



Contract User Guide for FAC77

FAC77: Landscaping Services, Tree Trimming, Snow Removal and Related Services Contract

UPDATED: 11/24/17

Contract #:	FAC77
MMARS MA #:	FAC77*
Initial Contract Term:	10/26/2012 – 09/30/2017
Maximum End Date:	Options to renew: None remaining
Current Contract Term:	10/1/2017-03/31/2018
Contract Manager:	Gayle Gionet, 617-720-3381, gayle.gionet@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business
UNSPSC Codes:	See Appendix

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

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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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Contract User Guide for FAC77

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services.

UPDATES:

Contract Categories

This contract includes 7 categories of service as listed below.

Category 1: Grounds-Keeping and Landscaping

Category 2: Snow Removal and Application of Deicers and Sand

Category 3: **No longer available on FAC77** Catch Basin Cleaning (**Please see Trades Contract TRD02 for this service**)

Category 4: Tree Trimming and Removal

Category 5: Invasive Plant Control

Category 6: Turf and Landscape Integrated Pest Management

Category 7: Irrigation System Service and Repair

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.

- **Contractor Competition** – The contract provides access to a wide range of contractors and services and enables users to obtain quotes and negotiate competitive rates.
- **Bidder Qualification** – The Strategic Sourcing Services Team (SSST) reviewed each bidder's qualifications to provide services in the awarded categories. As a result, contract users are able to concentrate on the specific requirements of their projects and on negotiating the most competitive pricing.

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 and search for FAC77 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for FAC77 visit PO-15-1080-OSD01-OSD10-00000004088.



- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for FAC77 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for FAC77 and can be accessed directly by visiting PO-15-1080-OSD01-OSD10-00000004088.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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:

www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. 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.



Pricing, Quote and Purchase Options

Purchase Options

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

Purchase Options: The acquisition method for this contract is fee for service.

Pricing Options

Pricing and buying details: Service pricing for each facility or project is established based on the contractors' responses to requests for quotes issued by Eligible Entities.

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.
- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.
- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price.
- **Discount off of the Vendor Catalog Price:** Contract pricing is a specified discount off of the vendor catalog price. Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO's should be provided

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 FAC77 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

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



PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

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

- 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.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

- **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.

How to use this contract in COMMBUYS

Contract Structure

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, award and place the order through COMMBUYS.

There are 62 total vendors on this contract and 8 different distributor model Master Blanket Purchase Orders (MBPO). Each MBPO contains a list of the vendors for the specific category they have been awarded and one MBPO with all vendors. The MBPO with all 62 vendors should be use to seek quotes for work that requires multiple categories, use the Contractor Category Chart (located on each MBPO) for which vendors provide the services you are looking for.

How to place an order


At least three (3) quotes must be solicited from vendors on this contract.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number FAC77 when contacting the vendor for quotes or placing an order.

To create a bid to receive quotes through COMMBUYS, follow the below steps:



1. Start with a New Requisition by selecting the **Add Documents Icon**  next to the COMMBUYS logo in the top left corner of the screen.
2. In the drop down window, select **Requisition**. You will be directed to the **General** Tab.
 - a. Complete the **Requisition Type** field by selecting **Release** in the drop down window.
 - b. Complete the **Short Description** field.
 - c. Select the **Solicitation Enabled** check box.
 - d. The rest of the remaining fields are optional to complete. Once you have completed the fields you want, select the **Save & Continue** button on the bottom of the screen to save your actions.
3. Select the **Items** tab.
 - a. Select the **Search Items** button.
 - b. On the left side of the screen, select the **plus sign (+)** next to **Advanced Search** to do an advanced search.
 - c. Type **FAC77** in the **Description** field and select the **Find it** button. A list of items by category will appear towards the bottom of the screen.
 - d. Select **one line item** that represents the correct category you are soliciting quotes for by selecting the check box under the **Select** column and type a number in the **Quantity** field.
 - e. Select the **Add to Req & Exit** button on the bottom of the screen.
4. COMMBUYS will bring you back to the **Items** tab with an **error message** saying that the line item needs to have a value greater than 0. The error message can be resolved following steps **A-E**.
 - a. To edit the **Description** field, select the **Enter Info** hyperlink under the **Catalog Price/Unit Cost** field and delete all the preloaded text in the **Description** field.
 - b. Type the information you want the vendors to submit a quote for in the Description.
 - c. Enter **1** in the **Catalog Price/Unit Cost** field.
 - i. **Note:** The estimated cost field can be edited and deleted on the bid (Requisitions require a Unit Cost).
 - d. Select **Save & Exit** to save the new item information.
5. Select the **Distributors** tab towards the left side for a list of all eligible vendors.
 - a. **Click** the **Select All** button twice to de-select all the vendors.
 - b. Select the **check box** to the right of the vendors you want to invite to submit a quote.
 - c. Select the **Save & Continue** button to save the selected vendors.
6. Select the **Attachments** tab to attach a Statement of Work and any other pertinent documents.
 - a. Select the **Add file** button in the center of the screen.
 - b. Select the **Choose file** button if your web browser is Google Chrome. Select the **Browse** button if your web browser is Firefox or Internet Explorer.



- c. A window will appear allowing you to locate the document from your computer you want to add.
- d. Verify the document name is correct in the **Name** field.
- e. Select the **Save & Exit** button.
 - i. Your attachment will appear on the left side of the screen.
 - ii. **To add multiple documents**, you need to **repeat instructions A-C under step 6**.
7. Select the **Summary** tab to review the requisition.
 - a. Select the **Submit for Approval** button.
 - i. If you have an approval path setup, **follow Step 8**.
 - ii. If you don't have an approval path setup, **follow Step 9**.
8. **Approval Path Setup:**
 - a. The approval path will appear.
 - b. Select the **Continue** button.
 - Your requisition will now proceed through your department's approval path.
 - You will be notified by the COMMBUYS email when the approval is complete.
 - Log back into COMMBUYS.
 - Locate the requisition by selecting the requisition number on the right side of the screen under the **Recent Documents** section
 - Continue with **Step 10**.
9. **No Approval Path Setup:**
 - a. Select the **Automatic Approval** button.
 - b. Select the **Save & Continue** button.
 - c. You will be redirected to the **Summary** tab of the requisition.
10. The Requisition is now approved. The status will change to **Ready for Purchasing**.
 - a. Convert the requisition into a bid by selecting the **Convert to Bid** button on the bottom of the **Summary** tab.
 - b. Select **Ok** in the pop-up window.
11. The screen will refresh with the **Bid Number** in the top left corner of the screen.
 - a. Select the **Bid Number** to go to the bid.
 - b. Select the **General tab**.
 - c. Select the dates for the **Available Date** and **Bid Opening Date** fields.
 - i. Executive Departments Only: Select **No** for the SBPP Eligible question.
 - d. Select **Save & Continue**.
12. Go to the **Summary** tab to review the bid.
 - a. Submit the bid for approval by selecting the **Submit for Approval** button.
 - b. If you have an approval path setup, follow **Step 13**. If you don't have an approval path setup, follow **Step 14**.
13. **Approval Path Setup:**
 - a. The approval path will show up and you have to select it.



b. Then, select the **Save & Continue** button.

Your bid will now proceed through your department's approval path. You will be notified by the COMMBUYS email when the approval is complete, at which point you can log back into COMMBUYS, locate the bid by selecting the bid number on the right side of the screen under the **Recent Documents** section and continue with **Step 15**.

14. No Approval Path Setup:

- a. Select the **Automatic Approval** button.
- b. Select the **Save & Continue** button.
- c. You will be redirected to the **Summary** tab of the bid.

15. To notify vendors of the bid, select the **Send Bid** button on the bottom of the screen.

- a. A list of vendors will show, select the **Ok** button.
- b. This will convert the bid to **Sent status**, publishing the bid.

16. After quotes are received and evaluations are completed, awards and orders should be placed through COMMBUYS.

Master Blanket Purchase Orders:

Master Blanket Purchase Order Number	Short Description
<u>PO-14-1080-OSD01-OSD10-00000001376</u>	FAC77 Landscaping - Category 1 of Landscaping, Tree Trimming, Catch Basin, Snow Removal Services
<u>PO-14-1080-OSD01-OSD10-00000001382</u>	FAC77 Snow Removal - Category 2 of Landscaping, Tree Trimming, Catch Basin, Snow Removal Services
<u>PO-14-1080-OSD01-OSD10-00000001384</u>	FAC77 Tree Trimming & Removal - Category 4 of Landscaping, Tree Trimming, Catch Basin, Snow Removal
<u>PO-14-1080-OSD01-OSD10-00000001385</u>	FAC77 Invasive Plant Control - Category 5 of Landscaping, Tree Trimming, Catch Basin, Snow Removal
<u>PO-14-1080-OSD01-OSD10-00000001383</u>	FAC77 Turf & Landscape IPM - Category 6 of Landscaping, Tree Trimming, Catch Basin, Snow Removal
<u>PO-14-1080-OSD01-OSD10-00000001387</u>	FAC77 Irrigation System Svc & Repair - Category 7 of Landscaping, Tree Trimming, Catch Basin Contract
<u>PO-15-1080-OSD01-OSD10-00000004088</u>	FAC77 - All Vendors, All Services



Master Blanket Purchase Order Number	Short Description

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the [COMMBUYS website](#), click on “Contracts & Bid Search” then search by Contract/Blanket Description FAC77 to locate the following contract information under the “Attachment” tab:

- **Contract User Guide** – the latest version of this document
- **Request for Response (RFR) FAC77** – the original solicitation document containing complete service specifications for this contract.
- **Purchase Order Form for Cities and Towns** – a form designed to help Eligible Entities document their service relationships with Contractors.

Contractors, Regions, and Prompt Payment Discount – a spreadsheet with Contractor contact information, awarded categories and regions, and prompt payment discount information.

Obtaining Quotes

Contract users should always reference FAC77 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Quotes: Eligible Entities must solicit quotes from at least three (3) contractors to determine which contractor can provide the best value for each service or project. The minimum requirement is that Eligible Entities *contact* the three contractors for quotes; you are not required to receive responses from all three contacted contractors.

Eligible Entities will determine the format in which quotations for their specific project will be collected, including but not limited to: service rates; project totals; separate rates for specific deliverables; and others.

Contractors are expected to adhere to the following quotation process, unless the Eligible Entity requests a different process:

- Contractors must respond to a service call by an Eligible Entity within 24 hours.
- Contractors must be available for a site visit, at **no cost** to the Eligible Entity, within 48 hours of the service call.

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- Contractors must, at no cost to the Eligible Entity, provide a quote to the Eligible Entity within 72 hours of the service call.

The quote selected by the Eligible Entity for award will serve as the basis for a service agreement and will establish the Eligible Entity's maximum financial obligation under the agreement. The RFR contains the following language protecting the Eligible Entity from additional charges:

No pleas of ignorance of pre-existing conditions affecting the cost or quality of service will be accepted by the Eligible Entity or the SSST as an excuse for any failure or omission on the part of the Contractor to fulfill every detail of all requirements of the documents governing the work. Contractors will not be allowed any extra compensation for additional work they may have to complete of which they should have been aware through their own surveillance prior to submitting the quote.

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.

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.

The following services on the contract are considered construction services:

- All Category 7 Irrigation Maintenance services
- Planting services
- Tree trimming and removal
- Excavation
- Vacuum Excavation
- Grading

For all quotes that do not involve construction, award should be best value.

Negotiation: Eligible Entities may negotiate with the apparent winner(s) of the quotation process in order to enhance the value of the agreement.

Price Adjustments: In cases where the Eligible Entity's instructions, or circumstances arising in the course of performing the service, require an adjustment to the quote previously issued by the Contractor, the Eligible Entity's express approval will be required for such a change.



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.

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.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

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.

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.
- **Volume Discounts:** discount is negotiated to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock



If the Needed Product Can Not be Found

If a service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All 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 1 year 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.

Memorandum of Understanding/Statement of Work

In addition, make sure to include language instructing buyers to make clear that all associated documents reference the statewide contract by its number

Contract Counties/Regions

Contractors offer services either on a statewide or regional basis. The list of regions for this contract is provided in Appendix B, Contract Regions. If an Eligible Entity fails to obtain sufficient quote responses or service coverage from statewide and regional contractors in its own region, the Eligible Entity at its discretion may solicit quotes from contractors awarded in contiguous regions.

Pricing for Products and Materials Incidental to the Service

Products and materials sold under this contract and used for landscaping, outdoor application, deicing and other purposes must be used exclusively for installation, application or other use in the course of performing the service under this contract. The markup over the Contractor's purchase cost of such products, if any, **may not exceed 10%**. When requested by the Eligible Entity, the Contractor must provide documentation demonstrating the product or material costs and the markup applied, as evidence of the Contractor's compliance with this provision.



Travel Time, Travel Expenses and Other Business Expenses

- **Expenses and travel associated with providing a quote.** All quotes provided under this contract are free of charge to the Eligible Entities. Consequently, Contractors may not charge Eligible Entities for expenses and travel associated with providing quotes for services.
- **Travel time to project site.** Contractors may charge for travel time from the Bidder’s company location or the employee’s residence, whichever is closer, to the project site only if the Contractor has a policy of paying employees for such travel. Travel charges, if any, must be included in the service and project quotes. Upon request, Contractors are required to submit payroll records showing that employees were paid for travel if the Eligible Entity was billed for it. This contract will not include any travel-time minimums or mobilization charges, so such charges may not be included in service and project quotes.
- **Reimbursable Expenses.** In rare situations, such as emergencies that require Contractor staff to stay at a remote location for an extended period of time, Eligible Entities may choose to reimburse the Contractor’s expenses. Such reimbursement may only take place with prior authorization from the Eligible Entity but in no case will the amount be more than that allowed for Commonwealth of Massachusetts employees (search for the term “Red Book” on [Massachusetts Human Resources Division Website](#)) or equivalent publication applicable to Eligible Entities that are not Commonwealth departments.

Summary of Contractor Qualifications

The following is a summary of contractor qualifications that have been reviewed prior to awarding each contractor. The complete description of qualifications and specifications for all contractors and those for specific categories is provided in the Request for Response (RFR) document FAC77, posted under the “Attachment” tab of this contract on COMMBUYS.

Reviewed Group	Qualifications Reviewed
All Contractors	<ul style="list-style-type: none">• Company experience (at least 3 years in business)• Description of technical qualifications and service experience.• Insurance levels (workers’ compensation, general liability, motor vehicle liability).• History of past performance and/or references.• Supplier Diversity Program (SDP) Plan.• Prompt payment discount.



Category 3 - Catch Basin Cleaning	No longer available on FAC77 Please see Trades contract TRD02 for this service.
Category 4 - Tree Trimming and Removal	<ul style="list-style-type: none">• Work performance and supervision (ability to provide a Massachusetts or ISA Certified Arborist to supervise work)• Asian Longhorned Beetle (ALB) Training (required for all statewide and Region 1 & 5 contractors prior to award, and for all contractors within six months after award).
Category 5 - Invasive Plant Control	<ul style="list-style-type: none">• Licensing (Commercial Applicator “Core” Licenses or Commercial Certification numbers).• Certification for Right-of-Way spraying.• Warnings, penalties and fines.• Information on remedial and disposal practices for contaminated materials.
Category 6 - Turf and Landscape Integrated Pest Management	<ul style="list-style-type: none">• Licensing (Commercial Applicator “Core” Licenses or Commercial Certification numbers).• Certification for Right-of-Way spraying, desirable.• Availability of IPM training for Eligible Entities• Work performance and supervision (ability to provide a Massachusetts or ISA Certified Arborist to supervise work)• Access to an entomologist or life scientist for pest identification.• [Optional] Licensing for problem animal removal and/or bird control.

Eligible Entities may choose to ask for evidence of compliance with these qualifications (e.g. copies of pesticide applicator licenses for specific individuals involved in a project) and include additional qualifications and specifications into scopes of work, requests for quotes and service agreements. It is strongly recommended that Eligible Entities inform Contractors of all the qualifications and specifications required for the service or project being quoted in advance of the deadline for quotes.



Contract User Guide for FAC77

Vendor List and Information*

Contractors	Category 1, Grounds-Keeping / Landscaping	Category 2, Snow Removal	Category 4, Tree Trimming /	Category 5, Invasive Plant Control	Category 6, Turf / Landscape IPM	Category 7, Irrigation System Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Partial Regions Notes
Allure Design Landscape Architects & Construction Services		X					*									*Region 1: Boston, Brookline, Cambridge, Milton
Antonellis Construction Inc.	X	X					X	X	X							
AVCorp, Inc.	X	X									X					
Bartlett Tree Experts	X		X	X	X		X	X	X	X	X	X	X	X	X	
BHD Lawn And Building Services	X	X					X	X	*		*					* Region 3: Foxboro, Norfolk, Wrentham * Region 5: Billerica, Chelmsford, Dunstable, Tyngsborough, Westford
Bill Tompkins Corporation	X	X				X	X	X	X	X	X	X	X	X	X	
Brightview Landscape Services Inc.	X	X	X			X	X	X	X	X	X					
Buzz Cuts Maximum Lawn Care	X						X	X	X	X	X	X	X	X	X	
Cambridge Landscape Co. Inc	X		X				X	X	X	X	X	X				

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Contractors	Category 1, Grounds-Keeping / Landscaping	Category 2, Snow Removal	Category 4, Tree Trimming /	Category 5, Invasive Plant Control	Category 6, Turf / Landscape IPM	Category 7, Irrigation System Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Partial Regions Notes
Cariati Developers, Inc		X					X	X	X	X	X	X	X	X	X	
Cicoria Tree and Crane Service Inc.			X		X		*	X								*Region 1: Arlington, Belmont, Boston, Brookline, Burlington, Cambridge, Chelsea, Lexington, Lincoln, Malden, Medford, Melrose, Newton, Revere, Saugus, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, Woburn.
Consider It Dunn, Inc	X	X					X		X							
Deluca and Sons Excavating and Landscaping		X					*		*		*					*Region 1: Dover, Dedham, Needham, Norwood, Wellesley, Weston; Region 3: Medfield, Norfolk, Wrentham; Region 5: Bellingham, Framingham, Franklin, Medway, Millis, Natick, Sherborn
Donlon Draper Inc	X	X					X	X	X	X	X	X	X	X	X	
Eagles Nest Tree and Landscape	X	X				X	X	X								
Edward J Lubelczyk	X	X					X	X	X	X	X	X	X	X	X	

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EZ Landscaping Inc	X	X				X	X	X								
Favreau Forestry, LLC			X				X	X	X	X	X	X	X	X	X	
Gardens Are	X	X				X	X	X	X	X	X	X	X	X	X	
Gatsby Grounds Company	X					X					X	X				
Gleason Johndrow Landscaping, Inc.	X	X				X	X	X	X	X	X	X	X	X	X	
Great Oak Services	X	X					X	X	X	X	X	X	X	X	X	
Green Acres Inc.	X	X				X	X	X	X	X	X	X	X	X	X	
Green Acres Landscape And Construction Co., Inc	X	X				X	X	X	X	X	X	X	X	X	X	
GTA Landscaping, Inc	X	X				X	X	X								
Iron Tree Service, LLC		X	X				X	X	X	X	X	X	X	X	X	
JCBM Enterprise, Inc DBA S & K Lawn Care	X	X									X		*			* Region 7: Agawam, Amherst, Belchertown, Brimfield, Chicopee, East Longmeadow, Easthampton, Granby, Granville, Hadley, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Northampton, Palmer, South Hadley, Southampton, Southwick, Springfield, Wales, Ware, West

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Contractors	Category 1, Grounds-Keeping / Landscaping	Category 2, Snow Removal	Category 4, Tree Trimming /	Category 5, Invasive Plant Control	Category 6, Turf / Landscape IPM	Category 7, Irrigation System Service	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Region 9	Partial Regions Notes
																Springfield, Westfield, Westhampton, Wilbraham
J. Marchese & Sons, Inc.		X					X	X								
KeenKuts Landscaping	X	X					X	X	X	X	X	X	X	X	X	
Lavoie Horticulture (Mark Lavoie dba)	X			X			X	X	X	X	X	X	X	X	X	
Leahy Landscaping, Inc.	X	*	**		X	X	*	*	X	X	X	X	X	X	X	<p>Categories 1, 6, 7 Statewide;</p> <p>**Category 4 Regions 2,3,4,6,7,8,9;</p> <p>*CATEGORY 2 Only Region 1: Boston, Brookline, Burlington, Cambridge, Chelsea, Malden, Medford, Melrose, Revere, Saugus, Somerville, Stoneham, Wakefield, Waltham, Winchester, Woburn</p> <p>Region 2: Beverly, Danvers, Georgetown, Ipswich, Lynn, Lynnfield, Manchester, Marblehead, Middleton, Nahant, North</p>

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																Andover, North Reading, Peabody, Reading, Salem, Swampscott
Maltby & Co., Inc	X		X				X	*	X	X	*	*			X	* Region 2: Danvers, Lawrence, Lowell, Lynn, Lynnfield, Peabody, Reading, Region 5: Acton, Bedford, Bellingham, Billerica, Blackstone, Carlisle, Concord, Framingham, Franklin, Holliston, Hopedale, Hopkinton, Littleton, Marlborough, Medway, Milford, Millis, Natick, Region 6: Sherbon, Stow, Sudbury, Wayland, Worcester
Mayer Tree Service	X	X	X	X	X		X	X	X	X	X	X	X	X	X	

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Mountainview Landscapes and Lawncare, Inc.	X	X				X	X	X	X	X	X	X	X	X	X	
New England Irrigation						X	X	X	X	X	X	X	X	X	X	
Northeastern DBA North-Eastern Tree Service, Inc			X	X	X		X	X	X	X	X	X	X	X	X	
Northern Tree Service, Inc	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Omasta Landscaping, Inc	X					X						X	X			
PA Landers, Inc.	X						X	X	X	X	X	X	X	X	X	
Park Landscape Associates	X	X				X	X	X	X							
Pioneer Landscapes, Inc	X	X				X	X	X	X	X	X	X	X	X	X	
PJC & Company Ecological Land Care, Inc dba PJC Organic	X						*	X								Region 1: Boston
Plumey Landscape,	X	X			X	X	X	X	X	X	X	X	X	X	X	

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Inc																	
REWC Land Management Inc.	X	X	X		X								X	X			
Riteway Construction (Randolph Rail and Iron Construction)	X	X					X	X	X	X	X						
Rock Solid Construction	X					X	X	X	X	X	X	X	X	X	X		
Shrewsbury Landscapes, Inc	X	X				X	X	X	X	X	*	*	X	X	X		Statewide for Categories 1 and 7, partial Regions for Category 2 Only * Region 5: Berlin, Boylston, Clinton, Grafton, Millbury, Northborough, Shrewsbury, West Boylston, Westborough, Worcester Region 6: Fitchburg, Leominster
Sports Turf Specialties, Inc	X				X		X	X	X	X	X	X	X	X	X		
Stockbridge Construction Company	X						X	X	X	X	X	X	X	X	X		
SumCo Eco Contracting, LLC	X						X	X	X	X	X	X	X	X	X		

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Thomas P. Ryland Co. Inc	X	X			X	X							*			Region 7: Springfield, West Springfield, Belchertown
T & M Landscape Inc		X							*							* Region 3: Brockton, Fall River, New Bedford, Taunton
Tree Tech Inc			X	X			X	X	X	X	X	X			X	
Vegetation Control Service, Inc.			X	X			X	X	X	X	X	X	X	X	X	
Wells Landscaping, Inc.	X	X					X	X	X	X	X	X	X	X	X	
Weed & Feed Inc. dba DHT Golf Services						X	X	X	X	X	X	X	X	X	X	
Zak's Construction Services, Inc	X						X	X	X	X	X	X	X	X	X	

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Vendor Contact Information

Contractor Name	Contact Person	City	State or Province	Contact Email	Contact Phone
Antonellis Construction Inc	Loreto Antonellis	Newton	MA	antopaves@hotmail.com	617-212-9001
AVCorp, Inc.	Rob Doyle	Charlton	MA	rob@avcorp.com	508-494-1902
Bartlett Tree Experts	Andrew Balon	Waltham	MA	abalon@bartlett.com	781-622-5980
BHD Lawn and Building Services	Justin Bendzewicz	Dracut	MA	justin@bhdcompany.com	978-453-0284
Bill Tompkins Corporation	Billy Tompkins	North Andover	MA	BillTompkins@comcast.net TompkinsLandscape@comcast.net	978-687-2152
Brightview Landscape Services Inc.	David Palmer	Los Angeles	CA	david.palmer@brightview.com	617-516-8126
Buzz Cuts Maximum Lawncare (Thomas M. Murphy DBA)	Thomas Murphy	Hingham	MA	buzzcutslawncare@comcast.net	781-749-3900
Cambridge Landscape Co. Inc.	James Kelley	Cambridge	MA	jkelly@cambridgelandscape.com	617-661-8591
Cariati Developers, Inc	Donald Cariati	Meriden	CT	dcariati@cariatidevelopers.com	203-238-9846
Cicoria Tree and Crane Service Inc.	Mark Cicoria	Beverly	MA	info@cicoriatree.com	978-922-5500
Consider It Dunn, Inc.	William Dunn	Attleboro	MA	consideritdunn@comcast.net	508-223-4017
Deluca and Sons Excavating and Landscaping	Anthony Deluca	Franklin	MA	tony@delucaandsons.com	508-726-1830
Donlon Draper Inc	Henry Donlon	Westwood	MA	DDTreeland@aol.com	781-769-2999
Eagles Nest Tree and Landscape	Emmett Sheehan	Duxbury	MA	MrNest5@verizon.net	781-934-7481
Edward J Lubelczyk	Edward Lubelczyk	Gilbertville	MA	Joex7106@aol.com	413-477-6922
EZ Landscaping Inc	Paul Esdra	Lynn	MA	ezland@verizon.net	781-599-0770
Favreau Forestry, LLC	Brian Favreau	Sterling	MA	office@favreauforestry.com	978-706-1038

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Contractor Name	Contact Person	City	State or Province	Contact Email	Contact Phone
Gardens Are	Donald Bishop	Marlborough	MA	donald@gardensare.com	888-526-7771 x707
Gatsby Grounds Company	Kimberly Cole	Lunenburg	MA	kcole@gatsbygrounds.com	978-365-9880
Gleason Johndrow Landscaping, Inc.	Anthony Gleason	Florence	MA	gleasonjohndrowlandscaping@gmail.com	413-727-8820
Great Oak Services	Robert N. Glidden Jr.	New Braintree	MA	rngliddenjr@msn.com	508-344-9892
Green Acres Inc.	Michael Colecchia	Revere	MA	greenacreslandscaping@comcast.net	781-284-4277
Green Acres Landscape and Construction Co., Inc.	Jodi McCarty	Lakeville	MA	jmccarty@greenacreslandscape.net	508-823-6699 x101
GTA Landscaping, Inc.	Gregory Antonelli	Everett	MA	greg@gtacoinc.com	617-389-2800
Iron Tree Service, LLC	Eric Roensch	Beverly	MA	eric@irontreeservice.com	978-500-6646
JCBM Enterprises, Inc, DBA S & K Lawn Care	William Metcalf	Monson	MA	joanskla@gmail.com	413-267-3100
J. Marchese & Sons, Inc.	Scott Karpinski	Everett	MA	marchese4040@aol.com	617-389-4040
KeenKuts Landscaping	Lonnie Keene	Southwick	MA	keenkutls@comcast.net	413-896-9240
Lavoie Horticulture (Mark Lavoie dba)	Mark Lavoie	Granville	MA	mark@lavoiehorticulture.com	413-355-0200
Leahy Landscaping, Inc.	Colton Eaton	Lynn	MA	ceaton@leahylandscaping.com	978-479-3733
Maltby & Co., Inc.	Bill Maltby	Stoughton	MA	lauren@maltbytree.com	781-344-3900
Mayer Tree Service	Daniel Mayer	Essex	MA	michaeld@mayer-tree.com	978-768-6999
Mountainview Landscapes and Landcare Inc.	Jason Holloway	Chicopee	MA	jasonh@mountainviewinc.com	413-377-6168
New England Irrigation	Marybeth Dibble	Milford	MA	marybeth@neirrigation.com	508-230-9797
Northeastern DBA North-Eastern Tree Service, Inc.	Michael Sepe	Cranston	RI	Netree444@yahoo.com	401-941-7204
Northern Tree Service,	Philip Cambo	PALMER	MA	cambo@northerntree.com	413-596-6132 x225

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Contractor Name	Contact Person	City	State or Province	Contact Email	Contact Phone
Inc.					
Omasta Landscaping, Inc	Gregory Omasta	Hadley	MA	greg@omastalandscaping.com	413-584-2550
PA Landers, Inc	Robert Haggerty	Hanover	MA	bhaggerty@palanders.com	781-826-8818
Park Landscape Associates	Jeff Raia	Boston	MA	jeff@park-landscape.com	617-323-5200
Pioneer Landscapes, Inc.	Brian Campedelli	Easthampton	MA	plilawncare@rcn.com	413-527-0852 x101
PJC & Company Ecological Land Care, Inc dba PJC Organic	Pam Newcombe	Rowley	MA	pnewcombe@organicfertilizer.com	978-432-1019
Plumley Landscape, Inc	David Plumley	Westfield	MA	plumleylandscape@me.com	413-862-4749
REWC Land Management Inc.	Robert Collins	Pittsfield	MA	r.collins62@verizon.net	413-822-2622
Riteway Construction (Randolph Rail and Iron Construction DBA)	Richard Brewer, Jr	Randolph	MA	Ritewayconst@hotmail.com	781-986-4549
Rock Solid Construction	John McDougall	N. Pembroke	MA	rocksolidus@comcast.net	781-953-7787
Shrewsbury Landscapes, Inc.	Kevin Lyons	Shrewsbury	MA	info@shrewsburylandscapes.com	508-842-6800
Sports Turf Specialties, Inc	Dennis Brolin	Wrentham	MA	dennis@sts1inc.com	508-384-1084
Stockbridge Construction Company	Charles Kupfer	Millbury	MA	chachakupfer@yahoo.com	508-865-3042
SumCo Eco-Contracting, LLC	Chad Sumner	Salem	MA	csumner@sumcoeco.com	978-744-1515
T & M Landscape Inc	Sharon Cravenho	Raynham	MA	cravenho@aol.com	508-823-4637
Thomas P. Ryland Co. Inc	John R. Whitney II	Springfield	MA	tpryland@gmail.com	413-734-7943
Tree Tech Inc	Meagon Felix	Foxborough	MA	meagon@treetechinc.net	508-543-5644 x21
Vegetation Control Services, Inc.	Andrew Powers	Athol	MA	apowers@vegetationcontrol.com	508-868-3994
Wells Landscaping, Inc.	Karl Wells	Randolph	MA	wells.landscaping@verizon.net	781-963-6017

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Contractor Name	Contact Person	City	State or Province	Contact Email	Contact Phone
Weed & Feed Inc. dba DHT Golf Services	Dahn Tibbett	Plymouth	MA	dhtgolf@yahoo.com	508-746-3222
Zak's Construction Services, Inc.	Gregory Zakrzewski	Easthampton	MA	pavezak54@msn.com	413-527-4440

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Region 1	Region 2	Region 3	Region 4	Region 5	Region 5	Region 6	Region 7	Region 8	Region 9
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS	AQUINNAH
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD	CHILMARK
BOSTON	BEVERLY	BREWSTER	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET	EDGARTOWN
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTON	BELCHERTOWN	CHESHIRE	NANTUCKET
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG	OAK BLUFFS
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMONT	BRIMFIELD	DALTON	TISBURY
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT	WEST TISBURY
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA	
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	GREAT BARRINGTON	OTHER ISLAND
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HANCOCK	COMMUNITIES
DEDHAM	HAMILTON	DUXBURY	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON	HINSDALE	
DOVER	HAVERTHILL	EAST BRIDGEWATER	PROVINCETOWN	BOXBOROUGH	SOUTHBRIDGE	GILL	EAST LONGMEADOW	LANESBOROUGH	
EVERETT	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE	
HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX	
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	MONROE	GRANBY	
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	MONTEREY	GRANVILLE	
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	MOUNT WASHINGTON	HADLEY	
LINCOLN	MANCHESTER	HALIFAX		CLINTON	SUTTON	LEYDEN	NEW ASHFORD	HAMPDEN	
MALDEN	MARBLEHEAD	HANOVER		CONCORD	TYNGSBOROUGH	LUNENBURG	NEW MARLBOROUGH	HATFIELD	
MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	NOTH ADAMS	HOLLAND	
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	OTIS	HOLYOKE	
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	PERU	HUNTINGTON	
NEEDHAM	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	PITTSFIELD	LONGMEADOW	
NEWTON	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	RICHMOND	LUDLOW	
NORWOOD	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	SANDSFIELD	MIDDLEFIELD	
QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	SAVOY	MONSON	
RANDOLPH	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	SHEFFIELD	MONTGOMERY	
REVERE	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	STOCKBRIDGE	NORTHAMPTON	
SAUGUS	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	TYRINGHAM	PALMER	
SOMERVILLE	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	WASHINGTON	PLAINFIELD	
STONEHAM	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	WEST STOCKBRIDGE	RUSSELL	
WAKEFIELD	SALEM	NORTON		HOPEDALE		TOWNSEND	WILLIAMSTOWN	SOUTH HADLEY	
WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	WINDSOR	SOUTHAMPTON	
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL		SOUTHWICK	
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER		SPRINGFIELD	
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON		TOLLAND	
WESTWOOD	WENHAM	PLYMPTON		LEICESTER				WALES	
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON				WARE	
WILMINGTON		REHOBOTH		MARLBOROUGH				WEST SPRINGFIELD	
WINCHESTER		ROCHESTER		MAYNARD				WESTFIELD	
WINTHROP		ROCKLAND		MEDWAY				WESTHAMPTON	
WOBURN		SCITUATE		MENDON				WHATELY	
		SEEKONK		MILFORD				WILBRAHAM	
		SHARON		MILLBURY				WILLIAMSBURG	
		SOMERSET		MILLIS				WORTHINGTON	
		STOUGHTON		MILLVILLE					
		SWANSEA		NATICK					
		TAUNTON		NEW BRAINTREE					
		WALPOLE		NORTH BROOKFIELD					
		WAREHAM		NORTHBOROUGH					
		WEST BRIDGEWATER		NORTHBRIDGE					

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

**[PO-15-1080-OSD01-OSD10-0000004088](#) The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.



OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC77

Appendix A:

UNSPSC:

70-11-17-06-Lawn care services

70-11-15-03-Tree trimming services

70-11-17-12-Parks or gardens spraying services

70-17-17-09-Irrigation systems management services

70-17-18-02-Storm water drainage

70-10-29-05-Exterior grounds maintenance