

OFF44: Print, Copy & Mail Services, and Printed Promotional Products

UPDATED: January 21, 2020

Contract #:	OFF44
MMARS MA #:	OFF44*
Initial Contract Term:	July 1, 2015 – June 30, 2018
Maximum End Date:	Two (2) options for two (2) year extension through June 30, 2022
Current Contract Term:	July 1, 2018 - June 30, 2020
Contract Manager:	Daniel Billings, 617-720-3309, Daniel.Billings@mass.gov
This Contract Contains:	Environmentally Preferable Products (EPP) Equipment, Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO)
UNSPSC Codes:	82-12-15: Printing Services, Planning or Layout of Graphic Production. 82-12-17: Black and White Copy or Collating Services. 80-14-18: Mailing Services. 82-12-15: Promotional and Advertising Printing.

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

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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:

Contract Categories

This contract includes 4 categories of Print, Copy & Mail Services, and Printed Promotional Products as listed below:

Category 1:	Printing Services
Category 2:	Copying Services
Category 3:	Mailing Services
Category 4:	Printed Promotional Products

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 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.

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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 OFF44 to find related Master Blanket Purchase Order (MBPO) information.

To link directly to the MBPO for OFF44 visit:

[PO-15-1080-OSD01-OSD10-00000004756](#)

[PO-16-1080-OSD01-OSD10-00000004864](#)

[PO-16-1080-OSD01-OSD10-00000004865](#)

[PO-16-1080-OSD01-OSD10-00000004866](#)

- 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 OFF44 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for each category in OFF44 and can be accessed directly by opening the links above.
- 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;

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

Eligible Entities

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

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 Higher 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.

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Pricing, Quote and Purchase Options

Purchase Options

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

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.

Purchases made through this contract will be direct, outright purchases.

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing and may be further negotiated.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by:

Category 1 – Printing Services (Commercial Printers)

- Commonwealth Print Services (CPS) and MassCor/Massachusetts Correctional Industries (MCI) should be used when applicable. A minimum of 3 quotes are required for printing and copying services in Categories 1 and 2, plus quotes from the following 2 Commonwealth Printing Departments **for a total of 5 overall quotes:**
 - **Commonwealth Print Services at Boston and Charlestown, MA**
 - **Massachusetts Correctional Industries (MCI) Print Shop at Bridgewater, MA**

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- 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 3 are required along with quotes from Commonwealth Print Services and Massachusetts Correctional Industries. 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 Vendors prior to start of each project, when appropriate.
- 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.

- **Entities needing design service should refer to PRF60**

1. 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.**
- An Eligible Entity is not required to get quotes for **low volume**, basic copying as listed on the Attachment Tab in COMMBUYS - Category 2 Cost Sheet for Low Volume Basic Copying (up to 5,000 copies).
- 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.

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2. 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 **OFF440000000000000000**. **Do not use OFF44V2000000000000000; 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.

3. 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.



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 COMMBUYS@state.ma.us.

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 OFF44 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 from the drop-down menu.

How to Purchase From the Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the contract. The Buyer would create a Release Requisition, and then convert it to a Bid. After approval by the Buyer approving officer, the bid is then sent to selected Vendors to request quotes. Please note quote requirements for OFF44.

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

- The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Tips for RFQ's**

1. Buyers should list their contact email and phone number on the SOW (Statement of Work) so that the Vendor can contact them in a timely manner should they have questions.
2. It is highly recommended that the SOW include a time limit for responses by prominently noting the date and time that quotes are due to the Buyer.

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3. Buyers should select ALL Vendors when issuing an RFQ. This could expand the Buyer's options since there is a greater potential to receive competitive quotes from which to choose, and to ensure BEST VALUE.
 4. If Bidders ask questions about the RFQ/Statement of Work (SOW) prior to the bid deadline, Buyers should post the answers in COMMBUYS so all potential Bidders can gain that information about the SOW.
 5. The Buyer should carefully review all responses and should follow up with any Vendor should the response need clarification. For example, if a very low bid is submitted, it is recommended that the Buyer follow up with the Vendor to be sure they clearly understood the SOW and can still offer that low price.
- **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. It also allows MMARS users to easily keep track of spend. **NOTE:** MMARS and COMMBUYS do not interface – payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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 Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference OFF44 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 the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number OFF44* in the proper field in MMARS when placing orders with any Contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

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Contract Exclusions and Related Statewide Contracts

Design work for projects can be sourced through **PRF61**

Shipping/Delivery>Returns

Geographical Service Area

Please refer to the 6 Regions/Districts outlined for OFF44.

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 can be negotiated by the Buyer if a certain volume of product or service is purchased.

If the Needed Product Can Not be Found

If a product or service cannot be found in the Vendor's catalog, it is recommended to contact the Vendor directly to inquire if it is available for purchase on this contract. If the product 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 Manager to inquire whether the product may be purchased.

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 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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Statement of Work

Buyers should clearly outline the specifications of the job for which they want to obtain quotes and attached to requisition.

Strategic Sourcing Team Members

Name	Department
Joe Bellofatto	Department of Revenue
Ed Glora	Boston Public Schools
Denise Hamman	Massachusetts Lottery
Shaye Laridian	Department of Public Health
Jennifer McCabe	Department of Housing and Community Development
Jodi Paris Anastos	Operational Services Division (Inactive)
Dan Billings	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

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Vendor List and Information*

Vendor	Contact Person	Phone #	Email	Categories	Region
Advertising Products Corp.	Inge Henderson	413-786-6364	info@ad-products.com	4	All
AMDA Enterprises Inc. (NEPM Division)	Youssef Fadel	413-237-4907	info@nepm.com	4	All
Andrew T. Johnson Co Inc.	Robert Leslie	617-742-1610	bobleslie@andrewtjohnson.com	2	2, 3, 4, 5
Boston Business Printing, Inc.	Terry Joseph	617-482-7955	terry@bostonbusinessprinting.com	2	All
Boston Mailing Company, Inc.	Margaret McLaughlin	617-261-4880	mail@bostonmailing.com	2, 3	All
Christine Miller (Oceans Promotions)	Christine Miller	508-340-2939	christine@oceanspromotions.com	4	All
Commonwealth Print Services	Edward Devlin	617-720-3346	edward.devlin@mass.gov	1, 2	All
Fenway Communications Group, Inc.	Todd Nugent	617-226-1900 ext. 114	info@fenwaycommunications.com	1, 2	2, 3, 4, 5
Flagship Press, Inc.	Nicole Deveau	978-975-6126	ddeveau@flagshippress.com	1, 2, 4	1-5, 1-5, All
Fowler Printing & Graphics, Inc.	Joe Sawyer	781-986-8900	jbrennan@fowlerprinting.com	1, 2, 3	All
Graphic Productions, Inc.	Maryanne Gabriele	781-749-8828	graphicspro@msn.com	4	All
Hannaford & Dumas, Corp	Paul Mallahan	978-852-9291	pmallahan@hannaforddumas.com	1, 2, 4	All
JLS Mailing Services, Inc.	Jim Clark	508-313-1001	rparkinson@jlsms.com	3	All
Jordan Enterprises	Robert J. Jordan	508-481-2948	sdvi2948@aol.com	2	1, 2, 3, 4
Lane Printing, Co Inc.	Frank Lane	781-767-4450	mail@laneprint.com	1, 2, 3, 4	All
MASS Repro, Ltd. (Sir Speedy Printing)	Matthew Lynch	617-227-2237	matthew@sirspeedyboston.com	2	2, 3, 4
MASSCOR Industries	Steven Niland	508-850-1074	Steven.K.Niland@doc.state.ma.us	1, 2	All

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Vendor	Contact Person	Phone #	Email	Categories	Region
Mcdermott-Pallotta, Inc.	John McDermott	617-924-4091	watertown@alphagraphics.com	2	2, 3, 4
MG Products, LLC	Leanne Goddu	978-352-5042	leanne@mgproducts.net	4	All
Millennium Printing, Corp.	Kevin McCoy	617-719-5225	kmccoy@mpcprinting.com; clayman@mpcprinting.com	1,4	All
My Marketing Solutions	Laura Harper	978-478-5254	lharper@mymarketingsolutions.com	4	All
Powder Horn Press, Inc.	Richard Anderson	508-746-8777	chip@powderhornpress.com	1, 2	2, 4, 5
Puritan Press, Inc.	David Cady	508 847-1155	davec@puritancapital.com	1, 2	All
Razargraphics	Anthony Zaggari	617-457-5606	info@razargraphics.com	1	All
Razz-M-Tazz Promotions, LLC	Gail Sabettini	978-874-0502	gail@razz-m-tazz.com	4	All
RR Donnelley	Susan Sheridan	781-320-6463	susan.sheridan@rrd.com	1	All
Shafii's, Inc. Tiger	Jennifer R. Shafii	413-575-1680	info@sdvisualimages.com	1,2	All, 1-5
Shawmut Advertising, Inc.	Stacy Peluso-Slaney	617-799-6100	stacys@shawmutdelivers.com	1	All
Standard Modern Co., Inc.	Linda Smith	508-586-4300	accounting@standardmodern.com	1, 3	All
Statement Outsourcing, LLC	Deena Ryan	603-818-3729	dryan@statementout.com	3	All
Sterling Business Products, Inc.	Ricky Malrani	781-481-1234	ricky@sterlingprinting.com	1, 2, 4	All
The Journeyman Press	Gina Deschamps	978-463-6731	gdeschamps@jpress.com	1	All
Universal Wilde, Inc.	Jim Bailey	781-254-8766	jim.bailey@universalwilde.com	1, 3	All

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

**[The Conversion Vendor MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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