

OFF46 Small Package Delivery and Logistics Services

UPDATED: September 24, 2019

Contract #:	OFF46
MMARS MA #:	OFF46*
Initial Contract Term:	March 20, 2017 – March 20, 2022
Maximum End Date:	March 20, 2022
Current Contract Term:	March 20, 2017 – March 20, 2022
Contract Manager:	Maureen Barends, 617-720-3155, maureen.barends@mass.gov
This Contract Contains:	Exclusive Pricing
UNSPSC Codes:	78-10-22-01

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

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Contract User Guide for OFF46

Contract Summary

This is a cooperative contract between the Commonwealth of Massachusetts and the National Joint Powers Alliance for UPS domestic and international small package delivery and logistics services, for which NJPA is the lead organization.

Additional contract information can be found on COMMBUYS and include this OSD update and pricing information.

Contract Categories

This contract includes OFF46 Small Package Delivery and Logistics Services as listed below:

<https://www.commbuys.com/bsa/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10080&releaseNbr=0>

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Category 1: Small Package Delivery and Logistics 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 on domestic and international small package delivery services
- Weekly pickup fee is waived
- Exclusive rates
- https://www.ups.com/content/us/en/shipping/time/service/index.html?WT.svl=PNRO_L1

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 OFF46 visit <https://www.commbuys.com/bsso/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10080&releaseNbr=0&parentUrl=contract>
- 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 OFF46 to find related Master Blanket Purchase Order (MBPO's) information for this contract use link below (no Conversion MBPO for OFF46) <https://www.commbuys.com/bsso/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10080&releaseNbr=0&parentUrl=contract>
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in the and information on this contract may be found at <https://www.njpacoop.org/cooperative-purchasing/contracts-general/logistic-servicesmail-equipment/091416-ups/>

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;

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Eligible Entities

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

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

Pricing, Quote and Purchase Options

Purchase Options

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

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found in [vendor information](#) on page 6.

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

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 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:

- **Document items in COMMBUYS that have already been purchased**

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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.

Additional Services

Logistics Services are available through this contract. Please refer to www.ups.com for details

Instructions for MMARS Users

OFF46* MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

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 Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Frequently Purchased Items on the Contract

Frequently purchased through this contract includes second and third day small package delivery

Geographical Service Area

All regions in the Commonwealth are serviced by UPS

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Warranties

UPS has a Guaranteed Service Program (details listed on price sheet in COMMBUYS)

Performance and Payment Time Frames Which Exceed Contract Duration

No orders may be placed after 3.20.22 (contract end date)

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	List any other important items
United Parcel Service	https://www.combuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10080&releaseNbr=0&parentUrl=contract	N/A	OFF44*	Paul Carr or Maureen Baer	781-439-4631/ 717-329-0049	pcarr@ups.com mebaer@ups.com	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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