

SWC# 440 Medical Supplies and Equipment **Contract Information and Usage Instructions**

Contract Period: This is a cooperative statewide contract established through the MMCAP Infuse. To date, the State has signed one (1) participating addendum with Medical Solutions Inc for an initial start date of June 1, 2023. The contract's initial end date is May 31, 2025, and it may be renewed through May 31, 2028.

Summary/Background Information:

The MMCAP cooperative contract for medical supplies was established to provide a reliable and competitively priced source for the purchase of medical supplies, such as diagnostic instruments, bandages/dressings, creams/ointments, gloves/protective wear, respiratory supplies, testing supplies, disposable medical/surgical supplies, scales/ramps, wheelchairs, syringes/needles, etc. MMCAP is a free, voluntary group purchasing organization operated and managed by the State of Minnesota Department of Administration for government healthcare facilities. MMCAP membership is comprised of thousands of participating facilities in all 50 states and the District of Columbia. **This contract requires MMCAP membership. Only MMCAP Participating Facilities may purchase Products and Services under the terms of this Contract.** MMCAP customers will need an MMCAP User ID and password to access MMCAP's website. Contact the Contract Administrator (below) to verify MMCAP membership or to set up an account. Once MMCAP membership is obtained, contact vendor to set up an account.

State Contact Information

Contract Administrator:

DeRenne Raley
Category Specialist
Central Procurement Office
(615) 251-5173
DeRenne.Raley@tn.gov

Vendor Contact Information:

Vendor Name: **Medical Solutions Inc.**
Contract: 79114
Vendor Contact: Dave Delgado
Phone: (888) 557-8020
(612)743-8877
Email: ddegado@medicalsolutionsinc.com

Contract Detail and Usage Instructions:

Please follow instructions above in the Summary/Background Information section to create an MMCAP Infuse Account and gain an MMCAP ID in order to login to MMCAP Infuse website to view entire Master Agreement and all other contract documents.

- **FOB Destination:** "Delivery for Products under this Agreement shall be FOB Destination unless otherwise agreed to by Vendor and Member in a Purchase Order. Unless otherwise stated within this Agreement, Vendor will not add any fuel, shipping, or handling surcharges to the purchase under this Agreement. Notwithstanding the foregoing, emergency orders, rush orders, and products dropped shipped from Vendor's contracted supplier, are subject to an added shipping and handling charge determined by Vendor and disclosed to in writing Member before a purchase is made."
- **Fees:** "All Members receive seven (7) free deliveries a week with a minimum order of two hundred dollars and no cents (\$200.00); there will be additional charges for capital equipment and expedited services Vendor will display delivery charge before purchase is finalized."
- **Delivery Schedule:** "Upon request from Member, Vendor will work with Member to establish a routine delivery schedule. Delivery for stock items will occur within three to five (3-5) days, from the date the Product is ordered; this includes the Vendor's processing window... If there is a Holiday during the ordering process, the Vendor shall have one additional day per Holiday day."
- **Cut-off Time:** "Vendor's daily order cut off time will be 12:00PM CST."
- **Damaged Products:** "All damaged Products will be reported to Vendor's customer service department and applicable credits will be issued within ten (10) days from date of notification of the damaged item."
- **Lost Products:** "All lost Products will be reported to Vendor's customer service department. Vendor will issue credit within ten (10) days of notification of lost Product; alternatively re-shipment of missing Product will occur immediately after notification."
- **Please review master agreement and price list** MMCAP Infuse's member portal for more info. Alternatively, please contact the contract administrator for assistance.

State Government Agencies Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference the CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

Follow your agency specific rules for billing and payments.