

# Admin Minnesota

## Office of State Procurement

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Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: F-535(5)

**DATE:** MAY 1, 2024

**PRODUCT/SERVICE:** FOOD, BEVERAGE AND STORAGE PRODUCTS: COMPOSTABLE

**CONTRACT PERIOD:** OCTOBER 1, 2020, THROUGH SEPTEMBER 30, 2025

**EXTENSION OPTIONS:** NONE

**ACQUISITION MANAGEMENT SPECIALIST /BUYER (AMS):** KATHRYN KEMERLEY

**PHONE:** 651.201.3171

**E-MAIL:** [Kathryn.Kemerley@state.mn.us](mailto:Kathryn.Kemerley@state.mn.us)

**WEB SITE:** <https://mn.gov/admin/osp/>

### NOTIFICATION OF MULTIPLE AWARDS

This release contains multiple awards for similar or like items. State agencies and CPV members should review and compare all multiple award Contract Vendors in order to ensure the best value for their potential purchase. Factors such as, but not limited to, cost, equipment warranty terms, vendor location, delivery lead times, available substitutes, selected options and current fleet and equipment or parts inventory levels all may contribute to the total cost/value of an individual purchase. Multiple vendors may be able to satisfy the requirements of the purchaser and therefore it is important for the purchaser to review all Contracts and Contract prices before executing an order.

**Some vendors are having challenges relating to the supply chain and potential customers are encouraged to check availability prior to order.**

*The following vendor is certified as an eligible Targeted Group, Economically Disadvantaged or Veteran-Owned business:*

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
NORTHSTAR MAINTENANCE MANAGEMENT, INC. DBA COMPOSTITALL.COM®	183456	NET 30	2 days on stocked items, non- stocked items – up to 3 weeks
SARAH PERERSON/OWNER&CEO 1120 Norell Avenue North West Lakeland, MN 55082	<b>CONTACT:</b> SIMON HEFTY <b>EMAIL:</b> <a href="mailto:Simon@compostitall.com">Simon@compostitall.com</a>	<b>PHONE:</b>	651-329-8935

**VENDOR NO.:** 0001052377

**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below

- ☒ State agencies
- ☒ Cooperative Purchasing Venture (CPV) members

**STATE AGENCY CONTRACT USE.** State agencies should make every effort to use the Contract Vendor(s) listed. However, this Contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other vendors.

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number.

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

## HOW TO USE THIS MASTER CONTRACT

### ☒ **Step 1: Request a Quote**

Request a quote from one of the Contract Vendors listed on this Contract Release. **Note that you should not request a quote from a Contract Vendor whose contract is not fully executed or on a contract that is expired.**

**At a minimum the quote must include:**

1. Contract vendor's name.
2. Name of contract vendor's representative providing the quote.
3. Date of quote.
4. State Contract number.
5. Description of the Contract product(s) or item(s) being provided. List Price, % off List Price, Individual Price, quantity and the agreed upon ARO.
6. Detailed description of the products that will be order and the title of the person accepted the order. Price per product ordered and state the agreed upon ARO per order.
7. Total price for all products/items quoted.

### ☒ **Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.**

**The following information explains the methods for calculating and/or confirming the contract prices.**

The Contract(s) pricing structure is a PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the three steps detailed below.

1. Locate the appropriate price list below.
2. Calculate the Contract Price by applying the Percentage Discount Off Of the Appropriate List Price to the appropriate Price List.
3. Confirm the price offered is equal to, or lower than, the price calculated in Item 2.

Only accept contract vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the contract vendor to show itemized State contract pricing).

Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.

Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

### **Step 3: Establish a Purchase Order.**

Once the ordering plan has been approved, a purchase order (PO) may be issue before any products is shipped by the Contract Vendor.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

☒ **Step 4: Paying the final Invoice**

Before issuing payment on an invoice, the Ordering Entity must inspect the contract products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contract Vendors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contract Vendor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

**NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a [Vendor Performance Report](#) if there is a discrepancy between the price on the invoice and the Contract price.

## END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS

### SPECIAL TERMS AND CONDITIONS

1. **SCOPE.** This is a Contract for Compostable Food, Beverage and Storage Food Service Ware to be purchased on as needed basis for State Agencies and Cooperative Purchase Venture Members (CPV). All items included on the Price Schedules meet the BPI (Biodegradable Products Institute) Certification under the new standard, effective January 1, 2020. The Minnesota Pollution Control Agency (MPCA) checked that all products listed on the price lists are certified compostable.
2. **SPECIFICATIONS.** The Contractor needs to provide a full line of products in various sizes, designs, colors, and ordering quantities. All items included on the Price Schedules meet the BPI (Biodegradable Products Institute) Certification under the new standard, effective January 1, 2020

Compostable food service ware is the category of single-use disposable food service items such as cups, bowls, plates, trays, lids, clamshells, forks, spoons, knives and straws that are manufactured from materials that degrade rapidly and safely into a valuable soil-like material when these items are sent to a commercial or municipal composting facility along with other compostable materials such as food scraps and yard waste.

3. **REQUIREMENTS.** No per- and poly-fluoroalkyl substance (PFAS) containing products can be certified by BPI as of January 1, 2020.

All products must be commercially compostable. All compostable plastic products offered must bear a clearly visible, easily distinguishable label or marking indicating the product's ability to be composted.

- The text of the product's label or marking must include the word "COMPOSTIBLE."
- The label or marking must be present on each individual item.
- The State prefers the label or marking to be green in color and to include the logo of the certified body.

4. **PRICES.** Prices are firm through the initial period of the contract. Prices offered for items are a percent (%) discount from the Manufacturer's (Original Equipment Manufacturer – OEM) List Price or Dealer's List Price. The discount offered must remain firm, and may be increased, during the life of the Contract. After the initial term of the Contract, the manufacturers or dealer's price list may be updated upon mutual agreement by the State and the Contractor through a fully executed amendment.
5. **FREIGHT/SHIPPING TERMS.** All shipments are FOB Destination, with freight charges prepaid and allowed (the Contract Vendor is not allowed to invoice freight charges.)

**SWIFT Line:**

Line 01            **48101800**

**CONTRACT PRICE LINK**

**REVISIONS.**

05.01.2024    Amendment No. 4 with Northstar Maintenance Management, Inc., Contract No. 183456, executed to add item: Eco-Products Vanguard™, Renewable & Compostable Sugarcane Bowls - 12oz 1000/cs, Item No. EP-BL12NFA.

11.22.2023    Added dba "CompositALL.com@" to NorthStar Maintenance Management, Inc. name and updated email address.

10.01.2023    Amendment No. 3 with Northstar Maintenance Management, Inc., Contract No. 183456, executed through September 30, 2025, with an updated Price Schedule including 24 new items and removal of 8 Better Earth brand items. Contract with Twin Ports & Supply, Inc. will not be extended.

09.23.2022    Amendment No. 2 with Twin Ports Paper & Supply, Inc., Contract No. 183194 executed through September 30, 2023, with an updated Price Schedule including an updated item selection.

09.16.2022    Amendment No. 2 with Northstar Maintenance Management, Inc., Contract No. 183456 executed through September 30, 2023, with an updated Price Schedule including an updated item selection.

03.18.2022    Amendment No. 1 with Imperial Bag & Paper Co. LLC dba Dalco Enterprises, Inc, Contract No.198200 changes the contract expiration date to March 18, 2021. Contract is no longer part of the CR.

03.18.2022    Amendment No. 1 with Twin Ports Paper & Supply, Inc., Contract No. 183194 executed with an updated Price Schedule including new item selection.

12.16.2021    Contact updated for Twin Ports Paper & Supply, Inc. Contract No. 183194. A note about supply challenges added.

11.01.2021    Amendment No. 1 with Northstar Maintenance Management, Inc., Contract No. 183456 executed with an updated Price Schedule including new item selection.

08.10.2021    Dalco Contract 183252 has been assigned to Contract 198200 due to Dalco name change to Imperial Bag & Paper Co. LLC dba Dalco Enterprises, Inc. JAC.