



# How to Use This Contract

## Food and Non-Food Products (12164500-25-OMNIA-01-ACS)

Contractor information, pricing, and contract documents are located on the contract webpage at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_contracts\\_and\\_agreements/alternate\\_contract\\_source/food\\_and\\_non-food\\_products](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/food_and_non-food_products).

### US Foods, Inc. Registration

- Each state agency or eligible user facility must register and set up an account with US Foods, Inc. to access current pricing. Please contact the US Foods, Inc. contract administrator listed on the contract webpage to register. The US Foods, Inc. contract administrator or customer contact will assist the customer with ordering, receiving, delivery, and price comparisons.

### State Agencies

- **First time orders:** Prior to placing a first-time order with the Contractor, please contact the contract administrator directly so they can assist you with account registration to ensure your account is properly set up to receive contract pricing and to avoid any potential delays in processing. Contractor contact information is accessible from the contract webpage.
- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. If available, MFMP catalogs can be used in lieu of requesting a quote from the contractor(s).
  - State agencies may create a blanket requisition/purchase order to use this contract, then contact the contractor directly to request a quote and/or place an order when needed; contractor contact information is accessible from the contract webpage.
  - Create a requisition/purchase order in [MFMP](#); for additional information, open the [MFMP Buyer Guide](#) and go to the *REQUISITIONS* section.
  - **CATALOG TYPE:** None - Create a requisition using non-catalog items. In the 'Supplier' field, locate the contractor using the FEIN provided on the contract webpage; in the 'State Contract ID' field, locate the contract using the contract number shown above.

- **COMMODITY CODE:** Select the most appropriate eight-digit commodity code under segment e.g. “50000000”;
- The current list of commodity codes activated in MFMP is located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/commodity\\_codes](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes).
- **METHOD OF PROCUREMENT:** C - Alternate contract source
- Please use the appropriate contractor’s FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor’s FEIN when recording purchasing card (PCard) payments in FLAIR.

## Eligible Users

- **First time orders:** Prior to placing a first-time order with the Contractor, please contact the contract administrator directly so they can assist you with account registration to ensure your account is properly set up to receive contract pricing and to avoid any potential delays in processing. Contractor contact information is accessible from the contract webpage.
- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

## Frequently Asked Questions

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.
- What should I do if I have an issue with the contractor?
  - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: completing a vendor performance survey online to document the issue, working with the contract manager to elevate the issue with the contractor representatives, or submitting a vendor complaint that requires a formal response from the contractor.

## Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing’s MFMP webpage located at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).