

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 users guides and pricing.

ADDITIONAL RESOURCES



Statewide Contract Procurement Schedule (PDF 163.34 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:

- To look up the contract, get vendor names, and access the pricing, go to <https://www.commbuys.com/bs0/external/advsearch/searchContract.sdo>
COMMBUYS Advanced Search page:



COMMBUYS
OPERATIONAL SERVICES DIVISION

Advanced Search

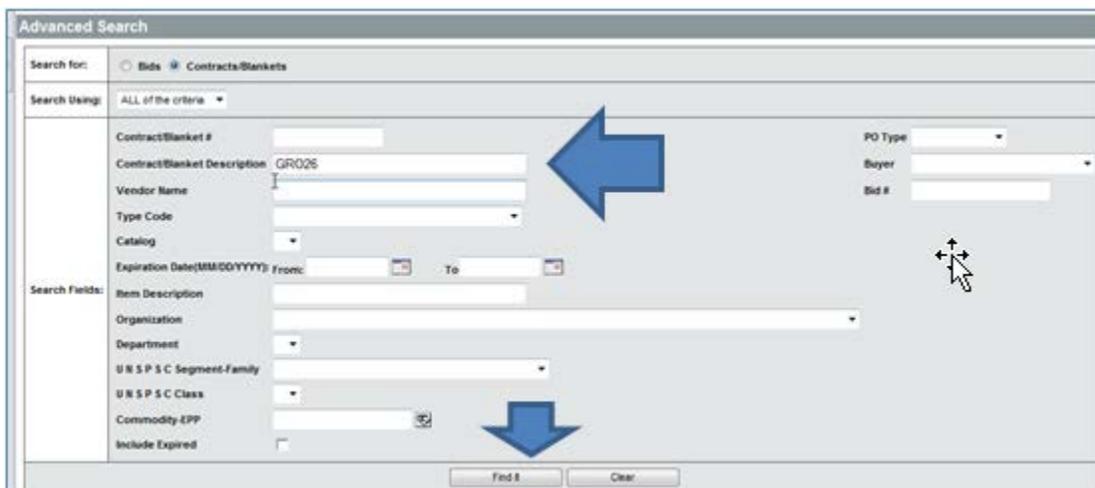
Search for: Bids Contracts/Blankets

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



Bids Contracts/Blankets

- 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.)



Advanced Search

Search for: Bids Contracts/Blankets

Search Using: ALL of the criteria

Contract/Blanket #

Contract/Blanket Description GR026

Vendor Name

Type Code

Catalog

Expiration Date(MM/DD/YYYY): From: To:

Search Fields:

Item Description

Organization

Department

U B S P S C Segment-Family

U B S P S C Class

Commodity EPP

Include Expired

PO Type

Buyer

Bid #

Find It Clear

- 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:

Results						
Contract/Blankets #	Bid #	Description	Vendor Name	Type Code	Begin Date	End Date
C120208-vCurrent		GRO26	Conversion Vendor	SW	05/01/2010	06/30/2014
PO-14-1080-OSD01-OSD10-00000000114		GRO26	Atlas Watersystems, Inc	SW	05/01/2010	06/30/2014
PO-14-1080-OSD01-OSD10-00000000179		GRO26	DS Services of America Inc.	SW	05/01/2010	06/30/2014
PO-14-1080-OSD01-OSD10-00000000192		GRO26	Nestle Waters North America (poland Spring)	SW	05/01/2010	06/30/2014

- 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

Header Information

Purchase Order Number: PO-14-1080-OSD01-OSD10-00000000114	Release Number: 0	Short Description: GRO26
Status: 3PS - Sent	Purchaser: Betty Fernandez	Receipt Method: Quantity
Fiscal Year: 2014	PO Type: Blanket	Minor Status:
Organization: Operational Services Division	Location: OSD10 - Ashburton RM1017	Type Code: Statewide Contract
Department: OSD01 - Operational Services Division	Entered Date: 03/20/2014 03:25:35 PM	Control Code:
Alternate ID:	Retainage %: 0.00%	Discount %: 0.00%
Days ARO: 0	Release Type: Direct Release	Pcard Enabled: No
Print Dest Detail: If Different	Tax Rate:	Actual Cost: \$0.00
Catalog ID:		
Contact Instructions: Betty Fernandez, SSSL - 617 720 3133 - Betty.Fernandez@state.ma.us		
Agency Attachments: GRO26atlaswatercontractpricesheetrenewalinterim.doc Reverse Osmosis Cost Comparison Sheet		
Vendor Attachments:		
Agency Attachment Forms:		
Vendor Attachment Forms:		

Attachment File Detail: GRO26atlaswatercontractpricesheetrenewalinterim.doc

Name:	GRO26atlaswatercontractpricesheetrenewalinterim.doc	
Description:	Contractor's Overall Pricing Information	
File:		
Size:	17:25 PM	Last Modified On Disk:
Uploaded:		Uploaded By:

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**Atlas Water Systems
Statewide Contract Award Information
GRO26 Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse
Osmosis and Related Supplies and Services
Contract effective from May 1, 2012 through June 30, 2014**

Contractor Name (company name): Atlas Water Systems, Inc.
Address: 301 2nd Avenue, Waltham, MA 02451
Web site: www.atlaswater.com

Contract Award Categories: Water Filtration Services and Reverse Osmosis
Prompt Pay Discount: 3%-20 days

Contractor Contact Name: Michael Nosek
Phone number: 781-373-4700 x341 **Fax number:** 781-547-4048
E-mail: mnosek@atlaswater.com

Contract Account Manager: Ashli Mooney
Phone number: 781-373-4700 x338 **Fax number:** 781-547-4048
E-mail address: amooney@atlaswater.com

Customer Service Phone Number: 781-373-4700 X386
Emergency phone number: 781-373-4700-follow the prompts to the emergency service #
E-mail address: sales@atlaswater.com
Customer Service hours: Normal 9 – 5, 24 hour emergency on-call

Additional Emergency contact information:
 Peter Colarusso, Service Manager-Commercial Drinking Water Systems, 781 373 4700 x311 or pcolarusso@atlaswater.com or service@atlaswater.com

Installation of cup holders to water coolers - \$20.00 charge

Pricing for Water Filtration Systems and Coolers

The contractor has provided pricing for the number of units identified in each column and the price bid per cooler will include everything as stated within the original Request for Response (RFR) which will specifically include filters, membranes, and any other materials required to properly service the system as well as all labor for scheduled maintenance and all other service calls and repairs.

Cooler Type	Monthly Charges per Water Cooler Unit		
	Pricing for 1 to 4 Units	Pricing for 5 to 10 Units	Pricing for 10 and plus Units
Hot/Cold Floor Model	\$20.00	\$20.00	\$20.00
Hot/Cold Countertop Model	\$20.00	\$20.00	\$20.00
Cook/Cold Floor Model	\$20.00	\$20.00	\$20.00
Cook/Cold Countertop Model	\$20.00	\$20.00	\$20.00
Under sink filtration - no water cooler required	\$14.00	\$14.00	\$14.00

Reverse Osmosis Water Systems (R.O.)

The price bid per cooler will include everything stated within the original solicitation which will specifically include filters, membranes, and any other materials required to properly service the system as well as all labor for scheduled maintenance and all other service calls and repairs.

There will be no cost to the Commonwealth for the installation of R.O. water systems.

It may be possible to supply other types of dispensing units from the R.O. Water system the details of that type of installation and monthly charge will be established in writing between the requesting entity and the vendor before work is started.

Type	Monthly Charges per Water Cooler Unit		
	One system feeding 1 – 4 water coolers	One system feeding 5 – 10 water coolers	One system feeding over 10 water coolers
Hot/Cold Floor Model	\$38.29	\$38.29	\$33.43
Hot/Cold Countertop Model	\$38.29	\$38.29	\$33.43
Cold/Cook Floor Model	\$38.29	\$33.43	\$33.43
Cold/Cook Countertop Model	\$38.29	\$33.43	\$33.43
Other			

The water waste factor for this system is 3 gals.