

## How to Use the Statewide Contract for Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service

<b>Contract #:</b> FAC104	<b>Contract Duration:</b> 07/01/2017 - 06/30/2019
<b>MMARS #:</b> FAC104*	<b>Options to Renew:</b> 2 x 2 year options
<b>Contract Manager:</b>	Katherine Morse - 617-720-3153 – <a href="mailto:katherine.morse@state.ma.us">katherine.morse@state.ma.us</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products, Small Business Purchasing Program and Supplier Diversity Office SDO Contractors
<b>UNSPSC:</b>	10-15-20, 10-15-00, 11-12-17, 11-11-00, 10-17-00, 49-24-15, 56-10-16, 49-20-00, 49-24-16, 72-14-13, 49-22-15
<b>Last Change Date:</b>	<b>07/01/2017</b>

### Contract Summary

This contract covers the acquisition of Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service. There are 14 categories available which are listed below.

1. **Nursery Products** – includes live (plant) stock (shrubs, trees, bushes, ground covers, perennials and annuals, etc.), sod, low water plants, plants native to MA, and related products
2. **Turf and Landscape Products** – includes seed, sod, pesticide and related products including contractor and arborist tools and supplies, irrigation and water management supplies, landscape lighting, decorative stone, and related products
3. **Compost and Mulch** – includes compost and compost-manufactured loam (CML) for agricultural, landscaping, erosion control, and other appropriate applications
4. **Soil Aggregate Products** – includes items that can be added to the soil for enhancement purposes, whether for growth, aesthetics, drainage or safety, including but not limited to stone, gravel, soil amenities sand, topdressing and loam
5. **Fertilizer, Including Organic** – includes fertilizers, both synthetic and organic, and related tools and accessories
6. **Playground Equipment** – includes composite structures and individual components primarily for age groups 2-5 and 5-12



7. **Playground Surfaces** – includes athletic surfaces, tiles, synthetic grass, wear mats, engineered wood fiber (EWF), and poured in place (PIP) rubber for playgrounds, splash pads, courts, fields, and other related outdoor recreation
8. **Site Furnishings/Amenities** – includes but not limited to benches, trash receptacles, bike parking/racks, planters, tables and chairs, tree guards and gates, signage, grills, fire rings, bleachers, flag poles, water bubblers, pet friendly features, etc.
9. **Sport and Fitness Equipment** – includes sports related equipment for skate parks, bike parks, basketball courts, soccer fields, football fields, pickle ball courts, lacrosse fields, field hockey fields, tennis courts, volleyball courts, baseball fields, track and field events and other related sports facility equipment
10. **Outdoor Shelter/Shade Structures** – includes but is not limited to shelters, kiosks, bus stops, picnic shelters, dugouts, gazebos, park pavilions, playground shelters, sidewalk covers, portable restroom shelters, and sheds
11. **Splash Pads and Water Play** – includes splash pad/water play structures, sprays and individual components
12. **Parks and Recreation Installation and Maintenance** – labor is limited to \$50K or less under this contract per engagement
13. **Fencing, Railing, Decking, Partitions and Lockers** – includes fencing, railing, decking, partitions and lockers
14. **Related Specialty EPP Products** – products in this category must demonstrate environmental benefits e.g. less toxic athletic marking paint

## Benefits and Cost Savings

- The Strategic Sourcing Services Team (SSST) has awarded the contract to Contractors who provided competitive pricing and/or discounts for the products and services being offered.
- Prompt Pay Discount is available by all Contractors.
- Volume Purchase Discounts are available from some Contractors. Please reference Contractor's attached "Price Sheet" on COMMBUYS for details.
- Contractors provide services that represent environmentally preferable practices wherever possible.

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies



4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

All published contract pricing, including but not limited to firm pricing, contract discounts and all other pricing published under this contract is ceiling (not-to-exceed) pricing. Pricing is located in each Contractor's MBPO in COMMBUYS. All orders should include reference to SWC FAC104 to ensure Eligible Entities are receiving SWC pricing.

**Quotes:** For orders up to \$10,000 Eligible Entities may purchase directly from the Contractor of their choice without requesting multiple quotes. Although not required, OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors.

For orders over \$10,000 Eligible Entities are required to obtain at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the services being purchased.

For existing play structures where replacement parts must be the same manufacturer, users are not required to solicit quotes if only one Contractor offers that manufacturer.

## Additional Information

### County Coverage

Contractors provide products and/or services based on County. A spreadsheet has been developed for buyers to determine the Contractors awarded in each County based on the category(s) being purchased from. This is located as an Agency attachment in the Conversion Vendor in COMMBUYS titled "FAC104 Vendor Information" and included in the Contractor Information section. Please see the [county list link](#) for reference.

### Surcharges

No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract(s).

### Pre-payments

Contractors must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and



the Contractor, invoices must be issued after each phase is completed to the Eligible Entity's satisfaction.

### **Compliance with Construction Law**

This contract may be used for construction related services as limited herein to *Category 12 Parks and Recreation Installation and Maintenance*. 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. If installation of the system is deemed to include construction, then installation work done under this contract is limited to \$50,000 or less. **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.

### **Prevailing Wage**

This contract may be used for construction related services as limited herein to *Category 12 Parks and Recreation Installation and Maintenance*. 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](http://www.mass.gov/dols). 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. In addition, Contractors must agree 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](http://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>

### **Summary of Where to Obtain Important Contract Information in COMMBUYS**

To obtain in depth contract information please go to the [COMMBUYS](http://www.commbuys.com) ([www.commbuys.com](http://www.commbuys.com)) website, click on "Contracts & Bid Search" located near the bottom of the page, then select Contract/ Blankets, and enter FAC104 in the Contract/Blanket Description field.

This contract has been set up as a zero line item catalog in COMMBUYS.



There are 33 Contractors on this contract and each Contractor has been assigned a unique MBPO. Contractor specific files including price lists are located in the attachments tab on each MBPO in COMMBUYS.

The Conversion Vendor is a Solicitation Enabled MBPO with all awarded Contractors listed in the Distributors tab. Eligible Entities should use this MBPO when soliciting quotes under the contract. General procurement files including the RFR are located in the attachments tab.

## How to Use the Contract

### Process for Ordering

For orders up to \$10,000 Eligible Entities may purchase directly from the Contractor of their choice without requesting multiple quotes. Although not required for orders under \$10,000 OSD strongly encourages Eligible Entities to request pricing and service information from multiple contractors to obtain the best value.

For orders over \$10,000 Eligible Entities are required to solicit multiple quotes from Contractors of their choice prior to issuing an order.

## How to Place an Order in COMMBUYS

### Soliciting Quotes

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.

### P.O. for One Time Purchases

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC104) in the description
- Select the Contractor 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 Contractor 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”](#) Job Aid.



### **P.O. for Ongoing Purchases**

If the price is estimated for ongoing services (monthly pickups, etc.), 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 Contractor. 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.”

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



## Contractor Information

Company Name	Contract Manager	Phone	Email	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	Category 11	Category 12	Category 13	Category 14	County Barnstable	County Berkshire	County Bristol	County Dukes	County Essex	County Franklin	County Hampden	County Hampshire	County Middlesex	County Nantucket	County Norfolk	County Plymouth	County Suffolk	County Worcester	
Bigelow Nurseries, Inc.	Tim Hay, System Administrator	508-845-2143	timhay@bigelownurseries.com	X														X	X	X	X	X	X	X	X	X	X	X	X	X	X	
BMC Corp.	Richard D. Corsetti II	781-273-0398	Rich@pipejetter.com			X	X															X			X							
Creative Recreation LLC	John Hollerbach – President	860.953.5336	john@creativerec.com					X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
DesignBuilt LLC dba Childscapes	Timothy J. Pesko	781-837-6412 office 617-947-1757 cell	tpesko@childscapes.net						X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Douglas William Knotts, DBA Premier Park & Play	Douglas Knotts, President	617-244-3317	premierparkplay@verizon.net						X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Dynamo Industries Inc	Ivan Hoffmann – Business Development	613-446-0030 x 1041	ivan.hoffmann@dynamoplaygrounds.com						X			X						X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Fibar Group, LLC	Ronald Pierantoni	800-342-2721 ext 307	ron@fibar.com							X								X	X	X	X	X	X	X	X			X	X	X	X	
G. Lopes Construction Inc.	Peter Wolski, Sales Manager	(508) 813-1278	pwolski@glopes.com		X	X	X			X								X				X				X			X	X	X	
Harrell's LLC	Greg Nicoll	908-698-2106	gnicoll@harrells.com		X			X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Helena Chemical Company	Louis Bettencourt, Sales Representative	978-580-8166	BettencourtL@HelenaChemical.com		X			X										X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Jamie T Construction, Inc.	James Tebou	508-846-9423	jamietconstruction@gmail.com												X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	
JOHN WHELAN KINCHLA DBA AMHERST NURSERIES	John Kinchla, Owner	413-834-8873	jwk@amherstnurseries.com	X														X	X	X	X	X	X	X	X	X	X	X	X	X	X	
KOMPAN, Inc.	Cindy Charlton	253-579-1015	cincha@koman.com					X	X	X	X	X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lorusso Corp.	Jim Botti	508 695-3252	jbotti@lorussorp.com			X	X										X	X		X		X				X		X	X	X	X	



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M. E. O'Brien & Sons, Inc.	Meghan O'Brien	508-359-4200	meghan@obrienandsons.com						X	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
M. Huberman, Incorporated	Claire Williams, Office Manager	781-233-4682	cwilliams@watergripmedia.com	X													X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MRC Inc.	Megan Kerr, Bid Sales Manager	800-922-0070 ext. 1026	contracts@mrcrec.com						X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
New England Recreation Group, Inc.	Charles Ramondo Jr.	508-393-1963	<a href="mailto:NERG@nerecgroup.com">NERG@nerecgroup.com</a>						X	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
New England Recycling Co., Inc.	Peter Wolski	508-813-1278	PWolski@GLope.com		X	X	X			X										X									X		
Northern Tree Service, Inc.	Timothy LaMotte	800-232-6132	kcambo@northern-tree.com							X								X	X	X	X	X	X	X	X	X	X	X	X	X	X
P&J Lawn and Landscaping, Inc.	Phillip J. Hock	860-485-2037	pjlandplay@gmail.com											X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
Park Street Playgrounds LLC	Margie Salt	978-664-0239	Msalt1@verizon.net						X									X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pioneer Manufacturing Company	Daniel Ford	1-800-877-1500	dford@pioneerathletics.com		X							X						X	X	X	X	X	X	X	X	X	X	X	X	X	X
PJC & Company Ecological Land Care Inc.	Pam Newcombe, CEO	978-432-1019	pam@pjcorganic.com		X		X	X										X	X	X	X	X	X	X	X	X	X	X	X	X	X
Playground Maintenance Corp. dba Playground Medic	Janet Kuney	914-741-2228	Jeff@playgroundmedic.com												X			X	X	X		X	X	X	X			X	X	X	X
PLAYPOWER LT FARMINGTON INC   LITTLE TIKES COMMERCIAL	Valeria Callaway	573-631-3030	vcallaway@ltcps.com						X	X	X		X					X	X	X	X	X	X	X	X	X	X	X	X	X	X
ProBark Industries, Inc.	Michael Duchemin – VP Operations / General Manager	978-768-6999 or mobile 978-423-7346	michaeld@mayer-tree.com			X																X							X	X	
Reale Associates Inc	Jody E Reale, President	781-837-6136	realeassoc@aol.com												X			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rock Solid Construction	John McDougall	781-953-7787	rocksolidus@comcast.net												X			X	X	X	X	X	X	X	X	X	X	X	X	X	X





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Site Specifics, LLC	Cindy Maak, Principal	888-551-3155	cindy@sitespecifics.net						X	X	X		X	X					X			X	X	X	X	X					X
SiteOne Landscape Supply	Bids Department/ Molly Vorous Senior Bid Rep.	800-321-5325 ex 2550	bids@siteone.com	X	X	X		X										X	X	X	X	X	X	X	X	X	X	X	X	X	X
UltiPlay Parks & Playgrounds, Inc.	Michael L. Parody, President	866-575-7529 office / 617-908-7836 cell	mparody@ultiplayus.com						X	X	X	X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Winfield Solutions, LLC.	Michael C. Pajolek, Senior Sales Representative	508-789 1529	MCPajolek@Lan dolakes.com		X			X									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X