

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

**Contract Period:** This is a cooperative statewide contract established through MMCAP Infuse. To date, the State has signed one (1) participating addendum with Mozart Holdings LP d/b/a **Medline Industries LP** for an initial start date of August 23, 2023. The contract's initial end date is March 1, 2025 and the final end date with all renewals exercised is March 1, 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

#### **Additional State Contact**

Laitin Beecham  
Commodities Team Lead  
Central Procurement Office  
(615) 291-5794  
Laitin.Beecham@tn.gov

**Vendor Contact Information:**

List all vendors contact information in the following format:

Mozart Holdings LP d/b/a **Medline Industries LP**  
Edison Contract #80140

David Brown  
Market Director – State & Local Government  
(312) 720-7059  
[DBrown@medline.com](mailto:DBrown@medline.com)

Bela Ilagan  
Account Manager  
(773) 230-5983  
bilagan@medline.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.**

- **Please review master agreement and price list on MMCAP Infuse’s member portal for more info. Alternatively, please contact the contract administrator for assistance.**
- **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, orders for Product(s) not purchased by any Member in the preceding twelve (12) months and therefore not adequately stocked by Vendor, 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.
- **Minimum order:** All deliveries will require a minimum order of \$250 for free delivery; otherwise 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 (3) days, from the date the Product is ordered; this includes the Vendor's processing window. It is understood that deliveries to Alaska or Hawaii may take longer. All expedited deliveries will be processed and shipped next day, or on the next scheduled delivery day (excluding Alaska and Hawaii), unless communicated

otherwise. If there is a Holiday during the ordering process, the Vendor shall have one additional day per Holiday day. i. Cut-off Time. Vendor's daily order cut off time will be 12:00PM (Noon) local time to the Member.

- **Cut-off Time:** Vendor's daily order cut off time will be 12:00PM (Noon) local time to the Member.
- **Damaged/Lost Products:** Member must notify Vendor of any damages in transit or lost Products within two (2) business days of receipt, and applicable credits will be issued within thirty (30) days from date of notification of the damaged or lost item; alternatively re-shipment of lost or missing Product will occur immediately after notification.
- **P-Card:** If a purchase uses a credit card or P-Card, the Member will be assessed a fee up to three percent (3% )

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please click on the "Agency Upgrade User Guide" link on the following page:

<http://tn.gov/generalservices/article/agency-reference-material>.

**Billing and Payment Instructions:**

Upon receipt of invoice, Member will pay Vendor within thirty (30) days. Member shall pay interest of the lesser of one and one-half percent (1.50%) per month or the statutorily permitted amount on all unpaid invoices over thirty (30) days. Member agrees to partially pay all undisputed portions of invoices within the agreed upon terms and not hold entire invoices from payment that contain disputed line items.