

Quick Reference Guide: W.B. Mason Price Matching

OVERVIEW

The State of Maine currently has a master agreement (MA) contract with W.B. Mason for office supply products. The contract includes a provision that allows State employees to request a “price match” for any office supply item located on the open market (such as through Amazon) that is not already part of the Statewide MA, when the open market price is lower than the W.B. Mason price. If the price match is approved by W.B. Mason, the item may be purchased through the Statewide account.

This guide explains the steps for requesting a price match.



NOTE: Agencies **must** use a Statewide master agreement whenever one exists that can fulfill the needed goods or services of the agency. The Division of Procurement Services maintains an up-to-date list of Statewide MAs at this link:
<https://www.maine.gov/dafs/bbm/procurementservices/reports/contract-search>.

STEPS FOR REQUESTING A W.B. MASON PRICE MATCH

1. Identify the needed item on the W.B. Mason website (www.wbmason.com) and determine whether it is part of the Statewide MA:
 - a. Items that are part of the Statewide MA are marked with a red checkmark (see first screenshot below). These items are not eligible for price matching.
 - b. Items that are not covered under the MA do not have a checkmark (see second screenshot below).

Flagship™ Premium Copy Paper, 92 Bright, 20 lb., 8 1/2 x 11, White, 5000/CT **\$25.60/CT**

WBM21200

- 20 lb., 92 brightness; acid-free
- For use in all your office machines

✓ 92 20

Next Business Day Delivery

QTY **ADD TO CART**

Add To List ▾

Note

Source: [Mason](#)

Hammermill® Tidal MP Paper Express Pack, 92 Brightness, 20lb, 8-1/2x11, White, 2500/Carton **\$29.75/CT**

HAM163120

- Hammermill's most popular paper among large offices and in-plant shops, where dependability is critical.
- Convenient express pack box--no reams wraps to disregard.

92 20

Next Business Day Delivery

QTY **ADD TO CART**

Add To List ▾

Note

Source: [Essendant](#)

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- If the item is not part of the MA (i.e., it does not have a checkmark), you can do a search on the open market to determine if the item is available from another vendor at a lower price than the W.B. Mason price.
- If the item is available at a lower price, send an email requesting a price match to amanda.drummond@wbmason.com and copy to justin.franzose@maine.gov. Include the following information:
 - The W.B. Mason item number and price; and
 - A link to the item available from the other vendor with the price match you are requesting.
- W.B. Mason will notify you via email of the denial or approval. If approved, you will be instructed to add a note with the approved price to the note box located directly below the “Add to Cart” button (see example below) – then proceed to check out.



- The price match will not be reflected at this point, but the order will be put on hold and forwarded to Amanda Drummond at W.B. Mason for approval. Once approved, the order will be released, and the invoice will show the adjusted price. (IMPORTANT: If the note is not added as indicated in step 4, the order will not be adjusted.)



NOTE: The above procedures are intended for **one-time** price matches on office supply products; the items will not be added to the MA. If your agency orders the item(s) on a regular basis, please contact the Division of Procurement Services to request that the item(s) are added to the MA.

Questions? Contact justin.franzose@maine.gov.

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