



TOWN OF NATICK MASSACHUSETTS

TO: Natick Board of Selectmen
Melissa A. Malone, Town Administrator
James Errickson, Deputy Town Administrator – Operations
John Gadson, Director, Natick Facilities Department

FROM: Bryan R. Le Blanc, Procurement Officer

DATE: June 19, 2020

SUBJECT: CONTRACT AWARD
Protective Windows/Town Hall and DPW

In June 2020, quotes were received, following proper solicitation pursuant to M.G.L. c. 149, sec. 44A, and Commonwealth of Massachusetts Operational Services Division (OSD) Contract TRD01, for the procurement of protective windows at DPW and Town Hall in Natick.

Quotes were solicited from four (4) vendors and were received from three (3) vendors (See attached.) We are required to solicit a minimum of three quotes under M.G.L. c. 149, sec. 44A (the public building construction/modification statute). If we receive at least two (2) responses/quotes from the OSD contract (which we did in this case), we are not required to publicly notice this procurement through formal advertising.

The work, as with all public works construction/repair, is subject to prevailing wage requirements under M.G.L. c. 149, §§26-27D. Such rates were provided with the solicitation for purposes of obtaining quotes.

McNeill Glass is the lowest responsible and eligible quoting party. We recommend that the Town of Natick award the contract to McNeill Glass for the amount of its quote - \$20,300.00 for tempered glass for all Town buildings. (It has been determined by the administration that, in light of costs, the bullet-proof glass is not necessary at this time.) We have reviewed the quotes received and, based upon our due diligence, are confident that said company is a reputable vendor.

There is no separate contract. A purchase order will issue, citing TRD01 process and compliance with M.G.L. c. 149, sec. 44A. Please advise if you have any questions or require additional information.

Funding: Natick Facilities/Reimbursed from Grant - (\$20,300.00)

MEMORANDUM

To: FILE

From: Bryan R. Le Blanc, Procurement Officer

Re: Purchase of Services Related to Installation of Protective Windows/Natick Town Hall and Natick DPW

Date: June 19, 2020

In late May 2019, I received a procurement need for the purchase of services related to installation of protective windows at the Natick Town Hall and DPW in Natick. Such windows are needed due to the current COVID 19 pandemic.

The requisite statutory reference governing the purchase of a good estimated to cost between \$10,000 and \$50,000 is M.G.L. c. 149, §44A, the so-called public notification and quote process.

B) Every contract for the construction, reconstruction, installation, demolition, maintenance or repair of any building estimated to cost not less than \$10,000 but not more than \$50,000 shall be awarded to the responsible person offering to perform the contract at the lowest price. The public agency shall make public notification of the contract and shall seek written responses from no fewer than 3 persons who customarily perform such work. The solicitation shall include a scope-of-work statement that defines the work to be performed and provides potential responders with sufficient information regarding the objectives and requirements of the public agency and the time period within which the work shall be completed. The public agency shall record the names and addresses of all persons from whom written responses were sought, the names of the persons submitting written responses and the date and amount of each written response. A public agency may utilize a vendor list established through a statewide contract procured through the operational services division to identify 1 or more of the persons from whom it will seek written responses for purposes of this paragraph. A public agency may also procure a blanket contract to establish a listing of vendors in certain defined categories of work that are under contract to provide services for multiple individual tasks of not more than \$50,000 each, and from whom written responses will be sought. Any such blanket contract procured by the awarding authority shall be procured pursuant to either section 39M of chapter 30 or sections 44A to 44J, inclusive, of chapter 149 which are applicable to projects over \$50,000. For purposes of this paragraph, the term "public notification" shall include, but not be limited to, posting at least 2 weeks before the time specified in the notification for the receipt of responses, the contract and scope-of-work statement: (1) on the website of the public agency, (2) on the COMMBUYS system administered by the operational services division, (3) in the central register published pursuant to section 20A of chapter 9 and (4) in a conspicuous place in or near the primary office of the public agency; provided, however, that if the public agency obtains a minimum of 2 written responses from a vendor list established through a blanket contract or a statewide contract procured through the operational services division, and the lowest of those written responses is deemed acceptable to the public agency, public notification is not required.

Since we are soliciting at least three quotes/responses, and since we are receiving at least two quotes/responses, from a Commonwealth of Massachusetts Operational Services Division contract, no public

notice is required. The specific contract at issue is TRD01. Prevailing wages were used, as required in the solicitation.

WRITTEN PURCHASE DESCRIPTION:

Mr. John Gadson, Director, Natick Facilities Department, provided the purchase description that was included with the Request for Quotes. Mr. Gadson solicited the quotes.

SOLICITED FIRMS:

On June 9, 2020, Mr. Gadson used the above purchase description to solicit the following firms for written quotes.

1. McNeil Glass, 158 East Central Street, Natick, MA 01760. 508-651-1600. mcneil11@verizon.net
2. Glass & Mirror, Inc., 190 Broadway, Somerville, MA 02189. 617-623-3140 info@glassandmirror.us
3. Suburban Glass & Mirror Co., Inc., 2 Powdermill Road, Maynard, MA 01754 617-799-7608
jjpredy@aol.com
4. New England School Services Inc., 98 Hicks Avenue, Medford, MA 02155.
johndonohue@neschool.com 617-776-4200.

Quotes were due Friday, June 12, 2020, and were extended until June 18, 2020.

DATED WRITTEN QUOTES RECEIVED/PARTIES SUBMITTING QUOTES/AMOUNT OF EACH QUOTATION:

1. On June 12, 2020, McNeil Glass, at the above address, submitted a quote of \$20,300 to provide the required services – with all tempered glass and \$45,225 with a bullet proof option for DPW, Assessors, and Clerks offices, (and with a \$34,400.00 bullet-proof option for DPW.)
2. On June 17, 2020, Glass & Mirror, Inc., at the above address, submitted a quote of \$31,932.97 to provide the required services – with all tempered glass and \$41,462.26, with a bullet proof option for DPW, Assessors, and Clerks Offices. (and with a \$35,382.59. bullet proof option for DPW.)
3. On June 17, 2020, New England School Services at the above address, submitted a quote of \$33,990, to provide the required services – with all tempered glass. No bullet proof option was quoted. For DPW no option.
4. Suburban Glass and Mirror did not submit a quote/response.

Town Hall

Assessor's office

Tempered Glass Cost: 2300.00

Lead Time for Installation of Tempered Glass: 4-6 weeks depending on order date/
time of year

Bullet Resistant Cost: 6075.00

Lead Time for Installation of Bullet Resistant Cost: ≈ 6 weeks to receive material
+ 1 week to set up install

Clerk's Office

Tempered Glass Cost: 3800.00

Lead Time for Installation of Tempered Glass: See above

Bullet Resistant Cost: 10850.00

Lead Time for Installation of Bullet Resistant Cost: See above for Assessor

Board of Health

Tempered Glass Cost: 2300.00

Lead Time for Installation of Tempered Glass: See above

Inspection Bureau Office

Tempered Glass Cost: 3800.00

Lead Time for Installation of Tempered Glass: See above

Town Admin Office Window

Tempered Glass Cost: Top left panel glass -

Lead Time for Installation of Tempered Glass: 500.00

DPW

Water Department Office

Tempered Glass Cost: 3800.00

Lead Time for Installation of Tempered Glass: See Assessors Office

Bullet Resistant Cost: 10850

Lead Time for Installation of Bullet Resistant Cost: See Assessors Office

Engineering Department

Tempered Glass Cost: 3800.00

Lead Time for Installation of Tempered Glass: See Assessors Office

Bullet Resistant Cost: 10850.00

Lead Time for Installation of Bullet Resistant Cost: See Assessors Office

Contract User Guide for TRD01

TRD01 Tradesperson Installation, Repair, Maintenance Services

UPDATED: October 29, 2019

Contract #:	TRD01
MMARS MA #:	TRD01*
Initial Contract Term:	April 1, 2017 – March 31, 2021
Maximum End Date:	Two (2) – three (3) year extensions to March 31, 2027
Current Contract Term:	April 1, 2017 – March 31, 2021
Contract Manager:	Kelly Thompson Clark, (617) 720-3184, kelly.thompsonclark@mass.gov
This Contract Contains:	MBE/MWBE/WBE, Service Disabled Veteran-Owned Business
UNSPSC Codes:	72-15-40 or 72-15-12-HVAC/Sheet Metal Services, 72-15-15–Electrician, 72-11-11–General Contracting, 72-15-10-Boiler Services, 72-15-11–Plumbing Services, 72-15-24–Glass/Window/Doors, 72-15-13–Painting Services, 72-15-43–Generator/Turbine Services, 70-17-18–Drain Services, 72-15-40–Fencing

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Tradespersons. The contract provides Contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials for ten (10) trade categories identified below;

UPDATES: This contract is a rolling enrollment contract which allows potential bidders an opportunity to submit bid responses for the trade of interest when bid is reopen for bid. Please monitor COMMBUYS

<https://www.commbuys.com/bsa/> for details.

Please note: The list of available contractors will be updated on COMMBUYS on an on-going basis. The list will continue to grow as bid responses are received, evaluated and approved for award.

Contract Categories

This contract includes ten (10) categories of trade services as listed below.

- Category 1: Boiler Services
- Category 2: Drain Services
- Category 3: Electrician Services
- Category 4: Fencing Services
- Category 5: General Contracting Services
- Category 6: Generator/Turbine Services
- Category 7: Glass/Window/Door Services
- Category 8: HVAC/Sheet Metal Services
- Category 9: Painting Services
- Category 10: Plumbing Services

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(s) they have been awarded. The Line Items for each vendor MBPO represents their awarded county(s).

A "Conversion Vendor" [Vendor Information](#) has been set up in COMMBUYS for each trade category for Eligible Entities to solicit quotes from.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Prequalified Vendor List – Provides a list of prequalified vendors who as a condition of the contract agree to comply with the Construction Law and Prevailing Wage.

County Awards – Contractors provide service on a County level with an option for statewide coverage. For a list of counties please [click here](#).

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for TRD01 to find related Master Blanket Purchase Order (MBPO) information.
- To find all contract-specific documents, including the List of available vendors, Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for TRD01 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents and list of available contractors for specific trades are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for TRD01 and can be accessed directly by visiting [Vendor Information](#) page.
- Additional tool for locating vendor information is the **(NEW!) Tradespersons Contract Index** also located on the COMMBUYS homepage.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals> It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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This contract is to be used for construction, reconstruction, alteration, installation, demolition, maintenance or repair services and, if needed, associated materials. It is the responsibility of the Eligible Entity to consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Services provided under this contract (i.e. labor) are limited to \$50,000 or less per engagement. **OSD does not provide guidance on this.** Questions around the Construction Law must be directed to the Eligible Entities legal counsel, AG and/or IG.

Eligible Entities will be allowed to contract with any contractor under Statewide Contract TRD01 for services for building or public works construction projects estimated to cost **less than \$10,000** without the need to solicit multiple written price quotations when procuring these services, unless required by the eligible entity's internal procurement policies and requirements. Eligible Entities must use sound business practices which require a record that includes, at a minimum, the name and address of the person from whom the services were procured.

If using Statewide Contract TRD01 for services for c. 149 building construction or c. 30, s. 39M public works projects estimated to cost **between \$10,000 and \$49,999.00 (this amount is capped for labor only)**, public agencies will be required to **solicit at a minimum responses from at least three (3) TRD01 contractors and MUST receive two (2) written responses**, provided that the contract shall be awarded to the responsible person offering to perform the contract at the lowest price quotation. If the project requires additional equipment/parts/materials the costs associated with such equipment/parts/materials may exceed \$50,000 cost limit.

Labor vs. Parts and Material - When conducting quotes for a construction project the materials cost does not count against your \$10,000 or \$50,000 thresholds. Only the labor costs are counted against the thresholds.

Construction Project Labor Greater than \$50,000 - If soliciting quotes for a construction project involving labor costs that will be greater than \$50,000 in construction related labor, Eligible Entity must go out to Public Bid. Tradesperson contracts cannot be used for labor costs exceeding \$50,000.

Construction projects exceeding these limits are not permitted under this contract. Additionally, MGL c. 7C, ss. 44-57, Design Services for Public Building Projects, is outside the scope of this statewide contract.

In instances where Statewide Contract TRD01 is used for services in excess of \$25,000, MGL c. 149, s. 29 payment bonds are required from the selected Contractor. It is the responsibility of the eligible entity to enforce this requirement when soliciting quotes.

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [web page](#) to learn more about Prevailing Wage and Public Bidding Laws.

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Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases
- This is a fee for service contract

Pricing Options

Purchases made through this contract will be made on a fee for service basis. If needed, associated materials may be included in the fee for service cost.

- **Ceiling/Not-to-Exceed:** All pricing on this contract is “Ceiling” or not to exceed” pricing. Vendors provide a %markup for prevailing wage, hourly cost for emergency situations and a %markup for supplies. Each contractor has a “Bidder Response Form” on COMMBUYS that has a Pricing Information Section with specific details.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by referencing the “Bidder Response Form” on COMMBUYS in the “Pricing Information Section” with specific details. For the “Conversion Vendor” list of available vendors for each identified trade please reference the [vendor information](#) page.

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference and disclose the statewide contract number TRD01 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

When using the Conversion Vendor to solicit quotes under this contract; use the job aid for “[How to Create a Solicitation Enabled Bid using a Release Requisition](#)” for guidance. Below is list of the Conversion Vendor MBPOs for each trade category.

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MBPO	Trade Category
PO-17-1080-OSD03-SRC02-10367	TRD01 - Plumbing Services
PO-17-1080-OSD03-SRC02-10366	TRD01 - Painting Services
PO-17-1080-OSD03-SRC02-10365	TRD01 - HVAC/Sheet Metal Services
PO-17-1080-OSD03-SRC02-10364	TRD01 - Glass/Windows/Doors
PO-17-1080-OSD03-SRC02-10363	TRD01 - Generator/Turbine Services
PO-17-1080-OSD03-SRC02-10362	TRD01 - General Contracting
PO-17-1080-OSD03-SRC02-10361	TRD01 - Fencing Services
PO-17-1080-OSD03-SRC02-10360	TRD01 - Electrician Services
PO-17-1080-OSD03-SRC02-10359	TRD01 - Drain Services
PO-17-1080-OSD03-SRC02-10358	TRD01 - Boiler Services

Once a quote is obtained and selected the ordering process is as follows:

P.O. For One-Time Services

- Once a service and price are determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use FAC96) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Further direction is available in the "[How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#)" Job Aid.

P.O. For On-going Services

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: " This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

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Further direction is available in the “[How to Complete a Partial Receipt in COMMBUYS](#)” Job Aid.

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference TRD01 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

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Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Please see Construction Law Compliance section of this document for additional guidance.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

The Eligible Entity has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](http://www.mass.gov/dols) at www.mass.gov/dols for each job under TRD01. Any Eligible Entity that uses the contract must request a prevailing wage schedule at the time of the engagement of the contractor for specific services or projects. If the Eligible Entity is soliciting quotes, the prevailing wage schedule must be included in the Request for Quotes to vendors. As a condition of this contract, all Contractors have agreed to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS Website at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at (617) 626-6953.

Eligible Entities must obtain a copy of the Contractors weekly payroll records to ensure that Prevailing Wage was paid. The weekly payroll record must be reviewed prior to paying any invoice that includes Prevailing Wage. Chapter 149, § 27B requires the following information be contained on certified payroll records: For each employee, the name, address, occupational classification, hours worked, and wages paid. For each apprentice, in addition to the aforementioned information, a photocopy of the apprentice's ID card. Example of certified payroll record (report form) <http://www.mass.gov/lwd/docs/dos/prevailing-wage/pw-payroll.pdf>

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support. When searching in MMARS please use and see MA category:

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1. TRD01Boilers*
2. TRD01Drains*
3. TRD01Electricians*
4. TRD01Fencing*
5. TRD01GeneralContract*
6. TRD01GeneratorTurbin*
7. TRD01GlassWindowDoor*
8. TRD01HVACSheetMatal*
9. TRD01Painting*
10. TRD01Plumbing*

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(s) they have been awarded. The Line Items for each vendor MBPO represents their awarded county(s).

A Conversion Vendor has been set up for each trade category for Eligible Entities to solicit quotes from.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information

Maintenance

Contract users may request maintenance and repair on equipment or systems including but not limited to: routine testing, cleaning, parts replacement, tune-ups and equipment/systems inspections. All Contractor work must be in accordance with the equipment Manufacturer's latest maintenance specifications and instructions, unless otherwise indicated by the purchasing entity. The Contractor and Eligible Entity must work closely together to develop and establish the maintenance terms and conditions.

Mandatory Vendor Response to Buyer Request for Quotes

As a term of the RFR, Contractors must respond in writing to all requests for quotes from Eligible Entities. If the Contractor is unable to provide the services being requested, the Contractor still must respond to the Eligible Entity that they will not be bidding. If a buyer experiences issues with vendors not responding to quotes they should notify the Contract Manager, Kelly Thompson Clark, kelly.thompsonclark@mass.gov.

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Geographical Service Area

This contract has been awarded both statewide and by counties

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf. To determine if vendors are awarded in your county for the trade category you are soliciting services for you must complete the following:

- **Logged into COMMBUYS**-Click *Advanced* at the top of the screen then select *Contracts/Blankets* from the Document Type Drop Down. When the search options appear type the trade that you are soliciting in the *Description Field* (e.g. TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g. Essex County).
- **Not Logged into COMMBUYS**-Scroll to the bottom left of the page under *Browse by Category* and click on *Contract & Bid Search* then click on the radio bottom for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description Field* (e.g. TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g. Essex County).
- Or an additional tool that is available for locating vendor county information is the **(NEW!) Tradespersons Contract Index** also located on the COMMBUYS homepage.

Vendor Awarded County(s)

To determine the vendors awarded in your county for the trade category you are soliciting services for you must complete the following;

Logged into COMMBUYS -Click - *Advanced* at the top of the screen then select *Contracts/Blankets* from the Document Type Drop Down. When the search options appear type the trade that you are soliciting in the *Description Field* (e.g. TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g. Essex County).

Not Logged into COMMBUYS-Scroll to the bottom left of the page under *Browse by Category* and click on *Contract & Bid Search* then click on the radio bottom for *Contracts/Blankets*. When the search options appear type the trade that you are soliciting in the *Contract/Blanket Description Field* (e.g. TRD01 - Boiler Services) and your County in the *Item Description Field* (e.g. Essex County).

Product Specifications and Requirements

Vendor Licenses and Certifications

The Tradespersons contracts are awarded as qualifying lists by OSD. It is the responsibility of the Eligible Entity to ensure that they obtain copies of all the proper employment requirements including but limited to licenses, certifications, insurance, OSHA, etc. from the Contractor for all employees working on a project prior to engagement.

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Permits

Contractor is responsible for obtaining and submitting all required permits from any Federal, State or Local agency. Contractors are responsible for the payment of all permits. Eligible Entities will not pay for any permits of any kind unless this is otherwise specified and agreed upon by the purchasing entity in writing prior to the start of work.

Security Deposit or Additional Insurance

Contractors may not charge an Eligible Entity a security deposit or additional insurance for any commodity or service under this Statewide Contract.

No Minimum Charge

Contractors are paid only for hours worked on location. Labor charges begin at job location and end at job location. Eligible Entity will not pay for any additional labor charges away from job location.

Other Expenses

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

Performance and Payment Time Frames Which Exceed Contract Duration

Term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than TRD01 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Statement of Work

The Strategic Sourcing Team has developed a general Statement of Work (SOW) Template to be used when soliciting quotes under TRD01. It is highly encouraged the Eligible Entities use the Statement of Work Template as a reference when soliciting quotes. This is not intended to replace the eligible entity's internal standard

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form, but to act as more of a guide. The SOW Template is saved in COMMBUYS under the trade categories Conversion Vendor. See the How to Place an Order section of this document for direct links to the Conversion Vendors.

Strategic Sourcing Team Members

Name, Organization		
AnnMarie Rodrigues, DOC	Donald Staffiere, DOC	Katherine Morse, OSD
Catrice C. Williams, DPH	Elaine Davis, Barnstable County	Kristine Marcotte, DOC
Christopher Yacino, DOC	Jenna Ide, DCP	Nancy Fitzgerald, DFS
Deanne Daneau, DEP	Johanna Boucher, Town of Barnstable	Sean Foley, DOC
Deborah Anderson, AGO	John Crisley, DCP	Tina Urato, CDA
Eugene J Deutsch, DYS	John Ferrara, DCP	Victor Salcedo, AGO
Timothy Waitkevitch, CHIA		

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Vendor List and Information

"Conversion Vendor"	Conversion Vendors - Master Blanket Purchase Order #	Contact Person	Counties	Discounts Prompt Pay Discount (PPD)
TRD01 - Plumbing Services	PO-17-1080-OSD03-SRC02-10367	See Vendor information for contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Painting Services	PO-17-1080-OSD03-SRC02-10366	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - HVAC/Sheet Metal Services	PO-17-1080-OSD03-SRC02-10365	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Glass/Windows/Doors	PO-17-1080-OSD03-SRC02-10364	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Generator/Turbine Services	PO-17-1080-OSD03-SRC02-10363	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - General Contracting	PO-17-1080-OSD03-SRC02-10362	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Electrician Services Fencing Services	PO-17-1080-OSD03-SRC02-10361	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Electrician Services	PO-17-1080-OSD03-SRC02-10360	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Drain Services	PO-17-1080-OSD03-SRC02-10359	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Boiler Services	PO-17-1080-OSD03-SRC02-10358	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors

* Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO [The Master MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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Appendix A: Vendor MBPO/UNSPC Codes Information

COMMBUYS Master Blanket Purchase Order (MBPO)

Each awarded contractor has been assigned a COMMBUYS MBPO number for their awarded trades. The Master MBPO is the central repository for all common contract and price files for each individual vendor. Please reference the individual MBPO for detail award information for each awarded vendor.

For reference UNSPC Codes are once again provided and are as follows:

- | | |
|-------------------------|----------------------------|
| 1. 72-15-10 | Boiler Services |
| 2. 70-17-18 | Drain Services |
| 3. 72-15-15 | Electrician |
| 4. 72-15-40 | Fencing |
| 5. 72-11-11 | General Contracting |
| 6. 72-15-24 | Glass/Window/Doors |
| 7. 72-15-43 | Generator/Turbine Services |
| 8. 72-15-40 or 72-15-12 | HVAC/Sheet Metal Services |
| 9. 72-15-13 | Painting Services |
| 10. 72-15-11 | Plumbing Services |