About State Contracts

The University of Massachusetts is entitled to use the State Contracts. State Contracts, like Campus, University, E&I, and MHEC Contracts, enable the end user to issue purchase orders without further public bidding because a public bid has been done to select the contract vendor and establish a purchase contract. Procurement reserves the right to review the items requested and the individual contract used prior to approving a purchase requisition to determine if a separate bid would provide more advantageous pricing and terms. Please note that because a vendor is listed as being on contract does not mean that everything they sell is covered by that contract. Departments should check for the specific items that they wish to purchase. Each contract also has a defined contract term so departments are cautioned to check the contract dates before they issue a purchase requisition to insure that the contract is valid.

HOW TO ACCESS AND LOOK UP STATE CONTRACTS IN THE COMMONWEALTH’S COMMBUYS SYSTEM

If you don’t know the vendor name or Contract (Document) Number:

1. To access an alphabetical list of all Statewide contract titles, go to https://www.mass.gov/buy-from-a-statewide-contract

At the Bottom of the Page there is a list of Additional Resources, select the Statewide Contract Index and it will provide you an Excel listing of all available contracts, with links to their user's guides and pricing.

ADDITIONAL RESOURCES

- Statewide Contract Procurement Schedule (PDF 153.34 KB)
- Statewide Contract Index Instructions (DOCX 667.37 KB)
- Statewide Contract Index (XLSB 2.84 MB)
- Tradespersons Contract Index (XLSX 559.5 KB)
If you do know the vendor name or Contract (Document) Number:

3. To look up the contract, get vendor names, and access the pricing, go to https://www.commbuys.com/bso/external/advsearch/searchContract.sdo

COMMBUYS Advanced Search page:

4. Select the Contracts/Blankets Radio Button and wait a few seconds for the search page to populate:

5. Insert the State Contract Document Number in the Contract/Blanket Description field and click the Find It button. (Note that the number that goes in the Contract/Blanket # field is not the same number as the Document Number, so make sure you do your search in the recommended field.)
6. View the results at the bottom of the page to see the vendors and access the pricing. Click on the desired Contract/Blankets # link to view the details:

<table>
<thead>
<tr>
<th>Contract/Blankets #</th>
<th>Bid #</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Type Code</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO-14-1080-OSD01-OSD10-00000000114</td>
<td>GRODE</td>
<td>General Services</td>
<td>GRODE</td>
<td>SW</td>
<td>05/10/2016</td>
<td>06/30/2016</td>
</tr>
<tr>
<td>PO-14-1080-OSD01-OSD10-0000000013</td>
<td>GRODE</td>
<td>Atlas Waterways, Inc.</td>
<td>GRODE</td>
<td>SW</td>
<td>05/10/2016</td>
<td>06/30/2016</td>
</tr>
<tr>
<td>PO-14-1080-OSD01-OSD10-0000000018</td>
<td>GRODE</td>
<td>ISS Services of America Inc.</td>
<td>GRODE</td>
<td>SW</td>
<td>05/10/2016</td>
<td>06/30/2016</td>
</tr>
</tbody>
</table>

7. Note that with most contracts, you can access vendor price sheets that can be downloaded by opening the desired Contract/Blankets # link and then clicking on the desired link under Agency Attachments.

Examples follow:

Master Blanket Purchase Order PO-14-1080-OSD01-OSD10-00000000114

Vendor Information

Purchase Order Number:

Status: 065 - Set

Fiscal Year: 2016

Organization: Operations Services Division

Department: OSD01 - Operations Services Division

Alternate ID: 0000000000

Days ARO: 0

Catalog ID: Betty Fernandez, 656-667-2945 - Betty.Fernandez@state.nv.us

Agency Attachments:

Attachment File Detail: GRO26atlaswatercontractpricesheetsrenewalinterim.doc

Name: GRO26atlaswatercontractpricesheetsrenewalinterim.doc
Description: Contractor's overall pricing information
File Size: 79,423 bytes
Uploaded: 07/25/2014 17:25 PM
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### Pricing for Water Purification Systems (Additional Costs)

The contract price includes the number of units contracted in each column and the price per unit is established within the original contract. The additional costs are estimated based on the following:

#### Table

<table>
<thead>
<tr>
<th>Customer Type</th>
<th>Monthly Charge for Water Purification System</th>
</tr>
</thead>
<tbody>
<tr>
<td>100GPD Reverse Osmosis No Al</td>
<td>$999.00</td>
</tr>
<tr>
<td>50GPD Reverse Osmosis No Al</td>
<td>$999.00</td>
</tr>
<tr>
<td>25GPD Reverse Osmosis No Al</td>
<td>$999.00</td>
</tr>
<tr>
<td>10GPD Reverse Osmosis No Al</td>
<td>$999.00</td>
</tr>
</tbody>
</table>

The water usage factor in this system is 50%.