcing Team (SST) has awarded the contract to Garelick Farms and Rosev Dairy Foods who provided the most competitive pricing for dairy products.

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](https://www.commbuys.com) and search for GRO36 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for GRO36 visit [Master Blanket Purchase Order PO-18-1080-OSD03-SRC01-13083](#).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for GRO36 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for GRO336 and can be accessed directly by visiting [Master Blanket Purchase Order PO-18-1080-OSD03-SRC01-13083](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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;

Eligible Entities

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

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

Updated: September 8, 2022

Template version: 7.0

Page 2 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



Supplier Diversity Requirements

Contract User Guides that provide for direct vendor selection should include the following language:

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Contract User Guides that require the department to solicit quotes or issue a statement of work:

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
More than \$250,000/year	<ul style="list-style-type: none">• Notify at least two diverse and/or small businesses capable of providing the product or service of the opportunity, if available.• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.• Note: Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

Pricing, Quote and Purchase Options

Purchase Options

Purchases made through this contract will be direct, outright purchases

Pricing Options

A market basket price sheet is available for each vendor on COMMBUYS website <https://www.commbuys.com/bso/> please reference instructions below for how to obtain the contract information in COMMBUYS.

The attached vendor “Price List” identifies two columns, the Department of Corrections pricing is listed in the first column and all other user entities pricing are listed in the second column. The pricing columns will show pricing with and without equipment. Contract users should refer to the “Contractor Information” listed below to obtain additional added value discounts.

Product/Service Pricing and Finding Vendor Price Files

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

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

Updated: September 8, 2022

Template version: 7.0

Page 3 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

There are two (2) vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) prices are located with each line item identified with the Master Blanket Purchase Order.

If full statewide contracts details are required please refer to GRO36 files listed under the Master Contract Record [PO-18-1080-OSD03-SRC01-13083](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

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 OSDhelpdesk@mass.gov.

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.)*

When contacting a vendor on statewide contract, always reference GRO36 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

User departments should do a cost comparison with the two (2) listed Contractors to determine which Contractor is providing the lowest price and the best value for the products being purchased. Once users have determined which Contractor is providing the lowest price and the best value the user department may place their order with that Contractor. The customer service numbers are listed below, and the customer service hours are identified for both Contractors. For problems which are not resolved through customer service, contract users should contact the Account Manager, at the number listed below. Contract users may request a Buyer's Guide to assist in ordering directly from the Contractors. There is no minimum order for dairy products for either Contractor.

- **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 *Make a Statewide Contract Purchase in COMMBUYS* job aid.

- **How to place an order**

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

- Initiate a new requisition
- Search for an item (Use GRO36) in the description

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

Updated: September 8, 2022

Template version: 7.0

Page 4 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter quantity of line item
- Enter the total price
- Add additional items if needed as required
- Submit for approval

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.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

This program establishes specifications for sustainable products on statewide contracts, fosters cost effective responsible purchasing choices that help reduce impacts on public health and the environment, and works with agencies, departments and others to encourage their use in public operations.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Orders will be processed, confirmed and delivered based on established delivery schedules. The ordering location will define delivery requirements and will establish a mutually agreed upon delivery schedule with Contractors. The Contractor(s) must make delivery of items as requested by the ordering facility. The Contractor(s) must call the facility to schedule a delivery. Any change in the specified delivery schedule requires approval by the ordering facility. The ordering location will determine delivery time and date. Locations may establish weekly, semi-weekly or daily scheduled deliveries. Locations may also schedule individual deliveries when placing the order. Any items not delivered on schedule may be canceled at no cost to the Commonwealth. If the ordering facility must purchase non-delivered items from another source, the contractor must cover any additional costs incurred by the facility for these items.

The Contractor must place dairy products in the delivery location coolers immediately upon delivery. Any spoilage due to non-compliance with this requirement will be returned at the Contractor's expense. Delivery staff must rotate products in the delivery location's freezer upon making a new delivery. Departments are not required to accept any product that is visibly damaged, dented, squeezed or torn. The contractor must replace any item received in unacceptable condition at no cost to the ordering facility.

Delivery Requirement 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

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

Updated: September 8, 2022

Template version: 7.0

Page 5 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

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 situation.

Additional Information/FAQs

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 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 Purchase Discounts (VPD) and Dock Delivery Discount (DDD):** is an additional discount offer provided to buyer if a certain volume of product or one stop delivery is identified for the purchased; please see [Vendor List and Information](#).

If the Needed Product Can Not be Found

If a product cannot be found in the price sheet, 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.

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

Contract User Guide for GRO36

Strategic Sourcing Team Members

- Stephen Burnett, Department of Correction
- Christopher Gendreau, Department of Correction
- Cameron O'Brien, Operational Services Division

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

Updated: September 8, 2022

Template version: 7.0

Page 7 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527

Contract User Guide for GRO36

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
**Master MBPO (All contract documents)	PO-18-1080-OSD03-SRC01-13083	Marge MacEvitt	617-720-3121	Marge.macevitt@mass.gov	N/A	N/A	N/A
Garelick Farms, LLC	PO-18-1080-OSD01-OSD10-12962	Liz Connolly	978-965-6303	liz.connolly@dfamilk.com	PPD: .25% - 10 days Volume Purchase Discount (VPD): 2% discount offer on accounts with an average delivery of at least 200 cases qualify Dock Delivery Discount (DDD) - 2% discount if a one stop drop at dock is consistent for an account.	N/A	.25%
Rosev Dairy Foods, Inc	PO-18-1080-OSD01-OSD10-12963	Stephen Jamgochian	617-896-6868	sjamgochian@rosevdairy.com	PPD: 1%-10 days, .75% 15 days, .50%-20 days	N/A	.25%

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

**The Master Contract Record MBPO is the central repository for all common contract files. 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.

Updated: September 8, 2022

Template version: 7.0

Page 8 of 8

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527