

USING THE MAPC – RUSSO'S SCHOOL PRODUCE CONTRACT

Getting Ready

- Prepare your **first order** using the updated Specifications sheet and send the information to Russo's
- Confirm your **schools' start dates and overall delivery schedule** with Russo's
- Enable Russo's to **conduct a dry run** at your schools before schools open
- Make sure to get Russo's entered into your **payment systems**



MAPC Contact

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Pricing



- Russo's will be **providing school districts with pricing** for each upcoming week on the Tuesday the week before orders will be delivered



Split Case Fees

- A \$2 per case (pre-split) fee applies for splitting a master case. The specifications sheet provides allowed splits by item. Utilize the Shelf-Life guidance before splitting cases



Placing Orders



- Orders from districts should be made **three business days prior to the delivery date.** Orders to be delivered on Monday would be made on the Wednesday prior and so on...You can use the spec sheet as an order form!

Deliveries



- Deliveries days and times will be coordinated by Russo's, based on proximity to other districts, number of stops and volume. Additional deliveries can be arranged for Thursday and Friday with a \$300 minimum or a \$35 delivery fee



Inclement Weather/Holidays, etc..

- No deliveries will be made when schools are closed due to weather or holidays. Russo's will work with districts to ensure deliveries are made in weeks when that occurs

Buy Local / Buy American

- There will be a minimum of 10 items that will be locally sourced, tracked and priced competitively, when in season.
- Non domestic produce items have been pre-approved by DESE.

Buyer Beware

- The MAPC contracted pricing only applies to items on the weekly catalogue.



Russo's Contact

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Find procurement and master contract information at:

www.mapc.org/schoolfood