

Contract User Guide for OFF39

OFF39: Mail Equipment

UPDATED: March 10, 2025

Contract #:	OFF39
MMARS MA #:	OFF39PURCHASE*, OFF39SERVICE*, OFF39LEASE*
Initial Contract Term:	November 3, 2015 to November 3, 2020
Maximum End Date:	November 30, 2025
Current Contract Term:	November 3, 2020 to November 30, 2025
Contract Manager:	Tatiana Henry, 617-359-7289, Tatiana.Henry@mass.gov Sonia Castro, 617-359-7271, Sonia.Castro@mass.gov
UNSPSC Codes:	44-10-21 Mail Machines
Updates:	OSD Contract Managers

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Contract Summary

This is a Statewide Contract for the purchase, service and leasing of Postage and Mail Processing Equipment, Accessories, Services & Supplies.

Contract Categories

This contract includes 2 categories of products and service as listed below.

- Category 1: Postage and Mailing Systems, Equipment, Accessories, Supplies and Service Postage metering equipment, electronic scales, mail addressing equipment; and related accessories, supplies, and services.
- Category 2: Mail Handling Equipment, Accessories, Supplies and Service Mail tabbing, folding, inserting, and sealing equipment; date stamps, simple time clocks, check imprinting, endorsing, and bursting equipment, letter openers, mail slots; and related accessories, supplies and services.

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.

- Competitive Pricing
- Qualified and Experienced Vendors
- Delivery and installation are included in equipment pricing

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 OFF39 to find related Master Blanket Purchase Order (MBPO) information.
- 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.

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;

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9. 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.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Supplier Diversity Requirements

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.

Pricing, Quote and Purchase Options

Purchase Options

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

Equipment may be acquired via outright purchase, term-lease, or rental (not to exceed 6-months). Services may be acquired via outright purchase based upon time (hourly rate) and material pricing or fixed price pricing, e.g. annual maintenance contract.

All orders placed under this contract should include the following statement: "This order is placed under Statewide Contract OFF39." In addition, it is recommended that the following statement be included: "All terms and condition of Statewide Contract OFF39 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the [vendor information](#) page, where links to all the vendors MBPO's should be provided.

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.

When contacting a vendor on statewide contract, always reference OFF39 to receive contract pricing.

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Where to Obtain Contract Information

Each of the vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the COMMBUYS (www.commbuys.com) website. Click on "Contract & Bid Search," then select the "Contracts/Blankets" radio button.

- Enter "OFF39" in the Contract/Blanket Description field.
- Select "Statewide Contract" in the Type Code pull-down menu.
- Click "Find It"

Vendor Forms Prohibition

Vendors are prohibited from requiring buyers to sign any form that is not published under the OFF39 MBPO on COMMBUYS.

Credit accounts are not allowed under this contract. Vendors are prohibited from requiring insurance.

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

- **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.

- **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.

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 Requisition* job aid.

Obtaining Quotes

Contract users should always reference OFF39 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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

- The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

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Instructions for MMARS Users

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

All payments, including postage payments, must include an Invoice Number and Account Number on the check or in the ACH description/comment/note field.

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

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the Bidder.

At the discretion of the Commonwealth, shipping charges may be negotiated and allowed under **extenuating circumstances** including, but not limited to: rush shipping requests by the Commonwealth Agency, oversized or heavy items being repaired, etc. This exception will only be allowed with an Agency request. Vendors are not allowed to request an exception for shipping charges."

Equipment Installation

All equipment prices **must** include delivery and installation statewide. The Contractor must coordinate the delivery of **both** their equipment and related start up supplies necessary to operate the equipment, to arrive simultaneously or within a mutually agreed upon time frame. All start up supplies must be labeled as "Start Up Supplies" and reference the eligible entity's purchase order number.

Contractor **must** affix a label or a decal to the equipment at the time of installation showing warranty period by dates, and the name, address, and telephone number of the OEM or Authorized Dealer responsible for warranty service of the equipment. The label should also identify the Model Number and the serial number/machine ID number and be legible.

It will be the Contractor's responsibility prior to delivery, to survey and review the particular installation location to ensure the existing proposed location meet the manufacturer's established installation criteria. If special installation is required, such as but not limited to rigging, the Contractor and Eligible Entity must negotiate and agree on a cost for the special installation and note it on the equipment confirmation form prior to releasing a purchase order. Should the proposed installation location not meet established installation criteria, the Contractor and the ordering Eligible Entity will attempt to locate an alternate mutually agreeable location for the equipment at the particular site.

In the event that a mutually agreeable location for the equipment, meeting the manufacturer's established installation criteria, is not available, the Contractor must not deliver the equipment and will request the Eligible Entity to cancel the order with no further obligations. Contractors not familiar with any location are strongly advised to personally view those locations prior to delivery. A lack of familiarity with a delivery location will in no way relieve a Contractor from its responsibility to fulfill its contractual obligations.

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OPERATIONAL SERVICES DIVISION

All equipment identified as EnergyStar compliant must be delivered and installed with the EnergyStar or similar power management features enabled.

Additional Information/FAQs

Payment Instructions for all Eligible Entities

All payments, including postage payment, must include an Invoice Number and Account Number on the check or in the ACH description/comment/note field.

Product Specifications, including Environmental Standards and Requirements

All equipment identified as EnergyStar compliant must be delivered and installed with the EnergyStar or similar power management features enabled.

Warranties

Warranties are to be based on commercial use. A minimum of one (1) year commercial use warranty is required; it is desirable that the bidder offer more than one (1) year, at no additional cost. Additional warranty options must be addressed in narrative form in the response submission. Special Warranty issues on products or product lines should be outlined in bidders' response.

Extended Warranty

Bidders must offer an extended warranty on all products at a discounted rate. The discount rate should be clearly identified in the bid response.

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 Discounts:** discount is negotiated 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

If the Needed Product Can Not be Found

If a product and/or service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product and/or service 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.

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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 more than 5 years beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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Strategic Sourcing Team Members

- Vjollca Avrami, Teachers' Retirement System
- Joseph Bellofatto, Department of Revenue
- Karen Glass, Department of Developmental Services
- Thomas Stein, Department of Transportation

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
Bescorp Inc., d/b/a Formax	PO-16-1080-OSD03-SRC01-00000006122	Jake Rasque	603-516-2654	jrasque@formaxdirect.com	2 – Mail Handling Equipment	2%-10 days	None	1%
DMT Solutions Global d/b/a BlueCrest**	PO-22-1080-OSD03-SRC01-23123	George Driscoll	781-367-0398	george.driscoll@bluecrestinc.com	1 – Postage & Mailing Systems 2 – Mail Handling Equipment	None	None	23%
Pitney Bowes	PO-16-1080-OSD03-SRC01-00000006120	Timothy O'Connell Bill Walter	781 291 9105 480 206 2984	timothy.oconnell@pb.com or bill.walter@pb.com	1 – Postage & Mailing Systems 2 – Mail Handling Equipment	None	None	10%
Quadient, Inc.	PO-21-1080-OSD03-SRC01-19770	Chris Fortunato	203-856-4405	c.fortunato@quadient.com	1 – Postage & Mailing Systems 2 – Mail Handling Equipment	None	None	8%

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

** Pitney Bowes has sold its Document Messaging Technologies Division to DMT Solutions Global d/b/a BlueCrest. Pitney Bowes will continue to provide all other products and services under its OFF39 contract award under MBPO # PO-16-1080-OSD03-SRC01-00000006120

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