

# Contract User Guide for OFF47

## OFF47: Office Supplies, Recycled Paper and Envelopes

UPDATED: November 1, 2019

<b>Contract #:</b>	OFF47
<b>MMARS MA #:</b>	OFF47*
<b>Initial Contract Term:</b>	April 1 <sup>st</sup> 2019 to March 31 <sup>th</sup> 2021
<b>Renewal Option</b>	One (1) to Three (3)-year options to renew
<b>Maximum End Date:</b>	March 31 <sup>th</sup> 2024
<b>Current Contract Term:</b>	April 1 <sup>st</sup> 2019 to March 31 <sup>th</sup> 2021
<b>Contract Manager:</b>	Daniel Billings, Phone: 617-720-3309, Daniel.Billings@mass.gov
<b>This Contract Contains:</b>	Environmentally Preferable Products (EPP), Supplier Diversity Office (SDO) Contractors
<b>UNSPSC Codes:</b>	44-12-00 Office Supplies, 14-11-18 Recycled Paper, 44-12-15 Recycled Envelopes

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

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### Contract Summary

OFF47 Office Supplies, Recycled Paper and Envelopes replaces OFF36 Office Supplies, Recycled Paper and Envelopes. Buyers will notice competitive pricing and vendor choices to use the contract toward meeting spending goals with diverse businesses certified by OSD's Supplier Diversity Office (SDO). There are now seven vendors on the contract, five of whom have PunchOut (G2B) catalogs.

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## Contract Categories

	*Category 1: Office Supplies	Category 2: Recycled Paper	Category 3: Recycled Envelopes
<b>Vendors</b>	<ul style="list-style-type: none"><li>•CAM (G2B)</li><li>•G.A. Blanco (G2B)</li><li>•Staples (G2B)</li><li>•W.B. Mason (G2B)</li></ul>	<ul style="list-style-type: none"><li>•Lindenmeyr Munroe</li><li>•Veritiv (G2B)</li></ul>	Bay State Envelope

\* Limited quantities of copy paper and unprinted envelopes (maximum of 39 cases) are available for orders from Category 1 vendors.

## 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, and Prompt Pay Discounts (PPD).

In addition, this contract offers a market basket of over 1,000 items representing the most frequently purchased office supply items and pricing was negotiated to obtain the deepest discounts for these items. Since the market basket represents the best value, these should be considered for purchase first.

## 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 [Who Can Use Statewide Contracts](#) webpage.

### Geographical Service Area

All Regions/Counties are serviced by vendors on OFF47. All contractors have agreed to service all counties statewide.

## Contract Exclusions and Related Statewide Contracts

Awarded vendors are only authorized to provide those items and/or quantities of products that are covered by this contract. If you are unsure of allowed commodities available on this contract, e-mail the Contract Manager at Daniel.Billings@mass.gov.

The purchases of the following categories are **not allowed** under this contract, please note appropriate contracts for those categories:

- Office furniture (e.g. desks, chairs, tables, mobile or cube furniture): [OFF38](#)
- Printer, copier and fax toner cartridges or bottles (name brand or remanufactured): [ITC66](#)
- Janitorial cleaning and related supplies (other than office cleaning supplies): [FAC85](#)
- Printers, including desktop printers: Category 6 [ITC47](#)
- Paper goods (i.e. paper plates, plastic ware etc.): [GRO35](#)

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- Food, Prime Grocers: [GRO38](#)
- Dairy Products: [GRO36](#)
- Baked Goods: [GRO37](#)
- Water Services: [GRO34](#)
- Art and Instructional School Supplies: [OFF45](#)

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for the *OFF47 Master Contract Record* which may be accessed directly by visiting [Master Blanket Purchase Order # PO-19-1080-OSD03-SRC3-16045](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor List and Information](#) page. Each vendor has a Master Blanket Purchase Order (MBPO) page. To search for vendor specific information directly from COMMBUYS:
  1. Go to COMMBUYS.com
  2. Click *Contract & Bid Search* under the *Browse by Category* section
  3. Click *Contracts/Blankets*
  4. Type “**OFF47**” into the *Contract/Blanket Description* field
  5. Select Find It
  6. Select the appropriate *Contract/Blankets* to view vendor specific information.

## Pricing, Quote and Purchase Options

### Purchase Options

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

### Pricing Options and Finding Vendor Price Files

Vendor price files are located within each of the vendor Master Purchase Blanket Orders (MBPOs) and provide product pricing. See [Vendor List and Information](#) section of this guide to view the MBPOs for each vendor. Contract pricing for Category 1 is a specified discount off the manufactures list price and for Categories 2 & 3 is direct pricing.

**For Category 1 Vendors:** the price files include a list of “market basket items” (which includes over 1,000 frequently purchased items that OSD has negotiated the deepest discounts for) and category discounts on non-market basket pricing, in addition to a full catalog of products available. It is recommended to check the market basket pricing first. PunchOut vendors have indicated on product profiles whether product is a “market basket” or a “preferred” item, in addition to identifying the product as having an environmentally preferable attribute (e.g., post-consumer recycled content, etc..).

Buyers may negotiate additional discounts for bulk orders by soliciting quotes through COMMBUYS. Volume discount information is available in the [Vendor List and Information](#) page below and buyers may view the [How to Purchase from the Contract](#) section for more information on completing quotes for volume discounts.

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**NOTE:** When contacting a vendor on statewide contract, always reference OFF47 to receive contract pricing.

### “View Only” Catalogs for Category 1: Office Supplies

All PunchOut vendors have also provided a “view only” catalog which may be accessed outside of COMMBUYS. See each vendor’s MBPO for the “Catalog View Only Directions” document identified below:

- CAM: Cam OFF 47 Navigation Guide, p.5
- G.A. Blanco: GA Blanco OFF 47 Punchout User Guide, p. 4
- Staples: Direct Ordering Staples Guide acct, p.3
- W.B. Mason: PunchOut Navigation Guide, slide 16 “Browse Only”

### 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@mass.gov](mailto:COMMBUYS@mass.gov).

### New Purchaser Set-up Requirements

Some vendors have internal set-up requirements for first time buyers. If set-up requirements are indicated below, please reach out to the vendor to set up a new account profile before initiating a purchase order to ensure product fulfillment expectations are met.

Vendor	G2B Punchout?	COMMBUYS SET-UP	NON-COMMBUYS SET-UP	USER SET-UP TIME (approximate)	VENDOR CONTACT for ACCOUNT SET-UP
Bay State Envelope		N/A	N/A	N/A	N/A
CAM Office Services	Yes	Not Required	Not Required	N/A	Within PunchOut
G.A. Blanco	Yes	Not Required	Not Required	N/A	Within PunchOut
Lindenmeyr Munroe		N/A	Yes	Within one business day	Chad Kirby <a href="mailto:ckirby@lindenmeyr.com">ckirby@lindenmeyr.com</a>
Staples	Yes	Not Required	Yes	Within five business days	Cara Beardsworth Lauren Robinson <a href="mailto:COMM_OFF47Requests@staples.com">COMM_OFF47Requests@staples.com</a>
Veritiv	Yes	Not Required	Yes	Within two business days	John Sullivan <a href="mailto:John.Sullivan@veritivcorp.com">John.Sullivan@veritivcorp.com</a>
W.B. Mason	Yes	Yes	Yes	Within one business day	Patricia Vacca <a href="mailto:Pat.Vacca@wbmason.com">Pat.Vacca@wbmason.com</a>

### 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 before beginning your search.

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## How to Purchase from the Contract

Five of the seven awarded vendors (CAM Office Services, G.A. Blanco, Staples, Veritiv, and W.B. Mason) offer PunchOut Catalog purchasing for OFF47 products. Bay State Envelope and Lindenmeyr Munroe offer purchasing of products only through single line item catalogs from COMMBUYS.

Contract users should always reference OFF47 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value (see Solicitation Enabled purchasing below for directions on how to receive quotes from multiple vendors).

**NOTE:** Please note that neither the PunchOuts nor the COMMBUYS catalogs have a zero-line item for this contract. This ensures that only eligible products are purchased from this contract. See below "[If the Needed Products Cannot Be Found](#)" section for directions on how to request addition of eligible products to the contract.

- **PunchOut: Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right-hand corner [  ] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the Job Aids for Buyers webpage and select either:

- The Quick Reference Guide (QRG) section and choose the QRG – [QRG Creating a PunchOut Order](#) job aid
- The COMMBUYS Purchase Orders section and choose the [How to Purchase from a G2B PunchOut](#) job aid.

- **COMMBUYS Catalog: 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.

**NOTE:** COMMBUYS will adjust pricing based on quantity for all items that indicate "\*\*\*Bulk Priced Item - Discounts Applied Based on Quantity\*\*" in the product description. The listed "total cost" reflects the minimum quantity pricing and will adjust accordingly. To view all bulk pricing ranges, see the [Vendor Price Files](#).

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](#).

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

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This COMMBUYS functionality provides a mechanism to easily obtain quotes for products specified by the Contract, for Categories 1 & 2. This allows buyers to compare pricing or request quotes for bulk items only. No other purchasing activity will be allowed under this MBPO. The buyer would select the Category solicitation enabled MBPO (select here to view the [Category 1](#) or [Category 2](#) MBPO in COMMBUYS), 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. Buyers must include "OFF47 RFQ" when entering information in the Description field.

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.

• **Ordering Guide for Entities Not Using COMMBUYS**

Executive Agencies must purchase thorough COMMBUYS. Entities not using COMMBUYS to make purchases as described in the bullets above must reference the OFF47 contract to receive contract pricing. You may view the price files as noted in the [Pricing Options and Finding Vendor Price Files](#) section, and the ["View Only" Catalogs for Category 1: Office Supplies](#) section for more information.

**If the Needed Product Cannot be Found**

If the product is not listed in the scope of the product category, a buyer may fill out the *OFF47 Product Request Form* located in the attachments section of the [Master Contract Record](#) and send a request to the OFF47 Contract Manager. The Contact Manager will review items to confirm they meet the contract specifications and respond with a determination.

**Backorders**

Category 1 vendors must automatically deliver all backordered items as soon as the items become available. If a vendor cannot deliver the backordered item(s) within two business days of the original date of order, or in a time frame mutually agreed upon by the Eligible Entity, then the vendor may ship an equal or better quality item at the same price or lower within two business days. The vendor must receive the Eligible Entity's approval prior to shipment of such item. No additional fees or service charges will be allowed for delivery of supplies on backorder.

**Discontinued Products**

Orders must be filled as submitted unless the item has been discontinued by the manufacturer and is not available for shipment. The approval of any proposed substitute product is required prior to shipping the order. The replacement item must be of equal or better quality at an equal or lower price. If the substitute item is less expensive, that must be reflected on the invoice. If samples are available and requested, the vendor should provide the item at no additional charge. If the vendor must charge a fee for the sample the price must be negotiated between the vendor and purchaser.

**Frequently Purchased Items on the Contract**

Category 1: Office Supplies		Category 2: Recycled Paper	Category 3: Recycled Envelopes
UNV12113	Universal® File Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter, Manila, 100/Box	8.5x11 20 lb White 30% Recycled 8.5x11 20 lb Colors 30% Recycled 8.5x14 20 lb White 30% Recycled	Group 3A #10 Regular plain Group 3B #9 Window plain Group 3B#10 window plain

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Category 1: Office Supplies		Category 2: Recycled Paper	Category 3: Recycled Envelopes
TEXTI84PLUS	Texas Instruments TI-84Plus Programmable Graphing Calculator, 10-Digit LCD	11x17 20 lb White 30% Recycled 8.5x11 24/60 lb White 30% Recycled	Group 3D #10 Regular printed Group 3D #9 Regular printed
AVE5160	Avery® Easy Peel Laser Address Labels, 1 x 2 5/8, White, 3000/Box		
AAGSK2400	AT-A-GLANCE® Ruled Desk Pad, 22 x 17, 2018		

### Minimum/Maximum Order Quantities

Category 1: Office Supplies	Category 2: Recycled Paper	Category 3: Recycled Envelopes
Limited quantities of copy paper and unprinted envelopes (maximum of 39 cases) are available for orders from Category 1 vendors.	n/a	the minimum order for printed envelopes is 1 (one) carton.

### Order Refill Rate

Category 1: Office Supplies	Category 2: Recycled Paper	Category 3: Recycled Envelopes
<ul style="list-style-type: none"> <li>Vendors must maintain a complete order fill rate of 98% which includes next day delivery, during the term of the contract.</li> <li>In the event that a vendor cannot maintain such rate, the vendor must notify the Eligible Entity and work out a mutually acceptable replacement for items not filled within the delivery term.</li> <li>If the vendor does not contact the Eligible Entity or if the vendor &amp; Eligible Entity cannot agree on a mutually acceptable resolution, contact the contract manager by e-mail, since penalties may be imposed per violation.</li> </ul>	<ul style="list-style-type: none"> <li>All deliveries must be made within 2 business days of placing an order for stock items and within 3 business days for non-stock items, or per a delivery schedule mutually agreed upon by the Eligible Entity and vendor.</li> <li>Rolled stock: all deliveries of white, standard rolled stock must be delivered within 3 business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the vendor. Deliveries of specialty rolled stock and/or colors must be within 15 business days of the receipt of the order, unless mutually agreed upon by the Eligible Entity and the vendor.</li> </ul>	<ul style="list-style-type: none"> <li>All deliveries must be made within 2 business days for plain stock envelopes and 7-10 business days for printed stock envelopes, or per a delivery schedule mutually agreed upon by the Eligible Entity and the vendor.</li> <li>For non-stock plain or printed envelopes delivery must be made in accordance with a delivery schedule mutually agreed upon by the Eligible Entity and the vendor.</li> </ul>
	<ul style="list-style-type: none"> <li>In the event a vendor cannot deliver within the time frames allowed, the vendor must notify the Eligible Entity and work out a mutually acceptable schedule.</li> <li>If the vendor does not contact the Eligible Entity, or if the vendor &amp; Eligible Entity cannot agree on a mutually agreed upon schedule, then contact the contract manager by e-mail, as penalties per violation may be imposed.</li> </ul>	

### Billing

Orders are to be billed for each order, unless consolidated billing is requested. All vendors will provide electronic invoices to the Eligible Entities upon request. All invoices must separate each line item, with detail, and account identification for each request by any Eligible Entity for each order and delivery.

Contract users should review all invoices received from the vendor(s) to ensure that the invoice pricing agrees with the vendor(s) cost sheet. For any discrepancies, the user should contact the vendor(s) for resolution. If you require any assistance, please contact the contract manager.

### Shipping/Delivery>Returns

Delivery is F.O.B. destination and shall mean delivery and unloading, at no additional cost. Should the vendor use an independent carrier to satisfy delivery requests, the vendor accepts responsibility for ensuring the carrier will coordinate

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with the contract user on delivery instructions. The vendor is also responsible for all violations and penalties for the carrier for the performance of the contract terms. Late deliveries or deliveries that cannot be made within the above guidelines may be canceled at no cost to the Eligible Entity. Hours for all deliveries shall be performed during business working hours, usually 9:00 AM to 5:00 PM EST/EDT Monday through Friday. Other delivery hours/is permissible only with the written approval of the Eligible Entity.

**NOTE:** Vendors must confirm building access prior to shipment. For the McCormack building at One Ashburton Place, Boston, vendors without prior notification to the loading dock must have the agency placing an order notify the loading dock immediately at: <https://www.mass.gov/forms/mccormack-building-loading-dockcontractor-access>.

### Environmentally Preferable Products (EPP)

This contract provides Commonwealth buyers an extensive office supply catalog that contains hundreds of Environmentally Preferable Products (EPPs). Many of the office supplies are environmentally preferable products and are designated as such in the catalogs. Most of the paper and envelope products contain post-consumer recycled content complying with the federal and state requirement. EPPs include products and services that:

- Contain recycled materials
- Conserve energy or water
- Minimize waste
- Are less toxic and hazardous
- Reduce the generation, release, or disposal of toxic substances
- Protect open space
- Otherwise lessen the impact of such products or services on public health and the environment.

OFF47 includes the following mandatory specifications:

- 30% post-consumer recycled content for all copy paper, some other papers, and most envelopes
- Recycled copy paper must function properly in all copiers, fax machines, laser printers, ink jet printers, offset presses and high-speed production devices
- Additional recycled content requirements for various other office supply products including boxes, calendars, file folders, index cards, mailing tubes, binders, clip boards, picture frames, trash and recycling containers
- Markers must be listed on the [Art and Creative Materials Institute Certified Products List](#)

Vendors are required to label the environmentally preferable product claims by including the ecolabel icon and/or the certification or standard in their catalog in order to help users easily identify them (e.g. post-consumer recycled content, third party certifications, reduced toxic substances, or using less energy/water).

Some vendors offer battery recycling, please visit the [Master Contract Record MBPO](#) for additional information.

For the complete list of EPP specifications, see Appendix 1: Product Specifications located in the RFR and in the OFF47 [Master Contract Record](#).

**NOTE:** Executive Departments are required to comply with Executive Order 515: Establishing an Environmental Policy by procuring EPP's whenever such products and services are readily available, perform to satisfactory standards, and





represent best value to the Commonwealth.

## Instructions for MMARS Users

MMARS users must reference the MA number (OFF47\*) 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@mass.gov](mailto:Comptroller.Info@mass.gov) for support.

## Performance and Payment Time Frames Which Exceed Contract Duration

No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

## Additional Information/FAQ

### Product Returns

- Vendors must resolve all requests to return non-custom items in original condition within 5 business days. Items will be picked up and credited by the vendors within five business days at no cost to the Eligible Entity. No restocking fees will be charged.
- Unapproved substitutions are not allowed under this Contract and if delivered in error must be replaced with the requested items or approved substitutes within 2 (two) business days. No restocking fees will be charged.
- All vendors are responsible for insuring that item(s) received that do not meet the written guarantees and/or warranties published by the manufacturer are replaced within 30 (thirty) days of notification by the department whom purchased the item. Returning of the defective item will be done so at the expense of the supplier.

### 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.

### Warranties

Refer to documentation in product literature included with packaging at time of delivery.

### Contract Issues

Please contact the contract manager, [Daniel.Billings@mass.gov](mailto:Daniel.Billings@mass.gov), for all unresolved issues with any vendors. Timely resolution can be addressed by the contract manager. Send an e-mail describing the problem and include any backup information that pertains to the problem. Issues include, but are not limited to:

- Timeliness of deliveries
- Sufficient inventory (e.g. fill rates)
- Vendor selling items that are excluded from this contract
- Quality of customer service

### 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:** Additional discount is negotiated or provided to buyer if a larger volume of product is purchased.
- **Dock Delivery Discount:** Discount is provided if product is delivered directly to the loading dock.



## Strategic Sourcing Team Members

- Enrico Cappucci      Military Division
- Karen E. Glass      Department of Developmental Services
- Jessica Hardy      Military Division
- David Harvey      Department of Public Health
- Julia Wolfe      Operational Services Division
- Anna Shpigel      Operational Services Division
- Daniel Billings      Operational Services Division



# Contract User Guide for OFF47

## Vendor List and Information

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

Vendor*	Master Blanket Purchase Order (MBPO) COMMBUYS Direct Links	Contact Name	Phone	email	Categories 1. Office Supplies 2. Recycled Paper 3. Envelopes	Discounts Prompt Pay (PPD) Dock Delivery (DDD) Volume Purchase (VPD)	SDO Certified
Master Contract Record	<a href="#">PO-19-1080-OSD03-SRC3-16045</a>	Daniel Billings	617-720-3309	<a href="mailto:Daniel.Billings@mass.gov">Daniel.Billings@mass.gov</a>			
Bay State Envelope	<a href="#">PO-19-1080-OSD03-SRC3-15825</a>	David Luongo	(508) 337-8900	<a href="mailto:d.luongo@baystateenvelope.com">d.luongo@baystateenvelope.com</a>	3	PPD: 1%-10,15,20,30 days DDD: 4% VPD: +\$,5000 – 1%	WBE
CAM Office Services	G2B PunchOut: <a href="#">PO-19-1080-OSD03-SRC3-15985</a>	Kemo Ceesay	781-932-9868	<a href="mailto:k.ceesay@camoffice.com">k.ceesay@camoffice.com</a>	1	PPD: 2%-10 days, 1.5% 15 days, 1% 20 days DDD: 1%	MBE & WBE
G.A. Blanco	G2B PunchOut: <a href="#">PO-19-1080-OSD03-SRC3-15984</a>	Bill Domack	413-528-9500 x 119	<a href="mailto:bdomack@gablanco.com">bdomack@gablanco.com</a>	1	PPD: 1%-10 days, 1%-15 days, 0.50% 20 days,	MBE
Lindenmeyr Munroe	<a href="#">PO-19-1080-OSD03SRC3-15822</a>	William B. McDonough	(800) 343-7782 ext. 250	<a href="mailto:wmcdonough@lindenmeyr.com">wmcdonough@lindenmeyr.com</a>	2	PPD: 1% - 30 days DDD: 2% VPD: +\$,5,000 -5%	
Staples	G2B PunchOut: <a href="#">PO-19-1080-OSD03-SRC3-15982</a>	Cara Beardsworth	781-248-9077	<a href="mailto:cara.beardsworth@staples.com">cara.beardsworth@staples.com</a>	1	PPD: 5% -10, 15, 20, 30 days DDD: 5% VPD: +\$3000 -2%	
VERITIV formerly XPEDX	G2B PunchOut: <a href="#">PO-19-1080-OSD03-SRC3-15983</a>	John Sullivan	781-820-6258	<a href="mailto:john.sullivan@veritivcorp.com">john.sullivan@veritivcorp.com</a>	2	PPD: 1%-30 days	
W.B.Mason	G2B PunchOut: <a href="#">PO-19-1080-OSD03-SRC3-15981</a>	Patricia Vacca	(508) 436-1850	<a href="mailto:pat.vacca@wbmason.com">pat.vacca@wbmason.com</a>	1	PPD: 3%-10,15,20,30 days DDD: 2% VPD: +\$2,000-\$3,499 -1%. +\$3,500 -1%	

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OPERATIONAL SERVICES DIVISION

Vendor*	Master Blanket Purchase Order (MBPO) COMMBUYS Direct Links	Contact Name	Phone	email	Categories 1. Office Supplies 2. Recycled Paper 3. Envelopes	Discounts Prompt Pay (PPD) Dock Delivery (DDD) Volume Purchase (VPD)	SDO Certified
N/A	<a href="#">PO-19-1080-OSD03-SRC02-17077</a>	<p style="text-align: center;">N/A</p> <p style="text-align: center;"><b>OFF47 Solicitation Enabled MBPO for Price Comparison Category 1: Office Products</b></p> <p style="text-align: center;">This is the link to the solicitation enabled MBPO which allows buyers to compare pricing or request quotes for bulk items only.</p>					
N/A	<a href="#">PO-20-1080-OSD03-SRC02-17092</a>	<p style="text-align: center;">N/A</p> <p style="text-align: center;"><b>OFF47 Solicitation Enabled MBPO for Price Comparison Category 2: Recycled Paper</b></p> <p style="text-align: center;">This is the link to the solicitation enabled MBPO which allows buyers to compare pricing or request quotes for bulk items only.</p>					

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

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